

BY-LAWS

SAN JOSE CATHOLIC CHURCH PARISH COUNCIL

PREAMBLE

These by-laws have been drafted and adopted by the Parish Council and shall remain in effect and binding until superseded or amended by the Council.

MISSION

We, the Catholic Community of San Jose, united with the Bishop of the Diocese of St. Augustine, in his motto of Love, Joy, Peace, commit ourselves to:

- Discipleship – living the Gospel of Jesus Christ
- Worship – celebrating in sacrament and communal prayer
- Service – ministering to others' needs
- Evangelization – reaching out to the community
- Stewardship – using our time, talents, treasure
- Renewal – maturing in faith

ARTICLE I – PURPOSE

Section I – Representation

The Parish Council of San Jose Catholic Church, Jacksonville, Florida, in the Diocese of St. Augustine, shall be an advisory body to the Pastor and shall represent the parishioners of San Jose Parish. The Council, including the Pastor, shall meet regularly to communicate, deliberate and resolve those matters presented before the Council which relate to the concerns of the parishioners and the good of the Church.

Section II – Authority

- a. The Parish Council shall have the authority to act on issues and matters within its sphere of responsibility. Matters governed by diocesan regulation, liturgical norms, ecumenical directives, and those other areas specifically regulated by higher church authority are considered outside the sphere of the Council's responsibility.
- b. Decisions of the Council are effective when the following conditions are fulfilled:
 1. Matters have been deliberated by a quorum of the Council (as defined herein) and passed by a simple majority of those present; and
 2. Ratification by the Pastor.
- c. In matters where the Pastor does not ratify actions of the Council, he shall provide his reasons at the next Council meeting.

ARTICLE II – OFFICERS AND EXECUTIVE BOARD

Section I – Officers

The officers of the Parish Council shall consist of the President, Vice President, and the Secretary. All officers must be voting members as defined in Article VI below and shall have one year experience on the Council.

Section II – Selection of Officers

- a. Annually before the May Council meeting, the outgoing Secretary shall prepare and the Pastor shall approve a list of eligible candidates for the executive offices. The approved list of candidates shall be presented to the Council for nomination and discussion at the May meeting.
- b. The final slate of candidates shall be presented for election at the June meeting. No nominations can occur at this meeting. Election for each office shall be determined by majority vote of the voting members of the Council present. The Pastor shall break all ties.

Section III – Term of Office

The term of office for the officers shall be one year, commencing at the end of the June meeting, and continuing through the end of the Parish Council meeting the following June.

Section IV – Executive Board

The President, Vice President, and the Secretary shall make up the voting members of the Executive Board with the Pastor as an ex-officio member. This board shall meet at least once prior to each Council meeting to determine the agenda for the following meeting. The Executive Board also identifies the goals for the Council and the parish community. By majority vote of the Parish Council, specific issues may be acted on by the Executive Board for expediency when a full Council meeting is not scheduled or practical. In these cases, the Executive Board shall act with the authority of the full Council and may take action on the specific issue.

Section V – Removal from Office

An officer is subject to removal for cause upon recommendation of the Pastor and concurrence of two-thirds of the voting membership, or if said officer is absent without due reason from two consecutive Board meetings.

Section VI – Vacancy

Should the Presidency of the Council become vacant for any reason, the Vice President shall become President. The Pastor shall recommend replacements for vacancies in the Vice President and Secretary positions from eligible Council members. These positions shall be filled by majority vote of the Council. The Council may elect someone other than the person recommended by the Pastor, by majority vote, subject to the approval of the Pastor. The term of office shall be for the unexpired term, not to exceed one year.

ARTICLE III – COUNCIL MEMBERSHIP

Section I – General Membership

- a. The Parish Council shall consist of six elected members, five appointed members, and various ex-officio members.
- b. Ex-officio members of the Council are the Pastor, the immediate past President of the Council (if not otherwise on the Council), the Parish Administrator, and the School Principal. The Pastor may include associate pastors and others as ex-officio members at his discretion. Ex-officio members are non-voting.
- c. Voting members shall be the six elected and five appointed members.

