

**Procedures and By-Laws
of the Property Committee
of St. Peter Parish
Jefferson City, Missouri
*Adopted July 15, 2008***

Mission

- Develop and maintain a master plan for the St. Peter campus.
- Develop and maintain an assessment of all facilities on the campus.
- Develop and maintain a schedule of maintenance for all facilities on the campus.
- Accomplish Capital Improvements for the St. Peter campus.

Membership

- The size of the committee shall consist of nine (9) parish members. These nine (9) members shall be considered the official members of the committee.
- The background and the professions of the members considered should include the following: attorney, insurance agent, accountant, architect, engineer, facility maintenance manager, general contractor, electrician, HVAC contractor, plumber, and other such profession familiar with construction/maintenance of facilities.
- The parish pastor, or his designee, shall be an ex-officio member of the committee.
- The parish office manager shall be an ex-officio member of the committee.
- The head of maintenance for the campus shall be an ex-officio member of the committee.

Selection of Members

- Prior to the expiration of any terms, the Property Committee shall make recommendations for new members based on the following qualifications:
 - The background and the professions of the members considered should include the following: attorney, insurance agent, accountant, architect, engineer, facility maintenance manager, general contractor, electrician, HVAC contractor, plumber, and other such profession familiar with construction/maintenance of facilities.
- The recommendation list shall contain more names than required to fill the expiring terms, prioritized in order of the preferred members to be appointed.
- The parish pastor, or his designee, shall contact the proposed new members, in priority order, to determine their willingness to serve.
- Individuals willing to serve shall be appointed as new members of the committee.
- If the recommendation list is exhausted before a sufficient number of willing members are appointed, the Property Committee shall prepare a new recommendation list and repeat the process until all positions have been filled.

Terms of Service

- The term of service for each committee member shall be three (3) years plus one (1) month, renewable.
- The terms of service shall be staggered for the sake of continuity, with three (3) members of the committee appointed or renewed each year.
- Each term of service shall begin in January, and end in January at the end of three (3) years, for a total term of three (3) years plus one (1) month.

Committee Appointments

- Appointments to the committee shall be done in January of each year.
- Names of committee members will be posted/published for the Parish on the parish website.

Committee Officers

1. Chairperson:
 - A. Chosen from membership of the Property Committee.
 - B. Term of office - one (1) year, renewable.
 - C. Duties of Chairperson:
 - Call meetings
 - Set agenda
 - Chair meetings
 - Appoint subcommittees

2. Secretary:
 - A. Chosen from membership of the Property Committee.
 - B. Term of office - one (1) year, renewable.
 - C. Duties of Secretary:
 - Take meeting minutes
 - Type meeting minutes
 - Maintain a record of meeting minutes
 - Pass record of meeting minutes to succeeding secretaries

Election of Officers

- Election of officers shall take place each January.
- The Parish Pastor shall chair the election process, with assistance by the Parish Office Manager.
- Election of officers shall be by popular vote of the committee, simple majority.

Quorum

- A quorum shall consist of five (5) official members.
- No official business shall be conducted without a quorum present.

Voting

- Voting members shall consist of nine (9) official members.
- Ex-officio members are not voting members.
- Passage of a motion shall be based on a simple majority of the official members present at the meeting.

Meetings

- Meetings will be held on a regular basis as determined by the membership.
- Each meeting will be opened with an opening prayer and closed with a closing prayer.
- The committee will seek to decide issues by reaching consensus.
- Attendance to the meetings is expected. After two (2) consecutive, unexplained absences, the chairperson will contact the member to determine the person's commitment.

Duties of the Property Committee

Develop and maintain a master plan for the St. Peter campus.

- Evaluate the use of all facilities of the St. Peter campus.
- Analyze the campus for current use and plan for the future.
- Plan for capital improvements to accommodate current and future use.
- Re-evaluate the Master Plan on an annual basis.

Develop and maintain an assessment of all facilities on the campus.

- Assess the condition of all facilities of the St. Peter campus.
- Document all deficiencies for all facilities of the campus.
- Plan for capital improvements to correct facility deficiencies.
- Re-evaluate the Facility Assessment on an annual basis.

Develop and maintain a schedule of maintenance for all facilities on the campus

- Evaluate the maintenance requirements for all facilities of the St. Peter campus.
- Develop a maintenance schedule for key components of each facility of the campus.
- Re-evaluate the Maintenance Schedule on an annual basis

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