

**ST. JOSEPH OF CUPERTINO PARISH  
ADVISORY COUNCIL**

**THE MISSION OF ST. JOSEPH OF CUPERTINO PARISH**

We, the faith community of St. Joseph's, united in God's family through our Catholic tradition, gather to bear witness to the teaching of Jesus Christ and share in his eternal mission. We come together for communal worship, education in the faith, spiritual growth and fellowship. Inspired by the Holy Spirit, we reach out as Christ's hands in the world to spread God's love, healing and forgiveness. We are committed to our tradition of hospitality, diversity and tolerance. We invite all to use their time, talent and treasure to make present the kingdom of God.

**CONSTITUTION AND BYLAWS<sup>1</sup>**

**PREAMBLE**

We, the members of the Parish Advisory Council of St. Joseph of Cupertino Parish, desire to meet as a body to prayerfully discern God's plan for our parish community; to dialogue and advise the community on matters of importance; to fill a consultative role between the members of the Parish and the Pastor and to build and strengthen community.

**ARTICLE 1 NAME**

The name of this body is the Parish Advisory Council of St. Joseph of Cupertino Parish, Cupertino, California.

**ARTICLE 2 PURPOSE**

The purpose of the Parish Advisory Council is to act as stewards of the parish mission and to advise the pastor on practical matters of parish life. The council studies matters brought to its attention, reflects on them thoroughly, evaluates them and draws sound conclusions. The council presents these conclusions to the pastor in the form of recommendations. The threefold task of the council – investigating, considering and recommending conclusions – is called pastoral planning.

**ARTICLE 3 POWER**

The Parish Advisory Council makes recommendations to the Pastor on matters related to the needs and expectations of the St. Joseph of Cupertino Parish Community.

ARTICLE 4 MEMBERSHIP

1. The Parish Advisory Council shall consist of 9-voting members. The membership shall be composed of nine parishioners selected by the Council from those nominated by the parish at large and approved by the Pastor. The council will seek to maintain a diversity of members by incorporating parishioners from many backgrounds and ages.
2. The term of office for voting members is two calendar years.
3. The term of office will start in January with four voting members being selected by the Council from the nominees in even number years and five voting members in odd numbered years. Cumulative term limit is 4 years.
4. The Parish advisory council will outline for the community the qualifications necessary for nomination of parishioners in October and will request nominations from the parish community for each successive term.
5. The basic qualifications necessary for Parish Advisory Council members are as follows:
  - a) One who is a registered member of St. Joseph of Cupertino Parish.
  - b) One who has a willingness to make recommendations for the good of the whole community without recourse to any special interest group.
  - c) One who has demonstrated the ability to work well within a group.
  - d) Staff and Deacons are not eligible for voting membership on the Parish Advisory Council since they have continuous opportunities to communicate with the Pastor.
  - e) Parishioners can not simultaneously serve on both the Parish Advisory Council and the Finance Council.
6. When vacancies occur before the expiration of the term in progress, they're filled in the following way:
  - a) When a vacancy occurs prior to the last six months of the term, the Pastor shall appoint a new voting member from previous nominees for the remainder of the unexpired term.
  - b) When a vacancy occurs within the last six months of the term, the Pastor may elect not to appoint a member for the remainder of the unexpired term.

7. Membership on the Parish Advisory Council requires attendance at all regular and special meetings. If a member is absent from three consecutive meetings, such member will be subject to replacement at the discretion of the Pastor.

#### ARTICLE 5 PARISH COUNCIL OFFICERS

1. The Parish Advisory Council elects a Chairperson, a vice-Chairperson, and an Executive Secretary from among their members at the January meeting for a term of one year.
2. The Chairperson will preside at all regular and special meetings, and consults with the Pastor on the necessity for a meeting.
3. The Vice-Chairperson will preside at Parish Council meetings in the absence of the Chairperson, assist the Chairperson as requested, and carries out other duties as may be requested by the Council.
4. The Executive Secretary is responsible for taking minutes at all regular and special meetings. Copies of the minutes will be distributed to members with the agenda for the upcoming meeting by the executive secretary.

#### 5. SUCCESSION

- a) If the Chairperson is permanently unable to conduct the duties of the office due to resignation, recall or other reasons, the Vice Chairperson shall assume the duties as Chairperson for the remainder of the elected term.
- b) If the Vice Chairperson is permanently unable to conduct the duties of the office due to resignation, recall, succession or other reasons, the members shall elect an eligible member to serve as Vice Chairperson for the remainder of the elected term.
- c) If the Executive Secretary is permanently unable to conduct the duties of the office due to resignation, recall, succession or other reasons, the members shall elect an eligible member to serve as Executive Secretary for the remainder of the elected term.
- d) Elections shall be held at the first meeting following the office vacancy. In the event that any office is not filled at that time, elections will be held at each subsequent meeting until the office is filled.

ARTICLE 6 PARISH ADVISORY COUNCIL MEETINGS

1. The council meets monthly or as necessary. Meetings during the summer months are at the discretion of the Pastor and the Chairperson.
2. The executive committee, which consists of the Chairperson, Vice-Chairperson, and Executive Secretary, will prepare an agenda for each meeting, with the council's input, and which shall be distributed by the Executive Secretary prior to the next meeting.
3. When issues of major importance to the Parish community exist, it is the responsibility of the Parish Council to meet as often as necessary to deal with the issues.
4. All meetings will be conducted using informal parliamentary procedure. The Chairperson will make a reasonable attempt to reach consensus on debated issues without unduly prolonging discussion prior to calling for a vote.
5. Each meeting will be open to all parishioners and include time for individuals from the community at large to address the issues.
6. A quorum shall consist of a simple majority of the voting members of the Parish Advisory Council.
7. In addition to the regular membership of the Parish Advisory Council, all members of the staff are invited to attend meetings and participate in discussions in their areas of expertise.
8. At any time, the Chairperson can postpone unresolved issues until another meeting or appoint a subcommittee to study the issue and make recommendations at the next meeting.

ARTICLE 7 AMENDMENTS

1. Amendments to this constitution and bylaws must be delivered in writing and to all council members at least two weeks before the meeting at which they will be voted upon.
2. This Constitution may be amended by a two-thirds majority of the voting members on the proposed amendment.
3. Before amendments are changed or added to the Constitution, the Pastor must approve them.

ARTICLE 8 RATIFICATION

A two-thirds majority of the voting members are needed to ratify this constitution and bylaws.

St Joseph of Cupertino Parish Advisory Council  
Constitution and Bylaws

---

ARTICLE 9 DAY OF REFLECTION AND/OR RETREAT

All members of the Parish Council are encouraged to make a day of reflection and/or retreat once a year.

ARTICLE 10 COMMUNICATIONS

1. It is the Pastor's responsibility to inform the Staff on matters before the Parish Council and of recommendations made by them on these matters.
2. It is the Parish Council Chairperson's responsibility to insure that the community at large is informed of matters pending before the council and of the council's recommendation on these matters.

---

<sup>1</sup> As adopted at the February 6, 2006 Meeting of the Council.  
8 March 2006, Removed extra "the" from Article 6, paragraph 3.  
6 April 2006, Revised Article 5 to include Succession section 5 a) to d).