

# **St. Camillus Parish Council Bylaws**

*Approved 2011-11-17*

### ***Article I - Purpose and Scope***

- 1) The purpose of the St. Camillus Parish Council (Council) is to assist the St. Camillus pastor (Pastor) and the other Friars in discerning and fulfilling the will of God for the St. Camillus Parish (Parish) as expressed in the Mission Statement (see Appendix A) and the Strategic Plan (see Appendix B). In fulfilling the Parish Mission, the Council shall perform the following functions.
  - a) Collaborate with the Pastor and other Friars to help guide the growth of the Parish by the power of the Holy Spirit.
  - b) Coordinate the development and implementation of the Strategic Plan with the Pastor, the Friars and the various groups and committees in the Parish.
  - c) Discern and respond to the needs and concerns of all Parishioners, Parish staff, the Pastor and the other Friars. Convey the needs and concerns of the Parish to the Pastor and other Friars.
  - d) Nurture the Parish as a community of believers, by supporting and participating in Parish life and events.
- 2) These bylaws govern how the Council shall conduct its internal affairs, and how the Council shall relate to other entities, including all other Parish ministries and groups. If any portion of these bylaws is found to be in conflict with Canon Law, Canon Law shall prevail.
- 3) Under Canon Law (Can. 514 §1), the Pastoral Council is a consultative body only. The Pastor defines the scope of operations of the Council and recommendations of the Council are not binding on the Pastor. However, if the Pastor has granted authority to the Council to make a particular decision, the Pastor shall provide the Council with rationale should the Pastor reject the Council's decision.

### ***Article II - Membership***

- 1) The Council is composed of several distinct kinds of members. All Council Members (Members) shall:
  - a) Commit to fulfilling a fixed term of service as described below;
  - b) Commit to performing the duties required of Members as set forth in these bylaws;
  - c) In fulfilling their duties, strive to be representative of the needs, concerns and interests of the Parish community as a whole.
- 2) Selected Members
  - a) The Council shall include qualified Members selected from the Parish membership. The Selection Process is described in Article VII. To qualify as a Selected Member, a candidate must:
    - i) Be at least eighteen years of age;
    - ii) Be a registered member of the Parish for at least six months;
    - iii) Regularly attend church services at St. Camillus;
    - iv) Be engaged in at least one Parish ministry or activity;
    - v) Have completed (or be part of a household that has completed) a financial pledge to the Parish;
  - b) The term of service of a Selected Member shall be three years. The term shall begin on July 1 of the year in which the term begins, and end on June 30 of the year in which the term expires. A Selected Member may not serve consecutive terms. However, a Replacement Member (see below) is eligible to become a Selected Member when his or her Replacement term expires.
- 3) Appointed Members
  - a) The Pastor may, at his discretion, appoint additional Council Members. To qualify as an Appointed Member, the appointee must be a member of the Parish.
  - b) If the Pastor appoints a Member, the Pastor must specify a fixed term of service for the Appointed Member.
  - c) Appointed Members may serve consecutive terms, but the duration of each term must be specified at the time of appointment.

4) Replacement Members

- a) In the event that a standing Council Member does not complete his or her full term of service for any reason, creating a vacancy, the Council shall seek a Replacement Member (Replacement) to serve for the remainder of the term.
  - i) An Appointed Member who does not complete his or her full term of service may be replaced by Pastoral Appointment or by the Council's selection process, at the discretion of the Pastor.
  - ii) A Selected Member who does not complete his or her full term of service may be replaced by the Council's selection process or by Pastoral Appointment, at the discretion of the Executive Committee described in Article VI.
- b) A Replacement by Pastoral Appointment must meet all the criteria set for Appointed Members.
- c) A Replacement by Selection must meet all the criteria for Selected Members, except that the term of service shall begin as soon as possible after the departure of the Member being replaced, and shall end at the end of the term of the Member being replaced.
- d) A Replacement by Selection shall be handled as follows:
  - i) The Executive Committee shall offer the Replacement position to the Alternate(s) identified during the most recent Selection Process.
  - ii) Should no Alternate accept the position, the full Council shall vote whether to hold a special Selection Process immediately, or to allow the vacancy to stand until the next scheduled Selection.
  - iii) If the Selection Process is underway at the time a vacancy occurs, the Selection Committee shall select the Replacement Member following the Selection Process, i.e., the vacancy shall be treated as an Open Position.
- e) The Pastor and other Friars are not Council Members, but have a special status with respect to the Council. They may participate fully in all Council activities, but may not vote, nor are they counted toward a quorum. The special status of the Pastor and other Friars continues as long as they are in residence.
- f) All Members, regardless of how they came to be on the Council, have the same rights, privileges and responsibilities, including the right to vote in all votes taken by the Council. The vote of each Member, including the Officers described in Article V, shall carry the same weight as the vote of every other Member.
- g) The total number of all Members, regardless of how they came to be on the Council, shall be at least fifteen. This shall include up to fifteen Selected Members in addition to Appointed Members.

