



DIOCESE OF DAVENPORT

Ministry Formation Program Advisory Board By-Laws

I. Name and Purpose

The name of this entity shall be the ***Ministry Formation Program Advisory Board*** of the Diocese of Davenport. The purpose of this board shall be to advise the Ministry Formation Coordinator and to promote comprehensive formation for ecclesial ministers. This board reports to the Diocesan Board of Education.

II. Membership

- A. Each deanery shall be represented by at least one adult member.
 - a. Members shall be fully initiated practicing Catholics.
 - b. It is recommended that members have completed one or more programs of ministry formation of the Diocese of Davenport or other comparable formation programs.
 - c. Membership is by appointment of the Bishop of the Diocese of Davenport in collaboration with recommendations from diocesan deaneries and the Ministry Formation Coordinator.
 - d. Members serve a three-year term (calendar year) and may be reappointed for one additional term.
- B. The Ministry Formation Program Coordinator is the chair of this advisory board.
- C. Ex-officio non-voting members of this board will be members from the diocesan department of faith formation.
- D. The Bishop of the Diocese of Davenport shall ensure that all decisions of the advisory board are in keeping with the goals, visions, and mission of the Roman Catholic Church and the Diocese of Davenport.

III. Organization and Meetings

- A. A secretary will be elected annually from the advisory board to record the meeting minutes.
- B. An annual meeting will be called by the chair.

- C. Additional meetings may be called by any board member by notifying the Ministry Formation Coordinator and advisory board members at least one month prior to the scheduled meeting.
- D. A quorum to conduct business shall be at least 50% of the voting members.
- E. Decisions shall be made by consensus whenever possible. In situations in which consensus cannot be reached, the most current edition of Robert's Rules of Order shall apply. Each member will be allowed one vote with the exception of the program coordinator and the ex-officio members who are non-voting members.
- F. Meetings may be held electronically using available technology.

IV. Amendments

- A. Proposed amendments to this document shall be sent to advisory board members at least one month before any action shall be taken on them.
- B. Amendments to this document shall require an affirmative vote by the majority of the voting members and approval by the bishop to become official.