

Grand Knight's Guidelines for Council Officer's Meetings

1. Call to order by grand knight.	The committee member will provide a written report to the grand knight of his findings.)
2. Prayer by grand knight. (Council chaplain, if present.)	Notice of Intent to Suspend (Form #1845) — End of the second month, if not paid.
3. Review correspondence and discuss disposition to be recommended to council.	Personal contact by retention committee at beginning of third month, if not paid.
4. Review schedule with officers, directors and chairmen.	(Note: Grand knight is responsible for the financial secretary carrying out billing duties.)
5. Call for report of officers.	9. Grand knight refers delinquent members to retention committee following financial secretary's personal contact if financial secretary is unsuccessful in collecting dues.
6. Call for report of membership and program directors. Assess membership recruitment, retention and insurance promotion performance toward goals and awards. Evaluate council sponsored activities and member involvement. Discuss future actions.	10. Call for retention committee report of previous assignments.
7. Call for report of financial obligations of council and remarks of council treasurer.	11. Review reports from admission committee and applications to be processed.
8. Review financial secretary billing to membership. 1st billing — 15 days prior to billing period. 2nd notice — 30 days later. (At the end of the first month in which the member has failed to pay his dues, a "Knight Alert" letter [Form #KA-1] is sent to the delinquent member, signed by the grand knight and trustees. The financial secretary must also provide the grand knight with the names, addresses and telephone numbers of the delinquent members. The grand knight shall assign a member of the retention committee to telephone each member to remind him that his dues have yet to be paid.	12. Review supplies on hand and coordinate ordering from Supreme Council Supply Department. (All orders to be charged to the council's account at the Supreme Council office must bear the signature of the grand knight or the financial secretary.)
	13. Good of the Order.
	14. Closing prayer. (Chaplain or grand knight.)



Responsibilities of Grand Knight

Ceremonials

1. Coordinates installation of council officers with district deputy.
2. Schedules and publicizes frequent First Degrees.
3. Confers with district deputy for Second and Third Degrees.
4. Arranges Mass for departed brothers.
5. Awards certificates, cards and pins during "Honorary Membership" and "Honorary Life Membership" ceremonials.
6. Maintains proper conduct of ceremonials at regular meetings.

Duties

1. Appoints a council chaplain. The grand knight confers with the deputy grand knight and trustees and submits a recommendation to the Ordinary of the Diocese for appointment of a priest or bishop as a council chaplain. Appointment shall be made in accordance with any rules established by the Bishop of the Diocese in which the Council is located.
2. Appoints a membership director to organize and implement the council's recruitment, retention and insurance promotion action plans. (Membership director confers with the grand knight for selection of committee chairmen.)
3. Appoints Program Director to organize and implement the council's service programs. (Program director confers with grand knight for selection of Church, community, council, culture of life, family and youth activity directors.)
4. Appoints standing committees. (i.e. building, house, by-laws etc.)
5. Schedules and presides at council officers' meetings. (Officers' meetings should be held at least once a month.)
6. Regularly monitors the council's performance toward achieving its membership, insurance and Service Program goals and awards.
7. Appoints admission committee and makes sure it functions properly.
8. Recognizes honorary and honorary life members. (Awards appropriate certificates, special cards and lapel pins. Refer to "Supply Catalog" #1264 for complete listing.)
9. Recognizes past grand knights, "Knight of the Year," community leaders, etc. (Awards appropriate certificates. Refer to "Certificates" flyer #2640 or "Supply Catalog" #1264.)
10. Conducts semi-annual council audit with trustees in January and July.
11. Ensures forms, i.e., election of officers, appointments, awards, Fraternal Survey, etc., are completed by appropriate council officials and forwarded to the Supreme Council.
12. Organizes and/or supervises First Degree team. Schedules and announces degree dates.
13. Arranges for council representation at wakes and memorial services for deceased brothers.
14. Arranges for "Resolution of Condolence" (#1450) for family of deceased. (Certificate available from Supply Department.)
15. Oversees preparation of annual reports from all officers and standing committees for council files and incoming officers.
16. Acquaints himself with "Robert's Rules of Order" or obtains booklet, "How to Conduct a Meeting — Parliamentary Procedure" (#483) from Supply Department.
17. Starts all council meetings on time.

