

## By-Laws

### Article I

#### Election of Parish Council Members

Sect A. **Three at large members shall be elected each year by eligible members of the parish.** An eligible member of the parish is defined as a registered member of the parish, 18 years of age or older.

Sect B. This election shall take place in the month of January of each year or on an agreed upon alternative date. Voting shall be held on two (2) consecutive Sundays. Voting shall be completed by the end of January. All terms shall begin on the first meeting following the election and **end three years later**, after the second meeting following the election (providing two month overlap of old and new Parish Council members for continuity).

Sect C. Notice of election date, the names of nominees, and relevant information about each candidate shall be publicized no later than two weeks before the election.

Sect D. Three months prior to the election, outgoing Parish Council members will comprise the nominating/election committee, which shall determine the names for nomination and conduct the election.

Sect E. No fewer than six nominees will be presented to the parish for election unless approved by the pastor.

Sect F. Election of at large members shall be by written ballot. Each individual can vote for only three people or the ballot will become void.

Sect G. **The three nominees** with the highest number of votes shall be elected. Two (2) Parish Council members shall assist the Pastor with counting and validating votes. In case of a tie, the same two (2) Parish Council members shall draw straws or flip a coin.

### Article II

#### Vacancies

Sect A. Vacancies of at large positions shall be filled by a majority vote of the Parish Council from the remaining nominees for the general elections. Such positions shall be filled at the first regular meeting following the outgoing member's notification of vacancy.

Sect B. Should the number of remaining nominees not be sufficient to fill such at

As amended May 10, 2018

large vacancies, the Parish Council shall call a special election and determine procedures for it. The notification and publicity provisions of section C, Article I will apply to any special election conducted under this provision.

As amended May 10, 2018

Sect C. Member chosen to fill an unexpired term shall be considered to have served that full term if the unexpired portion is more than twelve months (365 days). Otherwise, the term being filled shall not count as a full term for purposes of future elections. Service in unexpired terms shall begin with the date of election to the Parish Council.

Sect D. Any Parish Council member absent without prior notice to an officer for three consecutive meetings shall forfeit his/her membership and shall be so notified by the Chairperson.

### **Article III**

#### Meetings

Sect A. The Parish Council shall meet in regular session on the second Thursday of every month. The executive committee may, for good and sufficient reason, set another date and time for the regular meeting, provided at least one week's notice is given to the Parish Council and general parish membership.

Sect B. The executive committee shall plan an agenda for each regular meeting of the Parish Council.

Sect C. All meetings of the Parish Council and the executive committee shall follow a basic order of parliamentary procedures as outlined in the most recent revision of Robert's Rules of Order. In all cases of procedure questions, the Chairperson shall have the final ruling.

### **Article IV**

#### Committees and Organizations

Sect A. The Parish Council can appoint standing (or permanent) and ad hoc committees and designate officers to chair those committees.

Sect B. An officer of a standing committee shall not serve as an officer on another standing committee at the same time.

Sect C. Any written reports of standing or ad hoc committees shall be included as part of the official minutes of the meeting at which they were presented.

### **Article V**

#### Amendments

As amended May 10, 2018

Sect A. These by-laws may be amended by a majority vote of the members of the Parish Council present and voting at a regular Parish Council meeting.

Sect B. Any registered member of the parish, 18 years of age or older, may propose amendments to these by-laws.

Sect C. Amendments must be presented in person and in writing by the proposer at a regular Parish Council meeting. The Parish Council shall vote on such proposed amendments at the next regular meeting.