

## Regional Structure Guidelines

The purpose of the Cursillo® Movement is to bring about a Christian transformation of all society. In order to fulfill this purpose it is necessary that all cursillistas continue to be tireless in their individual efforts to help bring about this Christian transformation.

The United States Cursillo Movement has developed a process of service that is designed to assist all cursillistas with fulfilling this purpose. Diocesan leaders oversee all aspects of the local Cursillo Movement and provide the immediate service to the cursillistas. In this document, all references to Diocese (an) shall be understood to include Archdiocese(an). Regional leaders assist, communicate and support the service of these diocesan Cursillo leaders. National leaders assist, communicate and support the service of these regional leaders.

During the Fall 2002 meeting of the National Secretariat (held in Dallas, Texas), the National Secretariat took part in a Synod session which focused on the regional structure of the Cursillo Movement. From the results of that Synod session, the following information has been compiled in an effort to help each region be as effective as possible in its service to the diocesan Cursillo Movements.

Each region should be comprised of the following:

- I. Regional Episcopal Advisor
  - II. Regional Secretariat (per language element)
  - III. Regional Coordinating Group
  - IV. Regional Service Team Spiritual Advisor (per language element)
  - V. Regional Coordinator (per language element)
  - VI. Regional Service Team consisting of three members (per language element)
- I. REGIONAL EPISCOPAL ADVISOR** – Each Regional Coordinating Group (see Section III below) shall select, from the bishops in the region, one bishop to serve as the Regional Episcopal Advisor. His main function will be to serve as a liaison with the other bishops in that region. Once the Regional Coordinating Group makes their selection, that bishop's name should be forwarded to the National Episcopal Advisor, via the National Cursillo Center. The National Episcopal Advisor will then send a letter, providing a description of the service that is being requested, and inviting that bishop to serve as the Regional Episcopal Advisor.
- II. REGIONAL SECRETARIAT** – *“It is the responsibility of the Secretariats to guard the identity of the Cursillo Movement and to see to its promotion, development, and direction on the national as well as the diocesan level.” #575 - Fundamental Ideas of the Cursillo Movement. [Note: The United States is possibly the only country that has a regional level and so that is why it is not listed in Fundamental Ideas of the Cursillo Movement.]*
1. A Regional Secretariat (probably one for each language element) shall be comprised of the diocesan Lay Directors and the Spiritual Advisors from the particular language element within that region. Non-voting members of the

**Regional Secretariat include the Regional Coordinator, Regional Service Team Spiritual Advisor, and the three Regional Service Team Members.**

- i. In the best interest of the Region, the Regional Coordinating Group (see Section III below) may determine that it is appropriate to establish a single Regional Secretariat, consisting of all Lay Directors and Spiritual Advisors for all language elements of that region.**
  - ii. In some regions, it may be necessary to establish a combination of Regional Secretariats (e.g., one Regional Secretariat for the Spanish-speaking leaders and another Regional Secretariat which combines the English-speaking and the Vietnamese-speaking leaders, etc.).**
- 2. The purpose of the Regional Secretariat is to:**
- a. Determine the educational needs for the various diocesan Cursillo Movements within the region.**
  - b. Determine the educational needs of those attending Regional meetings/functions.**
  - c. Encourage the Regional Coordinating Group and Regional Service Team members to promote and conduct nationally recognized workshops throughout the region.**
  - d. Provide an atmosphere for open sharing among the various diocesan Cursillo leaders.**
    - 1. Lay Directors should meet with other Lay Directors**
    - 2. Spiritual Advisors should meet with other Spiritual Advisors**
  - e. Help ensure proper communication between the Regional leaders and the cursillistas within the diocesan Cursillo Movements.**
  - f. Review Regional Service Team candidate applications in order to determine the best-qualified individuals selected to service the entire region (See Section VI. #2 below).**
  - g. It is the Regional Secretariat's responsibility to select the Regional Service Team members who will serve all the dioceses of that region.**
  - h. When selecting a Regional Service Team member the Regional Secretariat should ensure that a proper balance of leadership is maintained throughout the entire region.**
  - i. Review and discuss correspondence from the National Cursillo Center, its staff and from the region leadership.**
  - j. Maintain a proper set of Regional Bylaws and a Regional Pastoral Plan.**
  - k. Provide necessary finances to allow for the work of the Region. The Regional Secretariat shall establish, by a 2/3 majority of those present and voting, an amount of support to be contributed by the aligned diocesan Secretariats (Regional Affiliation Fees). This amount may be altered periodically, also by a 2/3-majority vote.**
  - l. In the event that a regional leader is not properly performing his or her duties, it is then the responsibility of the Regional Secretariat to either take measures to correct the deficiency or to relieve the individual from his or her duties.**

