



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 the 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, and remain standing for the Pledge of Allegiance to the Flag. (*Three raps*)

(Chaplain or Grand Knight so prays.)

Our Father

Our Father, who art in heaven, hallowed be Thy name: Thy kingdom come: Thy will be done on earth as it is in heaven, give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen.

4. Pledge of Allegiance.

Grand Knight - Brothers, we shall now pledge our allegiance to the flag of the United States of America.

(All face flag with hand over heart.)

PLEDGE

I Pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all - **BORNE AND THE UN-BORNE.**

(one rap.)

5. Roll call of officers.

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

(Two raps of gavel.)

(The Recorder calls 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. Reading of minutes of previous meeting.

Grand Knight - the Recorder will now read the minutes of the previous meeting.

(The minutes must be read at least once a month and must contain the minutes of all meetings since the last reading.)

Grand Knight - Brothers, you have heard the minutes of the previous meeting. If there are no alterations or corrections, they stand approved as read.

(A pause, one rap.)

8. Reading of applications referred to the admissions committee.

Grand Knight - The Recorder will read all applications for membership approved by the admissions committee.

(Priests and religious are exempt from admissions committee.)

Grand Knight - The Recorder will read all applications for re-admission.

(Out more than three (3) months, but less than seven (7) years - no action by admissions committee is required.)

(Out more than seven (7) - years referral to admissions committee after favorable ballot by Council is required.)

Grand Knight - The following former member(s) has(have) applied for and have been granted readmission to the Knights of Columbus into this Council.

As your name is read, please proceed to the salutation table under the direction of the Worthy Warden.

READ THE NAME(S)

Raise your right hand and repeat after me:

/ I promise upon my honor as a Catholic gentleman / that I will faithfully keep and sincerely obey / all of the pledges previously taken by me / in any of the Degrees of the Order / and I further promise / to make every effort hereafter / to maintain my membership in the Order in good standing. / These promises I regard / as binding upon me in honor and conscience. /

Grand Knight - By the authority vested in me, I now declare this brother (these brothers) duly readmitted to the Knights of Columbus in this Council.

(one rap)

Grand Knight - The recorder will read all applications for transfer into this Council.

(No action by admissions committee is required.)

Grand Knight - (Ask the member(s) if present to leave the Council chamber until ballot is taken.)

Grand Knight - (After ballot is taken.) I declare these members duly transferred into _____ Council. No. _____.

(The transferred member(s) is (are) brought in and introduced at the salutation table.)

9. Balloting for membership.

Grand Knight - Will the Worthy Warden please prepare the ballot box?

(The Warden shows the ballot box first to the Grand Knight and then to the Deputy Grand Knight. He will then place the ballot box on the salutation table.)

Grand Knight - Balloting shall be by writing, on the slip of paper distributed by the Warden, the word "YES" or "NO" and nothing more. The first ballot shall be a general one upon all candidates and if not more than one-half of those present shall cast negative ballots, no other ballot shall be taken and all candidates so balloted for shall be declared elected. If you do not ballot, your ballot will be considered as a "YES" ballot.

Warden - (Standing six (6) feet from ballot box) All officers are requested to vote.

(After all officers have voted.)

Warden - All members who wish to vote may do so.

Grand Knight - Will the worthy Deputy Grand Knight please come forward for the purpose of counting the ballots?

(Deputy Grand Knight proceeds to the salutations table, takes possession of ballot box and then proceeds to Grand Knight's station. After ballots are counted, The Deputy Grand Knight returns to salutation table with ballots and ballot box and surrenders them to warden. Both then return to their stations.)

Grand Knight - Worthy Deputy Grand Knight, how do you find the ballot box?

Deputy Grand Knight - Worthy Grand Knight, I find the ballot box favorable.

Grand Knight - I too find the ballot box favorable and declare these applicants duly elected into _____ Council Number _____.

(Balloting may be for new applications, readmissions, reapplications and transfers at one time or separately.)

OPTIONAL VOICE VOTE PROCEDURE

Grand Knight – Voting will be by acclamation. If there are one or more "NAYS", voting will take place by balloting.

Grand Knight - All in favor.....

Grand Knight - All opposed.....

(IF THERE ARE NO "NAYS")

Grand Knight -I declare these applicants duly elected into _____ Council Number _____.

(One rap of gavel).

(IF THERE ARE ANY "NAYS") Proceed to item #9 above for the balloting procedures.

==> 10. Initiations

Grand Knight - Brothers of this Council, we shall now proceed to the exemplification of the FIRST Degree of the Order. The Degree officers shall take their places and the Council officers being replaced will vacate their stations and assume a seat with the guests.

