

St. John the Baptist Catholic Church, Napa  
Parish Pastoral Council  
By-laws

**ARTICLE I**

The name of the leadership council shall be the Parish Pastoral Council (PPC) of St. John the Baptist Catholic Parish. The term "Council" used in these by-laws shall mean this named Council.

**ARTICLE II**

St. John the Baptist PPC is a body of committed parish members with diverse perspectives, skills, and talents. Acting as stewards of the parish, the council's ministry is to envision, plan, and implement policies and activities that assist the Pastor in enabling Gospel ministry. The Parish Council strives to be pastoral and prophetic.

**ARTICLE III**

**MEMBERSHIP**

**Section 1. Number:** No fewer than twelve or more than fifteen parishioners will serve on the Council. One or more members of the parish staff may be designated by the Pastor as *ex officio* to the PPC.

**Section 2. Eligibility:** Individuals registered as members of St. John the Baptist Parish are eligible for election to the Council. The minimum age for election to the Council is 18.

**Section 3. Term of Office:** members may be elected or appointed. Appointed members are those who serve by virtue of their ministerial role within the parish and/or at the request of the Pastor.

All elected members shall serve a term of three years. Council members will be staggered in a three-year cycle, with one-third of the members commencing a new three-year term each year. All appointed members of the Council shall serve as designated by the Pastor and/or in accordance with their pastoral ministry.

**Section 4. Re-election** No members shall be elected to the Council for more than two full consecutive terms unless filling a vacancy as described in Article III, Section 5. After an absence of three full, consecutive years, a past member of the Council shall be eligible for another election to the Council.

**Section 5. Vacancies:**

- a. Vacancies on the Council may be filled by a vote of the majority of the remaining members of the Council. Each member so elected shall fill such vacancy for the remainder of the unexpired term. If the term being filled has less than six months remaining, the incoming member may run for up to two additional full terms.
- b. Vacancies shall be filled with an eligible parishioner, as nominated by the Parish Council and approved by the Pastor.

**Section 6. Removal:**

- a. Any elected member of the Council may be removed for cause, by a three-fourths vote of all members present at any regular or special meeting of the Council (at which a quorum is present), after at least ten days prior written notice that such removal action is to be considered. A full opportunity to be heard shall be afforded before any member can be removed.

- b. Any member who misses three consecutive meetings without being excused by the Chair will be presumed to have voluntarily resigned. The Chair will send a letter to the resigned member thanking him/her for service to the Council. If a member desires reinstatement, a simple majority vote by the remaining members can be taken to reinstate a member who has resigned under these circumstances.

**Section 7. Election of Council Members:**

- a. Each year a designated number of Council members will be elected by registered parishioners in accordance with the process established by the inaugural Council.
- b. The election process may be modified, consistent with the intent of the bylaws, by subsequent Councils.
- c. The nomination and election process will be announced to the parish verbally and in written and/or electronic form.
- d. Nominees must complete and submit a candidacy form to the Chairperson of the PPC no later than one month in advance of the scheduled election. Council members who wish to stand for re-election must submit a candidacy form to the Chairperson.
- e. The Council Election Sub-Committee, appointed by the Chairperson, will certify all candidates for eligibility and willingness to stand for election.
- f. The slate of candidates will be approved by the pastor and announced at least two weeks prior to the election.
- e. The election shall be by written ballot at each of the announced election weekend liturgies. Parish Council members who are not standing for re-election and parishioners at large will count the ballots with the assistance of the Pastor.
- f. If vacancies are not filled, then, in consultation with the Council, the Pastor will appoint members to fill the vacancies.
- g. The Secretary of the Council shall maintain a roster of all members of the Council, which includes the date of the expiration of the members' terms. This roster shall be published on the parish website.

**ARTICLE IV**

**REGULAR MEETINGS**

**Section 1.** The Council shall hold regular monthly public meetings. The date, time and location of the meeting will be announced in the bulletin and/or online.

**ARTICLE V**

**SPECIAL MEETINGS**

**Section 1.** Special meetings of the Council may be called at any time for any purpose by the Chairperson or by the Pastor. Notice stating the time, place and purpose of the meeting shall be given to each member of the Parish Council. Such notice shall be given at least seventy-two (72) hours prior to the time of holding the meeting. Special meetings may be designated as private and not open to the public. The decision to hold a special, private meeting is dependent on the subject matter of the meeting.

## ARTICLE VI

### QUORUM

**Section 1.** Half the number of filled positions on the Parish Council plus one shall be necessary to constitute a quorum for the transaction of business.

## ARTICLE VII

### OFFICERS

**Section 1.** The Chair presides at every meeting of the Council and promulgates the Council's acts or decisions.

**Section 2.** The officers of the Council shall be Chair and Secretary. These officers shall serve for one year or until their successors take office.

**Section 3. Election of Officers:** The Officers of the Council shall be elected by and from the Council at its meeting in June of each year. If two or more persons desire an office, the election shall be by secret ballot.

**Section 4: Duties of Officers:** The normal powers and duties of these officers are as follows:

- a. **Chair:** The Chair of the Parish Council shall prepare the agenda, call and lead all meetings of the Council, see that the by-laws and such rules as may be adopted by the Council are enforced, and shall, subject to the control of the Council, have general supervision, direction and control of the business and officers of the Council. He/she shall appoint or approve the Chair of all standing committees with the consent of the council and be an ex-officio member thereof.
- b. **Secretary:** The Secretary shall keep an official copy of these by-laws at the Parish Center office or such other place as the Council may direct. The Secretary shall compile and distribute committee reports to Council members prior to Council meetings.

In addition, the Secretary shall prepare or delegate the preparation of minutes of all Parish Council meetings. The minutes shall note the time and place of the meeting, whether regular or special, how authorized, the names of all members present, and the proceedings of the meeting. The Secretary shall keep an official copy of all meeting minutes at the Parish office or such other place as the Council may direct. The Secretary shall post the minutes of the previous meeting and the upcoming meeting agenda each month on the parish website.

## ARTICLE VIII

### RULES OF ORDER

**Section 1.** Roberts Rules of Order (Revised), or like reference, will be the parliamentary authority for all matters and procedures.

## ARTICLE IX

### COMMITTEES

**Section 1. Appointment of Ad Hoc Committees:** The Chair may appoint Ad Hoc committees as authorized by the Council.

## ARTICLE X

### AMENDMENT

**Section 1.** The Council has the authority to adopt, amend, repeal, or suspend the by-laws.

**Section 2.** The adoption, amendment, repeal, or suspension of the by-laws shall require an affirmative vote of a majority of the members of the Council preceded by at least one week's prior written notice of the proposed adoption, amendment, repeal, or suspension of a by-law to the individual members.

Adopted by the PPC: 10/25/16

Approved by Fr. Ismael Mora, Pastor: 11/7/16