

Suggested Standing Rules of Organization for Running Meetings
by St. Raphael's Pastoral Council

- A. The purpose of the standing rules is to:
 - 1. To work toward consensus
 - 2. To provide a clear structure
 - 3. To provide a positive atmosphere
 - 4. To avoid confusion
 - 5. To avoid mistrust

- B. The standing rules help insure
 - 1. Courtesy to all members
 - 2. Justice to all members
 - 3. Rule of the majority
 - 4. Dealing with one item at a time
 - 5. Expediting business
 - 6. Order
 - 7. Meeting the objective

- C. Proposed order of the meeting
 - 1. Prayer
 - 2. Establish a quorum
 - 3. Approval of minutes
 - 4. Approval of agenda
 - 5. Referral items with no discussion presented by council members
 - 6. Reports
 - 7. Unfinished business
 - 8. New business
 - 9. Recognition of visitors during last ten minutes who signed up to speak
Guests should state their points without discussion from the council.
The list of guest speakers is generated at beginning of new business.
 - 10. Announcements
 - 11. Adjournment

- D. Meetings should last no longer than 90 minutes. Each meeting should deal with
 - 1. The yearly parish plan
 - 2. Advising the pastor
 - 3. The identification of concerns, problems, and referral to responsible individuals
 - 4. The above are priority items for each meeting

- E. Meetings should start on time (7pm) and end at (8:30 pm) with a motion to adjourn made by the parliamentarian.
 - 1. Any unfinished business will be carried over to next month
 - 2. If meetings extend beyond 90 minutes it should be by agreement of the council at the beginning of the meeting.

- F. Meetings start with a prayer and the reading of the parish mission statement
- G. A Quorum (50% + 1) of voting members (11) need to be established during the first twenty minutes.
 - 1. If there is no quorum, there is not meeting and the members present are dismissed.
 - 2. Proxies cannot be used to establish a quorum.
- H. Minutes from the previous meeting and the agenda of the current meeting should be sent at least seven days in advance by mail or email.
- I. Approval of the minutes and any corrections are made at this time.
 - 1. This needs to be done no more than three minutes
 - 2. Time saver-use without objection motion. (Without objection I move the minutes be approved. Motion made by chair with a second. If there is no objection move to approve the agenda. If there is an objection the chair will allow for a show of hands.
 - 3. The minutes should reflect in clear language business conducted by the council.
- J. Next item approval of the agenda. The approved agenda the control (plan) for the meeting.
 - 1. This is time for council members to get on the agenda. They speak at end Of the already published agenda.
 - 2. This is the time for council members to question the published agenda. Example: deletions or the order of business
 - 3. Approve the agenda by using the without objection motion
 - 4. The agenda should be prioritized as to the most important items first.
 - 5. Each item on the agenda should have a time limit. At the end of the time the council moves to the next item or extends the time of the item being discussed.
 - 6. Don't forget we are working with a 90 minute time frame.
- K. Items on the agenda should be state by the chair and then:
 - 1. Be discussed
 - 2. Be voted on
 - 3. Be amended
 - 4. Be referred
 - 5. Be postponed
 - 6. Be reconsidered

- L. Voting on items should be one of the following:
 - 1. Without objection motion
 - 2. Unanimous consent motion
 - 3. Voice Vote
 - 4. Written Vote

- M. Every effort should be made by the chair to be clear to the council
 - 1. Of what is being discussed
 - 2. Of what action needs to be taken

- N. Every effort should be made to seek consensus among the council.

- O. Every effort should be made to listen and stay on topic.

- P. Visitors to council meetings:
 - 1. Are always welcome
 - 2. Should realize the time frame the council is working under 90 minute time limit.
 - 3. Should make their views known before and after the meeting to council Members.

- Q. End of meeting
 - 1. At or around 8:20 the chair brings council business to the end and Recognized any visitors who asked to be recognized at the beginning of new business.
 - 2. This is a time for points or questions and not discussion.
 - 3. The chair needs to divide the time between visitors who wish to speak.

- R. At 8:30 a motion to adjourn.
 - 1. The motion is seconded
 - 2. The motion is not debatable
 - 3. A majority vote is needed

- S. These standing rules shall govern council meetings

- T. The chair shall enforce the rules and respond to appeals

- U. The standing rules can be changed, amended, or suspended by a $\frac{3}{4}$ ths vote of the Pastoral Council.