



2023 Leadership Seminar

Council Operations

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Topics to be covered

- **Calendar**
- **Program and Budget Planning**
- **Installation**
- **Financial Audit**
- **Official Visit (GK perspective)**
- **Meetings**



Calendars to Consider

Knights of Columbus Calendars

- Supreme – Fraternal Planner [5033 Fraternal Planner \(kofc.org\)](https://www.kofc.org/5033-Fraternal-Planner)
- State – Programs/Activities on website and send to DD's www.kofc-md.org
- District – Exemplifications, meetings, reports and activities
- Chapter – activities and meetings
- Council – programs, activities and reports due to district, state and Supreme
- Church – remember focus on supporting parish activities [10999 Working with your Pastor \(kofc.org\)](https://www.kofc.org/10999-Working-with-your-Pastor)



Program and Budget Planning

- **Evaluate Current Programs**
 - Successful?
 - Well Attended?
 - Run Effectively?
 - Financially Successful?
- **Plan New or Revised Programs**
- **Chose and report council program leaders**
- **Service Program Personnel Report - Council Form 365**
(kofo.org)
- **Fraternal Planner - roadmap to a successful year**
- **Review Current Budget – Income and Expenses**
- **Adjust to make it relevant, timely and yours**



Installation

- **Schedule it before the end of August**
- **Coordinate date with DD and chaplain/pastor**
- **Invite State Deputy – Chris Powers**
21885 Fairway Drive
Leonardtown, MD 20650
- **SD will attend or appoint a representative to attend in his place**
- **Invitation includes date, time, location, follow-on event, dress for any follow-on event**
- **DD leads the event [Installation \(kojc-md.org\)](https://kojc-md.org)**



Financial Audit

- Conducted by Grand Knight and Trustees
- Supported by Financial Secretary, Treasurer & Recorder
- Due bi-annually on February 15 and August 15
- Reconciles council membership and finances
- To be submitted to Supreme (forms have
- required submission information)
 - 15 February [1295 Council Audit Report \(kofc.org\)](https://www.kofc.org/1295-Council-Audit-Report)
 - 15 August [1295 Council Audit Report \(kofc.org\)](https://www.kofc.org/1295-Council-Audit-Report)



Official Visit (GK perspective)

- **Collaborative review of Council operation/business practices**
- **Conducted by District Deputy twice a year**
 - August to support 944 submission
 - February for follow-up of actions
- **Supports DD requirement to conduct council assessment and report to Supreme NLT 9/15**
- **Required DD online survey 944 available 7/1**
- **2023-2024 MD checklists will be posted at MD state website – www.kofc-md.org ~ July 1**



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

- Ensure 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? Roundtables?
- 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?
- Will meeting allow for virtual attendance?



Monthly Council Meeting Tips

- **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



Final Thoughts

- Prepare well – know what needs to get done
- Plan specifics at the officers' planning meeting.
- Have a plan to deal with 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
- KofC publication 10318





Order of Meeting

*Use the following slides only if necessary
to review a particular part of the meeting
script*



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)