3. **The Regional Secretariat should meet at least twice a year (the Regional Coordinating Group schedules these meetings).**
4. **In the event a Lay Director or Spiritual Advisor is unable to attend a Regional Secretariat meeting, they may send a proxy to assume their duties.**
  - a. **Only a lay person shall serve as proxy for the Lay Director.**
  - b. **Only a priest, deacon or vowed-religious shall serve as proxy for the Spiritual Advisor.**
  - c. **The Regional Coordinating Group must receive written notification, at least two weeks in advance of any proxies for the upcoming meeting.**

**III. REGIONAL COORDINATING GROUP - In accordance with the *ARTICLES OF OPERATION FOR THE CURSILLO MOVEMENT OF THE UNITED STATES (A.O.)*, Article VII Section G, 1, a & b: *“there will be one Regional Coordinating Group in each Region. The purpose of this group will be to center in a group reunion the basic responsibilities of the growth and development of the Region, particularly through diocesan visitations and Regional workshops. The members of each Regional Coordinating Group will be comprised of the Regional Spiritual Advisor and the language Coordinators from that Region.”***

**The Regional Coordinating Group is comprised of:**

- 1 - Regional Spiritual Advisor**
- 2 - Regional Coordinator for each language group present in the Region (English, Spanish, Vietnamese, Filipino, Portuguese, etc.)**
- 3 - Regional Chairperson of the Coordinating Group**

1. **Regional Spiritual Advisor (selected from one of the Regional Service Team Spiritual Advisors).**
  - a. **One member of the Regional Service Team’s Spiritual Advisors will be selected by the Regional Coordinating Group to be the Regional Spiritual Advisor, with the approval of the Regional Episcopal Advisor. (A.O. Article VII, Sec. H, 2, a)**
  - b. **The Regional Spiritual Advisor, along with meeting the spiritual needs of their respective language group of Cursillo in the Region, will see that appropriate liturgies, paraliturgies, etc., are provided for each of the Regional Meetings. (A.O. Article VII, Sec. H, 2, c)**
  - c. **The Regional Spiritual Advisor's term will end at the same time his/her term ends as a Regional Service Team Spiritual Advisor. (A.O. Article VII, Sec. H, 2, d)**
2. **Regional Coordinator for each of the language elements present in that Region. (selected from one of the Regional Service Team members for that language element). See Section V – REGIONAL COORDINATOR –for selection and terms.**

- 3. Regional Chairperson**
  - a. One member of the Regional Coordinating Group will be selected by the Regional Coordinating Group to be the Regional Chairperson. (A.O. Article VII, Sec. G, 3, a). Consideration should be given to alternating the Regional Chairperson to ensure equality among all the language coordinators.**
  - b. The Regional Coordinating Group should select the best-qualified person for the Chairperson position, taking into consideration such things as length of time remaining on the Regional Coordinating Group, ability to communicate and facilitate Regional gatherings. (A.O. Article VII, Sec. G, 3, b)**
  - c. The position of Chairperson will rotate annually. In order to insure equal representation, the Chair will alternate between language groups present, on the Regional Coordinating Group. No language group will re-chair until all language groups present have had an opportunity to serve as Chair. (A.O. Article VII, Sec. G, 3, c)**
  - d. The Regional Chairperson will ensure that a notice of the next meeting is sent to each Diocesan Movement at least one month prior to the meeting. (A.O. Article VII, Sec. G, 3, e). The Regional Chairperson should work with all the other language coordinators to ensure that this information is made available in all the respective languages.**
  - e. The Regional Chairperson will facilitate each Regional meeting. He/she will appoint a member of the Regional Coordinating Group or a Service Team member to take minutes and distribute them to each diocese in the region within 30 days after each meeting. (A.O. Article VII, Sec. G.3,d). The Regional Chairperson should work with all the other language coordinators to ensure that this information is made available in all the respective languages.**
  - f. The Regional Chairperson will appoint a member of the Regional Coordinating Group or a Service Team member to be the Treasurer for the Region. That person will be responsible for collecting Diocesan affiliation fees, coordinating the amount of the fee for participants at each Regional meeting and provide a financial statement of the Region at each meeting. The Regional Coordinating Group will determine other functions as deemed necessary. (A.O. Article VII, Sec. G, 3, f)**
- 4. The Regional Coordinating Group should meet at least twice a year to ensure that the contents of Regional gatherings are meaningful and the needs of the Region are met. Conference calls are encouraged between meetings to keep abreast of what is going on in the Region. (A.O. Article VII, Sec. G, 1, d). These two meetings can be held either immediately prior to the arrival of the participants for the already-scheduled regional meeting or they can be held completely separate of any regularly scheduled regional meetings.**

