



How to Conduct Council Meetings

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UTAH KNIGHTS OF COLUMBUS





Agenda

- Types of Meetings
- Substance of the Meeting
- Problems during meeting
- Control and Etiquette of meeting
- Questions and Answers





In person or electronic meetings

- In person
 - Choose location, schedule, make agenda, send notice and meet.
- Electronic
 - Platforms: Go To Meeting \$144/year; Zoom \$150/year or free - limited to only 40 minutes, Google Meet (free)
 - Schedule meeting, make agenda, send link to members, launch and conduct meeting.





Officers Business Meeting

1. Call to order by grand knight
2. Prayer by grand knight
3. Review correspondence and discuss
4. Review schedule with officers
5. Call for report of membership and program actions





Officers Business Meeting

6. Call for report of financial obligations of council and remarks of council treasurer
7. Financial Secretary billing and collections
8. Retention Committee report
9. Review reports from admission committee and applications to be processed
10. Good of the Order
11. Closing prayer





Membership Meeting

1. Call to order
2. Warden's Report on Membership Cards
3. Prayer (Our Father)
4. Pledge of Allegiance to the Flag
5. Roll Call of Officers
6. Opening Ode





Membership Meeting

7. Chaplain's Message
8. Approval of Minutes of Previous Meeting
9. Report of Admission Committee and Reading of Applications.
10. Balloting for Membership. (new members, readmissions, reapplications, transfers.)
11. Initiations





Membership Meeting

12. Grand Knight'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





Membership Meeting

17. Report of Auditors and Trustees
18. Chancellor's Report on Vocations
19. Report of Service Program Committees
20. Unfinished Business
21. New Business (When elections are in order, this is first.)
22. Report of the Fourth Degree





Membership Meeting

23. Field Agent's Report
24. District Deputy's Report
25. Good of the Order
26. Closing Prayer
27. Closing Ode





Problems during the meeting

- The dominator who want to talk over or control meeting
- Etiquette during meeting
- Use of the GAVEL and when





How to Control a Meeting and Meeting Etiquette

<https://www.youtube.com/watch?v=1XPgXXfq-6g>

<https://www.youtube.com/watch?v=Lqq87tCQAuo>

Gavel is your hammer and attention getter

- 1 Rap, to get attention start meeting, LOUD-CONTROL
- 2 Raps, recorder calls the roll of officers
- 3 Raps, Pledge of Allegiance
- 4 Raps, Knee for Prayer





Recap

- Types of Meetings
- Substance of the two Meetings
- Control, Etiquette, and Problems





QUESTIONS?

Visit www.UtahKnights.org/training
for links to related resources.





Next Webinar

Financial Secretary Member Management

November 23, 2020

7:00 PM MST

www.UtahKnights.org/training

(has the registration link)

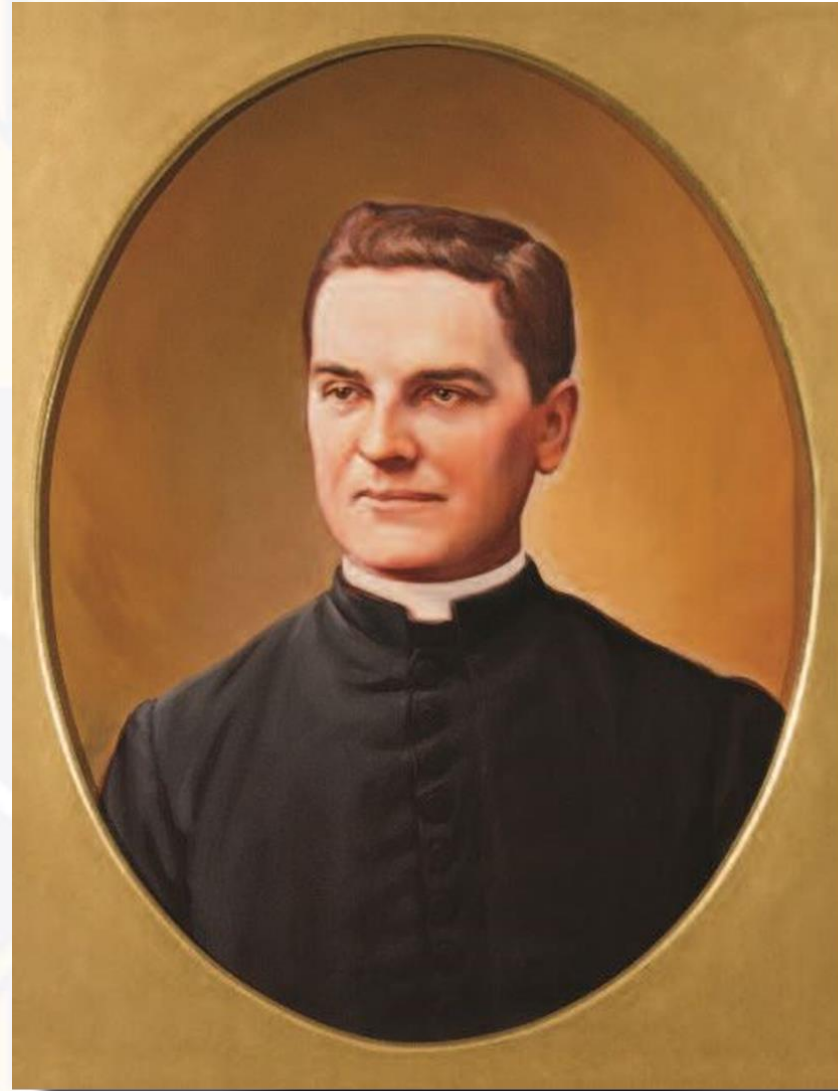




**FATHER MCGIVNEY,
PRAY FOR US.**

VIVAT JESUS!

WWW.KOFC.ORG/BEATIFICATION



UTAH KNIGHTS OF COLUMBUS

