

2020 VIRTUAL STATE CONVENTION

Worthy Financial Secretaries,

These are difficult times and we must all come together....Work as Knights.

Meeting details are still being developed by Supreme and our State. This information will be forth coming to you, the FS, via email. You must follow the rules set forth in this letter and email information forth coming.

Here we go.....

If you have not submitted a Certificate of Election form by mail already, I must receive that election form, with your **COUNCIL SEAL**, by no later than May 13th. I will not accept further submissions after that date. Those councils sending in Certificate of Elections must provide the information represented by bullets below, on that form. If you do that, there will be no need to complete a second mailing with information below. Remember, I must have a Certificate of Election form from those that have not already filed.

If you have already sent a Certificate of Election, you **MUST** send me the information below represented by bullets as an addendum to your certificate already received. I must have this additional information. You must send this via hard copy mail with your **COUNCIL SEAL**. I **MUST** have this addition addendum by May 13th, no exceptions!! Sorry, this is the only way I know to verify who you are when the Virtual call is made, and follow our By-laws.

Here's the additional information needed.

- Name
- Member number
- **Whether 1st/2nd Delegate or Alternate**
- **Telephone number of the Delegate or Alternate.** That number **MUST** be the one used during the Virtual meeting and will constitute a portion of his credentials as a delegate.
- Each council will only be allowed TWO voting Delegates and this must be decided well before the meeting. We can only accept two representatives.
- **Insurance or Associate Member (for Supreme delegate International Convention consideration only).**
- **All per capita fees must be paid to participate**
- Financial Secretary and Grand Knight must sign and imprint the **COUNCIL SEAL** to be valid (**Certificate of Election and/or addendum**)
- Send to me ASAP to: **Kim Washburn, 10555 Fox Rd., Leavenworth, WA 98826-8723.**

I will be communicating through the Financial Secretary as the designee of official paperwork for the council. Remember above, Certificate of Elections, with Council Seal, will not be accepted past May 13th. This will be STRICTLY adhered to.

IF AN ALTERNATE IS TO FILL IN AS A DELEGATE, I MUST HAVE THAT INFORMATION BY MAY 13TH. THE CHANGE IN DELEGATE INFORMATION ONLY, CAN BE SENT TO ME VIA EMAIL: STATESECRETARY@KOFK-WA.ORG. THE FINAL DELEGATE (2 ONLY PER COUNCIL) WILL BE THE ONLY REPRESENTATIVE(S) ALLOWED FROM YOUR COUNCIL. IF YOU FAIL TO DO SO, YOU MIGHT BE LOCKED OUT OF THE MEETING. ANY OTHER CHANGES, OR FILINGS, CAN NOT BE SENT TO ME VIA EMAIL. IT MUST BE A HARD COPY.

Delegates will be joined to the meeting through receipt of a phone call from the meeting technology service. The State Deputy or State Secretary will provide instructions as to the time period during which calls are scheduled to be made.

If a delegate does not receive a call by the end of the designated time period, or his connection is subsequently dropped, the delegate can call a phone number provided by the State Secretary to join the meeting. He will be screened to verify that he is an official delegate and if his credentials appear to be in order, he will be allowed to join.

Each delegate must call from the phone number previously provided to the State Secretary as that delegate's phone number. Delegates attempting to call in from any different phone number may be prevented from participating. Each delegate is responsible for his connection to the telephone conference call. No action taken at the meeting shall be invalidated on the grounds that the loss of, or poor quality of, a delegate's individual connection prevented him from participating in the meeting.

The main point in sending this letter is to authenticate phone numbers and finalize delegates.

Thank you in advance for your patience. Some good things will be learned from this experience. Some that may benefit us in the future.

Fraternally,
Kim Washburn
State Secretary