

***By-Laws of the Pastoral Council of
St. Paul the Apostle Catholic Church
Diocese of Juneau, Alaska***

Article I - Responsibilities of Officers

Chairperson:

1. Call and conduct all meetings of the council.
2. Preside at delegation from the pastor.
3. Report to the parish the actions of the council and/or solicit parish action as the occasion requires.
4. Prepare the agenda for council meetings after consulting with the pastor.

Vice-Chairperson:

1. Chair meetings and assume responsibilities of chairperson when chairperson is absent.
2. Preside at delegation from the pastor.

Secretary:

1. Maintains a complete record of council minutes.
2. Ensures availability of minutes to all parish members.
3. Takes care of general correspondence as needed.

Vice-Secretary:

1. Assume responsibilities of secretary when secretary is absent.

Article II - Terms of Membership

1. Membership of the Council shall be open to all members of St. Paul the Apostle Catholic Church.
 1. Members of the Council are elected for a period of three years. Terms begin on January 15th of each year.
 2. At the initial election, 3 members shall be appointed to a term of 1 year; 3 members shall be appointed to a term of 2 years; and 3 members shall be appointed to a term of 3 years.
 3. Members and officers may serve consecutive terms.
 4. Committees may be designated for a set purpose and time.

Article III - Appointment of Members

1. On the first Sunday in November, the entire parish is given the opportunity to make recommendations of persons within the parish to serve on the parish council. The recommendations are compiled and brought to the existing council for review. After consultation among the members and those who have been named, the names shall be submitted to the pastor and the appointments are made.
2. Composition of the pastoral council should reflect the cultural diversity of the parish.
3. Vacancies on the council can be filled by the council by submission of another name for appointment to complete the term of the retiring council member.

Article IV – Council Committees

1. The pastoral council will consult with and receive periodic reports from other committees and organizations of the parish.
2. The council may establish committees from time to time as appropriate and necessary.

Article V – Voting on Council Matters

1. Council matters shall be decided by a quorum of the voting membership.
2. “Robert’s Rules of Order” shall be the guide for business procedures.

Article VI- Amendments

1. The by-laws may be amended by a two-thirds vote of the membership of the council at any regular or special meeting, with the approval of the pastor.
2. All proposed amendments must be given to each member of the council in writing at least five days prior to voting.

Bylaws adopted on December 5, 2012
by interim members of the Pastoral Council of
St. Paul the Apostle Catholic Church

Rev. Patrick Travers, Pastor