BY-LAWS OF THE CATHOLIC COMMUNITY OF PLEASANTON PASTORAL COUNCIL

This edition of the By-laws, dated January 10, 2017, supersedes any previously published edition of the By-laws or previous amendments voted on by The Catholic Community of Pleasanton Parish Pastoral Council. It has been approved by the Parish Pastoral Council as a Consensus Issue as defined in the By-laws.

Article I – Name

The name of the organization shall be The Catholic Community of Pleasanton Parish Pastoral Council (Council).

Article II – Purpose

The purpose of the Council shall be to enable the parish members and surrounding community to realize the Catholic Community of Pleasanton’s Mission, “To know Christ better, to live as He calls us to live, and to make Him better known.” The Council will focus on fostering the following priorities:

Section 1 Advise and assist the Pastor in determining and implementing the policies and programs to achieve the parish goals in spiritual and temporal matters.

Section 2 Provide Liturgy that allows Catholics to practice their faith and fully appreciate the Sacraments afforded to them.

Section 3 Provide the resources and encourage people to Learn more about their faith and embrace spiritual growth.

Section 4 Ensure people of the parish have the resources and programs that allow them to Live a full Christian life and to provide the services that enrich the lives of the people in our surrounding community.

Article III - Membership

Section 1 The council shall be comprised of up to nine voting members.

Section 2 Seven voting members (Discerned Members) will be selected via a discernment process.
Section 3  Two additional voting members (Appointed Members) may be appointed by the Pastor at his discretion.

Section 4  Non-voting, standing, support personnel chosen by the Pastor may represent the following functions within the parish:

- Liturgy
- Learning
- Living
- Finance
- Facilities
- Communications

Section 5  Chair of the Finance Council will serve as an ex-officio, non-voting member of the Council.

Section 6  Council membership eligibility:

- Must be a fully-initiated Roman Catholic, who is registered with the parish.
- Must be at least eighteen years of age at the time of discernment or appointment.
- Staff members are not eligible.

Section 7  The Council will operate on an annual basis with the year beginning the first week of Advent.

**Article IV – Membership Term**

Section 1  Appointed members will serve a 1-year term and may be reappointed two times, for a total of 2 years, 5 years total on council.

Section 2  Discerned members may become appointed members following their term and appointed members may apply for the discernment process. If an appointed member serves 2 years, he/she will not be eligible to enter the discernment process. The maximum consecutive years a voting member may serve is 5 years.

Section 3  Discerned members who vacate their position prior to the completion of their term may be replaced by an appointed member selected by the Pastor and Council Executive Committee to complete the term, as needed.

Appointed members who vacate their positions prior to completion of the term may be replaced by a newly appointed member at the discretion of the Pastor to complete the term, as needed.
Section 4 Voting members who have served the maximum of 4 years or have termed out may be eligible for appointment or enter the discernment process following a two-year absence.

Article V – Discernment Process

Section 1 The discernment process will govern the selection of non-appointed voting members of the Council.

Section 2 Anyone who meets the Council eligibility requirements may give notice of interest to enter the discernment process.

Section 3 The discernment process is outlined in a separate document, located on the website in Documents.

Section 4 Application to the discernment process will be announced publicly with sufficient advance notice for parishioners to prepare. The process is to be completed and the new council members announced prior to the beginning of Advent.

Section 5 The discernment process will be overseen by the Pastor and Pastoral Council.

Article VI – Officers

Section 1 The voting members of the council shall annually elect from its membership a Chair, Vice-Chair and Secretary. The election will be conducted at the first meeting of the new council year as follows:

- Candidates may be self-nominated or nominated by another council member. If more than one candidate is nominated for an office, the candidate who receives the majority vote will be elected.
- In the event that no candidate receives a majority vote, the lowest vote recipient will be eliminated and the council will revote. This process will continue until someone receives a majority.

Section 2 Officers constitute the Executive Committee along with the Pastor. Duties of the Executive Committee shall include:

- Propose focus and strategic direction for the Council.
- Meet regularly to establish agendas and track progress.
- Update the parish regularly on Council decisions, direction and activities.
- Plan and execute the Discernment Process.
- Recommend or establish special ad-hoc committees as needed.
- Establish committee roles for council members as needed.
• Evaluate council member participation within the Council and take corrective action as needed to ensure the Council is productive.
• Undertake other tasks as directed by the Pastor or Council.
• Leadership should have a regular presence at major church events.