5. **In unusual circumstances (e.g. a qualified replacement is not available at the present time or the Regional Coordinating Group requests, for continuity, a one year extension of a language Coordinator's term), at the request of the Regional Coordinating Group and in consultation with the National Executive Director, a Coordinator's term may be extended until the situation that brought about the unusual circumstance is eliminated. The extension is not to exceed one year. (A.O. Article VII, Sec. G, 1, e)**

**IV. REGIONAL SERVICE TEAM SPIRITUAL ADVISOR (per language element)**

1. **Ideally, each Regional Service Team should strive to have a Spiritual Advisor for the Team. The Regional Service Team Spiritual Advisor will be selected by the Regional Coordinator and respective Regional Service Team, with the approval of the Regional Episcopal Advisor. (A.O., Art. VII, Section H, 1, a.).**
2. **Qualifications for the Regional Service Team Spiritual Advisor should include, but not be limited to:**
  - a. **Involvement in the Cursillo Movement at the diocesan level.**
  - b. **Understands the basic principles of the Cursillo Movement.**
  - c. **Supports the Magisterium of the Roman Catholic Church.**
  - d. **Supports the efforts of the United States Conference of Catholic Bishops.**
  - e. **Supports and promotes all authentic aspects of the Cursillo Movement (as indicated in approved Cursillo literature).**
  - f. **Is a good spiritual director.**
  - g. **Be outgoing, loving and have experience and knowledge in, and of, the Cursillo Movement.**
  - h. **Has the approval of his/her local Ordinary to serve in this capacity.**
3. **The Regional Service Team Spiritual Advisor will provide assistance to the Diocesan Spiritual Advisors (within their language group) in the form of workshops, etc. (A.O., Art. VII, Section H, 1, b.).**
4. **The Regional Service Team Spiritual Advisor shall serve a 3-year term, renewable once. (A.O., Art. VII, Section H, 1, c.).**

**V. REGIONAL COORDINATOR**

1. **The Regional Service Team Members and the Regional Spiritual Advisor selects the Regional Coordinator.**
2. **Anyone being selected must be a current member of the Regional Service Team and have served at least one year in their present term on the Regional Service Team. (A.O. Article VII, Sec. G, 1, b)**
3. **Those being considered must be contacted prior to the meeting and must have agreed to serve as a Regional Coordinator for a term of 3 years. (A.O. Article VII, Sec. G, 1, b)**

4. Each Regional Coordinator must also agree to serve as a member of the National Secretariat during the same 3-year period. Each Regional Coordinator should meet with their Service Team members at least twice a year to ensure that their language group of Cursillo in the Region is being served. (A.O. Article VII, Sec. G, 1, c)
5. Because of the need to continue to develop leadership at high level positions, it was agreed by the National Secretariat that neither a former member of the National Staff nor an ex-Regional Coordinator may hold a Regional office for a period of 5 years immediately following the completion of his/her term. (A.O. Article VII, Sec. G, 4)

