



Knights of Columbus Louisiana State Council

To: All Louisiana Fraternal Leaders
From: Mark Carver, State Advocate
Date: January 21, 2024
Re: 2024 State Convention Rules and Guidance

State Convention Rules and Guidance

The following rules and guidance come from Supreme's Constitution, State Council's Bylaws, and our custom and practice. This document will prepare officers, delegates, spectators, and guests to attend and participate in the State Convention.

THE STATE COUNCIL

The State Council at the State Convention consists of the following individuals:

- Two council delegates (the Grand Knight and a selected Past Grand Knight, or their alternates, from each local council in good standing in the state;
- The five elected State Officers (State Deputy, State Secretary, State Treasurer, State Advocate, and State Warden);
- The State Chaplain; and
- The immediate Past State Deputy.

All of the above brother Knights (*i.e.*, the State Council) have both a voice and a vote at the State Convention.

SELECTING CONVENTION DELEGATES

In sum: Each council can elect and send two voting delegates to the State Convention, and a council can also name alternate delegates. Delegates can be any Third-Degree knight in good standing. If a Voting Delegate cannot attend the State Convention, the Alternate Delegate takes his place and becomes a Voting Delegate. (But the Alternate must officially register and be on the roll as a Voting Delegate by 9:00 a.m. on Saturday – the first day of the Convention.) The maximum number of primary (voting) delegates per council is two.

The Council should select two (2) primary (voting) delegates and two (2) alternate delegates to attend the State Convention. Delegates must be a Third-Degree Knight in good standing.

Per Section 12 of the KC Constitution, the Grand Knight is automatically a delegate, and the other delegate should be a Past Grand Knight, who is elected by the council to represent the council at the State Convention.

However, any Third-Degree Knight in good standing can be a Voting or Alternate Delegate. This situation arises when either a Grand Knight and/or any Past Grand Knights are unable to attend the convention. In that situation, any Third-Degree Knight may be a delegate. Thus, delegates do not need to be a Grand Knight or a Past Grand Knight.

Example 1: If the Grand Knight wants to attend the State Convention, then he is automatically one of the two voting delegates. If two Past Grand Knights want to attend the State Convention, then the Council has an election to choose one of those two Past Grand Knights as the other Voting Delegate. The other Past Grand Knight and any other Third-Degree Knight can be the two alternate Delegates.

Example 2: If the Grand Knight wants to attend the State Convention, then he is automatically a voting delegate. But if no Past Grand Knights are able to attend the State Convention, then the Council can select any Third-Degree Knights to be the other Voting Delegate and select any two Third-Degree Knights to be Alternate Delegates.

Example 3: If the Grand Knight and none of the Past Grand Knights are able to attend the State Convention, then the Council can select any two Third-Degree Knights to be Voting Delegates and any two Third-Degree Knights to be Alternate Delegates.

Councils should strive to have both voting delegates attend the State Convention and encourage the two alternates and all other members to attend the State Convention.

WHO SHOULD ATTEND THE STATE CONVENTION?

All members of the State Council and all members of the State Family are expected to attend.

The State Council is defined above (*i.e.*, Councils' Voting Delegates, State Officers, the Immediate Past State Deputy, and State Chaplain)

The State Family (as defined and determined by the State Deputy) consists of the following individuals:

- State Officers;
- Past State Deputies,

- State Directors and Chairmen;
- Diocesan Administrators;
- District Deputies,
- Diocesan Chaplains
- General Insurance Agents;
- President of the Financial Secretaries' Association, and
- State Office Administrator.

Past State Deputies (other than the Immediate Past State Deputy) and District Deputies shall be permitted the privilege of membership in the State Council, but without the right to vote.

COUNCILS OWING STATE PER-CAPITA OR NOT IN GOOD STANDING WILL NOT BE SEATED AT THE STATE CONVENTION.

If a council has not paid its State Per-Capita by the start of the convention (Saturday, May 4, 2024), then the council is not in good standing, and the council's delegates will not be allowed to participate in the Convention. That is, the delegates will not be seated or allowed to vote.

WHO MAY SPEAK AT THE STATE CONVENTION?

State Directors and Chairmen, who are not otherwise members of the State Council, have the right to speak on questions pertaining to the functions of their particular committees, but without the right to vote therein.

The Financial Secretaries of all councils are expected to attend the State Convention as the meeting of the State Financial Secretaries' Association is held during the Convention. The Financial Secretaries have neither voice nor vote in the State Council Meeting.

Any Third-Degree member is entitled to attend the State Convention as a spectator/visitor, but he does not have a voice or vote at the State Convention. However, upon his request, the State Council may grant him the privilege of speaking.