At this point the Degree officers and Council officers to be replaced, with the exception of the Council GK and DGK, go to the salutation table and salute the Council GK and DGK.

The Degree officers go to their stations with the Council GK and DGK waiting at their stations to be relieved by the Degree GK and DGK.

Then the Council GK and DGK go to the salutation table and salute the Degree GK and DGK and then take a seat with the members.

The Degree GK will then begin with ***Let me admonish*** which is the continuation of the line begun by the Council GK earlier.

11. Grand Knight's report.

12. Chaplain's report

(Three raps of gavel).

==> 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.

Grand Knight - The Recorder will now read all bills and communications.

(When the recorder has finished reading)

Grand Knight - The bills will be referred to the trustees and the communications will come up under their heading; namely, new business.

16. Financial Secretary's report of Receipts of Meeting.

==> 17. Report of Trustees.

Grand Knight - Worthy Trustees _____.

18. Chancellor's report on vocations.

==> 19. Reports of committees.

Grand Knight - Sick and Deceased - Worthy

Sick and Deceased: _____.

Membership Director: _____.

Fourth Degree: _____.

Program Director: _____.

Church Activities _____.

Community Activities _____.

Council Activities _____.

Family Activities _____.

Youth Activities _____.

Standing Committees: _____.

_____.

_____.

_____.

20. Unfinished Business.

Grand Knight - Is there any unfinished business to be acted upon?

==> 21. New Business.

(When elections are in order, this is the first item under new business.)

Grand Knight - Is there any new business to be acted upon?

(When a motion is made, it requires a second to be acted upon. The motion is not discussed or a vote taken until the Grand Knight states the motion.)

When an amendment is made during the discussion, the Grand Knight inquires if there is any objection to the amendment. If there is no objection, he declares the motion amended.

The question is on the adoption or the rejection of the amended motion.

If an objection to the amendment is raised, a vote must be taken on the amendment before the vote can be taken on the original motion.)

22. Insurance Agent's Report.

23. District Deputy's Report

(Three raps of gavel).

24. 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 any unassisted Brother of the Order, sick or in distress?

(Any such are reported and the Grand Knight proceeds.)

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 pleasure.)

25. Chaplain's Summation.

26. Closing prayer.

Grand Knight - Brothers, we shall now close this meeting. Let us stand 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.

(Three raps of gavel).

(Chaplain or Grand Knight recites closing prayer remembering those mentioned in 25 above. If members are kneeling, four raps.)

Mary, Queen of the Knights

Our Lady, Queen of the Knights, bless all the activities of our order, keep us true to the pledge to extend kinship of thy Divine Son on earth. Through thine intercession, win for us the grace ever to exemplify in our public and private lives, the virtues which should characterize those specially dedicated to the service of the heavenly court. Make us always aware that as your Knights, we are constantly observed, our faith judged and our order appreciated. Accept, O Mary, this renewed pledge of fealty and devotion of thy servants, the Knights of Columbus. Amen.

Rev. Robert F. Hopkins

Prayer for Vocations

O God, who wishes all men to be saved, touch with grace the hearts of many young men and women, moving them to offer themselves as candidates for the priesthood and religious life.

Inspire fathers and mothers and all members of the Christian families to become aware of the great need for religious vocations.

Endow all people with reverence for these sacred callings that they may encourage many to serve God and mankind in the ranks of religion.

These blessings we ask through Christ our Lord, Amen.

McGivney Sainthood Prayer

O great and glorious God, You imbued Your holy priest, Father Michael J. McGivney, with deep priestly virtue and especially with pastoral concern for the poor, the orphan, the widow, for the Christian education of youth, for the protection of the faith of the working man of his day.

Now that his priestly ministry continues to spread to countless millions throughout the world, through the efforts and influence of the Order of the Knights of Columbus , which Father McGivney founded, we beseech You, Heavenly Father, to raise Your faithful servant, Michael, to the honors of the altar. We ask this favor through our Lord Jesus Christ and His Holy Mother, Mary and our Mother, Amen.

Bishop Charles P. Greco

==> 27. Closing ode.

Grand Knight - Brothers, we shall now sing the closing ode.

28. Adjournment.

Grand Knight - I now declare this meeting adjourned.

(One rap of gavel).

===> Indicates that at meetings other than regular business meeting, this part of the Order of Business may be omitted. These parts should be 6, 10, 13, 14, 15, 17, 19, 21, and 27.

One rap of the gavel The Council should come to order or be seated.

Two raps of the gavel For the Officers to rise.

Three raps of the gavel For the Council to rise.

Four raps of the gavel For the Council to kneel in prayer.

October 14, 1998