



# **2022 Leadership Seminar**

**Conducting Effective Meetings**

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# *K of C Publication 10318*

- **Comprehensive reference**
- **Best Practices**
- **Helpful Appendices**
  - - planning for meeting
  - - meeting script
  - - parliamentary procedures
  - - managing motion



**The Guidelines for  
Council Meetings**



# *Meeting Terminology*

- **Monthly council meeting (REQUIRED AND ESSENTIAL)** – intended to conduct formal business of the council - formerly the business meeting – refer to Appendix C of KofC publication 10318
- **Officers' planning meeting (REQUIRED AND ESSENTIAL)**– intended to be used to plan for the monthly council meeting –refer to Appendix A of KofC publication 10318
- **Special meetings – convened by**
  - vote of council at preceding monthly meeting;
  - vote of officers at preceding officers' planning meeting;
  - by direction of the Grand Knight;
  - by direction of GK at request of at least 7 members



# *Officers' Planning Meeting*

- **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 available and on hand?**
- **Are treasurer and financial secretary financial information in sync?**
- **Will new member applicants be considered? Is information available and at hand?**



# *Officers' Planning Meeting*

- **When will the next exemplification be held for new members? Is planning underway?**
- **Are you prepared for GK remarks – be brief, be strategic and be done**
- **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 a “Lecturer’s Reflection” planned/prepared?**
- **Will the chaplain or assistant attend?**



# *Officers' Planning Meeting*

- **Will monthly council meeting be in person, virtual or hybrid?**
- **Supreme Guidance (face to face vs. virtual)**
  - **Councils must follow the pandemic restrictions of church and state authorities.**
  - **Councils must exercise prudential judgment when considering the face to face versus virtual or hybrid events and meetings.**
  - **Virtual meetings are encouraged where and when necessary**



# *Monthly Council Meeting Tips*

- **Set the tone and dress the part**
- **Appoint pro temp 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**



# *Council Meeting Set-up*

- Meeting set-up is shown in Pub 10318 page 2
- Many councils don't have the space to duplicate the prescribed layout
- Recommend you do the best you can with what's available and do establish seating pattern for officers



# Order of Meeting

## Call to Order (GK remains standing while presiding)

**GK – (1 rap) Brothers, we are about to open this Council meeting. All persons who are not Knights or honored guests shall please retire from the chamber. The doors shall now be closed, and the guards assume their positions.**

## Opening Prayer

**GK – Brothers and guests, let us invoke the Divine blessing as our Chaplain leads us in the Lord's prayer. (3 raps) (CH or GK lead)**

## Pledge of Allegiance

**GK – Brothers and guests, please join me in reciting the Pledge of Allegiance. (All face the flag) (1 rap)**



# Order of Meeting

## Approve minutes of Prior Meeting

GK – The minutes of the previous meeting were transmitted to all members. Are any corrections or additions required? I seek a motion to approve the minutes. (Await the motion and vote). The minutes are approved. *(1 rap)*

## Chaplain's Message (or wherever convenient)

GK – Worthy Chaplain, please enlighten us with your message.

## Grand Knight Report

GK – *at your discretion - Be prepared, be brief, be done!*



# Order of Meeting

## Financial Report

GK – Worthy Treasurer, please report the council's financial status.

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

## Membership Report

GK – Worthy Membership Director, please give us your report and present applications for new members and transfers. *(Call for a motion, discussion, and vote on admissions and transfers.)*

The applications are approved (1 rap)



# Order of Meeting

## ***Other Reports (as needed)***

**GK – Worthy (\_\_\_\_\_) Program Director, please report on upcoming events. *(Recommend that the program director lead this discussion with input as required. Keep it top level, discuss details off-line and in planning meetings)***

**GK – Worthy (\_\_\_\_\_) *(Other reports deemed necessary)***

**GK – Worthy Fourth Degree Representative, please give us your report**

**GK – Worthy Insurance Agent, please give us your report**

**GK (3 raps) – Worthy District Deputy, please give us your report**



# Order of Meeting

## Unfinished Business

GK – The following motion was tabled at a prior meeting. I now reopen it for discussion and vote. *(Read or have the recorder read the motion of interest)* NOTE: Recorder should be prepared to respond based on previous minutes. Work this out in officer's planning meeting.

GK – The “ayes” have it. The motion is carried *(one rap)*

GK – The “nays” have it. The motion is lost *(one rap)*

## New Business (new motions)

GK – Worthy Financial Secretary, please present any bills not previously approved for payment. I seek a motion to pay the bills. The motion is carried. The bills are approved to be paid.

GK- I will now entertain new motions

NOTE: *This is where motions are offered and acted upon. When an election is in order, this is the first item taken up.*



# *Order of Meeting*

## **Notes about Motions**

**A member 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.**

**Consult KofC booklet 10318 for much more!**



# Order of Meeting

## Good of the Order

GK – We will now recognize the outstanding accomplishments of our members:

*Family of the month*

*Knight of the month*

*Other awards*

## Lecturer's Reflection (optional)

GK – Let us now listen to the Worthy Lecturer's reflection  
(if not done during social time)

## Grand Knight's Summary



# Order of Meeting

## Closing Prayer

**GK – 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?**

***GK – (3 raps)* 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.**

## Adjournment

**GK – I declare this meeting adjourned. (1 rap)**



# *Final Thoughts*

- Prepare well – know what needs to get done
- Plan specifics at the officers' planning meeting.
- Have a plan to deal with the unexpected motion that may come up
- The monthly council meeting should be focused on conducting the business of the council.
- Follow the Supreme approved script
- Keep meetings to 1 hour or less

**Use K or C Publication 10318**

