

St James Westchester

ITEMS TO CHECK BEFORE RATIFICATION OF NEWLY ELECTED PARISH COUNCIL MEMBERS

✓ cover letter

1. Legality of the meeting (quorum) *minutes do not specify whether a quorum was present.*
2. Copies of:
 - ✓ a) notice of meeting (~~with~~ ^{NO} mailing date).
 - ✓ b) Agenda
 - c) Ballot sheets with received ballots for:

of BALLOTS MISSING →

1. Officers of the assembly - *NO double slate*
2. Parish Council - *NO secret VOTE -*
3. Auditing Committee - *NO double slate (How THE decided on auditing)*
4. Nominating Committee - " " "
5. ~~Diocesan Delegates~~

✓ 3. Report form submitted by Diocese with signatures.

4. Reports presented to Parish Assembly:

- ✓ a) Pastor's Report -
- ✓ b) Parish Council's Report - *unsigned*
- ✓ c) Committee's reports

✓ 5. Financial Report

✓ 6. Minutes of the Parish Assembly - *unsigned by PASTOR*

✓ 7. Have assessments been paid?

✓ 8. Have 1982 assessment figures been included in the budget?

✓ 9. Certification of newly elected Diocesan Delegates

✓ 10. Clergy Stipend

11. NO double SLATE

* If the Ballot should have been cast by pastor & fact that the Church should not have been announced to assembly.

Parish Assembly minutes signed by
Chairman & Sect only not pastor.

Newly elected members info not given
in report