



## STATE CONVENTION RULES AND REGULATIONS

A significant number of Delegates attend the Knights of Columbus Florida State Council Annual Meeting (otherwise known as the State Convention). In order to ensure an orderly convention and a suitably fraternal weekend, please read the following information.

**Before you leave home:** Read and discuss with your council members all State Convention-related materials. Remember, the more familiar you are with the State Council By-Laws and proposed resolutions, the easier it will be for you to participate in the discussions and the business meetings.

### **FREQUENTLY ASKED QUESTIONS (FAQ'S)**

**Q. What rules govern the procedures followed during Convention meetings?**

*A. We follow the most current version of "Roberts Rules of Order".*

**Q. Who is allowed to make motions, debate an issue, nominate from the floor, or present a resolution?**

*A. Any State Officer, Past State Deputy, District Deputy or Delegate after first going to a microphone and being recognized by the Chair (State Deputy) may be allowed to participate. Any member of the Order who desires to speak on any matter before the State Council may do so upon receiving a favorable vote from the membership of the State Council. By a majority vote the members may, at any time, limit debate on a specific question.*

**Q. How may I amend motions or resolutions?**

*A. Write out your amendment, if possible, or voice your amendment lucidly. Be concise. Do not make change for change's sake. Amendments may insert, substitute or remove words or paragraphs.*

**Q. How many amendments may be on the floor at one time?**

*A. Only two amendments to the original motion pending may be considered at one time.*

**Q. What does "I move the previous question" mean?**



*A. The delegate wishes to stop debate and vote immediately on the motion. The Chair stops discussion and votes whether to close debate. If the vote is "Yes", then the Chair takes the vote of the motion. If the vote is "No", the Chair allows debate to resume.*

**Q. I disagree with the decision of the Chair on the outcome of the vote, what can I do?**

*A. Call out loudly from your seat "Division." This must be done immediately after the Chair announces the vote. (See, 6. Voting, a. standing votes, below.)*

## **GENERAL CONVENTION INFORMATION**

### **Seating Arrangements:**

Business meetings: The business meetings of the State Convention shall be open to all 3<sup>rd</sup> Degree members who have registered and received an official convention badge. All accredited Delegates shall be seated in the Chamber by District with their District Deputies. In the absence of a Delegate, the elected alternate shall occupy the Delegate's seat after notifying the State Secretary. All non-voting members will be seated separately in sections designated by the State Warden. Past State Deputies will be seated in the first rows on the far left or right side as designated by the State Warden.

Non-business meetings: Members and guests may occupy a seat without regard to business seating arrangements.

**Parliamentary Procedure** is an accepted set of rules used to maintain decorum, ascertain the will of the majority, preserve the rights of the minority, and facilitate the orderly transaction of business in the most expeditious manner. The rules contained in the latest edition of Robert's Rules of Order shall govern the convention in all instances in which they are applicable and in which they are not inconsistent with the State Council's By-Laws. In the event of an inconsistency, the most recent approved State Council By-Laws shall prevail. The State Deputy shall appoint a Parliamentarian to rule on any dispute or question on parliamentary procedure.

**Rules of Conduct for Business Meetings:** Rules of Conduct are designed to expedite State Convention business in a clear orderly fashion.

1. Credentials. All members entering the Chamber for a closed business meeting must show their official convention badge ("Credentials"). Credentials are issued by the



official registration desk, upon presentation of a valid traveling card and Government Issue photo identification.

2. Quorum. There shall be a quorum when one more than half of all duly constituted delegates are present.

3. Speaking.

a. An accredited Delegate, District Deputy, Past State Deputy, or State Officer desiring to speak to the question under discussion shall go to a microphone and address the Chair. When recognized, and before stating his business, an accredited Delegate shall first give his name, his Council's name and number. A District Deputy, Past State Deputy, or State Officer shall give his name and position (for example, "District Deputy 99", "Past State Deputy", "State Advocate") before stating his business.

b. Anyone who does not have accredited status and wishes to speak must request permission by going to the microphone. When recognized by the Chair, he will identify himself, his Council name and number, and state briefly why he wishes to speak. The Chair will then ask for consent by voice vote of the assembly.

4. Motions. Accredited Delegates, State Officers, Past State Deputies, and District Deputies, may make motions, resolutions, or propose amendments. However, see the rules below on resolutions and proposed amendments to the State Council By-Laws.

5. Debates.

a. **Speaker Rules**. No one shall be allowed to speak more than two minutes at a time without consent of the Chair. No one shall be allowed to speak a second time on the same question so long as any accredited or eligible member who has not spoken to that question desires the floor. Debate shall be limited to three speakers for and three speakers against the subject at hand. This rule does not apply to the State Director or State or Committee Chairman making a report or a speaker presenting a subject.

b. **Closing Debates**. If debate is needlessly prolonged, a motion may be made to close debate ("I move the previous question", "I move to close debate", or "I move that debate be closed on all pending questions".) This requires a second and two-thirds vote to adopt. If adopted, debate is closed on the pending question or on all pending questions, depending on the motion.



