

Order of Conducting Meetings



May _____ 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
- Father's Day Activities Planning
- Memorial Day Activities Update Report
- Election of Council Officers Between May 15th and June 15th
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Announce Activity Dates

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Forms/Reports Due

- April 10th January State Per Capita
- On receipt – April Catholic Education Fund Assessment
- June 30th – 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
