






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 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. 
(Four raps. Chaplain or grand knight so prays.)
4. Pledge of Allegiance to the Flag or some other suitable patriotic display of loyalty. 
(Three raps. One rap at conclusion.)
5. Roll Call of Officers.
Grand Knight — The Recorder will call the roll of officers.

- *6. Opening Ode.
Grand Knight — Brothers, we shall now sing the opening ode. 
7. Reading of Minutes of Previous Meeting.
Are there any corrections to the minutes?
... They are approved as read.
8. Report of Admission Committee and Reading of Applications.
9. Balloting for Membership. (New members, readmissions, reapplications, transfers.)
- *10. Initiations.
11. Grand Knight's Report.
- **12. Chaplain's Report.
- *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.
16. Financial Secretary's Report of Receipts of Meeting.

- *17. Report of Auditor's and Trustees.
- *18. Chancellor's Report on Vocations.
- *19. Report of Service Program Committees.
(Grand knight calls on membership and program directors who introduce their committee directors for their reports.)
Membership Director _____
(Recruitment)
Program Director _____
Church Director _____
Community Director _____
Council Director _____
Family Director _____
Youth Director _____
20. Report of Round Table Chairman.
21. Report of Standing Committees.
22. Unfinished Business.
- *23. New Business.
(When elections are in order, this is the first item under "New Business.")
24. Report of the Fourth Degree.
25. Field Agent's Report.
26. District Deputy's Report.
- *27. 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 an unassisted brother of the Order, sick or in distress? 

- (Any such are reported. Four raps. Chaplain or grand knight leads prayer for sick or distressed. One rap.)
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 his pleasure.)
28. Chaplain's Summation.
29. Closing Prayer.
Grand Knight — Brothers, we shall now close this meeting. Let us kneel 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. 
(Four raps. Chaplain or grand knight so prays. One rap at conclusion.)
- *30. Closing Ode.
Grand Knight — We shall now sing the closing ode. 
(Three raps. At conclusion, one rap. At the end thereof) I now declare this meeting adjourned.

*Parts of the order of business marked with an asterisk may be omitted at regular meetings other than regular business meetings. At regular business meetings, minutes of all meetings to and including the last regular business meeting shall be read. Officers' jewels should be worn at all meetings.