

**2016 PASTORAL COUNCIL BYLAWS**  
**Approved June 2, 2016**  
**ARTICLE IV**

**Officers**

- Section 1. The Council shall elect a Chairperson and a Vice Chairperson at the August meeting, whose terms of service in these offices shall be two (2) years. The position of Secretary shall be appointed by the Chairperson.
- Section 2. The duties of the officers shall be based on Roberts Rules of Order, adapted for efficient and effective conduct of the Council in accordance with Canon Law and Diocesan Policy.
- A) Pastor  
Working with the entire Council and the Chairperson, the Pastor shall be responsible for establishing the overall schedule for Council activities and establishing the agenda in advance of each meeting.
- B) Chairperson  
The Chairperson shall conduct the meetings of the Council.
- C) Vice-Chairperson  
The Vice-Chairperson shall conduct the meetings in the absence of the Chairperson.
- D) Secretary
- 1) The Secretary shall keep the minutes of Council meetings.
  - 2) The Secretary shall prepare the agenda, reports, minutes, and notification of meetings for distribution.
  - 3) The Secretary shall provide members of the Council with an up-to-date list of Council members.