

**Parish Council Constitution for St Brendan's Catholic Parish, Annandale  
and St Michael's Catholic Parish, Stanmore.**

**1. Name**

This Council will be known as St Brendan's and St Michael's Parish Council (hereinafter referred to as the "Parish Council").

**2. The purpose of the Parish Council will be:**

To provide the opportunity whereby the people of God meet to share the responsibility of the whole parish life and of the whole community by:

- (i) discerning and responding to the needs of parish and community;
- (ii) co-ordinating activities of parish organizations;
- (iii) endeavouring to involve the whole of the parish in the work of the Church in response to the present and future needs;
- (iv) being a means of fostering a sense of community in the parish;
- (v) being a vehicle for communication between all parishioners of St Brendan's and St Michael's as well as liaison between parish and archdiocesan bodies; and
- (vi) evaluating its projects and the parish finances.

**3. The Parish Council will consist of:**

Seventeen (17) members as follows:

- (a) seven (7) ex-officio members:
  - the Parish Priest
  - the School Principals
  - the Sacramental/Liturgy Coordinator;
  - the Family Educators; and,

- the Parish Secretary.

- (b) ten (10) members nominated/elected by parishioners of the respective parishes for a term of three (3) years, seven (7) members from St Brendan's Parish and three (3) members from St Michael's Parish.

#### 4. **Election of the Parish Council:**

Method of election of members:

- (i) Elections will be held on a convenient weekend of the election year.
- (ii) Nominations (from any parishioner sixteen (16) years or over) will be taken approximately four (4) weeks before the elections.
- (iii) In the event that there is no nomination or insufficient nominations the unfilled position may be filled by retiring members as resolved by the Parish Council through consensus or by ballot.
- (iv) Formal election will be conducted by secret ballot under the supervision of the Returning Officer and Scrutineer appointed by the Parish Council from amongst the church wardens. If the number of nominees is less than or equal to the number of vacancies, then the Returning Officer shall declare all nominees "elected unopposed" to the Parish Council.
- (v) A member shall be deemed to have resigned in the event that the member fails to attend three (3) consecutive meetings of the Parish Council, without an apology, unless excused by the Parish Council.
- (vi) If an elected member leaves the Parish Council, the Parish Council may resolve by ballot to appoint another parishioner as a replacement. The replacement position will be first offered to the unsuccessful candidates from the immediately preceding election in descending order of the number of votes. Such replacement shall serve out the remainder of the term, i.e. three (3) years, of the ex-member they are replacing.
- (vii) Members wishing to resign shall give written notice to the Parish Council.

## 5. **Parish Council procedure:**

- (a) The Parish Council will meet quarterly, unless otherwise determined by the members of the Parish Council. The Secretary of the Parish Council elected at the previous meeting shall give members at least seven (7) days notice in writing of the next meeting by way of itemised agenda.
- (b) Each meeting will begin and close with a prayer to guide the members in the ministry of the Parish Council. Each Parish Council meeting will last for not more than ninety (90) minutes, unless the Parish Council decides on an extension of time.
- (d) The Parish Council will cause minutes to be taken at each Parish Council meeting, and will require that these minutes be confirmed at the subsequent meeting.
- (e) A summary of each Parish Council meeting will be made available to parishioners on both the Church notice boards and the parish website.
- (f) The Parish Council will have power to appoint parishioners as ad hoc members to the Parish Council or individuals to committees at such times and for such purposes as it deems fit. Such ad hoc members or individuals to committees shall not have Parish Council voting rights.
- (g) Parishioners may attend a Parish Council meeting. Parishioners wishing to have any matter considered at a Parish Council meeting shall submit such a matter in writing to the Parish Secretary not less than fourteen (14) days before the meeting.
- (h) A quorum of the Parish Council shall be half of the members plus one. Voting will be by simple majority of those eligible to vote present at the meeting. As the Parish Council is an advisory body to the Parish Priest, should voting be equally divided on any given issue then the Parish Priest shall have the casting vote.
- (i) Members of the Parish Council shall elect a Chairperson and Secretary at the commencement of each meeting .
- (j) The Secretary elected for a Parish Council meeting or a general meeting shall be responsible for taking and distributing minutes of that Parish Council meeting or general meeting.

## 6. **Reimbursement of Parish Council expenses**

Members may, with the approval of the Parish Council, be reimbursed from parish funds for any expenses incurred while on Parish Council business.

## 7. **The Annual General Meeting**

- (a) An Annual General Meeting will be held approximately every 12 months. A full report from the Parish Council will be given at the Annual General Meeting.
- (b) Parishioners wishing to have any matter or notice of any motion to be put to the Annual General Meeting for consideration, will be required to submit such matter or notice of motion in writing to the Parish Secretary not less than twenty-one (21) days before the Annual General Meeting.
- (c) Advance notice of at least twenty-eight (28) days of the Annual General Meeting will be given on the parish notice boards, on the website and in the Bulletin and in notices and any other convenient way the Parish Council deems proper.

## 8. **Special General Meetings**

A Special General Meeting shall be called at any time on a requisition signed by twenty (20) members of the Parish or on the authority of the Parish Council. Parishioners are to be given fourteen (14) days notice thereof via the parish notice boards, the website, the Bulletin, in notices and any other convenient way the Parish Council deems proper. The object of the meeting is to be stated in such Notice of Special General Meeting.

## 9. **Quorum**

- (a) A quorum for a Special General Meeting shall include at least fifteen (15) parishioners (including a minimum of 6 Parish Council members and 9 other parishioners).
- (b) A quorum at an Annual General meeting shall be at least 8 elected Councilors.

**10. Changes to Constitution**

The Constitution of the Parish Council may only be changed at an Annual General Meeting, providing that the conditions contained in clauses 7(b) are observed in submitting a proposal for constitutional change to an Annual General Meeting, and that at least two-thirds of those present at the Annual General Meeting who are eligible to vote, agree to such a change.

**11. Voters at the AGM**

Voters shall consist of those committed to a Catholic way of life as people of God, who consider St Brendan’s or St Michael’s is their home Parish and who are sixteen (16) years of age and over.

**12. Life of Constitution**

The Parish Council Constitution shall remain in force until a motion for abolishing the Parish Council and its Constitution is passed at an Annual or Special General Meeting, providing that the conditions contained in clauses 7(b) or clause 8 are observed in submitting such proposal for abolishing the Parish Council and its Constitution to an Annual or Special General Meeting; and that at least two-thirds of those present at such meeting who are eligible to vote, agree to so abolish the Parish Council and its Constitution.

Adopted by Parish Council 26 July 2018

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