

Order of Conducting Meetings



June _____ 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

- 1st degree dates set**
- Election of Council Officers by June 15th**
- Review all State & Supreme Reports for Due Dates and Dates Completed**
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Announce Activity Dates

- Announce Installation of Officers dates**
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Forms/Reports Due

- June 30th – Quarterly Council Activities Report (Form IA 16)**
- July 1st – Election of Council Officers Report**
- July 10th – April Catholic Education Fund Assessment**
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Miscellaneous Items

Guests:

Special Notes:

Fill out all council monthly reports

Create any needed publicity communications
