

# Appendix C:

## Grand Knight Script for Council Meeting

- **1. Call to Order**

Brothers, we are about to open this council meeting. All persons who are not Knights or honored guests shall please retire from the chamber. The doors shall now be closed, and the guards assume their positions.

- **2. Opening Prayer\***

Brothers and guests, let us invoke the Divine blessing as our  
Chaplain leads us in the Lord's Prayer.

- **3. Pledge of Allegiance (USA)**

Brothers and guests, please join me in reciting the Pledge of Allegiance.

- **4. Approve Minutes of Prior Meeting**

The minutes of the previous meeting were transmitted to all members. Are any corrections or additions required?

I seek a motion to approve the minutes.

The minutes are approved.

- **5. Chaplain's Message**

Worthy Chaplain, please enlighten us with your message.

- **6. Grand Knight's Report**

- **7. Financial Report**

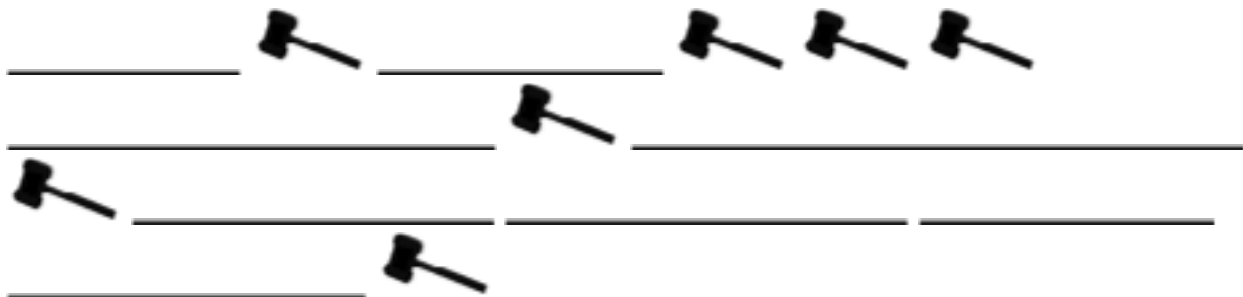
Worthy Treasurer, please report the council's financial status.

- **8. Membership Report**

Worthy Membership Director, please give us your report and present applications for new members and transfers.

*(Call for a motion, discussion, and vote on admissions and transfers.)*

The applications are approved.




## **9. Other Reports**

*(The following reports are made as needed.)*

- Worthy (\_\_\_\_\_) Program Director, please report on upcoming events.
- Worthy (\_\_\_\_\_) Program Director, please report on upcoming events.
- Worthy (\_\_\_\_\_) Committee Chairman, please give us your report. • Worthy (\_\_\_\_\_) Committee Chairman, please give us your report. • Worthy Fourth Degree Representative, please give us your report. • (\_\_\_\_\_), please give us your report.

*(The following reports are made if the Insurance Agent and/or District Deputy are present.)*

- Worthy Insurance Agent, please give us your report.
-  Worthy District Deputy, please give us your report.\*\* **10. Unfinished Business** (*motions carried over from previous meetings*)

The following motion was tabled at a prior meeting. I now reopen it for discussion and vote:

The ‘ayes’ have it. The motion is carried. The ‘nays’ have it. The motion is lost.

## **11. New Business (*new motions*)**

Worthy Financial Secretary, please present any bills not previously

approved for payment.

I seek a motion to pay the bills.

The motion is carried. The bills are approved to be paid.

I will now entertain new motions. (*Allow expected motions to be made and discussed, then voted upon*)

The motion is carried. The motion is lost.



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## **12. Good of the Order**

**We will now recognize the outstanding accomplishments of our members:**

- **Family of the Month Award**

- **Knight of the Month Award**

- **Other Awards**

## **13. Lecturer's Reflection (*optional*)**

**Let us now listen to the Worthy Lecturer's**

**Reflection. (*If not done during social time*)**

#### **14. Grand Knight's Summary**

#### **15. Closing Prayer\***

**Before proceeding to the closing prayer, let me ask: Does any brother know of a member of this council, or brother of the Order, who is sick or in distress?**

**Worthy Chaplain, please lead us in the Prayer for Canonization of Blessed Michael McGivney (*or Litany of Blessed Michael McGivney*) as we pray for the distressed and close this meeting.**

#### **16. Adjournment**

**I declare this meeting adjourned**

#### **Gavel Protocol:**

All Sit

Officers Stand All Stand

All Kneel

\* When praying at meetings and other formal events, councils may invoke three raps of the gavel to stand or four raps of the gavel to kneel. When determining to stand rather than kneel, officers should take into account the age and physical health of the membership.

\*\* As a sign of respect, it is customary for the Grand Knight to gavel the council to rise when the District Deputy stands to give his report. After members have extended this courtesy, the Grand Knight may gavel the assembly to sit if the speaker has not already asked everyone to be seated.