

NEBRASKA KNIGHTS OF COLUMBUS

How to Conduct a Meeting



MEETING FORMAT



App Grand Knight Scri

1. Call to Order

Brothers, we are about to open the meeting. If there are not Knights or honored guests present, the doors shall now be closed.

2. Opening Prayer*

Brothers and guests, the Chaplain leads us in the Lord's Prayer.

3. Pledge of Allegiance (USA)

Brothers and guests, please join in the Pledge of Allegiance.

4. Approve Minutes of Prior Meeting

The minutes of the previous meeting are before you.

Are there any corrections or additions to the minutes?

I seek a motion to approve the minutes.

The minutes are approved.

5. Chaplain's Message

Worthy Chaplain, please enlighten us.

6. Grand Knight's Report

7. Financial Report

Worthy Treasurer, please report on the financial status of the council.

8. Membership Report

Worthy Membership Director, please report on membership applications for new members.

(Call for a motion, discussion, and a vote.)

The applications are approved.

9. Other Reports

(The following reports are made as needed.)

- Worthy () Program Director, please report on program events.
- Worthy () Program Director, please report on program events.
- Worthy () Committee Chairman, please report on committee events.
- Worthy () Committee Chairman, please report on committee events.
- Worthy Fourth Degree Representative, please give us your report.
- (), please give us your report.

(The following reports are made if the Insurance Agent or Deputy are present.)

- Worthy Insurance Agent, please give us your report.
- Worthy District Deputy, please give us your report.

10. Unfinished Business (motions carried over from previous meeting)

The following motion was tabled at a prior meeting. I now discuss and vote:

The 'ayes' have it. The motion is carried.
The 'nays' have it. The motion is lost.

11. New Business (new motions)

Worthy Financial Secretary, please present any bills not approved for payment.

I seek a motion to pay the bills.

The motion is carried. The bills are approved to be paid.

I will now entertain new motions. (Allow expected motions to be discussed, then voted upon.)

The motion is carried.
The motion is lost.

12. Good of the Order

We will now recognize the outstanding accomplishments of our members:

- Family of the Month Award
- Knight of the Month Award
- Other Awards

13. Lecturer's Reflection (optional)

Let us now listen to the Worthy Lecturer's Reflection. (If not done during social time)

14. Grand Knight's Summary

15. Closing Prayer*

Before proceeding to the closing prayer, let me ask: Does any brother know of a member of this council, or brother of the Order, who is sick or in distress?

Worthy Chaplain, please lead us in the Prayer for Canonization of Blessed Michael McGivney (or Litany of Blessed Michael McGivney) as we pray for the distressed and close this meeting.

16. Adjournment

I declare this meeting adjourned.

Gavel Protocol:

- All Sit
- Officers Stand
- All Stand
- All Kneel

* When praying at meetings and other formal events, councils may invoke three raps of the gavel to stand or four raps of the gavel to kneel. When determining to stand rather than kneel, officers should take into account the age and physical health of the membership.

** As a sign of respect, it is customary for the Grand Knight to gavel the council to rise when the District Deputy stands to give his report. After members have extended this courtesy, the Grand Knight may gavel the assembly to sit if the speaker has not already asked everyone to be seated.

TEAM EXERCISE

- Players
 - Grand Knight
 - General Member
 - District Deputy
- Scenarios
 - 5 different common discussion
- Goals
 - How can DD help focus a meeting?
 - How can DD help GK regain control?
 - How can DD train GK?



THE EXERCISE

How did it go?

What did you learn?

Where can we help?



RESOURCES

[Fraternal Planner](#)

[Leadership Resources](#)

[Method of Conducting a Meeting](#)

[Guidelines for Council Meeting - FAQ](#)



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Increase Your Faith

Protect Your Family

Be Part of Something Larger than Yourself

Not A Member?

Considering Joining The Knights?



Learn More & Join Online

www.kofc.org/secure/en/join/join-the-knights.html



Do Not Be Afraid