ACCESS TO THE CONVENTION FLOOR AS A DELEGATE OR SPECTATOR - 3RD DEGREE KNIGHTS ONLY

All Third-Degree brother knights (such as delegates or spectators) are allowed on the Convention floor during the sessions, whether they are a delegate or not. Spectators do not have the right to speak or vote. Upon the spectator's request, the State Council may grant him the privilege of speaking.

Thus, any Third-Degree Knight in good standing can attend the Convention business sessions as a "spectator." Spectators do not have to pay the registration fee to attend the Convention business sessions.

ACCESS TO OTHER CONVENTION EVENTS

Other individuals or guests are permitted to attend other Convention events upon payment of any required registration fees for the particular event.

Thus, any individual (3rd Degree, 1st Degree Knight, non-member, spouse, etc.) can attend all social events, banquets, and functions, if the individual pays the required registration fee.

DRESS CODE

Friday Night Memorial Mass	Business Casual / Mass appropriate attire.
Friday Crawfish Boil	Casual attire.
Saturday Convention sessions	Slacks and KC shirt (or Polo/button down shirt). No shorts.
Saturday Banquet	Suit and tie for men are highly encouraged but not mandatory. Dress or pants-suit for ladies.
Seated on the dais for the Banquet	White dinner jacket (required), black bow tie and black slacks.
Sunday Mass	Suit and tie for men are highly encouraged but not mandatory. Dress or pants-suit for ladies.

ELECTIONS & ROLL CALL

The State Council elects the State Officers and delegates to the Supreme Council Convention annually. To expedite this election, the reading of a permanent roll of the State Council and the election are combined in one operation whenever possible.

ELECTION REGISTRATION DEADLINE

Delegates must check in and be officially registered as a delegate by 9:00 a.m. on Saturday, May 4, 2024 to be on the official roll in order to vote.

ELECTION OF STATE OFFICERS

State Officers are elected at each State Convention to serve a 1-year term.

State Council Officers to be elected, in their order of precedence, are:

1. State Deputy;
2. State Secretary;
3. State Treasurer;
4. State Advocate; and
5. State Warden.

Any Third-Degree Knight in good standing may be nominated. However, the State Deputy must be an Insurance Member and must not have previously served as State Deputy for 4 years.

NOMINATIONS FOR STATE OFFICERS

Nominations forms will be accepted at the State Convention on Saturday morning, May 4th, but we would like to receive the forms as soon as possible so we can enter your nomination into the electronic balloting system now instead of rushing on the day of the election.

When making a nomination for an Elected State Office, the nominator must submit a WRITTEN NOMINATION FORM listing the nominee's full name (no nicknames), KC membership number, mailing address with zip code, and KC Insurance Certificate number if the nominee is being nominated for State Deputy. This written nomination must be submitted to the State Secretary or his designee at the time the nomination is made on the floor.

Nomination speeches are limited to three minutes for each nominee.

ELECTION OF DELEGATES FOR THE SUPREME CONVENTION

Delegates are elected at each State Convention to represent Louisiana at the Supreme Convention.

Our Jurisdiction is large enough in membership to be entitled to maximum representation at the Supreme Convention: five (5) insurance delegates and five (5) associate delegates.

The State Deputy is automatically an insurance delegate and the Immediate Past State Deputy is automatically an associate delegate. Thus, at the State Convention, the State Council will elect four (4) insurance and four (4) associate delegates.

When electing delegates and alternates, no majority of the votes cast is necessary to be elected. They are elected according to their plurality of votes. That is, the top four vote-receiving nominees will be the delegates.

Section 4, subdivision 7(c) of the Charter, Constitution and the Laws of the Order provides that: "Vacancies created by the inability of representatives to attend the Supreme Council Meeting shall be filled by the alternate in the order of the precedence, according to the vote electing them, provided that only insurance alternates shall fill vacancies for insurance representatives." In case of a tie vote, the State Deputy shall designate which one shall serve. If the alternate above provided for is not present, the next in order who is present may fill the vacancy. Names on the ballot are printed in alphabetical order.

NOMINATIONS FOR DELEGATES FOR THE SUPREME CONVENTION

If you want to be nominated and elected to represent Louisiana at the Supreme Convention in Quebec, Canada on August 5 - 8, 2024 as a Supreme Convention Delegate, you must complete a nomination form.

