



Knights of Columbus **Louisiana State Council**

To: **All Louisiana Fraternal Leaders**

From: **Mark Carver, State Advocate**

Date: **February 9, 2026**

Re: **2026 State Convention Protocols and Procedures**

State Convention Dates and Location

May 1-3, 2026

Crown Plaza Executive Center
4728 Constitution Ave
Baton Rouge, Louisiana

Find out more online at LouisianaKC.org/Convention.

Authority and Amendments

The protocols and procedures outlined herein are intended to provide a structured framework for the efficient conduct of the State Convention. However, these rules are not static and may be modified, suspended, or amended as deemed necessary. Such changes may be enacted through the executive authority of the State Deputy, the formal recommendations of the Convention Committees, or to ensure continued alignment with the Charter, Constitution, and Laws of the Order.

Delegates and attendees are expected to adhere to the most current directives issued by the State Council to maintain the decorum and fraternal spirit of the Convention.

Quick Reference

- **Council Eligibility:** The Council must be in good standing, and all State Per-Capita dues must be paid by May 2 for the council's delegates to be seated and recognized as Voting Delegates.
- **Registration / Avoid Late Fees:** All attendees and guests must register online at LouisianaKC.org/Convention by **April 19** to avoid a \$40 late fee.
- **Two Delegates Per Council:** Each should send two delegates to the State Convention. Delegates must be Third-Degree Knights.
- **Voting Eligibility:** Delegates must check in and verify they are registered as voting delegates by **9:00 AM on Saturday, May 2**. If not, the individual will not be allowed to vote.
- **Resolutions:** Proposed resolutions must be in writing, signed by three Third-Degree Knights, and in the State Advocate's hands by **March 1**.
- **Supreme Delegate Requirements:** Nominees must provide and state every year they attended the Supreme Convention as a Delegate (virtual and non-virtual).
- **Floor Access:** Any Third-Degree Knight may attend the business sessions as a spectator without paying a registration fee.
- **Speaking Rights:** Only voting members may speak; spectators require a majority vote from the floor to be heard.
- **Expenses:** All costs for registration, lodging, and travel are the responsibility of the individual or (local Councils may choose to reimburse their members).
- **Saturday Banquet Attire:** Suits and ties are encouraged for all, while a White Dinner Jacket is mandatory for those on the dais.

STATE CONVENTION PROTOCOLS AND PROCEDURES

The following rules and guidance come from the Supreme Council's Constitution, the State Council's Bylaws, and our customs and practices. This document is intended to prepare officers, delegates, spectators, and guests attending the State Convention.

1. Who are the State Council delegates?

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

Voting Delegates of the State Council

- Two council delegates from each local council are in good standing;
- 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.

Non-Voting Delegates of the State Council

- Past State Deputies, other than the last living Past State Deputy, have privileges of membership in the State Council, but without the right to vote;
- District Deputies have the privileges of membership in the State Council, but without the right to vote; and
- Chairmen of Standing Committees, if the State's bylaws so provide. (Louisiana bylaws do not provide for this.)

2. Who will represent your local council at State Convention?

- Councils should strive to have two Voting Delegates and two Alternate Delegates attend the State Convention. The council should encourage non-delegates to attend the State Convention as spectators.
- Each council can have up to two Voting Delegates at the State Convention.
- 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 Grand Knight is an automatic delegate.
 - 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.

3. Who should attend the State Convention?

- All members of the State Council Delegation, State Family members, and Local Council Delegates are expected to attend.
- The State Council Delegation is defined above.
- 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
 - District Deputies
 - Diocesan Chaplains
 - General Insurance Agents

4. How do you register for the State Convention?

- Registration for the 2026 State Convention for delegates, spectators, and guests is open now and will be accepted only via electronic registration at LouisianaKC.org/Convention.
- The registration deadline is **April 19, 2025**. Any registration submitted after this date for any individual (including delegates) will incur a \$40 late fee.
- Visit LouisianaKC.org/Convention.

5. Are all councils eligible to attend the State Convention?

- **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 2, 2026), 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.

6. Who may speak at the business sessions?

- Voting members of the State Council Delegation;
- State Directors and Chairmen, but only for questions pertaining to the functions of their committees; and
- Any Third-Degree Knight (spectator), but only if the State Council Delegation grants him the privilege of speaking.