***Article III - Member Responsibilities***

- 1) Council membership is a serious commitment and all prospective Members are encouraged to consider prayerfully whether they can meet the commitment called for by membership prior to their accession to the Council.
- 2) Responsibilities of Council membership include, but are not limited to:
  - a) Fulfilling the full term of Council service for which the Member has been selected;
  - b) Participating in all Council events, including but not limited to monthly Council meetings and the annual Council retreat described in Article IV. An absence from any Council event shall be considered unexcused unless the Member informs the Council Chairperson in advance of the absence;
  - c) Serving as a liaison between the Council and one of the Parish Committees (see Article VI), which entails reporting to the Council on that Committee's activities, representing the needs and concerns of that Committee to the Council, and facilitating and/or supporting implementation of the Parish Strategic Plan by the Committee;
  - d) Attending major Parish events, including but not limited to the Parish Ministry Fair, Heritage Day, Parish Festival, and New Parishioner Receptions;

- e) Wearing the Council nametag at Masses and Parish events, to increase the visibility of the Council and to encourage parishioners to bring their needs and concerns to the Council;
  - f) Conducting himself/herself at all times in a manner consistent with the mission and values of the Parish and the Church.
- 3) The Executive Committee may dismiss from service any Member that, in the judgment of said Executive Committee, has substantially failed to carry forth his/her responsibilities as described above. This includes, but is not limited to, having three or more unexcused absences, or five or more absences, excused or unexcused, in one year. It is strongly recommended that the Executive Committee not dismiss a Member without first informing the Member of their concerns and giving the Member the opportunity to respond to the Executive Committee's concerns.
  - 4) Upon dismissing a Member from service, the Executive Committee shall provide written notice with full justification for the dismissal to the Member, the Council and the Pastor. The Council may overturn a dismissal by a majority vote at the subsequent Council meeting.

#### ***Article IV - Meetings***

- 1) The Council shall meet each month from September through June, unless the membership decides otherwise in particular cases. These regular meetings shall be open to all parishioners, the Pastor and the other Friars. However, by majority vote, the Council may elect to hold a closed session, in which the Council may exclude parishioners, and/or the Pastor, and/or the other Friars.
- 2) The Council may hold a Retreat, which may replace one of the meetings. Traditionally this occurs in the first meeting in autumn.
- 3) Special meetings may be called by the Executive Committee, or by a majority of the Council via a joint written petition to the Chairperson.
- 4) Unless otherwise specified, a two-thirds majority of the Council membership shall constitute a quorum. No matters requiring a vote may be decided in the absence of a quorum. Unless otherwise specified, all matters requiring a vote may be decided by a simple majority of those present, assuming a quorum has been established.
- 5) Meetings shall be held to a maximum of 90 minutes unless a majority of the members present should decide otherwise in a particular instance.
- 6) The Council shall strive for consensus in its decisions. However, a simple majority vote is sufficient to reach a decision. Meetings shall be conducted as informally as the agenda will allow. However, the Chairperson may invoke Robert's Rules of Order if he/she deems it necessary in particular cases.

#### ***Article V - Officers***

- 1) The officers of the Council are the Chairperson, the Vice Chairperson and the Secretary. The officers shall be elected annually by a simple majority vote of the voting Members present at the September meeting of the Council. The election of officers shall be chaired by a member who is not a candidate for any office.
- 2) The term of office for all officers commences immediately following the election. The term of office for all officers expires at the next officer election, or when the officer leaves the Council, whichever comes first.
- 3) Should any office fall vacant prior to the next scheduled election, the Council shall hold a special election at the first opportunity to fill the office. This election shall be conducted as described above, and the elected officer shall serve until the next scheduled election.
- 4) While any office is vacant, the remaining officer(s) shall perform the duties of that office in addition to their own until an election may be held. Should all offices fall vacant, the Pastor may appoint an acting Chairperson to conduct critical affairs of the Council and serve as the Council point of contact until an election may be held.
- 5) Duties of Officers:
  - a) The Chairperson shall: conduct the meetings of the Council; appoint ad hoc committees as needed; and follow and enforce these bylaws to ensure the Council meets its objectives and fulfills its obligations.

