



Constitution and By-Laws

December 19, 2018

The Parish Pastoral Council (PPC) of the Cathedral of the Blessed Sacrament

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Diocese of Sacramento, Bishop Jaime Soto

Rector: The Very Reverend Michael O'Reilly

ARTICLE I. NAME

The name of the body shall be The Cathedral of the Blessed Sacrament Parish Pastoral Council (PPC), hereinafter referred to as "the Council." The Council will be constituted on the first Sunday of Advent 2018. There will be at least twelve and no more than sixteen members of the Council who represent cultural and ethnic aspect of the parish, as well as the ministries of the Cathedral of the Blessed Sacrament.

ARTICLE II. PURPOSE

The Cathedral Parish Pastoral Council is a consultative body, pastoral in nature, because it strives to discern the movement of the Holy Spirit among God's people in the parish. A Parish Pastoral Council gives its help to the pastor in fostering pastoral activity; it investigates, under the authority of the pastor, all those things which pertain to pastoral works to ponder them, and to propose practical conclusions about them. It is essential that Council meetings occur in the context of prayer and openness to the Holy Spirit, so that at all times the common good will prevail.

ARTICLE III. OPERATION

Section 1. The Council shall submit to the Pastor its recommendation after considered reflection and discussion by the Council. Ordinarily, the Pastor's determination regarding any recommendations by the Council is final.

Section 2. The Pastor or designee shall communicate to the Council, by the next regularly scheduled meeting, a response to its recommendation(s). If the Pastor, for grave reasons of fidelity to the Gospel, obedience to the Church or civil law, other serious financial or administrative considerations, or religious/spiritual reasons, feels that he cannot in good conscience accept or carry out the recommendation(s) of the Council, he shall fully and frankly communicate such reservations to the assembled Council.

ARTICLE IV. MEMBERSHIP

Section 1. The Council shall consist of no more than sixteen voting members and no fewer than twelve. Membership shall be in three types: *ex officio*, *elective*, and *appointive*.

Section 2. *Ex officio* members of the Council may include the Pastor, priest(s), pastoral associate(s), regularly assigned to the parish, the pastoral council staff liaison, and any other staff person(s) involved in direct pastoral care. *Ex officio* members shall have a full voice in Council discussions but shall have no vote, excepting the Pastor may cast the tie-breaking vote.

Section 3. *Elective* members of the Council are elected by the parish. Members of the parish at large shall be elected to serve on the Council according to the regulations specified in Article V, "ELECTIONS," Section 3. *Elective* members shall have full voice and vote in council sessions.

Section 4. *Appointive* members of the Council are appointed by the Pastor. The Pastor shall name no more than three laypersons to the Council for a two-year term, renewable for a third-year term of office. In case of an appointed member who resigns or is removed, the Pastor shall appoint another person to fill out the remainder of the vacated term. Such appointments shall endeavor to maintain a proper balance among age groups, cultural groups, ethnic groups genders, and areas of knowledge and competence are desired for the Council. *Appointive* members shall have full voice and vote at council sessions.

Section 5. All members shall serve until their successors are duly elected and qualified or appointed. No member shall be eligible to serve more than two consecutive full terms. For the second term, a member can be elected or appointed. After a year absence, members may run for election or be appointed.

Section 6. Council members will be allowed three absences per Council year. Each absence requires a 48-hour notification to the Council Chair. The delinquent member may be asked to step down by the Council Chair. A replacement member may be procured by appointment or according to the procedure specified in Article V, "ELECTIONS."

ARTICLE V. ELECTIONS

Section 1. Parishioners who:

- a. Have attained the age of eighteen years by the date of the election.
- b. Are baptized, confirmed, and registered members of the parish in good standing.
- c. Maintain a public posture consistent with Church teaching.
- d. Are contributing members of the parish; shall be eligible to serve on the Council as elected or appointed members. All persons meeting these same qualifications shall likewise be eligible to vote in elections.

Section 2. The Nominating Committee shall be selected in January of the Election year and shall consist of the Pastor, the Council Chair, and two members selected together by them. Committee members need not be members of the Council. The Committee shall actively seek and identify qualified parishioners and obtain their consent to stand as candidates for the Council. Every effort should be made to assure that the number of candidates exceeds the number of open positions.

Section 3. Members shall be elected to the Council for a three-year term of office. Elections shall be held in November following a public announcement, with voted members term beginning on the First Sunday of Advent. Voting shall be conducted by secret ballot distributed to all registered parishioners at all regularly scheduled Masses on one weekend. In the event of a tie, the candidate shall be chosen by a coin toss or a similar method.

Section 4. New Council members shall take office at the first Council meeting following the First Sunday of Advent.

Section 5. In the event a vacancy occurs among the elective or appointed Council membership during the Council Year, the Pastor shall appoint another person to fill out the remainder of the vacated term, and that person shall be considered an elective member for all purposes herein. The Pastor shall give due consideration to the appointment of the person who received the next highest number of votes in the most recent Council election.

Section 6. In the event that the Pastor decides that the existing/upcoming workload of the Council requires specific resources and/or time commitment, the Pastor may suspend elections and the Pastor, in consultation with the Council officers, may appoint up to three council members for a three-year term who shall have full voice and vote in council sessions. These appointments are in addition to those specified in Article IV, "Membership," Section 4.

Article VI. OFFICERS

Section 1. Whereas the Pastor presides over the work of the Parish Pastoral Council, the chairing and facilitation of the Council meeting is delegated to the duly elected Council officers. The officers of the Council shall be Chair, Vice-Chair, and Secretary.

