



Maryland State Council Leadership 2020

Regular Membership Meetings

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Changes and new terminology



- Amendment to Supreme by-laws adopted at 2018 Supreme Convention, published in *May Columbia*
- Changes made to Section 124 of Supreme bylaws:
 - Each subordinate council shall hold at least two regular meetings each month;
 - One of which is an **officer's business meeting** open to all members and
 - One shall be designated as a regular **membership meeting**. (formerly call the business meeting)
- Changes made to Section 125 specifying the order of business and designating which sections may be omitted.



Membership meeting prep



- **Officers' business** meeting is required and essential
- Will membership meeting be in person or virtual?
- Supreme Guidance (face to face vs. virtual)
 - Councils must continue to follow the pandemic restrictions of church and state authorities.
 - In areas where restrictions have been relaxed, councils must exercise prudential judgment when considering the resumption of face to face events and meetings.
 - The safety of members and guests must be of paramount concern with special attention given to protecting those most vulnerable to the virus.



Membership meeting prep



- Assure previous minutes are available and legible and all officers (especially the recorder) know what the “old business” will be in advance of the meeting
- What new business must be accomplished during this meeting? Who will be making the motion?
- Are bills available to be read at the meeting?
- Does treasurer have opening and closing balances?
- Will new member applicants be considered? Is information available and at hand?
- Are receipts of treasurer to FS and treasurer vouchers of deposit available?



Membership meeting prep



- When will the next exemplification be held for new member? Is planning underway?
- Are you prepared for GK remarks – be brief, be done
- Does the FS have a record of receipts to report?
- Is the program director ready to report on past and upcoming programs and activities? Round tables?
- What new business must be accomplished during this meeting? Who will be making the motion?
- Does the lecturer have “Good of the Order” remarks?
- Will the chaplain or assistant attend?



Membership meeting tips



- Appoint pro tem officers for missing officers
- Start on time
- Have discussion go through the GK
- Use the gavel to get attention, restore order – it's your meeting
- Don't let the meeting wander – not the place or time to figure out how many cooks you'll need in the kitchen
- Follow the script
- Aim to finish in an hour OR LESS



Chamber Setup



Nat flag



Vat flag



TREAS

FS

GK

CH

REC



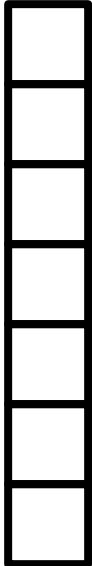
ST flag



KC flag



Council
Banner



Membership
and Program
Directors &
Chairmen



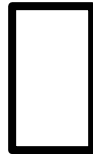
Salutation table



Advocate

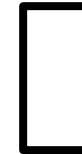


Lecturer



Warden

Chancellor



Trustees



OG



IG



Deputy GK

Entrance



Order of Meeting



- **NOTE - Red sections may be omitted**
- **Call to Order** (GK remains standing while presiding)
 - GK – (1 rap) 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.
- **Warden's Report on Membership Card**
 - GK – Worthy Warden, do you vouch that all present are in possession of the current membership card?
 - W– Worthy Grand Knight (salutes GK), I vouch that all present are in possession of the current membership card. (*salutes GK and DGK*)



Order of Meeting



■ Prayer

- GK – 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. (3 raps) *(CH or GK lead)*

■ Pledge of Allegiance

- GK – Brothers, we shall now pledge our allegiance to the flag of the United States of America *(All face the flag)*
- I pledge.....and justice for all (1 rap)

■ Opening Ode

- GK – Brothers, we shall now sing the Opening Ode (3 raps, at conclusion, 1 rap)



Order of Meeting



- **Roll Call of Officers**

- **GK – The Recorder will call the roll of officers (2 raps)**

The recorder call roll and Warden answers in place for all officers called.

When called the officers present is seated. GK appoints officers pro tem as needed

- **Chaplain's Message (or wherever convenient)**

- **Reading of Minutes of Previous Meeting**

- **GK – 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. May be waived for later meeting, by council vote, on nights where an Admission Degree is held)*

- **GK – Brothers, you have heard the minutes of the previous meeting. If there are no alterations of corrections, they stand approved as read. (Pause, 1 rap)**



Order of Meeting



- **Grand Knight Report**
 - GK – *at your discretion - Be prepared, be brief, be done!*
- **Report of Standing Committees (as needed)**
 - GK – The Recorder will read all applications for membership approved by the admissions committee.
 - GK – The Recorder will read all applications for readmission
 - GK – The Recorder will read all applications for transfer into this Council.
 - GK – (Ask the member(s) if present to leave the Council chamber until ballot is taken)

(After ballot is taken)

 - GK – I declare these members duly transferred into _____ Council No. _____



Order of Meeting



- **Treasurer's Report**

- TR – *Report on the beginning balance, moneys received and expended, and closing balance in accounts*

- **Reading by the Grand Knight of receipts of TR to FS and TR's voucher of deposit**

- **Reading of Bills and Communications**

- GK – The Recorder will now read all bills and communications
- REC – *Reads all bills and communication*
- GK – The bills will be referred to the Trustees and the communications will come up under their heading; namely, new business



Order of Meeting



- **FS Report of Receipts of Meeting**
- **Board of Trustees Report**
 - **Trustee** – The bills have been reviewed and we recommend payment (*or state issue discovered*)
- **Chancellor's Report on Vocations**
 - **CHAN** – *Makes report on status of vocations support*
- **Report of Service Program Committees**
 - **GK** – I call upon the Program Director for his report
 - **PD** – *Gives report and/or calls on program directors*
 - **Mem Dir** – *Gives report on recruitment, retention and insurance promotion*



Order of Meeting



- **Report of Round Table Committee**
- **Report of Special Committees**
- **Unfinished Business**
 - GK – Is there any unfinished business to be acted upon?
NOTE: Recorder should be prepared to respond based on previous minutes
- **New Business (elections are done first)**
 - GK – Is there any new business to be acted upon?
NOTE: This is where motions are offered and acted upon. Don't forget to have a motion offered to pay the bills. When an election is in order, this is the first item taken up.



Order of Meeting



■ Notes about Motions

- A members stands, salutes the GK and states his motion. A motion must be seconded. The motion is not discussed or a vote taken until the GK states the motion. (Note: the Recorder must make an accurate record of the motion for the meeting record.)
- When an amendment is made during the discussion, the GK 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 is raised, a vote must be taken on the amendment before the vote is taken on the original motion.



Order of Meeting



- **Report of the Fourth Degree (part of reports)**
- **Insurance Agent's Report (if present)**
- **District Deputy's Report (if present) (3 raps)**
 - DD – (1 rap) I bring you greetings...
- **Good of the Order**
 - GK – 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? (*CH or GK lead the prayer*)
 - GK – The “Good of the Order” will now be conducted by the Worthy Lecturer, I trust to the enjoyment, instruction and edification of all present. (*Lecturer presides, GK may end it*)



Order of Meeting



- **Chaplain Summation**
- **Closing Prayer**
 - **GK – Brothers, we shall now close this meeting. Let us 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 (3 raps) (*CH or GK lead prayer*) (*If members are to kneel, 4 raps*) (*at conclusion – 1 rap*)**
- **Adjournment**
 - **GK – I now declare this meeting adjourned. (1 rap)**



Final Thoughts



- **Prepare well – know what needs to get done**
- **Follow the script**
- **The “regular membership” meeting should be focused on conducting the business of a council. Planning is done at the officers’ business meeting.**
- **Have a plan to deal with the unexpected**
- **Keep meetings to 1 hour or less**