

Bylaws of the Parish Pastoral Council of Saint Thomas of Canterbury Catholic Church of San Jose, California

October 13, 2020

**ARTICLE I - *Membership of the Council***

- 1) Composition: The Council shall consist of:
  - a. Elected Members: Six (6) – twelve (12) voting members elected by the vote of the Council.
  - b. Appointed Members: Two (2) voting members appointed by the Pastor. When selecting appointees, the pastor will consider the diverse population of the parish community and the demographic balance of the council.
  - c. Youth Members: Zero (0) – Two (2) non-voting youth members appointed by the Pastor and selected in consultation with Faith Formation and Youth Group Leaders. The age requirement of 18 years for eligibility is waived.
  - d. Young Adults: Zero (0) – One (1) young adult member appointed by the Pastor under the age of 35 or having children in high school or younger.
- 2) Eligibility: To be elected or appointed to the council the individual shall be:
  - a. A registered, active member of this parish who is eighteen (18) years or older.
  - b. Committed to the Eucharist and the Word of God.
  - c. A good listener and able to envision the future.
  - d. Enthusiastic about our future as parish and concerned for the good of all and works well within a group.
- 3) Elections and Terms of Office
  - a. Elections
    - i. Nominations for council membership shall come from the parish at large, council members, past and present, and by the pastor.

Bylaws of the Parish Pastoral Council of Saint Thomas of Canterbury Catholic Church of San Jose, California

- ii. The nominations process will open on the fourth Sunday of January and close on the first Sunday of March. The names of the nominees will be written on ballots and placed in the ballot box in the church.
- iii. The Pastoral council will review the nominees at the scheduled meeting in March. An informational letter and invitation to a discernment meeting will be mailed to all nominees after the March council meeting.
- iv. A discernment process will be conducted between the March and April meetings of the council.
- v. The names of the new council members will be published in the Weekly bulletin by the second week of April.

b. Terms of Office

- i. The term of office shall be 3 years. Terms shall be staggered to maintain continuity.
- ii. An elected or appointed member shall serve no more than two (2) consecutive terms. After one year abstention they may serve again. The pastor may waive the abstention requirement.
- iii. Vacancies to complete the unexpired terms of an elected member shall be filled by an eligible parishioner recommended by the Council and approved by the majority of the voting members of the council.
- iv. Dismissal: any council member shall forfeit their membership:
  1. If the member has three (3) unexcused absences per year from required Council meetings.
    - i. Unexcused absences occur when the member does not notify the pastor or one of the officers of the council they will miss the meeting.

Bylaws of the Parish Pastoral Council of Saint Thomas of Canterbury Catholic Church of San Jose, California

**Article II - Officers**

1) Positions

- a. The Council shall have three (3) primary officers
  - i. President
  - ii. Vice President
  - iii. Secretary

2) Duties

- a. The President shall:
  - i. Preside at regular and special council meetings.
  - ii. Consult with the pastor on the needs of the parish and the council.
  - iii. Prepare agendas in advance of the next regularly scheduled meeting.
  - iv. Publish, in the weekly bulletin, a summary agenda in advance of the meeting.
- b. The Vice President shall:
  - i. Assume all duties of the President in his absence.
  - ii. Carry out other duties as delegated by the president.
  - iii. Act as liaison between the council and various other parish committees and ministries.
- c. The Secretary shall:
  - i. Record the minutes of each council meeting.
  - ii. Distribute to the council members copies of the minutes within two (2) weeks of the meeting.
  - iii. Ensure that all Council members are notified of changes to the scheduled meetings.

Bylaws of the Parish Pastoral Council of Saint Thomas of Canterbury Catholic Church of San Jose, California

***Article III Meetings***

- 1) Regular Meetings:
  - a. At the first meeting of each calendar year, the Council will determine the dates and times of meetings for the next church calendar year (July—June).
  - b. Dates and times of regular meetings may be changed as needed, provided adequate notice is given to Council members and published in the parish bulletin.
  - c. The agenda shall determine the business of the meeting. All Council members and all parishioners may propose items prior to the meeting. Those items proposed at the regular meeting shall be dealt with as New Business items.
  - d. All parishioners are welcome to attend meetings of the Council.
- 2) Quorum and Voting
  - a. A quorum shall consist of a majority of all voting members of the Council. Once established, a quorum shall exist for the duration of the meeting.
  - b. Generally, decisions will be made by consensus.
  - c. When voting is used, a simple majority will suffice.

***Article IV Committees and Task Forces***

- 1) The Council and/or the pastor shall create such committees and task forces as are deemed necessary for the well being of the parish.
- 2) When voting is used, a simple majority will suffice.