NOTE: All ceremonials are to be followed strictly as prescribed. Each subordinate council shall hold at least two regular monthly meetings, not less than one of which shall be designated as a regular business meeting. For additional information, refer to "Knights of Columbus Leadership Resources" (#5093); the "Charter, Constitution and Laws" (#30); or write to the Ceremonials Department at the Knights of Columbus, 1 Columbus Plaza, New Haven, CT 06510-3326.

KNIGHTS OF COLUMBUS

The Method of Conducting a Council Meeting

ORDER OF BUSINESS

1. CALL TO ORDER.

(Grand knight stands at all times while presiding.)



Grand Knight — (One rap of gavel) — Brothers, we are about to open this council in the first section. All persons not having received the honors of membership in the first section shall please retire from the chamber. The doors shall now be closed and the guards assume their positions. **(In their absence, the grand knight shall appoint guards pro-tem.)**

2. Warden’s Report on Membership Card.

Grand Knight — Worthy Warden, do you vouch that all present are in possession of the current membership card? **(Warden salutes and proceeds to inspect membership cards.)**

Warden — Worthy Grand Knight **(salutes)** I vouch that all present are in possession of the current membership card. **(Salutes grand knight and deputy grand knight.)**

3. Prayer

Grand Knight — Brothers, let us invoke the Divine blessing by repeating aloud the Lord’s Prayer.



(Four raps. Chaplain or grand knight so prays.)

4. Pledge of Allegiance to the Flag or some other suitable patriotic display of loyalty.



(Three raps. One rap at conclusion.)

5. Roll Call of Officers.

Grand Knight — The Recorder will call the roll of officers.



(Two raps. The recorder calls the roll of all officers. The warden answers in his place for all officers called. As each officer is declared present, he is seated. In the absence of chair officers, the grand knight shall forthwith appoint officers pro-tem.)

*6. Opening Ode.

Grand Knight — Brothers, we shall now sing the opening ode.



(Three raps. At conclusion, one rap.)

**7. Chaplain’s Message

(This is an opportunity for the Chaplain to educate council members about an element of the faith, to offer spiritual reflection, or to give another appropriate intervention.)

8. Approval of Minutes of Previous Meeting.

Are there any corrections to the minutes?
...They are approved as read.

9. Report of Admission Committee and Reading of Applications.

10. Balloting for Membership.
(New members, readmissions, reapplications, transfers.)

*11. Initiations.

12. Grand Knight’s Report.

*13. Treasurer’s Report.

*14. Reading by Grand Knight of Receipts of Treasurer to Financial Secretary and Treasurer’s Voucher of Deposit.

*15. Reading of Bills and Communications.

16. Financial Secretary’s Report of Receipts of Meeting.

*17. Report of Auditors and Trustees.

*18. Chancellor’s Report on Vocations.

*19. Report of Service Program Committees.

(Grand knight calls on membership and program directors who introduce their committee directors for their reports.)

Membership Director _____
(Recruitment)

Program Director _____

Church Director _____

Community Director _____

Council Director _____

Culture of Life Director _____

Family Director _____

Youth Director _____

20. Report of Round Table Chairman.

21. Report of Standing Committees.

22. Unfinished Business.

*23. New Business.

(When elections are in order, this is the first item under “New Business.”)

24. Report of the Fourth Degree.

25. Field Agent’s Report.

26. District Deputy’s Report.

*27. Good of the Order.

Grand Knight — Before proceeding to the “Good of the Order,” let me ask: Does any brother present know of a member of this council, or an unassisted brother of the Order, sick or in distress?



(Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)

Grand Knight — The “Good of the Order” will now be conducted by the Worthy Lecturer, I trust to the enjoyment, instruction and edification of all present. **(The lecturer then presides, but the grand knight may terminate this order of business at his pleasure.)**

28. Closing Prayer.

Grand Knight — Brothers, we shall now close this meeting. Let us kneel and pray that we may ever be united in charity, that God may bless our work, aid us to keep our pledges for His greater glory, and that He may grant eternal peace to the souls of our departed brothers.



(Four raps. Chaplain or grand knight so prays. One rap at conclusion.)

*29. Closing Ode.

Grand Knight — We shall now sing the closing ode.



(Three raps. At conclusion, one rap. At the end thereof) I now declare this meeting adjourned.

*Parts of the order of business marked with an asterisk may be omitted at regular meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read. Officers’ jewels should be worn at all meetings.

**“Or at any time he so desires” section 125 (13).