

Diocese of Scranton
Priest Personnel Board By-Laws

Article I. Name

The Priest Personnel Board of the Diocese of Scranton

Article II. Purpose

The Priest Personnel Board of the Diocese of Scranton is responsible for reviewing and discussing information relevant to the canonical assignments of priests. The members of the board engage in this exercise in order to make recommendations to the Bishop so that he ensures that a sufficient number of priests are available within the Diocese to serve best the needs of its people.

Article III. Membership

The Board shall consist of seven voting members (four elected and two appointed) and one ex-officio member (Episcopal Vicar for Clergy).

The members will be elected by the incardinated presbyterate of the Diocese of Scranton in active ministry:

Four members within four age categories:

GROUP I - Ordination Years between 2013-2024

GROUP II - Ordination Years between 2001-2012

GROUP III - Ordination Years between 1988-2000

GROUP IV - Ordination Years between 1974-1987

Two members for the Board to be appointed by the Bishop

Article IV. Terms of Office

Members are elected for three-year terms, served to completion even if a member moves out of the age group for which he was elected. A member may be elected to a second term. The maximum consecutive terms will be two. The appointed members will serve for a three year term. A member may be elected after a three year absence. In case of a vacancy of a member, the Bishop will appoint a replacement. (As the Board is formed, the first election will have different term limits: age category 26-38 and 64-75 will be elected for two years; ages 39-50 and 51-63 will be elected for three years; the staggering of terms is necessary for continuity of the Board.)

Article V. Officers

The officers are elected from their membership by a simple majority: a chairman, vice- chairman, and secretary. This election is held annually at the first meeting in the fall. The officer may be reelected for a second term.

Article VI. Meetings

Meetings will be held monthly or as deemed necessary by Episcopal Vicar for Clergy. A quorum of four members is necessary. The time and place of the meetings shall be determined by the Chairman or the Bishop.

Article VII. Confidentiality

Each member of the Board, during and after his term of office, is to observe strict confidentiality in all matters discussed at meetings and in regard to the Board agendas, minutes, documents, reports and correspondence. Communication of Board matters may be released only with permission of the Bishop.

Article VIII. Ad Hoc Committees

To further assist in the general purpose of the Board, *ad hoc* committees may be established by the Bishop or the Board may recommend the establishment of an ad hoc committee to the Bishop. As needed and appropriate to the task, the ad hoc committee may use consultants with the permission of the Bishop.

Article IX. Financial/Clerical Responsibility

Secretarial support shall be provided to the Board by the Administrative Assistant to the Episcopal Vicar for Clergy. Any expenses incurred shall be assumed by the Diocese. Approval of any expense must be approved by the Chairman (including postage, printing, and refreshments if needed).

Article X. Amendments

Amendments may be made to the By-Laws by the vote of six of the seven voting members after approval of the Presbyteral Council.