- b) The Vice-chairperson shall: serve as Chairperson in the absence of the chairperson; serve as the Council's public relations officer, in which role he/she shall oversee Council postings to the Parish website and communications between the Council and other parish entities and individuals; serve as the Council's parliamentarian, in which role he/she shall be responsible for knowing Robert's Rules of Order and conducting Council meetings in accordance with such Rules; serve as timekeeper and keeper of the agenda during Council meetings to ensure that agenda items are followed and that all Council members have an equal opportunity to be heard on topics of discussion.
- c) The Secretary shall: call the roll and determine the presence of a quorum; keep the minutes and forward them to the membership along with the agenda for the next meeting at an appropriate time prior to said meeting; be responsible for any and all written correspondences of the Council; and keep all official Council records.
- 6) The Council may replace any officer that, in the judgment of the Council, has substantially failed to carry forth the responsibilities of his/her office. In order to replace a standing officer, the Council shall convene a special session chaired by a Member who is not a standing officer, nor a candidate for office. The chairperson of the special session shall conduct two votes: one to remove the officer and a second to elect a new officer. Removing a Member from office does not automatically dismiss the Member from the Council.

#### ***Article VI - Committees***

- 1) The Council may form committees, drawing membership from the Council, the Friars, and/or the Parish in general, at any time. Ad hoc Committees are formed for the completion of a specific task, or for a specific time frame. Standing Committees shall continue indefinitely, and may be established or abolished only by majority vote at Council meetings. However, all committees established by these bylaws may only be amended or abolished through an amendment to these bylaws.
- 2) The Executive Committee is a Standing Committee that consists of the officers of the Council. The Executive Committee shall conduct the business of the Council between scheduled Council meetings and shall prepare an agenda in advance of each Council meeting.
- 3) The Selection Committee is a Standing Committee of at least three Members that shall each year conduct the Selection Process for new members. The Council recognizes and participates in the following Standing Committees that were established and described in the current Strategic Plan (see Appendix B).
  - a) Community Building (CB)
  - b) Evangelization (E)
  - c) Faith Formation (FF)
  - d) Family and Pastoral Care (FPC)
  - e) Justice, Peace and Integrity of Creation (JPIC)
  - f) Prayer and Worship (PW)
  - g) Stewardship (S)
- 4) Council Members are encouraged to participate in any other Parish committees, groups, communities, and ministries. Furthermore, Members are encouraged to report to the Council the needs, concerns and activities of any such Parish groups, communities, and/or ministries.

#### ***Article VII - Selection of New Members***

- 1) The standing Council selects Selected Members using the selection process described in this Article. Throughout the selection process, the standing Council shall strive to select a Council that reflects the diverse composition of the Parish.
- 2) This process is followed each year beginning in January and concluding with the selection of new members in May. This process may also be invoked to replace a Member who does not complete his or her full term of service.
- 3) Prior to the January Council Meeting, the Executive Committee shall review the terms of service of all standing Council Members to determine the Number of Open Positions, that is, the number of new

Members that shall be needed in order to maintain the required total number of Council Members.

Terms of service for the Open Positions shall be also determined in order that approximately one third of standing Council Member terms should expire each calendar year.