**VI. REGIONAL SERVICE TEAM MEMBER (per language element)**

1. Each Regional Coordinator should have a Service Team, consisting of 3 members, to assist in the work of serving the Diocesan Secretariats. These Service Team members, while not members of the Regional Coordinating Group, are considered associate members and should attend National events such as a National Encounter, and Regional events such as Leaders Workshop and other meetings. The names, addresses and phone numbers of the Service Team members must be given to the National Office in order to be listed in the National Directory. This is necessary in order for the Service Team members to receive the National Mailings. (For Selection of Region Service Team, see Section II Regional Secretariat, 2. g.)
2. Qualifications for the Regional Service Team members should include, but not be limited to:
  - a. Be a regular member of a Permanent Group Reunion.
  - b. Understands the basic principles of the Cursillo Movement.
  - c. Has made the Cursillo Movement their primary apostolate.
  - d. Having an understanding of the knowledge contained in the official Cursillo literature, especially the *Fundamental Ideas of the Cursillo Movement*.
  - e. Participates in regular Spiritual Direction
  - f. Supports and promotes all authentic aspects of the Cursillo Movement (as indicated in approved Cursillo literature).
  - g. Working as leaders at the local Ultreya.
  - h. Be a regular member at the local School of Leaders.
  - i. Has worked on Cursillo Weekends and has given at least two different presentations.
  - j. Be outgoing, loving and have experience and knowledge in, and of, the Cursillo Movement.
  - k. Has the recommendation and approval of his/her diocesan Secretariat.  
*Note: Since it is extremely difficult to properly service the needs of both a region and a diocese, it is expected that once a candidate (who is also a member of an diocesan Secretariat) has been selected to the position of Regional Service Team member, then that person will seek to be replaced as a member of an diocesan Secretariat.*

3. The term for a Regional Service Team member is 4 years (A.O., Art. VII, Section G, 2, b.).
4. Once a Regional Service Team member has completed his/her term, he/she may not serve in this capacity for a minimum of one year. This fosters other potential leaders within the region.

**VII. NON-MEETING ACTIVITIES OF THE REGIONAL LEADERS (Service Team Members & Regional Coordinator)**

During the periods between the regularly scheduled meetings, the Regional leaders have a tremendous amount of service to conduct throughout the region.

1. **Diocesan – Personal Contact.**
  - a. Maintain an up-to-date roster of each diocesan Cursillo Movement’s bishop, Spiritual Advisor and Lay Director, along with the term dates for the Lay Director.
  - b. Ensure that the Pastoral Plan has been reviewed during the past year. If a diocesan Cursillo Movement does not have a Pastoral Plan then the Regional leaders need to determine the reason and offer their assistance if necessary. A copy of each diocesan Cursillo Movement’s Pastoral Plan should be kept on file with the Regional leaders.
  - c. Ensure that the Bylaws have been reviewed within the past year. If a diocesan Cursillo Movement does not have a set of Bylaws then the Regional leaders need to determine the reason and offer their assistance if necessary. A copy of each diocesan Cursillo Movement’s Bylaws should be kept on file with the Regional leaders.
  - d. Ensure that copies of the diocesan Cursillo Movement’s Secretariat minutes are being sent to their local bishop’s office.
2. **National - Nationally recognized workshops should be provided at least once a quarter.**
  - a. These workshops should be advertised in order to allow for cursillistas from other dioceses to attend.
  - b. This provides tremendous training for the members of the Regional Service Team and helps them to prepare for the role of the Regional Coordinator.
  - c. Since not all the Regional Service Team members will be able to be at all of these workshops, it is recommended that auxiliary help be recruited by the Regional Coordinator to assist. This also provides excellent opportunity for other cursillistas to prepare themselves as possible future Regional Service Team members.
3. **Regional - Ensure that the Regional Coordinator’s Report is properly prepared and sent to the National Office in a timely manner.**
4. **Communications – Ensure proper communications between the diocesan leaders, the regional leaders and the national leaders.**

**VIII. REGIONAL MEETINGS**

1. **Regional Meetings should be held a minimum of twice a year. Generally once in the Spring and once in the early Fall (prior to the last week in October).**

2. **These two Regional Meetings should contain the following aspects, however, not in any particular order:**
  - a. **Business Meeting (generally most business can be conducted within two-hours).**
  - b. **Opportunity for Spiritual Advisors to meet with one another.**
  - c. **Opportunity for Lay Directors to meet with one another.**
  - d. **Educational opportunities for all present**
  - e. **Spiritual opportunities for all present**
  - f. **An Ultreya**
  - g. **Social time**
3. **It is highly recommended that the Fall Regional Meeting should be held as a Regional Encounter (open to all cursillistas within the Region).**

