

## Constitution of St Margaret's Parish Pastoral Council.

1. The Council will be called " St Margaret's Parish Pastoral Council "hereinafter referred to as the Council.
2. Objectives :- To assist the clergy in the activities of the Parish and to act in an advisory capacity to them .
3. Composition:- The Council shall comprise:-
  - 3.1. The Parish Priest who shall be an ex-officio member and President of the Council.
  - 3.2. Not less than 8 and not more than 12 members from the Parish.  
The Council shall be equally representative of both Communities.  
Each member shall be nominated by two parishioners and upon approval of the Parish Priest, (which will not be automatic ), shall be elected.
  - 3.3. Co-opted members who may serve the Parish in a particular way and who are nominated by the Parish Priest , and will remain members at the discretion of the Parish Priest.
4. Office Bearers :- There will be a Chairperson, Vice Chairperson, and Secretary.  
  
Chairperson shall chair the meetings. In the absence of the chairperson the Vice Chairperson or any other member nominated by the meeting shall act as chairperson.  
The Secretary shall record the minutes of the proceedings and keep proper records of the Council business and record attendance .
5. Tenure of Office :
  - 5.1. The Chairperson, Vice Chairperson and Secretary will be appointed annually by the Council from their own number but will be eligible for immediate re-election by the Council.
  - 5.2. One half of the elected members of the Council shall retire every three years by agreement between the members. A retiring member shall be eligible for nomination for re-election.
6. Proceedings :-
  - 6.1. The Council shall normally meet every two months ( excluding July and August ).
  - 6.2. The AGM of the Council will be in May when a report of the Council's activities will be furnished to the Parishioners.
  - 6.3. A quorum at the meeting will comprise 50% of the elected members including at least one office bearer.
  - 6.4. Each elected member will be entitled to one vote.  
Co-opted members will not be entitled to vote .  
The Chairperson of the meeting will have the casting vote.
  - 6.5. The Council shall have the power to appoint sub-committees.

Each sub-committee shall have a chairperson and secretary and have the power to co-opt non-voting members in a consultative capacity.

- 6.6. All decisions of the Council will require the approval of the Parish Priest and the majority of voting members present.

7. Rules :-

7.1. Members shall normally reside in the Parish but this shall not be essential.

7.2. Members who do not attend three consecutive meetings of the Council without apology shall cease automatically to be members.

7.3. Any vacancy resulting from the resignation of a member, or otherwise will, at the discretion of the Council, by co-option by the Council or by election of the parishioner by ballot . Any such co-opted member will be entitled to vote if elected.

7.4. Sub Groups :-

Parish Finance Committee - a representative from the Finance Committee will be appointed to the Council.

7.5. Steering Groups :-

Steering Groups will be maintained for each Church Community from which representatives will be drawn from the main Parish Council.

7. 6. All minutes of Steering Group and Sub Group meetings shall be shared with all members of the Parish Council.

8 . Power to Amend :-

It will be in the power of the Council to alter, amend or modify anything herein contained by majority vote of the Council at an ordinary meeting of the Council with the agreement of the Parish Priest .

10th January 2019.