If you choose to run to be a delegate and are elected as a delegate for the Supreme Convention in Quebec, Canada, you must have the following to attend the Supreme Convention:

- A current 3rd degree membership card;
- A current passport;
- A dark suit;
- A white dinner jacket, black tux pants, and cummerbund are all highly encouraged but not mandatory;
- Money
 - You are responsible for paying to attend the Supreme Convention. At the end of the convention, on the last day, you will be provided a check for your Delegate stipend/mileage from the State Deputy. Supreme has traditionally paid delegates \$400/day per-diem for three days (max \$1,200).

Nomination forms will be accepted at the State Convention on Saturday morning, May 4th, but we would like to receive the forms as soon as possible so we can enter your nomination into the electronic balloting system now instead of rushing on the day of the election.

When making a nomination for a Supreme Council delegate or alternate, the nominator must submit a WRITTEN NOMINATION FORM listing the nominee's full name (no nicknames), KC membership number, mailing address with zip code, and KC Insurance Certificate number if the nominee is being nominated for Insurance Delegate or Insurance Alternate. This written nomination must be submitted to the State Secretary or his designee at the time the nomination is made on the floor. Nominations for Supreme Council delegate must include each year the nominee attended the Supreme Council as an elected delegate.

Further, per Resolution No. 9 of the 1997 State Convention, all nominations forms for nominees seeking election to be a delegate for the Supreme Council Convention annual meeting must include the following on the form, in the nomination speech, and on the ballot: **The year or years that the nominee attended the Supreme Council convention as a delegate of the Louisiana State Council during the past twenty years.**

Nomination speeches are limited to three minutes for each nominee.

STATE CONVENTION EXPENSES (RESPONSIBILITY OF THE ATTENDEE)

Every individual (including State Council members, delegates, State Family members and District Deputies) is responsible for his fees, hotel room and travelling expenses. A council, however, may choose to reimburse its delegates or other attendees their fees and costs.

Neither Supreme Council nor State Council provide any reimbursements for fees, hotel rooms or mileage.

RESOLUTIONS PROCEDURES

Three main items

1. Resolutions must be in State Advocate's hands by March 1st.
2. Resolutions must be in writing and signed by three 3rd Degree members.
3. The email address for the State Advocate is StateAdvocate@LouisianaKC.org.

Procedure and Timeline

- 1) **March 1, 2024:** Resolutions must be in State Advocate's hands by March 1st. *(Section 4.9 of the State Council's Bylaws)*
- 2) Resolutions must be in writing and signed by three 3rd Degree members. *(Section 4.10 of the State Council's Bylaws)*
- 3) The Elected State Officers and Advisory Board (consisting of the last three living Past State Deputies) will gather for a meeting in March to review and consider the resolutions. *(Section 16.2 of the State Council's Bylaws)*
- 4) **March 20, 2024:** Resolutions and the proposed Budget will be sent to the Grand Knights by March 20th. *(Section 4.9 of the State Council's Bylaws)*
- 5) **April 2, 2024:** By April 2nd, the State Deputy shall appoint a Resolution Committee to convene at the State Convention. *(Section 4.9 of the State Council's Bylaws)*
- 6) **1 Month before the State Convention (April 3, 2024):** All proposed Resolutions that seek to amend the State Council By-Laws shall be in the hands of the State Secretary at least one month before the State Convention. *(Section 23.2 of the State Council's Bylaws)*
- 7) **2 Weeks before the State Convention (April 20, 2024):** The State Secretary shall furnish each council, at least two weeks before State Convention meeting, a copy of all proposed amendments to the State Council's Bylaws. *(Section 23.2 of the State Council's Bylaws)*

- 8) **Day of the State Convention (May 4, 2024):** With the consent of three-fourths of the members present and voting, amendments to amend the Bylaws may be proposed from the floor. (*Section 23.3 of the State Council's Bylaws*)
- 9) Resolutions that seek to amend the State Council By-Laws require approval by two-thirds vote of those present and voting at the State Convention. (*Section 23.1 of the State Council's Bylaws*)
- 10) All proposed amendments must be by Resolution; and, whether presented prior to the Convention or from the floor, must be in writing and must state their intent to amend the By-Laws and state the numbered section or sections to be amended. (*Section 23.4 of the State Council's Bylaws*)
- 11) “As a general rule, resolutions that are not submitted in advance and reviewed by the Committee may not be presented to the delegates, though State Council By-laws may provide an exception to this general rule.” *Officers Desk Reference (Rev. February 2021)*. Per Section 23.3 of the State Council’s Bylaws, only resolutions to amend the Bylaws may be made from the floor. The State Council’s Bylaws provide no other exception to the general rule prohibiting other resolutions from the floor.
- 12) Resolutions are presented to the Resolutions Committee at the State Convention for consideration. (*Sections 4.10 and 19.6 of the State Council's Bylaws*) (Resolutions dealing with voluntary or compulsory funds of councils or the State Council shall be submitted to the Budget and Finance Committee.)
 - a. The Resolutions Committee will offer one of the following recommendations:
 - (1) Adopt;
 - (2) Reject;
 - (3) No Action; or
 - (4) Refer to the State Executive Committee.
 - b. In addition, the Committee may offer a substitute resolution, which modifies or refines the rationale and/or proposed action of one or more submitted resolutions. The substitute resolution may articulate a more precise or comprehensive statement of the issue or may summarize the substance of multiple resolutions pertaining to the same issue. Where multiple resolutions pertaining to the same issue have been submitted, the Committee may also recommend adopting the one resolution that best expresses the State Council’s position and taking no action on the others.
 - c. A recommendation of "No Action" does not indicate that the resolution is without merit. It indicates only that in the opinion of the Committee: (a) the proposed resolutions should not be expressed by the State Council or the Order at this time; (b) the resolution itself requires no specific action; or (c) the resolution proposes something that is already in effect in the State Council or in the Order.