Section 2. The members of the Council shall elect officers at the first business meeting following the election of new members in accordance with procedures agreed upon by the Council. Voting will take place to determine among themselves the three officers specified in Section I. The current officers shall remain in office until the new officers have been elected. Following nominations, voting by Council Members shall be by secret ballot, and in the event of a tie, balloting shall continue until a candidate receives majority. Each office shall be taken individually, thus permitting candidates not elected to be nominated for the next subsequent office. If only one person accepts the nomination, then the election can be made by voice vote.

Section 3. The Chair shall facilitate meetings of the Council and, in consultation with the Pastor, shall call such special meetings as may be necessary. The Chair shall appoint the chairs of all special committees of the Council. The Chair shall be *an ex-officio* member of all Ministry Committees and parish committees except the Nominating Committee. The Chair shall prepare the monthly agenda and parish bulletin articles pertaining to the work of the Council. The Chair of the Council shall render periodic reports to the Pastor and the parishioners on the completed and projected work of the Council and shall perform all other duties that customarily devolve upon the office of Chair, not specifically mentioned herein. The Chair shall be assured of support and assistance from the parish staff in carrying out these duties.

Section 4. The Vice-Chair, in the absence of the Chair or in the event for any reason to carry out the functions of the office, shall assume, during such absence or disability, the duties of the Chair. The Vice-Chair shall perform such other duties as may be delegated to it by the Chair.

Section 5. The Secretary shall be responsible for maintaining minutes of all regular and special meetings of the Council, preserving them in a permanent record and distributing copies of such minutes, to all members of the Council at least one full week prior to the next regularly scheduled meeting for review and corrections. The Secretary shall ensure that copies of the minutes are made available for all parishioners. The Secretary shall forward recommendations and resolutions in writing to the Pastor of the Council. The Secretary shall prepare and send out all correspondence necessitated by the work of the Council and shall maintain permanent files of such correspondence. The Secretary shall be assured of support and assistance from the parish staff in carrying out these duties.

Section 6. In the event of a vacancy in any office except that of the Chair, the Council shall elect someone from among its own membership to fill the office until the next regularly scheduled election. In the event of a vacancy in the office of the Chair, the Vice-Chair shall automatically succeed and fill out the unexpired portion of the term.

Section 7. Each officer shall, at the expiration of his/her term of office, turn over to his/her successor all books, papers, and other records and property pertaining to the office not later than ten days after said expiration.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall be composed of the officers of the Council and the Pastor.

Section 2. It shall be the responsibility of the Executive Committee to coordinate the agenda for all regular meetings of the Council and to make such agenda available to the Council prior to the meeting.

Section 3. The Council Chair, in consultation with the Executive Committee, may create any special or ad hoc committees, which may from time to time be deemed necessary, and designate the members thereof.

ARTICLE VIII. MEETINGS

Section 1. The regular meetings of the Council shall be held monthly on the third Thursday unless another day is selected with advance notice and agreement from a majority of the members.

Section 2. The meeting held in the month of January shall be known as the Annual Meeting conducted for the purpose of presenting each of the Ministry Committee's annual plans, and for any other business that may arise. Any such matters left unfinished at the adjournment of the Annual Meeting shall constitute the first order of business at the next regular meeting.

Section 3. Special meetings may be called by the Pastor, the Chair, the Executive Committee, or at the written request of a simple majority of the members of the Council, the purpose of which shall be stated in the call. Except in cases of emergency, at least five days' notice shall be given.

Section 4. Regular meetings of the Council shall be open to all parishioners as observers. It shall be left to the discretion of the Executive Committee as to whether any special meetings shall be open. Parishioners who wish to speak at an open meeting need to make arrangements with the Executive Committee, prior to the meeting so that they may be placed on the Agenda for that meeting.

Section 5. A simple majority of the voting members of the Council shall constitute a quorum.

ARTICLE IX. AUTHORITY AND DECISION-MAKING

Section 1. In matters of serious consequence to the parish community, the Council shall make every effort, in union with the Pastor, to arrive at a decision through consensus. Every member of the Council must be involved in the consensus-building process and is urged to speak to the assembled Council his or her consent or reservations regarding the matter under discussion. The discussion must continue, addressing any reservations, until every member is either in favor of the decision or is willing to support the decision even though it may not be the preference of the individual. However, if a consensus cannot be reached, a two-thirds vote of the members present shall be required for a decision.

Section 2. In all other matters not requiring a consensus decision, the rules contained in the current edition of Robert's Rules of Order shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Council may adopt.

Section 3. The Chair of the Council may appoint a parliamentarian, who need not be a member of the Council, to assist and advise in presiding at all meetings.

ARTICLE X. AMENDMENTS

Section 1. This Constitution and By-Laws shall be made available to all parishioners.

Section 2. This Constitution and By-Laws may be amended with the consent of the Pastor at any regular meeting of the Council by a two-thirds vote of the membership of the Council.

a. Proposed amendment to this Constitution shall be submitted in writing to the Council at any regular meeting and voted on at the next regular meeting.

b. The Chair shall appoint a committee to review the amendment. The committee shall distribute a written report on recommendations to all Council members two weeks prior to the next regular meeting.

c. The Council shall review the amendment and shall approve or disapprove said amendment.

d. A copy of the final document shall be placed in a permanent file with the Pastor, and all members of the Council shall be given an updated copy of the final version as well.

e. Notification of the revised Constitution and By-Laws shall be published in the bulletin for two consecutive weeks.