6. Voting. Only State Officers and duly elected accredited Delegates shall be entitled to vote. All voting, except State Officer and Supreme Delegate elections, shall be by voice or show of hands. Disputes on voice votes or show of hands will be resolved as follows:

a. **Standing votes:** If there is any doubt as to the number voting or a "division" is called, the Chair, where there is a question as to the tally of votes, shall direct the members to stand affirmatively or negatively. If there is any doubt of the result, the State Warden shall be directed to count the standing votes.

b. **Ballot vote:** If a Delegate wishes a ballot vote to be taken on a question, he says, "I move that, when the question is voted upon, the vote be by ballot." This motion needs a second and a majority vote to adopt. The State Deputy will determine if by electronic or paper ballot.

c. **Roll call vote:** If a delegate wishes a vote be taken by roll call, he calls for a "roll call ballot vote." This motion needs a second and a majority vote to adopt.

7. Announcements for the State Convention shall be legibly written and given to the State Secretary.

8. Hospitality rooms are not to be open to Delegates while any of the official convention proceedings (Masses, meetings, meal breaks, etc) are in session.

## **RESOLUTIONS, AMENDMENTS, AND ELECTIONS**

**Resolutions:** Prior to a vote thereon, the Resolutions Committee must review all proposed resolutions, and shall, if necessary, conduct hearings relating to such resolutions, submitting a report to the Annual Meeting on all resolutions, approved or rejected, with recommendations, if any. The Committee may refuse to consider any resolution that is not submitted either by electronic means by properly completing and submitting the form using the Resolutions Template on the Florida State Council Website (if available), or by paper submittal that has been typed using Council letterhead, signed by the Grand Knight and Council Recorder, and submitted to the State Advocate. All resolutions shall be emailed or postmarked to the State Advocate forty-five (45) days prior to the date of the Annual Meeting. Late resolutions may be accepted after the postmarked due date but will not be included in the State Convention Report Book and will require the submitter to supply the original and seven-hundred (700)



copies of the resolution for distribution to the convention delegates. No resolutions will be accepted after 12:00 Noon of the first day of the State Convention.

The content of resolutions for consideration by the Delegates of the State Convention must conform to the latest guidance from the Office of the Supreme Advocate, as published in the online Officers Desk Reference. Resolutions that do not conform to this guidance may be deemed as out of order by the majority vote of the Resolutions Committee and affirmation of the State Deputy. Resolutions deemed out of order will not be published for consideration at the State Convention.

**Amendments to the State Council By-Laws:** Amendments to the State Council By-Laws must be proposed via resolution, following the rules above, and will require a two-thirds vote for adoption. Every amendment to the By-Laws shall become effective and binding on all Councils and the Florida State Council. Any change becomes effective immediately upon adoption, unless otherwise provided.

## **Officer and Supreme Delegate Elections**

1. Policies on campaigning. Section 162 of the Laws of the Knights of Columbus establishes certain categories of misconduct that may expose a member to disciplinary action. Section 162(23), set forth below, provides a general rule for the conduct of candidates for State and local offices, including Supreme Delegate.

“Section 162: Any member of the Order who after trial, excepting where it is provided that no trial shall be had, shall be found guilty of the conduct specified in the subdivisions following shall be fined, suspended or expelled as set forth therein, to wit:

### Appeals for Political Support

23. Issuing appeals for, or soliciting by virtue of his membership in the Knights of Columbus, aid, or assistance or support by or in behalf of or announcing candidates for public office, or candidates for office (including delegates to State and Supreme councils) in another society or body or in the Order; fine, suspension, or expulsion. Any member who knowingly permits or acquiesces in such appeals, solicitation, etc., shall if elected, be ineligible to hold office.”

However, there is the need to permit men standing for Supreme Council Delegate or State Officer to promote their candidacies. Supreme allows State Council elections to be conducted in accordance with that State Council's By-Laws and with customary practices in the jurisdiction. Accordingly, to protect the Order, to prevent candidates



from violating Sec 162(23) of the Laws, and to provide standards consistent with Supreme directives, the following guidelines for the Florida State Council have been established.

2. Guidelines for Candidate Conduct. A candidate for State Officer or Supreme Delegate is expected to conduct himself as a Catholic gentleman. While he may promote his candidacy by highlighting his own qualifications, he may not comment negatively about any opponent. A candidate is responsible for all third parties acting on his behalf.

a. **A candidate for State Council Officer or Supreme Council Delegate may NOT:**

- (1) Solicit the endorsement of a current State Officer.
- (2) Use, accept, or receive council funds to support his candidacy in any manner whatsoever.
- (3) Distribute campaign buttons, t-shirts, pins, hats, bumper stickers, or any other souvenirs or promotional items.
- (4) Send mailings or e-mails, or use social media to support his candidacy.
- (5) Arrange or participate in debates with other candidates or their supporters.
- (6) Campaign or have promotional items in the chambers of any business meeting, nor within close proximity to the entrance of any business meeting.
- (7) Campaign or have promotional items at or outside any religious ceremony.
- (8) Disseminate any type of derogatory information concerning another candidate.
- (9) Hold a fund-raising event to finance his candidacy.
- (10) Establish and conduct a hospitality suite to promote his candidacy.



