

COUNCIL POLICIES

Knights of Columbus



Holy Name of Jesus Council
No. 11886
Kingston, Ontario

ADOPTED ON 14 APRIL, 2014

COUNCIL POLICIES

ADOPTION AND INTENDED EFFECT

1. These policies were presented to the members of Knights of Columbus Council No. 11886 at a regular business meeting held on 11 March, 2013 and were adopted by a resolution made at a regular business meeting held on 8 April, 2013. They are intended to supplement and not contradict, in any way, the *Charter Constitution Laws of the Knights of Columbus*. Rules and procedures with respect to issues that are not addressed in these policies can be found in the *Charter Constitution Laws of the Knights of Columbus*. These policies are intended to address issues that are not addressed, or not fully addressed, in the *Charter Constitution Laws of the Knights of Columbus*.

DEFINITIONS

2. For the purposes of these policies, the following terms will have the meanings ascribed to them in this paragraph:

“the Constitution” means the *Charter Constitution Laws of the Knights of Columbus*;

“Council” refers to Holy Name of Jesus Council No. 11886;

“the District Deputy” means the District Deputy of District No. 20 of the Ontario State Council of the Knights of Columbus;

“the Executive” means the collective body of the Officers of the Council or where an action is permitted or required by this body, it means a majority of the Officers who are in attendance at an Executive Meeting;

“Executive Meetings” are regular meetings of the Council that are held primarily to make decisions that may or must be made by the Grand Knight or the Officers of the Council;

“Officers of the Council” are those members of the Council who hold the positions listed in Section 126 of the Constitution;

“Regular Business Meetings” are regular meetings of the Council that follow the order of business prescribed by section 125 of the Constitution; and

a “Visiting Member” is a member of the Knights of Columbus, in good standing, who is not a:

- (a) member of the Council;
- (b) Knights of Columbus Insurance Agent;

- (c) State Officer; or
 - (d) Supreme Officer; and
- who seeks admission to a Meeting of the Council.

DAYS AND TIMES FOR REGULAR MEETINGS

3. Executive Meetings are held, regularly, on the first Monday of each month, commencing at 7:00 p.m. Regular Business Meetings are held on the second Monday of each month, commencing at 7:00 p.m.
4. Where the day for a meeting falls on a statutory holiday, the Executive may set another day of the same month for the holding of the meeting.
5. The Executive may change the day or time for Executive Meetings where there is good reason to do so. The Council may change the day or time for Regular Business Meetings by a simple majority of the members present at a Regular Business Meeting.
6. The dates and times for regular meetings and all changes of them will be made known to the members of the Council, the District Deputy and other interested members of the Knights of Columbus. The steps taken to make this information known should, where possible, include postings of the information on an Internet Web Page maintained by the Council.

QUORUMS

7. No business will be transacted at an Executive Meeting unless at least five Officers of the Council are present.
8. No business will be transacted at a Regular Business Meeting unless at least five Officers and seven other members of the Council are present.

EXECUTIVE MEETINGS

9. All members of the Council, in good standing, may attend Executive Meetings and are encouraged to do so. Program Directors are especially encouraged to attend.
10. Visiting Members will not be admitted to Executive Meetings without the prior consent of the Grand Knight or the Executive.
11. Only Officers of the Council may move, second, and vote on, the adoption of a resolution of the Executive.

REGULAR BUSINESS MEETINGS

12. Visiting Members will be admitted to Regular Business Meetings upon their presentation of current membership cards in the First Degree of the Knights of Columbus.
13. Only members of the Council may move, second, speak to and vote on, the adoption of a resolution of the Council. However, any Supreme or State Officer who is present may, by virtue of his office, provide advice and recommendations concerning the adoption of a resolution. NOTE: The District Deputy is a State Officer.

SPECIAL BUSINESS MEETINGS

14. A “Special Business Meeting” may be convened to deal with an issue that cannot be conveniently or effectively dealt with at a Regular Business Meeting. It may be convened:
 - (a) by a resolution of the Council made at a Regular Business Meeting;
 - (b) at the direction of the Grand Knight;
 - (c) at the direction of the Executive; or
 - (d) at the written request of eight members of the Council, which request shall state the purpose of the meeting and be delivered, as soon as practical, to an Officer of the Council.
15. When a Special Business Meeting is convened, the Grand Knight or the Executive will fix the date and time for the meeting and give members of the Council reasonable notice of it. The notice will state the purpose of the meeting and, where possible, it will be delivered by email messages addressed to the members.
16. The following will be the order of business and procedure for a Special Business Meeting:
 1. Call to Order.
 2. Warden’s Report on Membership Cards.
 3. Opening Prayer.
 4. Roll Call of Officers.
 5. The Special Business.
 6. Closing Prayer.
17. No other business will be conducted at a Special Business Meeting.

ATTENDANCE OF NON-MEMBERS

18. Persons who are not members of the Knights of Columbus, in good standing, will not be admitted to Executive, Regular or Special Business Meetings. However, such

persons may be invited to meet with and address the assembled members before a meeting is called to order. Invitations to meet with and address the members must be authorized by the Grand Knight, a resolution of the Executive or a resolution of the Council made at a Regular Business Meeting.