ARTICLE IV – COUNCIL MEMBER SELECTION PROCEDURES

Section I – Nominating Committee

- a. The Nominating Committee shall be comprised of the Vice President of the Parish Council and at least two additional Council members appointed by the President. The Vice President shall act as the Chairperson of the Nominating Committee.
- b. The Nominating Committee shall solicit interested members of the parish, screen potential candidates via an application process, recommend candidates for appointment to the Pastor, and provide a slate of candidates eligible for election by a general parish vote. Candidates for the slate to be presented to the parish shall be selected by majority vote of the Nominating Committee and shall be approved by the Council and the Pastor.

Section II – Selection Procedures for Elected Members

- a. Parishioners to be elected, 21 years of age or older, shall be selected by a vote of all active registered parishioners in the following manner:
 - 1) Each March, a notice shall be placed in the church bulletin for two consecutive weeks soliciting eligible parishioners interested in serving on the Council. When feasible, the Time and Talent weekend should be used as an earlier opportunity to identify candidates. After the notice is published in the bulletin, interested individuals shall fill out an application form, which will be available in the parish office. A completed application form shall be considered the nominee's written approval to be placed on the ballot.
 - 2) The Nominating Committee shall present the slate of candidates to the Council at the April meeting. The slate shall have at least a total of the number of members being elected plus two candidates. For example, if there are five open positions, a minimum of seven nominees shall be listed on the slate. Members of the Council may nominate candidates other than those presented by the Nominating Committee. These may be added to the slate by majority vote of the Council, subject to approval by the Pastor. All such nominees shall complete an application form, which shall be considered their written approval for their names to be placed on the ballot.
- b. The general election shall take place in May. Sample ballots shall be presented to the parish electorate at all Masses on the weekend prior to election weekend. On election weekend, actual ballots shall be passed out to parishioners at each Mass, collected after voting has taken place, and presented to the Nominating Committee, which shall supervise the election procedures. The final count shall be validated by the Chairperson of the Nominating Committee and then by the Executive Board. Ballots

shall be retained for 14 calendar days following the election for confirmation purposes as may be deemed necessary by the Nominating Committee. The Pastor shall retain a summary of votes for each election for at least three years following the election.

- c. The candidate(s) with the highest number of votes shall be elected to the Council. The Pastor shall break all ties.

Section III – Selection Procedures for Appointed Members

For the appointed members of the Council, the Pastor may use the Nominating Committee recommendations or make modifications as needed to ensure the necessary expertise is available on the Council. The Pastor shall provide written notification to the Council President for all appointments.

Section IV – Term of Office

- a. The term of office for all members elected to the Parish Council shall be three years. Each Council year shall run from August to June. Upon serving a full three year term, to include time served in filling a vacancy as described under **Section V - Vacancies**, all elected members of the Council shall wait one year before being eligible for either election to a new term or appointment by the Pastor.
- b. Members appointed by the Pastor shall serve a one year term, not to exceed three consecutive terms. If an appointed member is not reappointed by the Pastor, he/she shall wait one year before being eligible for election or reappointment.

Section V – Vacancies

- a. Vacancies in elected positions shall be filled by candidates from the most recent parish-wide election who were not elected to the Council. The candidate from this group with the highest number of votes shall fill the first vacancy. The candidate from this group with the second highest number of votes shall fill the second vacancy, and so on. The term of office for these members shall be three years, with the current Council year being counted as year one.
- b. When no candidate is available from the most recent election, the Executive Board shall recommend a candidate. Upon the Pastor's approval, the candidate shall be presented to the Council and must receive a majority vote. He/She will complete the term of the Council member creating the vacancy.
- c. The Pastor shall make appointments to fill vacancies in appointed and ex-officio positions. Each such appointment shall complete the unexpired term made vacant.

Section VI – Removal from Office

Council members are subject to removal for cause upon recommendation of the Pastor and concurrence of two-thirds of the voting membership. Members also may be removed if said member is absent without due reason from three Parish Council meetings in a Council year..

ARTICLE V – COMMISSIONS

Section I – Authority

The Parish Council shall have the authority to establish commissions in order to maintain the ongoing functions within the parish and carry out Council directives and initiatives.

Section II – Standing Commissions

The following standing commissions have been established by the Parish Council to facilitate communication and address the needs of the parish. The Executive Board is authorized to make additions to or deletions from the Standing Commissions as required at any time during the year.

1. Religious Education
2. Liturgy
3. Parish School
4. Building and Maintenance
5. Parish and Community Life
6. Pastoral and Outreach
7. Youth
8. Stewardship

Section III – Ad Hoc Committees

As special problems or situations arise, the President may assign them to an existing commission or create an Ad Hoc Committee to study and make recommendations to the Council.