7. Who may attend the business sessions?

- Only Third-Degree Knights (delegates or spectators) are allowed access to the Business Session.
- 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's business sessions.*)

8. Who may attend other State Convention events?

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

9. What's the preferred 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.

10. How do roll call and elections work?

- 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.

11. Is there a deadline to check in at the State Convention?

- Delegates must check in and be officially registered as a **delegate by 9:00 a.m. on Saturday, May 2, 2026**, to be on the official roll to vote.

12. How are State Officers elected?

- State Officers are elected at each State Convention to serve a one-year term.
- State Council Officers to be elected, in their order of precedence, are:
 - State Deputy;
 - State Secretary;
 - State Treasurer;
 - State Advocate; and
 - 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 four years.

13. How are State Officers nominated?

- Nomination forms will be accepted at the State Convention on Saturday morning, May 3, but we would like to receive them as soon as possible so we can enter your nomination into the electronic balloting system now, rather than rushing on the day of the election. Use the [online nomination form](#) as soon as possible.
- When making a nomination for an elected state office, the nominator must submit a WRITTEN NOMINATION FORM listing the following:
 - the nominee's full name (no nicknames);
 - KC membership number;
 - mailing address with zip code;
 - date of birth; 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. Nominations made online will be printed and read into the official record during the convention.

- Nomination speeches are limited to three minutes for each nominee.

14. How are delegates for Supreme Convention elected?

- 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. Specifically:
 - State Deputy (automatic Insurance Delegate)
 - Four (4) Insurance Delegates to be elected.
 - Immediate Past State Deputy (automatic Associate Delegate)
 - Four (4) Associate Delegates to be elected.

- The State Deputy is automatically an insurance delegate, and the Immediate Past State Deputy is automatically an associate delegate.
- When electing delegates and alternates, no majority of the votes cast is necessary to be elected. They are elected by plurality vote. 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 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.

15. How are delegates for Supreme Convention nominated?

- If you want to be nominated and elected to represent Louisiana at the Supreme Convention in August 2026 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, you must have the following to attend the Supreme Convention:
 - A current Third-Degree membership card;
 - A dark suit;
 - A white dinner jacket, black tux pants, and a 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 a \$400/day per diem for three days (maximum \$1,200) plus \$.31 per mile, one-way.
- Nomination forms will be accepted at the State Convention on Saturday morning, May 2, but we would like to receive them as soon as possible so we can enter your nomination into the electronic balloting system now, rather than rushing on the day of the election. Use the [online nomination form](#) as soon as possible.

- When making a nomination for a Supreme Council delegate or alternate, the nominator must submit a WRITTEN NOMINATION FORM listing the following:
 - the nominee's full name (no nicknames);
 - KC membership number;
 - mailing address with zip code;
 - date of birth; 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 served as an elected delegate to the Supreme Council.

- When being nominated, you must disclose the years you previously attended the Supreme Convention as a Delegate. 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 following: **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.

16. Are there any out-of-pocket expenses to attend the State Convention?

- 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 for their fees and costs.
- Neither the Supreme Council nor the State Council provides any reimbursements for fees, hotel rooms, or mileage, except when specifically authorized by the State Deputy.

17. What are the procedures for Resolutions?

Three main items

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

Procedure and Timeline

- 1) **March 1, 2026:** Resolutions must be in the State Advocate's hands by March 1. *(Section 4.9 of the State Council's Bylaws)*
- 2) Resolutions must be in writing and signed by three Third-Degree Knights. *(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, 2026:** Resolutions and the proposed budget will be sent to the Grand Knights by March 20. *(Section 4.9 of the State Council's Bylaws)*
- 5) **April 2, 2026:** By April 2, the State Deputy shall appoint a Resolution Committee to convene at the State Convention. *(Section 4.9 of the State Council's Bylaws)*
- 6) **One Month before the State Convention (April 2, 2026):** All proposed Resolutions that seek to amend the State Council Bylaws 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) **Two Weeks before the State Convention (April 19, 2026):** The State Secretary shall furnish each council, at least two weeks before the 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 2, 2026):** With the consent of three-fourths of the members present and voting, amendments to 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 Bylaws require approval by a 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 bylaws 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 Bylaws 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 their 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 Resolutions 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 the 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 bylaws 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 provides 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 resolution 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 bylaws, please review the relevant sections of the Officers' Desk Reference, which are found under the "Council and Assembly Issues" tab.