

APPENDIX A

CONSTITUTION OF THE DIACONAL COUNCIL
OF THE ARCHDIOCESE OF SANTA FE

PREAMBLE

The Community of Permanent Deacons of the Archdiocese of Santa Fe (hereafter “Community”) adopts this Constitution in accordance with Chapter II.C of the *Deacon Manual: A Handbook for the Permanent Deacon in the Archdiocese of Santa Fe* (hereafter “the Manual”) in order to provide a meaningful structure and organization with which to assist our Archbishop in meeting the objectives of the Pastoral Plan for the Archdiocese of Santa Fe.

Article I. NAME

The name of this organization shall be “The Diaconal Council of the Archdiocese of Santa Fe”, hereafter identified as “the Council”.

Article II. PURPOSES

The purposes of the Council shall be

- To serve as an advisory body to the Archbishop
- To provide a forum in which input from deacons and their families can be communicated and acted upon; and
- To represent the Community of Permanent Deacons

Article III. MEMBERSHIP OF THE COUNCIL

Section A. Makeup of and Participation on the Council. Makeup of the Council shall be as specified in Chapter II.C.2 of the Manual. Any elected representative may serve on or chair committees, speak, make motions, and vote at Council meetings. Any elected representative may also seek and hold any office established in accordance with Article V. Section A, below.

Section B. Term of Office. The term of office for all officers shall be two (2) years, and any officer may hold the same office for only two (2) consecutive terms.

Section C. Removal from Office

1. An inactive member of the Council may be removed from office by action taken by the Council. The Chair will contact the Director and together will convene the deacons from the respective deanery to have them elect another deacon couple to complete the current term.
2. The members of the deanery deacon group may initiate the removal of one of their elected representatives by submitting a written petition to the Council signed by at least two-thirds (2/3) of the members of that deanery.

Article IV. STRUCTURE

Section A. Duties of the Council. The Council shall

- Serve as the vehicle through which the Archbishop may hold dialogue and counsel with the Community.
- Coordinate and implement the activities of the Council that reflect the thoughts and concerns of the Community, acting as its representative body.
- Establish standing and *ad hoc* committees in accordance with Article VII, below; and
- Establish, change, amend, or suspend existing rules of procedure in order to carry on the work of the Council.

Section B. Meetings. The Council and all other interested members of the Community shall meet four (4) times a year. The Director at the Annual Retreat will convene the first business meeting of the year. The Chair of the Council will call the second, meeting in December, the third the evening prior to the Annual In-Service Training day and the fourth in June.

Section C. Voting. The voting body should be the entire Council. A quorum shall be fifty-one (51%) of the voting body.

Section D. Vacancy. Upon vacancy of the See (that is the Archdiocese of Santa Fe) the Council shall cease to function as an official body. The Chair, however, shall immediately contact the Chancellor of the Archdiocese to ensure the continuation of its work until such time as the Council may be reconstituted by the new Archbishop. See canon 416 and 417.

Article V. COUNCIL OFFICERS

Section A. Designation. The Archbishop of Santa Fe, in accordance with Chapter II. C. 2. of the Manual, is *ex officio* the president of the Council. (In a letter dated October 22, 2002, Archbishop Michael Sheehan requested the following statement to be included in this section of Article V—*In the absence of the Archbishop, the Director will act as his representative and must be present at all the meetings. If the Director is unable to attend, then the meeting will be postponed and rescheduled.*

In addition, the Council shall elect the following officers from among its own membership: A Chair, a Vice-Chair, and a Secretary.

Section B. Term of Office. The term of office for all officers shall be two (2) years, and any officer may hold the same office for only two (2) consecutive terms.

Section C. Office Vacancy. A vacancy in the office of Chair shall be filled by the Vice-Chair. A vacancy in any other office shall be filled by a simple majority vote of the entire Council. The method of voting shall be at the discretion of the Chair.

Section D. Duties of the Officers.

1. The Chair shall

- Preside over the Council and conduct all meetings of the Council in accordance with the current edition of the *Roberts Rules of Order Newly Revised*;
- Submit written reports to the Archbishop and the Director of Permanent Deacons regarding the activities of the Council following each Council meeting; copies of the minutes of Council meetings may fulfill this requirement;
- Give an annual report of the activities and decisions of the Council to the Community; and
- Perform such other duties as pertain to the office or as may be designated by the Archbishop or this Constitution.

2. The Vice-Chair shall

- Perform the duties of the Chair in the absence or inability of the Chair to serve;

- Succeed to the office of Chair should that position become vacant during an unfinished term; and
- Perform such other duties as may be assigned by the Chair or the Council.

3. The Secretary shall

- Record the minutes of all regular meetings of the Council; (In a letter dated October 22, 2002, Archbishop Michael Sheehan requested that the following statement be added – *Once the meeting has been completed, the minutes of the meeting are to be reviewed and edited by the Director and only after his approval may the minutes be published and distributed by the Secretary.*)
- Record the findings and conclusions reached during any special meeting called by the Chair and implement the appropriate confidentiality of such records;
- Be responsible for the maintenance and safekeeping of the Council’s official documents; and
- Perform such other duties as may be assigned to the Secretary’s position by competent authority.

Article VI. DEANERY DEACON GROUP ELECTIONS

In accordance with Chapter II.C.2 of the Manual, one Council representative from each deanery deacon group shall be a deacon and the other shall be a deacon wife. Deanery deacon groups elections shall be conducted in the following manner:

On Even Numbered Years
Elections Will Take Place For

The Santa Fe Deanery
The Southeast Deanery
The Albuquerque Deanery “B”
The Albuquerque Deanery “C”

On Odd Numbered Years
Elections Will Take Place For

The Northeast Deanery
The Albuquerque Deanery “A”
The Northwest Deanery
The Southwest Deanery

The deacon and deacon wife candidates who receive, respectively, the greatest number of votes shall be declared the elected Council representatives of their deanery deacon group. Ties shall be decided by a method acceptable to the candidates affected. The results of elections shall be announced at the Council meeting following the election.

Article VII. COMMITTEES

Standing committees necessary to carry on the general business of the Council shall be named and their duties defined. The Council may establish such *ad hoc* committees as it deems necessary to carry out special projects pertinent to the Council and/or the Community.

Article VIII. AMENDMENTS

This Constitution may be amended by a two-thirds (2/3) vote of the Community.

