

KNIGHTS OF COLUMBUS

WASHINGTON STATE COUNCIL



Convention Resolutions Planning Guide

Contains the following information:

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Timetable for State Convention Resolutions

The following is a timetable for the preparation, submission, convention discussion and voting for resolutions for the Knights of Columbus in the State of Washington.

Date	Action	Responsibility
July 1..... March 15.....	Council preparations of resolutions	Grand Knight
Mar 15.....	All resolutions for consideration must be Submitted to the State Sec. by this date.	Grand Knight
April 15.....	All subordinate Councils in Washington are provided with copies of resolutions for consideration during the State Convention.	State Secretary
Apr-May.....	Councils review resolutions to be considered at the Convention. Councils issue guidance to delegates.	Grand Knight
May.....	State Convention opens. State Deputy appoints committee members.	State Deputy
May.....	Resolution Committee meets.	State Advocate
May	Resolution Committee reports to Convention.	State Advocate
May	Discussion and vote on resolutions	Delegates
May	Approved resolutions submitted to Supreme.	State Secretary

Preparing a Resolution

Because the resolutions adopted by council membership represent a formal expression of the official opinion or will of the council, extreme care should be devoted to both their preparation and content. Resolution guidelines and suggestions that relate to the form (rather than the content) a council resolution should take, can be found in the Washington State Council's Grand Knight's Handbook-pages II-16 through II-19. A council preparing to submit a resolution for consideration SHOULD consult this section in the Grand Knight's Handbook.

When considering resolutions, keep in mind that any proposal transmitted beyond a council and submitted for review with the corporation of the Knights of Columbus should be relevant to the purposes for which the Knights of Columbus exist.

Remember, a well written resolution stands a better chance of getting favorable considerations at the State Convention than a resolution that is vaguely worded and carelessly formulated.

Before submitting a resolution, make certain that the resolution is printed on council's letterhead with the council's seal affixed. The council's resolution must be signed by the Grand Knight and Financial Secretary. The resolution must be submitted to the State Secretary no later than 11:59 P.M., March 15,..... If you should have any questions or need assistance, you should contact the State Advocate.

Considerations for Resolutions

Very often a committee may be able to present a more comprehensive resolution that meets all the requirements.

Resolutions must be read aloud to the council and submitted in writing to the entire membership to approve or disapprove prior to the next regular business meeting.

The regular business meeting at which the membership will vote to approve or disapprove the resolution must comply with the council's by-laws as they pertain to the requirements of a quorum.

The resolution and the council votes must be recorded in the council's minutes.

A change to by-laws must identify the source, paragraph and section to be changed, modified or added. If the resolution is attempting to initiate or change the use of Washington State funds, the resolution must identify the source of the funds and make clear its intended use.

Remember, that one council may never direct other councils to adopt a program using the other council's funds. If, however, the resolution is deemed to be beneficial, and with supporting information, the resolution may be presented for consideration by all the councils in the State of Washington.

State Convention Resolutions Committee

The State Deputy formally appoints the members of the Resolution committee prior to the State Convention. Following the appointment, the Resolution Committee will conduct meetings to review and prepare a report to the convention delegates with their recommendations regarding the resolutions submitted for the State Convention.

The Resolutions Committee members meet during the State Convention starting on Friday afternoon. The first meeting is an Open Meeting followed by an Executive Meeting. The time and location of the meetings will be announced during the appointment of the committee.

The first meeting is an OPEN MEETING for the purposes of presenting and reviewing the resolutions. During this meeting, the Good of the Order committee representative will present any history of related issues.

OPEN MEETING AGENDA

Sponsors have three to five minutes to present their resolution, background and appropriate information. This is an opportunity for delegate input.

The Good of the Order representative presents the State's corporate memory of related history.

Questions are asked by the Resolutions Committee members.

The Executive session follows. During the Executive session, discussions, modifications and recommendations are formulated.

EXECUTIVE SESSION AGENDA

Discussions and recommendations of proposed resolutions.

Modifications can be made.

Preparation of majority or minority positions is made.

Convention Resolution Business Session

STATE ADVOCATE: Explains the procedures for addressing the resolutions as follows:

- All the resolutions are printed in the Convention Booklet. Therefore in the interest of time, I will refer to the appropriate resolution number in the booklet.
- The State Advocate will briefly introduce the resolution (in some cases the full resolution may be read), and deliver the recommendation of the Resolutions' Committee. He will then make a motion by saying, "Move to accept or not accept the resolution." After a second is made from the floor, the resolution is open for discussion or amending.
- The State Deputy will then wait for any discussion from the floor. When wishing to speak from the floor (delegates only) please come to the microphone. After being recognized by the State Deputy, address the Worthy State Deputy, state your name and Council and then speak clearly so that all in the assembly can understand.
- Hearing no amendments from the floor, by the drop of the gavel, the State Deputy will indicate that the delegation accepts the Resolutions Committee's recommendations.
- If the resolution requires amending, a vote will be taken on the amendment and the main motion.
 - Example:
Resolutions' Committee Report...
 - Resolution # 1 is a congratulatory resolution to Bishop Skylstad and a pledge of prayers and support. The Resolutions Committee recommends: **–Approval. Move to accept.**
 - Resolution # 2 is a resolution of remembrance and condolence for PSD Caroll Martell. The Resolutions Committee recommends:
–Approval. Move to accept.