- 4) At the January Council Meeting, the Council shall fill any vacancies on the Selection Committee by vote, and shall designate by vote a Selection Committee Chairperson. The Executive Committee shall provide the Number of Open Positions to the Selection Committee Chairperson.
- 5) The Selection Committee shall solicit candidates for membership on the Council, via advertising and personal invitation. Any member of the Parish may nominate individuals for membership on the Council. A parishioner may nominate himself/herself. The Selection Committee shall strive to solicit more candidates than the Number of Open Positions.
- 6) The Selection Committee shall develop and maintain an application form, including a biography, and all candidates shall complete and submit this application.
- 7) At least two weeks prior to the April Council Meeting, the Selection Committee shall submit to the Executive Committee the applications for all candidates.
- 8) The Executive Committee shall submit to the Pastor the list of candidates, and seek input from the Pastor on any factors bearing on the suitability for service of each candidate.
- 9) Upon due consideration of the needs of the Parish, the applications presented, and the Pastor's input, the Executive Committee may reject the candidacy of any individual who, in the judgment of said Executive Committee, is not suitable for Council Membership. The Executive Committee shall inform the Selection Committee if it rejects the candidacy of any candidate, at least one week prior to the April Council Meeting.
- 10) At least one week prior to the April Council Meeting, the Selection Committee shall circulate all applications approved by the Executive Committee to all Council Members.
- 11) At the April Council Meeting, the Selection Committee shall review the current list of candidates with the full Council. Any Member may give input about the candidates at this time.
- 12) On or before the Sunday before the May Council Meeting, the Council shall hold a special meeting, chaired by a member of the Selection Committee (the Meeting Chair), to interview candidates. All Members are encouraged to attend, but at least five Members must be present.
- 13) The meeting shall be conducted as follows:
  - a) Each candidate shall be given the same amount of time.
  - b) The Members present shall ask each candidate the same questions, chosen in advance, and permit each candidate time to respond.
  - c) Each candidate shall be given the opportunity to ask questions of the interviewers.
  - d) Immediately following the last interview, the Members present shall discuss the candidates and characterize each candidate as Accepted or Deferred. Accepted candidates are those considered suitable for selection to the Council, while Deferred candidates are not recommended for selection.
  - e) The Members present shall select, from the Accepted candidates, a number of Accepted candidates equal in number to the Number of Open Positions to recommend for Council membership. These candidates shall be designated Recommended Candidates. If there are fewer Accepted candidates than the Number of Open Positions, all Accepted candidates shall be considered Recommended candidates. If there are more Accepted candidates than the Number of Open Positions, the additional Accepted candidates shall be considered Alternate candidates.
  - f) The Meeting Chair shall convey the recommendations for all candidates in writing to the Parish Council Secretary. The Executive Committee shall then determine the term limit for each Recommended Candidate, and inform the full Council, the Pastor and the Friars of the identity of the newly Selected Members.

***Article VIII - Ratification and Amendment of the Bylaws***

- 1) These bylaws shall be reviewed, amended as needed and ratified by vote each year at the September Council meeting. These bylaws may also be amended, repealed or replaced by vote at any Council meeting.
- 2) A two-thirds majority vote of the members present (presuming a standard quorum) is required to amend, repeal or replace the bylaws.
- 3) Any amendment, repeal or replacement of these bylaws must be proposed at least one week prior to the meeting at which the vote will take place, and any proposed changes circulated one week in advance so that the members may have time to study and discuss the proposal prior to voting on the proposal.

***Appendix A: St. Camillus Parish Mission Statement***

- 1) The mission of St. Camillus Church is to proclaim the Kingdom of God in our neighborhood by celebrating the Sacraments together, by sharing our faith in Jesus Christ, by reaching out to everyone in need, especially the poor, the immigrant, the alienated and the sick and by living the Gospel every day. Every one of us is gifted by God's grace and is needed and treasured. All of our members are expected to share their gifts so that together we can accomplish our Mission. We are always guided by the Holy Spirit and the lives of St. Camillus and St. Francis of Assisi.

***Appendix B: St. Camillus Parish Strategic Plan***

- 1) Beginning in 2009, under the direction of Pastor Michael Johnson, St. Camillus Parish developed a comprehensive Strategic Plan through a program entitled Best Practices for Parishes. The program was completed and the resulting Strategic Plan was approved by the Parish Council on September 23, 2010. The Strategic Plan is available from the St. Camillus website at <http://www.stcamilluschurch.org/about-us.html>.

**Revision History**

<b>Revision Number</b>	<b>Date</b>	<b>Description</b>	<b>Author</b>
0.1	2011-07-23	First Draft	Hindel
0.2	2011-09-14	Second Draft	Peachey
0.3	2011-09-14	Previous changes accepted and small cosmetic changes	Peachey
0.4	2011-09-16	Implemented changes in response to comments from Pastor Mike Johnson, OFM and Council Member Hindel.	Peachey
0.5	2011-09-29	Implemented changes requested at the Parish Council Retreat in September 2011	Hindel
0.6	2011-10-10	More changes requested at the Retreat in September 2011; revisions to Article V concerning filling mid-term vacancies	Peachey
0.7	2011-10-10	Reformatted with a few minor revisions, mainly to clarify and remove some redundancy from Article II.	Peachey
1.0	2011-11-17	Approved at the Parish Council Meeting.	Kralovec