

TRUMBULL

ITEMS TO CHECK BEFORE RATIFICATION OF NEWLY ELECTED PARISH COUNCIL MEMBERS

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- ✓ 1. Legality of the meeting (quorum).
- 2. Copies of:
  - ✓ a) notice of meeting (with mailing date).
  - ✓ b) Agenda
  - ✓ c) Ballot sheets with received ballots for:
    - ✓ 1. Officers of the assembly
    - ✓ 2. Parish Council
    - ✓ 3. Auditing Committee
    - ✓ 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 - *should be signed by Priest + Sect.*
  - ✓ c) Committee's reports
- ✓ 5. Financial Report
- ✓ 6. Minutes of the Parish Assembly - *except... No signature of Ass. Chairman + Priest*
- ✓ 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 - *No form*
- 11. *No method of Balloting*
- 12. *There is provision for ABSENTEE or PROXY voting as indicated in Minutes.*