

**Bylaws of the Pastoral Council of
Saint Mary Magdalene Catholic Church
Apex, North Carolina**

Article 1. Name

- 1.1 The name of the organization is the "Pastoral Council of Saint Mary Magdalene Catholic Church"; hereinafter referred to as the "Council".

Article 2. Purpose

- 2.1 All boards, commissions, and committees of the parish except for the Finance Council and the School Advisory Board are responsible to the Council.
- 2.2 The Council is responsible for submitting, along with the Pastor, the Parish Plan to the Bishop in accordance with Diocesan guidelines¹.
- 2.3 The Council is responsible for advising the Pastor regarding his appointment of members to the Finance Council.
- 2.4 The Council is responsible for investigating everything pertaining to pastoral activities, to weigh them carefully, and to set forth practical conclusions concerning them.
- 2.5 The Council shall provide leadership, support, and recognition for the efforts of the Pastor, the parish staff, parish ministries, parish school, and parish community.

Article 3. Members

3.1 Representation

- 3.1.1 The Pastoral Council is composed of twelve (12) selected members. Each selected member shall serve a three (3) year term, starting in February, and may not serve more than two (2) consecutive terms. A person, having served consecutive terms, is eligible for nomination after a two-year absence. Each selected member has one vote.
- 3.1.2 In addition to the selected members, the Pastor may appoint up to four (4) members to serve variable length terms of up to three (3) years. The Pastor will specify the length of each term at the time that each appointment is made. There is no limit to the number of consecutive terms that an appointed member may serve. Each appointed member has one vote.
- 3.1.3 The Chairperson of the Parish Finance Council is an ex-officio member, with an obligation to participate in Council meetings, and has one vote.

3.2 Eligibility

- 3.2.1 Individuals to be considered for membership must be in full communion with the Catholic Church, eighteen (18) years old, and a registered parishioner at St. Mary Magdalene Parish for at least one year.
- 3.2.2 Individuals currently serving leadership roles in other parish committees, boards, commissions, or ministries are not eligible to serve on the Pastoral Council.
- 3.2.3 Persons related to persons currently serving on the Council or serving as ministry heads are not eligible.

3.3 Selections

3.3.1 Nominations

- 3.3.1.1 Starting with the first Sunday of Advent, an announcement will be placed in the parish bulletin informing parishioners about the nominating process. This announcement will appear in the bulletin for the entire Advent season. This same announcement should be included in the pulpit announcements made during weekend Mass throughout Advent.

3.3.1.2 The bulletin announcement will include a description of the responsibilities of a Council member, the length of service, and the criteria for candidacy.

3.3.1.3 Parishioners who meet the eligibility requirements will be asked to nominate themselves by submitting the Council-approved nomination form to the Pastor by 5:00pm January 1st.

3.3.2 Selection of New Members

3.3.2.1 Vacancies shall be filled in January from the nominations received, through a selection process by the Pastor, with the support from the Pastoral Council.

3.3.2.2 The newly selected Council members will be contacted by the Pastor or his delegate to confirm their acceptance.

3.3.2.3 The names of the newly selected Council members will then be published in the Sunday bulletin, on the STMM Parish website, and posted in the church narthex following the election.

3.4 Resignations

3.4.1 Any member of the Council may resign by submitting written notice to the Council or Pastor.

3.5 Vacancies

3.5.1 Vacancies of selected members

3.5.1.1 If the remaining term is six (6) months or more, the remaining term of a vacancy on the council shall be filled by the selection of a new nominee from the pool of names remaining from the nominees put forth during the annual nomination period in accordance with these bylaws. If no names remain from last nomination period, a new nomination process will be initiated in accordance with these bylaws.

3.5.1.2 If the remaining term is less than six (6) months, the Pastor and/or Chairperson will determine if a new member is to be appointed from the previous nominations in advance of the upcoming election cycle, or to wait for the annual election.

3.5.2 Vacancies of Pastor-appointed members

3.5.2.1 The Pastor may or may not appoint a new member to the Council in accordance with these bylaws.

3.6 Removal of a Member

3.6.1 A member shall be considered for removal at the discretion of the Chairperson and/or the Pastor due to failure to regularly attend and contribute to the Council; their position will be filled in accordance with these bylaws.

Article 4. Officers

4.1 Officers and Duties

4.1.1 Officers of the Council shall consist of the Chairperson, Vice Chairperson and Secretary.

4.1.2 The Pastor and/or his delegate, usually the Chairperson, shall preside at all meetings of the Council and shall prepare an advance agenda for each meeting and issue notices of all meetings.