**b. A candidate for State Council Officer SHOULD:**

Ask his Council to pass a resolution in support of his candidacy. This is a time-honored tradition in the Florida State Council and mirrors the process that the Supreme Council uses for nominations. The resolution must be written and submitted according to the specifications on Resolutions listed above. Only a resolution from the candidate's home Council will be allowed and accepted. All candidate resolutions meeting these specifications will be published in the State Convention Reports book for all accredited Delegates attending the State Convention.

3. Nomination and Election Procedures:

a. **Eligibility.** Any Third Degree member in good standing within the Order, in a subordinate Council, is eligible and may be nominated for Supreme Council Delegate or a State Council Officer, per Article 92a of the Laws).

b. **Nomination and Election of Delegates to the Supreme Convention.** Nomination and Election of Delegates to the Supreme Convention will be done electronically before the State Convention, generally 3-4 weeks before the State Convention convenes. The period for making nominations will be 10-14 days, followed by a 7-10 period for elections, as determined by the State Deputy. In accordance with the traditional practices of the Florida State Council, Councils will be divided into four roughly equal Caucuses, each of which will nominate candidates for one Insurance Delegate and one Associate Delegate to the Supreme Convention. Nominations can be made by duly registered State Officers, Past State Deputies, District Deputies, and Delegates in the Caucus to which their home Council is assigned. Specific instructions on the platform for electronic nominations and elections will be issued and posted on the State website before the nomination period begins. Confirmation of the election results via voice vote will take place during a closed business session at the State Convention.

c. **Nominations for State Officers.** Nominations and seconds of candidates for State Officers will be conducted during a closed session and may be made only for those candidates who have submitted a resolution in support of their candidacies according to the specifications on Resolutions listed above. A candidate who has submitted a resolution may be nominated for a different office than the office listed in his resolution if the Chair determines that circumstances require, such as unexpected vacancies or withdrawal of other eligible candidates. If there are no candidates for a particular



position who have submitted a resolution, the Chair may allow nominations to be made from the floor.

Nominations can be made by duly registered State Officers, Past State Deputies, District Deputies, Delegates or Alternate Delegates who have replaced their primary Delegate. Each candidate will be entitled to a single nominating speech. The nominator will announce his name, position and Council affiliation. In the process of nominating his candidate, the nominator shall not exceed 3 minutes in duration for the nomination of said candidate. The Chair shall give a 30 second warning of the expiration of the nomination period. The speaker shall cease immediately upon notification that his time has expired. The person making the second of the nomination will only be permitted to announce his name, position and Council affiliation and acknowledge his seconding of the nomination of the candidate.

**d. Election of State Officers.** All State Officer elections will be conducted in a closed business session. A voice vote of affirmation shall be taken for all uncontested positions. For contested positions, voting will be conducted either electronically or by paper ballot as determined by the State Deputy. In addition, voting for contested positions will be conducted in a manner that does not preclude the completion of other State Convention business.

(1) Prior to the commencement of voting, the State Secretary shall verify with the Credentials/Registration Chairman the number of members eligible to vote and the clear majority of members needed for election. For electronic balloting, the State Secretary shall verify that all eligible voters are entered into the electronic voting system. If errors are found after voting commences, the State Secretary will ensure that the necessary corrections are made before voting concludes. For paper balloting, the State Deputy shall conduct, and the State Secretary shall record, a count by District of the Delegates seated in the Chamber.

(2) A Voting Committee (tellers) for the State Officer Elections, appointed by the Chair, comprised of at least one Past State Deputy, one State Officer, and one member of the Convention shall preside over balloting and counting the votes. For electronic balloting, additional tellers may be appointed to operate voting kiosks and to assist voters with voting on personal electronic devices. Balloting is complete when the Chair determines sufficient time has elapsed for eligible voters in the chamber to cast their votes and that any errors in the electronic voting system have been corrected. For paper balloting, District Deputies will collect the paper ballots for the Delegates in their





District. The Voting Committee shall collect paper ballots from the District Deputies and take all collected ballots to the designated voting area for counting. Balloting is complete when all ballots have been collected by the Voting Committee.

No member shall be allowed to enter or leave the Chamber while the balloting is in process without first getting permission from the Chair.

(3) Normal business may resume during the counting of the ballots as determined by the Chair. Each nominee may attend and/or view the counting of the votes or appoint a representative to attend in his place.

(4) All State Officers must be elected by a clear majority of ballots received. If a ballot results in no winner by clear majority of the votes cast, those candidates receiving the smallest number of votes shall be eliminated from consideration and only the top two candidates shall be considered in the next round of voting, provided that both the top two candidates have received at least 10% more votes than the next lowest candidate. If not, all candidates, receiving a total number of votes within 10 percent of the top two candidates shall be included in the next round of voting. Balloting will continue until one candidate has received a clear majority of eligible votes. For paper balloting, a recount of the Delegates present for voting shall be conducted prior to each successive vote.

(5) When the count is complete and verified, the Voting Committee Chairman will provide a written tally to the Chair. If necessary, Delegates shall be recalled to the Convention Chamber and once seated the Chair shall announce the result of the election.