

**BY-LAWS OF THE CONSTITUTION  
OF  
THE PASTORAL ADVISORY COUNCIL  
OF  
ST. JOSEPH'S PARISH  
CROTON FALLS, NEW YORK**

**ARTICLE 1  
MEETINGS**

- Section 1. **PRAYER.** Every Pastoral Advisory Council (PAC) meeting shall begin with a prayer led by one of its members.
- Section 2. **MEETING LENGTH.** The length of a PAC meeting will be limited to ninety (90) minutes. This limit may be extended for a particular meeting by a majority vote of the members present or at the request of the Pastor.
- Section 3. **ABSENCES.** The Secretary shall take attendance at all PAC meetings and, upon three unexcused absences from regular meetings of the council during one council year, a council member shall be considered to have resigned from the council, making his/her seat vacant and to be filled as set down by Article V of these By-Laws.
- Section 4. **QUORUM.** A quorum is necessary for a meeting to be held. A quorum shall be defined as more than half of the council members, of which eight are selected members.
- Section 5. **MINUTES.** The minutes of the previous PAC meeting will be put up for approval at the beginning of the following meeting.
- Section 6. **AGENDA.** The agenda for each PAC meeting will be made available to each member on or about one week prior to the meeting. Also copies of the agenda will be available the evening of the meeting.
- Section 7. **VOTING.** If a vote is required, procedural motions shall be passed by a simple majority while those requiring the action of the council shall be passed by a two-thirds (2/3) vote of those present.
- Section 8. **RESOLUTIONS.** Any resolution if required to be voted on by the PAC at one of its meetings must be:
- A) Made available in its entirety to each member of the council with the agenda of the meeting at which it is to be considered, or,
  - B) telephoned in its entirety directly to each member of the council 48 hours prior to the meeting at which it is to be considered, or,

- C) approved for consideration, after being submitted for recording by the secretary at a council meeting, and if required, by a two-thirds (2/3) vote of all members present, or,
- D) approved for consideration, after being submitted in writing, by a unanimous vote of the Executive Committee.

## ARTICLE II OFFICERS

METHOD OF ELECTION. At the first meeting of the council year, the past Chairperson, if he or she remains on the council, or a previously selected officer, or an appointee of those present, shall ask for nominations for each office, the nomination and election for Chairperson to precede the nomination and election for Vice-Chairperson and so on. Election for each office shall be by a simple majority vote.

## ARTICLE III APPOINTMENTS

The PAC Chairperson shall appoint a PAC member to the Vicariate Council whose duties shall be to attend Vicariate council meetings and report to the PAC.

## ARTICLE IV PARISH COUNCIL COMMITTEES

- Section 1. EXECUTIVE COMMITTEE. The Executive Committee shall be made up of all the officers of the PAC and shall assist the Chairperson and the Pastor in the preparation of the council agenda and shall perform such other duties as assigned to it by the PAC.
- Section 2. STANDING COMMITTEES.

### GENERAL STATEMENT.

The three standing committees of the council mandated by the Constitution shall consist of at least four members.

Each committee shall, at its first meeting of the council year, select a chairperson.

The chairperson shall be responsible for calling committee meetings, initiating liaison with parish clerical and lay staff, parish organizations and parishioners. He/She shall be responsible for preparing resolutions to be presented to the full council, preparing the committees monthly and

annual reports and for any other duties which may be required or directed by the Executive Committee. The chairperson may delegate these duties or portions thereof to other members of the committee but shall retain full responsibility for their fulfillment.

Each committee shall present a status report at regularly scheduled PAC meetings.

Any standing committee meeting requires the presence of at least three committee members.

If required, each committee shall prepare resolutions for the executive committee as mandated in Article 1 of these By-Laws.

The Executive Committee will make all of the committee reports available to the PAC prior to the next regular meeting of the PAC following the Executive Committee meeting.

#### DUTIES OF STANDING COMMITTEES

- A. WORSHIP AND SPIRITUAL LIFE COMMITTEE – which promotes and coordinates matters of worship and spiritual development.
- B. EDUCATION AND FORMATION COMMITTEE – which promotes the educational responsibilities of the parish, including parochial school, religious education programs and adult education.
- C. CHRISTIAN SERVICE COMMITTEE - which organizes action on issues of peace, justice and advocacy for the poor.

Section 3. AD HOC COMMITTEES. Ad Hoc committees may be appointed by a consensus of the PAC, with the approval of the Pastor.

Section 4. COMMITTEE ACTIVITY REQUIREMENT. All selected PAC members shall be required to be a member of and take an active part in the workings of at least one committee.

### ARTICLE V ELECTION OF PARISH COUNCIL AT-LARGE MEMBERS

#### NOMINATIONS AND SELECTIONS.

A) Each year on or about Pentecost Sunday, five persons shall be selected to the Parish Council through the following process

and they will assume their responsibility at the September meeting.

- B) Parishioners will be invited to volunteer for service on the PAC. The Pastoral Advisory Council and Pastor can also suggest names, and the Pastor makes the final decision on who will be considered for nomination.
- C) All nominees are contacted by a committee of the PAC and asked if they are willing and able to serve on the pastoral council, if chosen. The selection process and the responsibilities of the PAC are explained to them.
- D) All nominees and those who will continue on the council are invited to attend a specified Mass. After the homily, which will make reference to what will be occurring, the names of all nominees are placed in a vessel and a prayer is said asking God's guidance on this choice. Then five names are drawn and those five, chosen by lot, are the new council members.
- E) If additional openings have occurred (for example if a member resigns) replacements shall be appointed by the pastor at this time for the balance of the term. That balance is considered a full term of office, even if for only one year.

#### ARTICLE VI AMENDMENTS

These By-Laws may be amended at any regular PAC meeting by a two thirds (2/3) vote of those present, that must constitute a quorum, provided notice of such amendment shall have been given at least two weeks in advance of such meeting.