

**SAINT MARTIN OF TOURS**  
**Parish Council**  
**BY LAWS**

**Article I – PURPOSE**

**Section 1 – Purpose**

1. To represent the individual and collective mind and heart of the Parish in support of the mission of St. Martin of Tours as a Parish and Campus ministry, and to assist the Pastor in coordinating the activities of the Parish.

**Section 2 – Objectives**

The Parish Council shall:

1. Facilitate the parish decision-making process by serving as a conduit of information from the parish community to and from the Pastor and back to the community.
2. Inform the Parish Community on issues of importance to the Parish Community, and solicit their comments, questions and suggestions.
3. Advise the Pastor on parish community matters.
4. Advise and assist with the various St. Martin of Tours committees, ministries, and activities developed by the Parish Council, as needed.

**Section 3 – Limitations**

It is understood that the Parish Council does not make decisions, but is an Advisory Board to the Pastor/Administrator. As such, if the Parish Council has voted more than a 2/3 majority on any given matter, the Pastor will give serious consideration to the recommendations and not unilaterally reject such actions. Should the Pastor reject the recommendation, the Pastor may be asked to submit his decision in writing to the Council for further review and consideration.

**Article II – MEMBERSHIP**

**Section 1 – Number**

The Parish Council shall consist of no more than twelve (12) members of the parish community. Members shall be nominated and appointed by the Pastor and the Parish Council. Membership should be comprised, when possible, of at least one person representing each ethnic group and the rest from the parish community at large.

**Section 2 – Qualifications**

Members shall be at least twenty-one (21) years of age and of good moral character. Members shall have an active relationship with the Parish. Attend Mass on a regular basis, serve and/or assist in parish activities.

### **Section 3 – Terms of Office**

1. Candidates shall be nominated between January and March of each year for selection to the Parish Council. For selection to the Council a Notice shall be placed in the Bulletin. Emphasis will be placed on encouraging diversity on the Parish Council.
2. Four seats on the Parish Council shall be open for nomination each year for three-year terms.
3. Appointments will be made during the fall of each year for terms beginning in July of that year.

### **Section 4 – Vacancies**

1. The Parish Council may decide by a two-thirds vote to remove a member if he or she is unable to carry out his or her duties as prescribed in the Parish Council Bylaws.
2. In the event of a vacancy on the Parish Council, the Council shall select a replacement member by a simple majority; special consideration will be given to community members who previously served on the Council. The replacement member shall serve until the expiration of the term being filled, and is eligible to serve as described in Section 3.3.

## **Article III – MEETINGS**

### **Section 1 – Annual Meeting**

The Parish Council will call and hold a **Parish Community meeting** during the first quarter of each year, for the purpose of introducing and informing the Parish Community of the activities of the Parish Council and presentation of the Parish budget.

### **Section 2 – Monthly Meetings**

1. Shall be held on the first Thursday of each month, unless otherwise determined by a majority of the Parish Council between September and June.
2. Meetings shall be held at St. Martin of Tours.

### **Section 3 – Special Meetings**

Special meetings may be called as needed by the Pastor and/or Chair with a notice sent to all Members.

### **Section 4 – Notice of Meetings:**

1. Announcements of the Parish Council meetings shall be published in the Church Bulletin and the website.

### **Section 5 – Quorum for meetings:**

The majority of the Parish Council shall constitute a quorum.

1. A quorum must be present for a vote on issues. Fifty (50) percent plus one (1) of the authorized number of Members shall constitute a quorum for the transaction of business. There will be no absentee or proxy voting.

### **Section 6 – Attendance**

Parish Council members are expected to attend all Council Meetings. Three (3) absences may result in a recommended action for termination of membership on the Parish Council. A two thirds vote of the quorum shall be required for termination.

### **Section 7 – Conduct of Meetings**

1. Meetings will begin with a prayer and spiritual reflection and end with a prayer
2. The Chair or Council member designated by the Chair presides over meetings.
3. The Secretary records minutes. In the Secretary's absence, any person appointed by the presiding officer shall act as Secretary of the Board.
4. The Secretary and the Pastor set the agenda for each meeting.
5. The goal is to strive for consensus in making decisions while recognizing that each member's contribution is considered important.
6. Council meetings are open to the community; however, the Parish Council may call either a closed meeting or a closed session during an open meeting at the council's discretion.
7. All Subcommittees should report to the Parish Council on a monthly basis to advise of their activities, membership, income and projected needs either through a sitting member of the Parish Committee or through a written statement presented by the chair of the subcommittee for presentation at the monthly Council meeting.

## **Article IV – SUBCOMMITTEES**

### **Section 1 – Subcommittees and Functions (Standing and Ad Hoc)**

1. Subcommittees will be formed and disbanded as needed
2. Subcommittees should be comprised of parish members as well as Parish Council members.
3. Any such Subcommittee shall have the duties provided in the motion, but shall not have the power to exercise the authority of the Parish Council or to bind the Parish Council in any manner.

## **Article V – ORGANIZATION**

### **Section 1 – Authority**

The Parish Council derives its authority from policies set at Parish Council meetings and the Administrative needs of the Parish.

## **Section 2 – Officers**

### **CHAIR:**

1. Presides over meetings.
2. May call special meetings
3. Organizes and conducts the Annual Parish Community Meeting

### **SECRETARY**

1. Prepares Agenda with assistance from Pastor
2. Records and distributes minutes.
3. Handles Council correspondence.

## **Article VI – RESPONSIBILITIES**

### **Section 1 – Responsibilities of Members of the Parish Council**

1. Half or more of the members of the Parish Council will come from active participants and/or chairpersons of the following Parish Committees:
  - a. Evangelization & “The New Evangelization”
  - b. Structures for Participation & Accountability
  - c. Ongoing Education & Formation
  - d. Ministry & Leadership
  - e. Eucharist & Sacramental Living
  - f. Social Justice Committees
2. Recommendation, selection and appointment of new members for the Parish Council.
3. Attend and participate in the Annual Parish Community Meeting.
4. Be an active and involved member of the St. Martin of Tours Parish.
5. Attend special events and activities, as well as mass.
6. Contribute financially to the Parish and/or school.