- d. Before the conclusion of the meeting, the chairman of the Resolutions Committee should formally submit its recommendations in a written report to the State Council. *Officers Desk Reference (Rev. February 2021)*.

13) Resolutions are then presented to the delegates at the State Convention.

- a. The Chairman of the Resolution Committee shall present the Committee's report to the State Council, announcing a recommendation for each resolution under consideration, along with a motion to accept that resolution.
- b. Robert's Rules of Order provide that a motion presented on behalf of a committee having more than one member does not need a second. Because the Committee consists of more than one member, it is assumed that, if needed, someone on the committee would second the motion.
- c. After the Chairman of the Resolutions Committee makes a motion as to each resolution to accept the resolution, there will be a brief pause before the Chairman of the meeting drops the gavel, marking the end of the discussion period for that resolution.
- d. If no objection is raised during that pause, it shall be understood that the motion is passed, meaning that the assembled body agrees to accept the resolution. If a delegate raises an objection, the question may be discussed and put to a vote, in accordance with Robert's Rules of Order.
- e. Only duly seated delegates may address the State Council to speak in favor of or against any resolution, except, however, Section 4.4 of Louisiana State Council's Bylaws provides that spectators or any member of the Order, or other proper person, may be permitted to address the State Council by its consent, obtained through a majority vote.
- f. Upon recognition by the Chairman of the meeting (ordinarily, the State Deputy), the delegate shall give his name, his council number, and his office. He should limit his remarks to the resolution under consideration and should speak in a manner befitting a Catholic gentleman. The Chairman of the meeting may, in his discretion and in accordance with State Council by-laws and Robert's Rules of Order, invoke a limitation on debate, provided that the same shall apply uniformly to all delegates. *Officers Desk Reference (Rev. February 2021)*. Section 4.5 of the Louisiana State Council Bylaws provide that "no member shall speak longer than three minutes on discussion of a floor motion without permission of the Chair or assembly, nor more than once on any subject until all members who desire to speak have been heard."

Guidance from Supreme Council on Resolutions

The Laws of the Knights of Columbus permit local Councils to submit Supreme Council resolutions that pertain to issues affecting the entire Order.

All such resolutions should be submitted in good faith and in a spirit of charity, unity, and fraternity.

Please bear in mind the principles and procedures set forth below.

The Supreme Council has established the resolutions process to enable subordinate councils to:

- (1) Express gratitude or support for a person, a fraternal program, or a policy of the Order;
- (2) Amend the Constitution or Laws of the Order;
- (3) Express an official position of the Knights of Columbus on matters relevant to the mission and identity of the Order;
- (4) Submit nominations for Supreme Director; and
- (5) Offer proposals to enhance the Order's fraternal mission.

Local Councils and State Councils should not submit resolutions to Supreme Council that:

- (1) concern monetary expenditures by the Supreme Council, such as financial grants to organizations;
- (2) deal exclusively with matters of local significance that are relevant only to that particular jurisdiction;
- (3) recognize, commend, denounce, or criticize individual persons or other organizations;
- (4) propose changes to administrative policies, functions, or procedures of Home Office Departments; or
- (5) have been rejected by delegates to the Supreme Council in recent years.

Resolutions that do not conform to these expectations and purposes may be deemed out of order, in which case they would not be published to the Supreme Council and would not be considered by the delegates.

For a detailed explanation of the resolutions process and amending State Council by-laws, please review the relevant sections of the Officers' Desk Reference, which are found under the "Council and Assembly Issues" tab.