

Order of Conducting Meetings



February _____ Monthly Business Meeting
Council _____

Meeting Called to Order: **Warden's Report on Membership Cards**

Opening Prayer

Prayer for the Canonization of Fr. Michael J. McGivney

Pledge of Allegiance to the Flag

Roll Call of Officers

Reading of Minutes of the previous meeting

Report of the Admission Committee & Reading of Applications

Grand Knight's Report

Chaplain's Report

District Deputy's Report

Treasurer's Report

Financial Secretary's Report

Reading of bills and communications **Motion to approve bills**

Report of Committees by Program Director

Old Business

1.

2.

3.

4.

5.

New Business

1.

2.

3.

4.

5.

6.

7.

8.

Insurance Agent's Report

Spiritual / Faith Formation Program

Monthly program from the Lecturer

Good of the order

Prayer for Vocations

Closing Prayer

Planning Items that should be considered

Planning Items

- Membership Drive (Church Drive/Blitz) planning**
- 1st degree dates set**
- Free throw & Spelling Bee update report**
- Lenten Activities Planning**
- Delegates to State Convention elected**
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Announce Activity Dates

- Announce District & Regional Free Throw dates – encourage council to support local youth**
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Forms/Reports Due

- February 15th – Semi Annual Council Audit Report for period ending December 31st**
- February 15th – Chaplain of the Year Form**
- February 15th – Religious of the Year Form**
- February 15th – Other State & Supreme Award Entry Forms**
- March 31st – Quarterly Council Activities Report (Form IA 16)**
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Miscellaneous Items

Guests:

Special Notes:

Fill out all council monthly reports

Create any needed publicity communications