Section 3 Individual responsibilities shall be as follows:

a) Chair Person shall:
   • Preside at council meetings.
   • Preside at Executive Committee meetings.

b) Vice Chair shall:
   • Assist Chair Person as required.
   • Perform the duties of the Chair Person in his/her absence.

c) Secretary shall:
   • Record and post the minutes of all council meetings promptly following the meeting and maintain them for historical record.
   • Maintain the official list of council members, executive council and their term.

Article VII – Committees

Section 1 Council shall establish standing and ad-hoc committees as necessary.

Section 2 Committees shall be formulated around the purposes described in Section II and focus on Liturgy, Learning and Living.

Section 3 Every Council member shall participate in at least 1 committee or assignment and participate in the planning and work of the committee.

Section 4 Committees shall:
   • Receive strategic directives from the Executive Committee with approval by the Council.
   • The structure of each committee and leadership will be determined by the Executive Committee with approval from the council as needed to achieve the strategic directives.
   • Provide the planning and direction necessary to meet a committee’s strategic directives.
   • Create sub-committees and recruit additional members from the parish membership at-large as needed.
   • Provide feedback to the council on progress and seek additional advice or direction.
   • Work in coordination with other committees, staff and clergy as needed.
• Achieve the best result in line with the strategic objectives as resources allow.

**Article VIII – Administration**

Section 1  
The Council shall conduct monthly meetings. An agenda shall be published prior to the meeting with suggested time allotment for each agenda item. The primary meeting focus should be discussion of topics, plans or issues strategic to the parish. Routine committee status should be communicated via reports prior to the meeting. Meeting time may be devoted to questions or clarification of issues discussed in the committee reports. Meeting minutes will be published to Council members by the Secretary shortly after each meeting.

Section 2  
Parishioners, guests, or visitors may attend meetings for particular agenda items upon recommendation of the Executive Council to the Pastor. The Council may vote to designate a meeting or portion thereof as an executive session open only to council members and the Pastor or his designate.

a)  
A Parishioner or non-member, who wishes to present a topic/program to the Council must make the request a minimum of ten days prior to the next Council meeting.

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The request shall be made to the Pastor or the Pastoral Council Chair, at which time, they will notify the Executive Council, who must approve the agenda item before it is placed on the agenda.

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The guest shall be allotted an appropriate amount of time.

b)  
A parishioner who wishes to attend and listen may do so, unless the Executive Committee deems the meeting, or a portion of the meeting, is closed.

c)  
If the parishioner who wishes to attend and has a concern or topic he/she wishes to address, he/she must do so at the beginning of the meeting, when addressed. He/She will be given 3 minutes to voice concerns. The Council may choose to not provide an immediate response to a question/comment. Beyond the given time period, the parishioner is there as an observer only.

Section 3  
Special meetings may be called by the Chair or any two members of the council. Forty-eight hour notice and a specific agenda will be provided to all council members.

Section 4  
A minimum of fifty percent of the eligible voting members must be present to constitute a quorum.

Section 5  
All voting members will have one vote. Issues will be decided by a majority vote of voting members present at the meeting, unless consensus is required.
Section 6  Consensus issues are those deemed to be of vital importance to parish life and will be identified by the Pastor, Chair or any other three Council members prior to the vote. Consensus issues require a seventy percent vote for approval.

Section 7  Questions of procedures arising at any council meeting shall be resolved in accordance with Robert’s Rules of Order except in cases where they are inconsistent with the provisions of these By-laws.

Article IX – Role of the Pastor

Section 1  Although the Pastor may not vote at council meetings, he or his designate is expected to attend all council meetings and to participate actively in all decisions.

Section 2  The Pastor has the primary responsibility to see that Council decisions and priorities are carried out.

Section 3  Although Council decisions are advisory and not binding on the Pastor, the council may request any decision that is not accepted to be clearly explained in writing.

Article X – Amendments and Publications

Section 1  The By-laws may be amended as a Consensus Issue by the Council.

Section 2  The By-laws will be made publically available to parishioners.