

§1800 THE ADMINISTRATIVE COUNCIL

§1801 IN GENERAL

1801.1. Policy In order to assist the Archbishop in the administration of the Archdiocese, there shall be a Administrative Council consisting of the Vicar(s) General, the Episcopal Vicars who are Auxiliary Bishops, the Chancellor, the Executive Assistant to the Archbishop, the Department Directors, and other such persons as may be appointed from time to time by the Archbishop.

Procedures

- a)** The Archbishop and the Chancellor or their delegate(s) serve as the Presiding Officer (President) and Chairman of the Administrative Council, respectively.
- b)** The Personal Secretary to the Archbishop, the Superintendent of Schools, the Executive Director of the Priests' Placement Board, the Director of Legal Services, the Director of Research and Planning, and the Director of Information Technology may participate with voice but not vote in meetings of the Administrative Council.
- c)** Other persons may attend all or part of the Administrative Council meeting to address specific agenda items in their sphere of competence or area of responsibility at the invitation or approval of the Archbishop, the Vicar General, or the Chancellor.
- d)** The agenda for the Administrative Council meetings is to be determined by the Archbishop/Vicar General with the assistance of the Chancellor. Any member of the Administrative Council may submit suggested items for the agenda to the Chancellor.
- e)** Minutes of the meetings of the Administrative Council normally are to be kept by the Administrative Assistant to the Chancellor.
- f)** Regular meetings of the Administrative Council are to be held monthly at a other location as determined by the Archbishop, the Vicar General, or the Chancellor.