### **HISTORY OF AMENDMENTS TO THE REGIONAL STRUCTURING GUIDELINES**

**July 2010      Amended Regional Structure Guidelines III, 3c, IV, 4.**

**IX. PARLIAMENTARY PROCEDURES – For Presiding Chairpersons of Secretariats  
(Diocesan, Regional, National)**

**PARLIAMENTARY PROCEDURES – PART I**

The following information is designed to emphasize, to those responsible, some parliamentary procedures, which are essential in conducting a meeting. There should be an Order of Business or an Agenda. An Agenda, listing committee reports, pending, potential and special ordered business, should be compiled before the meeting and publicized widely, if possible.

**ORDER OF A USUAL BUSINESS MEETING**

**Meeting Called to Order**

The Chairperson calls the meeting to order and makes the opening remarks.

*“The meeting will come to order.”  
(Opening remarks)*

**Reading and Approval of the Minutes**

Secretary, seated by the Chairperson, stands to read the minutes.

*“The Secretary will read the minutes of the last meeting (Name).”*

Corrections to minutes are requested.

*“Are there any corrections to the minutes?”*

No motion is needed for approval of minutes.

*“If there are not (further) corrections, the minutes stand approved as read (as corrected).”*

**Report of Officers**

No motion is needed for adoption of Treasurer’s report unless report is audited.

*“We will have the Treasurer’s report (Name)”*

*“Are there any questions or observations? If not, the Treasurer’s report will be filed.”*

**Report of Committees**

Committee Chairpersons who will report should be seated up front.

*“We will have the report of the (Name of) Committee. Chairperson (Name).”*

No motion is needed for adoption of committee reports unless recommendations for action are made.

*“Are there any questions or discussion in regard to this committee report? If not, the report will be filed.”*

**(Appreciation should be expressed to the committee)**

**Committee Recommendations for Action**

Motion to adopt is usually made by the committee chairperson and is seconded by a committee member.

*“The (Name of) Committee moves, recommends that the (group) . . . . Is there any discussion?”*

Each motion is discussed and disposed of before another main motion can be proposed. Note that there is no discussion without a motion on the floor!

**Unfinished Business**

Unfinished business from last meeting is brought to the floor for action.

*“Is there any unfinished business?”*

**New Business**

*“Is there any new business?”*

**Announcements**

Persons making announcements should be seated up front.

*“Are there any announcements?”*

**Adjournment**

The Chairperson automatically adjourns the meeting, except when there is unfinished business. Then a motion for adjournment must be made, seconded and voted.

*“If there is no further business, the chair will entertain a motion to adjourn. The meeting will stand adjourned.” (With one tap of the gavel.)*

## PARLIAMENTARY PROCEDURES – PART II

### THE PROCEDURE TO FOLLOW IN THE MORE COMMON MOTIONS

<b>A.</b>	<b><u>Rules of Procedure</u></b>	<b><u>Debatable</u></b>	<b><u>Amendable</u></b>	<b><u>Vote Required</u></b>
1.	To adjourn (only when business is unfinished)	No	No	Majority
2.	To lay a motion on the table	No	No	Majority
3.	To close debate	No	No	2/3
4.	To postpone until definite time	Yes	Yes	Majority
5.	To refer to a committee	Yes	Yes	Majority
6.	To amend	Yes	Yes	Majority
7.	To postpone indefinitely	Yes	No	Majority
8.	Main motion	Yes	Yes	Majority
<b>B.</b>	<b><u>Miscellaneous Considerations</u></b>			
1.	The Chairperson is really a moderator. He/she is non-partisan in the Chair, seeing that members are treated equally, regardless of which sides of the question the members debate. He/she is in many respects like an umpire or referee.			
2.	The Chairperson never makes a motion while in the Chair, nor does he/she debate a motion without first having called the Vice-Chairperson to preside in his/her place. In such and event, he/she does not usually resume the Chair until the vote has been announced. The practice of debate by the presiding official is not recommended by parliamentarians			
3.	The mover may request to withdraw or modify without consent of anyone before the motion has been put to the group for consideration. When the motion is before the assembly and if there is no objection, the Chairperson announces that the motion is withdrawn or modified. If anyone objects, the request is put to a vote.			
4.	When making the motion to close debate, the traditional form is: <i>“I move the previous question....”</i>			