4.1.3 The Chairperson shall assume the responsibility for the direction of all policy matters determined by the Council.

4.1.4 The Chairperson shall sign all official documents of the Council.

- 4.1.5 The Pastor or Chairperson shall call Special Meetings as necessary.
- 4.1.6 The Pastor or Chairperson shall create standing, ad-hoc or special committees as may be necessary to further the Council purposes.
- 4.1.7 The Pastor or Chairperson may appoint chairpersons for standing, ad-hoc or special committees.
- 4.1.8 The Chairperson shall keep the parish family informed of Council activities, at least quarterly or when there is important information to be shared.
- 4.1.9 The Vice-Chairperson shall assume the responsibilities of the Chairperson when the Chairperson is absent.
- 4.1.10 The Vice-Chairperson shall assist the Chairperson in Council matters.
- 4.1.11 The Secretary shall take and keep minutes of all meetings of the Council, maintain accurate and complete records of all Council meetings, provide the approved minutes for archiving, and perform such other duties as may be delegated by the Council.
- 4.1.12 In the absence of the elected Secretary, a volunteer shall be asked to record the minutes prior to the meeting's convening.
- 4.2 Nominations, Election, and Terms of Office
 - 4.2.1 Officers shall be elected at the February meeting by members of the Council. The Chairperson's term will be two (2) years. If elected in their second or third year on the Council, their term limit will be extended to allow for the two-year term in office.
 - 4.2.2 All other Officers' terms will be one (1) year.
 - 4.2.3 No member of the Council can hold more than one office at a time.
 - 4.2.4 The Finance Council Chairperson may not hold the office of Chairperson.
 - 4.2.5 The Chairperson may not serve more than 1 term.
 - 4.2.6 A member may not serve more than two (2) consecutive terms in the same office.
 - 4.2.7 Nominations and elections are to proceed as follows. Each office will be nominated and elected individually, one at a time, in the order of Chairperson, Vice Chairperson and Secretary. Nominations will be called from the floor and election will be by ballot.

Article 5. Meetings

- 5.1 Schedule
 - 5.1.1 The Council will hold regularly scheduled meetings, no less than every other month.
 - 5.1.2 The Council shall make every effort to schedule the Council meetings at a recurring date and time. If a meeting needs to be changed from the regularly scheduled interval, the date and time of the next meeting should be determined no later than the adjournment of the preceding regularly scheduled meeting.
 - 5.1.3 Advance notice of the time and place of regularly scheduled meetings shall be published in the parish bulletin.
- 5.2 Attendance
 - 5.2.1 The Secretary shall record attendance showing who is present and who is absent in the minutes.
 - 5.2.2 Council members are expected to attend each meeting. Two or more consecutive absences may be consideration for removal from the Council (see 3.6.1).

- 5.3 Quorum
 - 5.3.1 A simple majority of members who are obliged to participate constitute a quorum.
- 5.4 Special Meetings
 - 5.4.1 The Pastor or Chairperson may call special meetings of the Council.
 - 5.4.2 A Special Meeting may be called at the written request of any six members of the Council to the Pastor or Chairperson.
 - 5.4.3 The call for special meetings must be given at least three days in advance.
 - 5.4.4 Any decisions to be made at a special meeting require at least two thirds attendance of Council members and a majority vote.
- 5.5 Attendance by Parishioners
 - 5.5.1 Regular Council meetings are open to parishioners.
 - 5.5.2 Any parishioner who wishes to present and discuss a matter with the Council must contact the Chairperson or Pastor at least seven (7) days prior to the scheduled Council meeting.
 - 5.5.3 Inclusion on the Council agenda, as well as time allotted, is at the discretion of the Chairperson or Pastor, depending on the agenda items already planned.
 - 5.5.4 The council may elect to postpone an agenda item to a subsequent meeting.
- 5.6 Closed Sessions
 - 5.6.1 If it becomes necessary to discuss confidential or sensitive topics, the Chairperson may request any parishioners or visitors to leave for that portion of the meeting. The content of the closed session is not part of the formal minutes of the meeting and is not made public.

Article 6. Committees

- 6.1 Ad hoc committees of the Pastoral Council shall be created by the Chairperson or the Pastor with the advice of the Council itself. A Chairperson will be appointed from the Council. All committees are accountable to the Council.
- 6.2 An ad-hoc committee will provide a report as deemed necessary by the Council.
- 6.3 Ad-hoc committees are dissolved when their tasks are completed.
- 6.4 Standing committees should be established as necessary for on-going activities in the Parish.

Article 7. Meeting Procedures

- 7.1 The method of reaching decisions shall be through consensus.

Article 8. Amendments

- 8.1 Prior notice submitted in writing to the Chairperson and signed by two (2) members must be given to amend these bylaws.
- 8.2 Approval of amendment to the bylaws shall be by a two-thirds (2/3) majority vote of the full Council, together with the approval of the Pastor.

Article 9. Resolution

This Constitution and Bylaws of the Pastoral Council of Saint Mary Magdalene Catholic Church is hereby approved as evidenced by the following signatures of the Pastor and Council Chairperson this *10th day of October 2022*

Fr. Chris Koehn

Fr. Chris Koehn
Pastor

Courtney Cantrell

Courtney Cantrell
Council Chairperson

