Appendices

APPENDICES

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APPENDIX 1

CONSTITUTION OF THE PRIESTLY LIFE AND MINISTRY BOARD OF THE ARCHDIOCESE OF BALTIMORE

ARTICLE I – NAME

The name of this elected body shall be the **PRIESTLY LIFE AND MINISTRY BOARD OF THE ARCHDIOCESE OF BALTIMORE.**

ARTICLE II – PURPOSES

SEC. 1 This body shall serve in an advisory capacity to the Archbishop of Baltimore and his staff through the Director of Clergy Personnel on personnel matters relating to the priests of the Archdiocese.

SEC. 2 The specific purposes of this body shall be:

- To serve as a resource to priests in establishing and maintaining

satisfactory and fulfilling working and living situations, ongoing formation, compensation and assisting the Archbishop in personnel matters pertaining to priests.

- To facilitate communication and interaction for the priests of the Archdiocese with the Archbishop on matters relating to their status, functions and welfare.
- To recommend priest assignments consonant with the pastoral needs of the Archdiocese and with the talents and interests of individual ministers.
- To provide a recognized forum for the discussion of all personnel matters concerning the work interests and the welfare of the priests.
- To represent the views of peer and area groups of priests by recommending personnel policies, programs and practices which will utilize and develop the talents of the priests, and increase their satisfaction in ministry.
- To recommend policies that provide for the spiritual development, health care, and career growth of priests and for sound and equitable administration of the pastoral resources of the Archdiocese.
- Shall review and receive a report from the Director of the Office of Human Resources concerning the Annual Compensation for priests.
- It is not to substitute for or interfere with the personal relationship that should exist between the priest and his Bishop.

ARTICLE III – STATUS

SEC. 1 The Priestly Life and Ministry Board is formally constituted by and exists under the authority of the Archbishop. It is an elected, advisory body with a changing membership resulting from periodic elections.

SEC. 2 The Board serves the interests of all Archdiocesan and religious priests within or outside the Archdiocese.

SEC. 3 The Board’s recommendations are made to the Director of Clergy Personnel, to the Archbishop and Regional Vicars and Vicars.

SEC. 4 The Board, through the Director of Clergy Personnel, develops and maintains communications and collegial relationships with other Archdiocesan

bodies having related purposes or mutual interests.

ARTICLE IV – MEMBERSHIP

SEC. 1 Membership shall consist of 10 priests elected by the 5 peer groups of the active priests of the Archdiocese and 1 priest elected by the retired priests of the Archdiocese.

SEC. 2 All incardinated and religious priests performing ministry or living within the Archdiocese of Baltimore are eligible for Board membership except those serving as Vicars General, Chancery staff or Clergy Personnel Staff.

ARTICLE V – OFFICERS

SEC. 1 The officers of the Board shall consist of a Chairman and a Vice-Chairman.

SEC. 2 Officers shall be elected by the Board members and require confirmation by the Archbishop.

ARTICLE VI – RECORDING SECRETARY

- The Director of Clergy Personnel has the responsibility of providing a recording secretary to the Board.
- That person shall be assisted by the staff of the Clergy Personnel Office.
- That person shall not be a Board member and shall not have voting privileges at regular Board meetings.

ARTICLE VII – EXECUTIVE COMMITTEE

SEC. 1 There shall be a three-member Executive Committee of the Priestly Life and Ministry Board which shall consist of the Chairman, Vice-Chairman and Director of the Office of Clergy Personnel. All members shall be voting members of the Executive Committee.

SEC. 2 The Chairman of the Priestly Life and Ministry Board shall be the Chairman of the Executive Committee.

ARTICLE VIII – ELECTION OF BOARD MEMBERS

SEC. 1 Peer groups, for purposes of conducting elections of priest Board members, shall be those which are established by the Office of Clergy Personnel.

SEC. 2 A priest may serve simultaneously as a member of the Priestly Life and Ministry Board, the College of Consultors and the Presbyteral Council.

ARTICLE IX – QUORUM

Six voting members shall constitute a quorum for the transaction of business at a Board meeting.

ARTICLE X – AMENDMENTS

SEC. 1 Amendments to any Articles or Sections of this Constitution may be proposed at any time by any member of the Board or the Executive Committee.

SEC. 2 Proposed amendments shall be submitted in writing to the Board. Provision for discussion of a proposed amendment shall be made by the Chairman within one month after receiving the written proposal.

SEC. 3 A vote on a proposed amendment shall not be taken until the amendment has been sent in writing to all members for review at least ten days prior to the voting.

SEC. 4 For adoption, amendments require an affirmative vote of a 2/3 majority of the total number of Board members and the approval of the Archbishop of Baltimore.

ARTICLE XI – RATIFICATION

This Constitution becomes effective upon ratification by a 2/3 affirmative vote of the total Board members and approval by the Archbishop of Baltimore.

BY-LAWS OF THE PRIESTLY LIFE AND MINISTRY BOARD OF THE ARCHDIOCESE OF BALTIMORE

ARTICLE I – ELECTION OF BOARD MEMBERS

SEC. 1 Election of Board members shall be supervised by the Director of the Office of Clergy Personnel.

SEC. 2 Election of members shall take place in June of each election year. The new Board shall take office at the meeting in September following the June elections.

SEC. 3 Special elections shall be conducted, if necessary, to insure full membership on the Board at all times.

ARTICLE II – TERM OF OFFICE OF BOARD MEMBERS

SEC. 1 Members shall be elected to serve for a term of three years.