Section IV – Commission Chairperson

- a. Commission Chairpersons shall be members of the Parish Council and shall be appointed by the President of the Council with the approval of the Pastor. Commission Chairpersons shall be appointed prior to the August Council meeting for a one year term and may be reappointed for subsequent terms. At the Pastor's discretion, any Council member whose term of office expires in June may serve as a Commission Chairperson until appointments are made the following August. Any

Council member is eligible to serve as a Commission Chairperson with the exception of the President and ex-officio members. The Pastor and the President are ex-officio members of all commissions.

- b. The Commission Chairperson shall serve as a liaison between the ministries in his/her commission and the Parish Council.
- c. Each Commission Chairperson shall prepare a typed status report which shall be distributed to each Council member at least seven days in advance of each Council meeting. If Council members have questions or clarifications about the commission report(s), the questions should be presented to the President prior to the Council meeting.
- d. Each Commission Chairperson shall file a written annual report at the June meeting. This report should contain suggestions and recommendations relative to that commission's experience over the previous year.
- e. If a Chairperson fails to perform an appropriate role on a commission, the President may replace said chairperson with the concurrence of the Pastor.

Section V – Commission Membership

Membership on any commission shall be determined by the Commission Chairperson and may include parishioners not currently serving on the Council. Committees within these commissions may be established at the discretion of the Commission Chairperson, and shall have the authority to carry out such duties and responsibilities as granted to them by the Parish Council or the Executive Board.

ARTICLE VI – MEETINGS

Section I – Frequency

The Parish Council shall meet monthly except in July and December on a date agreed to by the Council. The President or the Pastor may call special meetings of the Council at any time. The President shall convene a special meeting when petitioned by a majority of the voting members of the Council.

Section II – Agenda

The Executive Board shall determine the agenda of the Council meeting prior to any regular meeting. An agenda and notification of all regular meetings shall be forwarded by the Secretary to each member at least three days prior to the meeting. Due consideration shall be given to the wishes of all Council members relative to any item to be discussed and acted

upon. Any parishioner may bring a matter for deliberation to the attention of the Council through any member or in person. In these situations, the President must be contacted in advance so that the matter can be included in the agenda for the next meeting.

Section III – Voting

Each elected and each appointed member shall have one vote. Ex-officio members do not have a vote. The Pastor shall break all ties.

Section IV – Quorum

- a. Six voting members shall be considered a quorum for a Parish Council meeting.
- b. When a person knows in advance that he or she cannot make a meeting, then he or she has the option to ask one of the regular ex-officio members to serve as a proxy, with voting rights, for that single meeting. The proxy will count as a part of the quorum.
- c. An ex-officio member can only serve as a proxy for one council member at any given meeting.
- d. The maximum number of proxies at any meeting will be two.
- e. The person who will be absent will be responsible for asking the ex-officio member to serve in his or her place, and will be responsible for notifying the President at least 24 hours in advance of the proxy. If the President is not notified 24 hours in advance of the meeting, then the proxy is not accepted.
- f. The proxy does not mitigate the responsibility of regular attendance by the absent Council member.
- g. It is possible that the to-be-absent member would not ask someone to be a proxy because the member does not consider the available ex-officio members to be representative of his or her voting preferences, so in that case, the absent person would not have a proxy.

Section V – Rules of Order

ROBERT’S RULES OF ORDER, REVISED shall govern the proceedings of all meetings.

ARTICLE VII – ANNUAL REPORT

An annual report on the business of the Parish Council shall be prepared by the President of the Council for approval by the Executive Board at the June meeting. A copy of the annual report shall be maintained in the parish office and may be viewed by any registered member of the parish upon request to the Pastor. A summary of the report shall be distributed to the parish in a manner deemed appropriate by the Council.

ARTICLE VIII – AMENDMENTS

The By-laws may be amended by a vote of two-thirds of the voting membership at the meeting following the first reading of the proposed amendment. The Secretary shall notify each member as to the specific proposal and the date of the question.

By-laws adopted on: January 10, 2000
Amended on: November 26, 2001
Amended on: November 26, 2001
Amended on: May 28, 2002
Amended on: January 25, 2005
Amended on: February 25, 2008

Father James Moss, Pastor

Richard Cratem, Parish Council President