

## ST. CHRISTOPHER PASTORAL COUNCIL BY-LAWS

### ***Article I***

#### **Meeting Schedule**

Regular meetings shall be held on the fourth Tuesday of the month, except December when the meeting date will occur as agreed upon by the Council. No regular meetings will be scheduled in July or August.

### ***Article II***

#### **Participation at Meetings**

**Section 1-** While meetings of the Pastoral Council are open to the attendance of all parishioners, only the Council members and advisors may enter into discussion during the reporting and business phase of the meeting.

**Section 2-** Those invited by the Executive Committee or Pastor to address the Council may participate only in the discussion of the particular matter for which they were invited. This will occur at the beginning of the meeting.

**Section 3-** Parishioners who wish to be on the agenda to address the Council must contact the Pastoral Council by emailing [pastoralcouncil@saintchris.org](mailto:pastoralcouncil@saintchris.org) at least ten days in advance of the scheduled monthly Council meeting. This may then be added to the agenda and will take place at the beginning of the meeting.

**Section 4-** Any parishioner may address the Council during the portion of the meeting entitled "Open Forum." This is generally at the end of the meeting. All concerns will be heard and may be addressed at a future meeting if necessary if the concern pertains to the spirituality of the parish.

### ***Article III***

#### **Actions of the Pastoral Council**

**Section 1- Reports-** A report is an account of the activities of an individual, committee or organization communicated to the Council for the purpose of providing information. Council will review during monthly meetings. Council members will serve as liaison to committees and will clarify questions/concerns at Council meetings.

#### **Section 2- Sense of Council**

- a) "Sense of Council" is sought on proposed or contemplated actions or ideas brought before the Council to obtain opinions or guidance of the Council members.
- b) To best utilize the Council meeting time, "Sense of Council" discussions shall be limited to five minutes, unless extended by consensus of the Council members.

- c) So that all Council members may have the opportunity to express their views, each member is allowed to speak only once on a topic until all other members who wish to speak have done so. If time remains after all members have had the opportunity to speak, a member may then speak again.
- d) The views expressed by Council members during the “Sense of Council” discussions are to be used as guidance only and do not represent the collective opinions of Council.
- e) Matters arising during reports or “Sense of Council” discussions which are judged by the Council members to require formal action, may be approved or disapproved by consensus of the Council at the meeting at which they are introduced. Those judged to require formal Council consideration will be placed on the agenda of the next meeting, as proposals.

### **Section 3- Proposals:**

- a) A proposal is a matter to be considered by the Council.
- b) In order to be discussed and acted upon during the course of a Council meeting, a proposal must be submitted to the Executive Committee, in writing, at least one week prior to the scheduled Council meeting.
- c) If the proposal is presented during the course of a Council meeting, the proposal will be considered for a “Sense of Council,” but will not be acted upon until the next Council meeting.
- d) Discussion of a proposal shall be limited to fifteen minutes unless extended by consensus of the Council members. During the discussion, it will be the responsibility of each Council member to express his/her opinion on matters before Council. If consensus on the proposal cannot be achieved within the time limit, the proposal will be sent to the appropriate Council committee for re-evaluation or further study.
- e) Once approved by the Council, a proposal shall become a “Resolution of the Pastoral Council.” The resolution will then go to the Pastor for the final approval before any action is taken.

### ***Article IV***

#### **Amendment of the By-laws**

**Section 1-** These By-laws may be temporarily suspended or modified by the consensus of the Council members at any meeting.

**Section 2-** These articles may be amended at any regular meeting time of the Council by consensus of the Council members present, provided that a copy of the proposed amendment is submitted at the previous meeting.

**Section 3-** The By-laws will be reviewed every three years in conjunction with the constitution.