5. The motion to postpone the question until a definite time later should, of course, mention the specific time proposed.
6. The motion to refer to committee should specify the number on the committee, how the committee is to be selected and when the committee is to report.
7. When members of the assembly call out informally, “*Question*”, the Chairperson is merely to understand that they, as individuals, are ready to vote on the pending question or motion.
8. Without securing recognition from the Chairperson, or even without waiting for a speaker to yield the floor, a member may rise to a point of order, to a point of information, or to a question of privilege. No second is necessary.
9. The Chairperson should not permit one or two constant talkers to dominate the meeting. Time is limited; everyone should receive equal opportunity to speak. The Chairperson should not recognize the same person twice until all others who wish to speak have had an opportunity to do so.

The foregoing presents only the most frequently used parliamentary procedures, which the local Chairperson should have at his/her command. It will be advisable to study *Robert’s Rules of Order*.

## PARLIAMENTARY PROCEDURES – PART III

### HOW TO HANDLE MOTIONS

1. Member stands (or raises his/her hand) to present a motion: *“Chairperson.”*
2. Chairperson recognizes the speaker: *“Mr/Ms Smith”*
3. Motion is proposed: *“I move that.....”*
4. Secunder need not stand. *“I second the motion.”*
5. Chairperson presents the motion for discussion: *“The motion has been made by (Name) and seconded, that.... (states the motion). Is there any discussion?”*
6. Floor discussion must be addressed to the Chairperson. Motions may be amended or disposed of in various ways.
7. Chairperson puts the motion to vote: *“If there is no further discussion (no comment signifies consent), the motion is.... (repeats the motion).”*  
*“All in favor please say ‘Aye’ (yes).”*  
*“All opposed please say ‘No’.”*
8. Members cast their votes.
9. ‘Division’ may be called for if ‘voice vote’ is questioned. Tellers may be needed for counting of ballots. Members repeat vote by new procedure.
10. Chairperson states the results, if majority can be determined:  
*“The Ayes (or Noes) have it. The motion is carried (or is defeated).”*
11. If majority cannot be determined by a voice vote, it calls for a show of hands or a standing vote:  
*“All in favor raise right hand (or stand).”*  
*“All opposed.....”*
12. Chairperson announces result. (As in number 10)

## PARLIAMENTARY PROCEDURES – PART IV

### HOW TO HANDLE AMENDMENTS

1. The Chairperson must remember that action has not been completed on the MAIN MOTION. It must be considered again AFTER THE DISPOSITION OF THE AMENDMENT.
2. After a main motion has been made and seconded, a member may AMEND:  
“*I move to AMEND the motion by.....*” (Deletion, insertion of substitution of words, sentences, phrases, or a combination of the above.)
3. The motion to AMEND is seconded: “*I second the motion to AMEND.*”
4. The Chairperson presents the AMENDMENT for discussion:  
“*It has been proposed to AMEND the motion to read as follows....(the motion and AMENDMENT is repeated). Is there any discussion?*”
5. Floor discussion of the AMENDMENT.
6. The Chairperson puts the AMENDMENT to vote:  
“*If there is no further discussion, the AMENDMENT is: (repeats AMENDMENT).*”  
“*All in favor of the AMENDMENT, please say ‘Aye’.*”  
“*All opposed.....*”
7. Vote on the AMENDMENT.
8. The Chairperson announces result on AMENDMENT:  
“*The AMENDMENT is carried (or defeated).*”
9. THE MAIN MOTION IS NOW UP FOR ACTION regardless of the disposition of the AMENDMENT.
10. The Chairperson presents the MAIN MOTION:  
“*The motion now before this body is (repeats motion as AMENDED, if carried).... Is there any discussion?*”
11. Floor discussion on MAIN MOTION.
12. The Chairperson puts motion, plus the AMENDMENT (if carried), to vote.
13. The meeting proceeds to vote.
14. The Chairperson announces the final result on the MAIN MOTION.

The above information, concerning the Regional structure along with the Parliamentary Procedures, has been compiled by the members of the National Secretariat in an effort to provide the best possible service by all regional leaders. We pray that this information may prove to be valuable to all Cursillo leaders, regardless of what level of leadership they may be involved.

May our Lord continue to bless the Cursillo Movement and all its leaders!!!