SEC. 2 Unless a member resigns his membership or loses it according to Sec. 7 of this Article, he shall continue to serve until his successor takes office.

SEC. 3 If a vacancy occurs for any reason, the term of office shall be fulfilled by the peer group's candidate who received the next highest number of votes in the most recent election.

SEC. 4 A member may not serve for more than two consecutive terms. After a break of one year, the member would be eligible for renomination. This provision applies whether the individual remains within one peer group or changes peer groups.

SEC. 5 A member shall not forfeit any portion of the full term for which elected because of attaining eligibility for a different peer group during the full term.

SEC. 6 Special elections shall be conducted if the procedure in Article I, Sec. 1 fails to provide the number of members stipulated in Article IV of the Constitution.

SEC. 7 If, in the judgment of the Board, a member is ruled to be seriously delinquent in his duties including breaking confidentiality regarding board matters, his membership on the Board may be terminated by a 2/3 vote of the

total Board members and confirmation by the Archbishop of Baltimore.

ARTICLE III – DUTIES OF BOARD MEMBERS

SEC. 1 Each Board member shall attend and participate actively in regular and special meetings.

SEC. 2 Each Board member shall represent the interests of the peers who elected him while keeping in mind his obligation to the Archdiocese as a whole. He shall make himself available to his peers for consultation on matters of placement, policy, education or compensation.

SEC. 3 Board members shall serve on Standing and Ad hoc Committees as assigned by the Board Chairman.

SEC. 4 All members are required to observe strict confidentiality concerning personnel matters discussed at Board meetings.
ARTICLE IV – ELECTION OF

SEC. 1 Election of officers shall take place each September.

SEC. 2 The election procedure shall be administered by the Director of Clergy Personnel.

SEC. 3 Board members shall be polled to determine whether any decline to stand for election to the positions of Chairman or Vice-Chairman.

SEC. 4 Voice nominations for Chairman shall be received until a motion to close nominations is carried. A secret written ballot shall be taken until a simple majority is reached.

SEC. 5 Voice nominations for Vice-Chairman will then be received and the procedure noted in Sec. 4 above shall be followed.

SEC. 6 The Director of Clergy Personnel shall appoint a Teller. He shall instruct the Teller to announce voting results in this manner: If a simple majority vote is reached, only the name of the elected individual is to be announced. If a simple majority vote has not been reached, the Teller shall report, in the order of the

votes received, the names of the persons who received votes.

SEC. 7 Newly elected officers shall take office immediately upon their election.

SEC. 8 The newly elected Chairman and Vice-Chairman shall require the confirmation of the Archbishop.

ARTICLE V – TERM OF OFFICERS

SEC. 1 An elected officer shall serve for one year and is eligible for re-election during his term of Priestly Life and Ministry Board membership.

SEC. 2 If an officer position is vacated during the term of an incumbent, the position shall be filled in accordance with the election procedure specified in Article IV, Secs. 2 through 8.

ARTICLE VI – DUTIES OF OFFICERS

SEC. 1 The Chairman shall attend and preside over the meetings of the Board and the executive Committee.

- **Voting:** He shall exercise voting privilege in meetings of the Board only when it becomes necessary to achieve a simple majority vote. In Executive Committee meetings, he shall have full voting privilege in all matters considered by that Committee.
- **Committees:** He shall initiate appropriate action in establishing such committees as are advisable to discharge the Board's function
- **Leadership:** He shall give leadership to the Board and its committees by presenting timely agenda of relevant items and by directing discussion of matters that merit the Board's consideration.

SEC. 2 The Vice-Chairman shall assist the Chairman as requested and serve in his place when the Chairman is unavailable to carry out his duties.

- **Act as Chairman:** He shall serve as a voting Board member, except when acting as Chairman of the Board. When acting as Chairman of the Board he may vote only when it is necessary to

achieve a simple majority vote.

- **Executive Committee:** He shall serve as a member of the Executive Committee with full voting privileges.

ARTICLE VII – RECORDING SECRETARY

SEC. 1 The Clergy Personnel Office shall provide the services of a recording secretary to the Board.

SEC. 2 The recording secretary shall be responsible for the Board's secretarial and clerical work including the preparation of Minutes and follow-up of correspondence of the Board and its committees.

ARTICLE VIII – COMMITTEES

SEC. 1 Standing Committees shall be the Executive Committee, the Placement Committee, and Continuing Formation Committee.

SEC. 2 Ad Hoc Committees shall be established upon recommendation by the chairman and approval by the Board to undertake work deemed necessary by the Board.

SEC. 3 Members shall be asked to indicate their preferences for appointment to standing and/or ad hoc committees.

SEC. 4 The Committee Chairmen for all members of Board Committees are nominated from among the members of the Board by the Board itself and confirmed by the Archbishop.

SEC. 5 The Committee membership is determined by the Committee chair in consultation with the Director of the Office of Clergy Personnel.

- A committee must include at least three persons and may include other members of the Board and the Presbyterate as would be appropriate.
- Regional and age representation should be among the factors considered for membership.

SEC. 6 Membership on all Board Committees shall be for a term of 3 years

renewable.

ARTICLE IX – RESPONSIBILITIES OF COMMITTEES

SEC. 1 The Executive Committee shall formulate the charge of responsibilities for each standing and ad hoc committee.

SEC. 2 Each committee chairman shall be responsible for directing the work of his committee and for reporting to the Board its activities including interim and final reports.