APPLICATION OF ROBERT'S RULES

19. Except as otherwise provided for in the Constitution, Executive Meetings, Regular Business Meetings and Special Business Meetings will be conducted according to Robert's Rules of Order.
20. A chart of motions and orders of precedence under Robert's Rules of Order is attached as Appendix "A", and a flowchart showing the procedure for amending a main motion is attached as Appendix "B".

ELECTION OF OFFICERS

21. Each election of the Officers of the Council will be chaired and supervised by the Financial Secretary or by another member of the Council who:
 - (a) is appointed by the Financial Secretary for this purpose; and
 - (b) will not be a candidate in the election.
22. A member who is appointed by the Financial Secretary pursuant to paragraph 21 may not be nominated to stand as a candidate in the election.

PROGRAM DIRECTORS

23. To facilitate the Council's provision of activities and programs under the Knights of Columbus *Surge with Service Program*, the Grand Knight will appoint Directors who will plan and supervise the activities and programs.
24. Unless otherwise directed by the Grand Knight:
 - (a) the Deputy Grand Knight will serve as the Council's Program Director and its Membership Director; and
 - (b) the Trustees will serve on the Council's Retention Committee.
25. The Directors may establish committees to assist with the planning and delivery of activities and programs, and may appoint members of the Council to sit on these committees.

ANNUAL BUDGETS

26. Unless otherwise directed by the Grand Knight, the Treasurer and Trustees will draft and propose annual budgets for the Council.

27. The procedures for adopting budgets will be the same as those for adopting resolutions to pay or transfer monies in excess of \$500.00, as provided for in Subsection 122(b) of the Constitution, but with the following clarifications and additional procedures:
- (a) The written notice required by Subsection 122(b) will have, appended to it, a copy of the proposed budget.
 - (b) The notice will be read by an Officer of the Council.
 - (c) A photocopy of the notice, with the proposed budget appended to it, will be provided to each member of the Council who is present at the meeting during which the notice is read.
 - (d) A motion to adopt the budget will be made by an Officer of the Council at the next Regular Business Meeting following the meeting at which the notice was read. The motion must be seconded at this meeting, failing which it may not be made, or made again, without fresh notice. Any member of the Council may second it.
 - (e) A photocopy of the proposed budget will be provided to each member of the Council who is present at the meeting during which the motion is made.
 - (f) Where fresh notice is required pursuant to Subparagraph (d), above, the procedures prescribed in this paragraph and Subsection 122(b) of the Constitution shall apply, as though the original notice had not been read.
28. The adoption of a budget shall require a vote of two-thirds of the members present at the meeting at which the motion to adopt it is made.

INITIATION FEES AND ANNUAL DUES

29. The initiation fees that are required to be fixed by the Council pursuant to Subsection 118(a) of the Constitution will be:
- (a) \$10.00 for members who are under 26 years of age when initiated into the Order; and
 - (b) \$25.00 for members who are at least 26 years of age when they are initiated.
30. Notwithstanding paragraph 29, no initiation fee shall be fixed for, or paid by, any priest or member of a religious community who applies for membership in the Order.
31. Annual Dues shall be levied and paid in accordance with Section 118 of the Constitution.

DISAGREEMENTS

32. In the event of any disagreement concerning the interpretation or application of these policies, the issue will be referred to the Council's Advocate for resolution; provided, however, that if the Advocate is a party to the disagreement, then the issue will be

referred to one of the following Officers of the Council who is not a party to the disagreement, in the following order of precedence: Grand Knight; Deputy Grand Knight; Financial Secretary; Treasurer; Chancellor; Recorder; and Warden.

AMENDMENTS

33. These policies may be amended by a simple majority of the members of the Council who are present and voting at a Regular Business Meeting held subsequent to a Regular Business Meeting at which written copies of the proposed amendment or amendments were provided to the members in attendance.
34. Any member of the Council may make a motion to adopt a proposed amendment and any other member may second the motion.

Certified by:

Jean Pellerin
Grand Knight

Guy Lahaie
Recorder

Appendix "A"

CHART OF MOTIONS AND ORDER OF PRECEDENCE				
TYPES OF MOTIONS	Allowed when another has the Floor?	Requires a Second?	Is Debatable?	Vote or Other Action Required to Achieve.
Privileged Motions to:				
Fix a specific time to adjourn	NO	YES	NO	Majority
Adjourn	NO	YES	NO	Majority
Recess	NO	YES	NO	Majority
Rise to a Question of Privilege	YES	NO	NO	Chair Rules
Call for Order of the Day	YES	NO	NO	None
Main Motion	NO	YES	YES	Majority
Subsidiary Motions to:				
Amend	NO	YES	YES	Majority
Refer to a committee	NO	YES	YES	Majority
Postpone to a definite time	NO	YES	YES	Majority
Postpone indefinitely	NO	YES	YES	Majority
Limit or extend debate	NO	YES	NO	Two-thirds
Call the Question	NO	YES	NO	Two-thirds
Lay on the Table	NO	YES	NO	Majority
Incidental Motions to:				
Withdraw a Motion (by Maker)	YES	YES	NO	Majority
Rise to a Point of Order	YES	NO	NO	Chair Rules
Appeal a decision of the Chair	YES	YES	Depends*	Majority
Suspend the Rules	NO	YES	NO	Two-thirds
Motions to Bring a Question Back to the Council				
To take from the Table	NO	YES	NO	Majority
To rescind previous motion	NO	YES	YES	Majority with previous notice given

Appendix B
Procedure for Amending a Main Motion

