

C. Members Representing Priests

(1) The Priests' Council shall bi-annually elect before April 15th one (1) of its members to serve as its liaison member on the Pastoral Council.

(2) Two (2) Priests serving in the Diocese shall annually be elected before April 15th to serve on the Pastoral Council for a two year term. The process for election will be determined by the Priests' Council.

Section 3. Submission of Election Results

Election results shall be submitted in writing by the chief officer of the respective bodies to the Executive Secretary of the Pastoral Council by April 22nd.

ARTICLE VI. TERM OF OFFICE AND VACANCY**Section 1. Term of Office**

Members shall serve a term of two (2) years. No member shall serve more than two (2) consecutive complete terms. (14) Terms of all members shall begin with the June meeting.

Section 2. Vacancy

A. A vacancy may occur by death, by resignation, by establishing residence outside of the region from which a member was elected, or by absence from two (2) consecutive meetings without prior notification to the Executive Secretary.

When a vacancy occurs, the person who received the second highest number of votes in the previous election shall serve the balance of the term.

B. If such a person is unavailable the vacancy shall be filled by a process determined by the appropriate body, i.e., the Regional Conference, Sisters' Council or Priests' Council.

ARTICLE VII. OFFICERS**Section 1. The Officers of the Council shall be:**

- A. The Bishop
- B. The Chairperson
- C. The Vice-Chairperson

ARTICLE VIII. DUTIES OF OFFICERS**Section 1. The Bishop**

By virtue of his office the Bishop shall convoke the Diocesan Pastoral Council and preside over the Council meetings. (15)

Section 2. The Chairperson shall:

A. Conduct all meeting of the Council on behalf of the Bishop.

B. Provide leadership for the deliberations of the Council for the accomplishment of its purposes (see ART. II, Sections 1 and 2).

C. Appoint members of all ad hoc committees and designate temporary chairpersons to organize them. (see ART. XI, Section 3).

D. Act as chairperson of the Executive Committee.

Section 3. The Vice-Chairperson shall:

(14) A complete term two (2) years or a majority thereof.

(15) The Documents of Vatican II ed. Walter M. Abbott (New York: Gould Press, 1966). "Decree in the Bishops' Pastoral Office in the Church," Section III, NO. 27. "It is highly desirable that in each diocese a Pastoral Council be established over which the diocesan Bishop himself will preside

A. Assume the duties and responsibilities of the Chairperson when the Chairperson is absent.

B. Perform such other duties as may be assigned by the Chairperson and/or the Council.

ARTICLE IX. ELECTION OF OFFICERS AND TERM OF OFFICE**Section 1. Officers**

A. The Chairperson and the Vice-Chairperson shall be elected annually by majority vote (written ballot) of the members present and voting.

B. The election shall take place at the first meeting each year.

C. A member may occupy the same elective office for no more than two consecutive terms.

D. If the office of the Chairperson becomes vacant the Vice-Chairperson will succeed and serve for the balance of the term.

E. If the office of the Vice-Chairperson becomes vacant the Council will elect a new Vice-Chairperson to serve the balance of the term.

ARTICLE X. THE EXECUTIVE SECRETARY

Section 1. An Executive Secretary shall be appointed by the Bishop. In the event the office becomes vacant, the Bishop shall appoint a replacement.

Section 2. The Executive Secretary shall be responsible for:

A. maintaining continuity between meetings of the Council and the Executive Committee.

B. keeping the members of the Executive Committee, Council, and standing committees up to date on activities and new undertakings within the Diocese.

C. assist the Chairperson in organizational functions within the Council.

D. maintaining documentation of the Council.

Section 3. The Executive Secretary shall:

A. keep an accurate record of all Council meetings.

B. keep an accurate record of membership attendance at the Meetings of the Council and notify the Chairperson of absences without prior notification.

C. notify members of all meetings, including agenda and discussion statements at least one month in advance. (15)

D. handle all correspondence relevant to Council activities.

E. send copies of minutes to members of the Council, Priests' Council, Sisters' Council, Departments, Regional Coordinators and other appropriate recipients.

F. provide news media with press releases through appropriate Diocesan channels as directed by the chairperson.

G. keep files of minutes, reports, records and communications.

H. keep records on membership and officers of all committees.

(16) The purpose of "Discussion Statements" is to establish the basis for possible consensus. It is important that the statement for discussion should be formulated for rational dialogue, not argumentation.

I. prepare and distribute calendar of Council events.

J. assemble material for reference and research purposes for the Council.

K. prepare the council budget for approval by the Bishop and by the Council.

L. keep an accurate record of all Council expenses.

M. present the council with a yearly account of all financial matters of the Council.

N. present the Council's financial records for auditing once a year.

O. Sign all checks from the Council and have them countersigned by another member of the Council, appointed by the Council.

P. perform other duties prescribed by the Bishop, the Chairperson and/or the Council.

ARTICLE XI. COMMITTEES**Section 1. Executive Committee**

The Executive Committee shall be the general supervisory and administrative body within the Council. It shall consist of:

A. The Bishop

B. The Chairperson

C. The Vice-Chairperson

D. The Executive Secretary

E. Five (5) at-large members elected annually by the Council.

The Executive Committee shall prepare the agenda for all Council meetings. Requests for the inclusion of an item on the agenda of a regular meeting must be filed in writing to the Executive Secretary at least six (6) weeks prior to the next meeting of the Council. At the regular meeting, any member may move for the inclusion of an item on the agenda. An affirmative two-thirds (2/3) vote of those present and voting shall add the item to the agenda.

The Executive Committee shall also act at the Bishop's request in a consultative role when it is deemed impractical to call a special meeting.

Section 2. Standing Committees

The Standing Committees shall be created by the Pastoral Council as required to support the Council in achieving its purposes. Each Standing Committee will have a Coordinator who is selected from the Pastoral Council membership by the Executive Committee. The coordinator is responsible for the selection of the committee members, and to act as the liaison between the committee and the council.

Committee members shall be selected from among the clergy, religious and laity (who may or may not be members of the Pastoral Council) in order to obtain the services of those best qualified to perform studies and to give reports on the variety of topics which will be dealt with by the Pastoral Council.

Each standing committee shall annually elect a chairperson from among its membership. Committee members may serve a maximum of five (5) years on any one Committee.

Section 3. Ad Hoc Committees

Ad hoc committees shall be appointed by the Chairperson as directed by the Pastoral Council.