



# Knights of Columbus

The Method of Conducting  
Assembly Meetings



# Assembly Meeting Chamber Setup

NATIONAL FLAG   
VATICAN FLAG

STATE/PROVINCE FLAG

K OF C FLAG

FAITHFUL COMPTROLLER  
FAITHFUL PURSER  
FAITHFUL NAVIGATOR  
FAITHFUL FRIAR  
FAITHFUL SCRIBE

ASSEMBLY BANNER

COMMANDER



SIGNAL TABLE

VISITING DIGNITARIES

VISITING DIGNITARIES

FAITHFUL TRUSTEE

FAITHFUL TRUSTEE

FAITHFUL TRUSTEE



FAITHFUL PILOT



FAITHFUL ADMIRAL



MEMBERS



FAITHFUL CAPTAIN

MEMBERS



MEMBERS



INSIDE SENTINEL



OUTSIDE SENTINEL

ENTRANCE

The purpose of this document is to provide an overview of a faithful navigator's responsibilities. As he presides over the meetings of your assembly, it is imperative that he uses and understands the parliamentary procedures we've provided in this booklet. For a complete listing of parliamentary procedures, consult Robert's Rules of Order.

## Responsibilities of Faithful Navigator

1. Gaining admission, possession of membership card, announcement of member, etc., manner of entrance and salutation, arrangement of officers' stations, use of the gavel, are all the same as in prior degrees, except the salutation is made only to the faithful navigator, and the salutation table shall be called the Signal Table.
2. The faithful pilot shall arrange the assembly chamber for the meeting by placing a plain cross upon the station of the faithful captain, a sword upon the station of the faithful admiral, and the flag upon the station of the faithful pilot. He shall remove them at the close of the meeting.
3. The regalia of the Fourth Degree is described in the *Laws and Rules Governing the Fourth Degree* (#1350).
4. The faithful navigator should annually appoint the faithful captain as the chairman for the "Good of the Order" committee. It shall be the duty of such body to provide at each meeting an address, lecture, paper, reading or other form of appropriate entertainment or instruction for the members present, to be conducted under the order of business "Good of the Order." Failure to perform such duty shall justify removal and appointment of another by the faithful navigator.
5. The faithful navigator shall appoint a membership committee and all standing and special committees authorized by the assembly or its by-laws.
6. Rules of prior degrees as to the conduct of members in the chamber govern where applicable.
7. Every fourth degree member is entitled to and should possess a membership card from his financial secretary showing membership and payment of dues in his council (§240, *Charter Constitution and Laws* (#30) and §31, *Laws and Rules Governing the Fourth Degree* (#1350) and from his assembly.
8. The faithful comptroller shall report and enter in the minutes the number of members present at each meeting.
9. The books and accounts of the faithful comptroller and the purser shall be audited annually as of June 30 by the board of trustees.
10. Each regular, special or adjourned meeting of every assembly must be opened and closed in due form and according to this ceremonial.
11. Assembly officers are elected annually in the months of May or June and assume office on July 1. The installation of officers should follow as close to July 1 as possible.
12. This ceremonial is to be followed as prescribed. All parts must be memorized. Each assembly shall hold one regular monthly meeting which shall be designated as the regular business meeting. For additional information, refer to *Laws and Rules Governing the Fourth Degree of the Knights of Columbus* (#1350).

# Color Corps

1. The color corps will have a commander appointed by the faithful navigator for a term not to exceed that of the faithful navigator. He shall be the chief officer of the color corps and honor guard.
  - a. Color Corps: Any fourth degree knight in good standing in official dress and regalia.
  - b. Honor Guard: Members of the color corps who have mastered the manual of the sword.
  - c. Color Guard: At least two honor guards escorting the color bearers (flags).

## Guidelines: Conducting an Assembly Meeting

- ❖ Call to Order. (Faithful navigator stands at all times while presiding.)
- ❖ Opening Ceremonies.
  - ▷ Faithful Navigator (One rap of the gavel): Sir Knights, we are about to open this meeting in the Fourth Section. Let our faithful officers assume their respective stations and the faithful inner sentinel and outer sentinel take their posts. (Pause.) The faithful pilot will now advise if all present are in possession of the proper membership card. (Three raps.)
    - Procedure as in prior degrees. All but fourth degree members shall be excluded. No member shall be allowed to remain unless he is in possession of the current membership cards of both the third and fourth degrees, in form as provided by law, evidencing good standing in his council and membership in the fourth degree. On presenting such cards and being satisfied as to his identity, the faithful navigator shall allow him to remain.
  - ▷ Faithful Pilot: Faithful navigator, your order has been obeyed. I report none but faithful Knights present and all are in possession of the current membership cards, except those in the custody of the guards before you.
  - ▷ Faithful Navigator: Is the worthy financial secretary of \_\_\_\_\_ Council No. \_\_\_\_\_ present? If so, let him approach the Signal Table and vouch that these members of his council are in good standing.
  - ▷ Financial Secretary: I vouch that these good brothers are members in good standing of \_\_\_\_\_ Council No. \_\_\_\_\_. (Financial secretary salutes and retires.)
  - ▷ Faithful Navigator: Faithful pilot, command your guards to conduct to the ante chamber all those whose membership in the third degree has not been vouched for. (The guards do so and then retire to their seats. The faithful pilot answers for them.)
  - ▷ Faithful Pilot: Faithful navigator, your order has been obeyed.
  - ▷ Faithful Navigator: Faithful pilot, conduct these Sir Knights to the station of the faithful navigator. I ask the faithful comptroller to vouch for their membership in this assembly, if he can.
  - ▷ Faithful Comptroller: I do so vouch. (Members retire to their seats, the faithful pilot to his station.)
    - If one seeking admission to the assembly chamber is without one or both membership cards, the inner sentinel shall address the faithful navigator as follows:
      - Faithful Navigator: Will the financial secretary of \_\_\_\_\_ Council No. \_\_\_\_ proceed to the antechamber? (Financial secretary so proceeds and then returns to his seat.)

- Inner Sentinel: Faithful navigator, Sir Knight \_\_\_\_\_, having been vouched for by the financial secretary, seeks admission to this assembly hall without his fourth degree membership card.
  - Faithful Navigator: Admit Sir Knight \_\_\_\_\_ to the faithful comptroller. (Member enters. Faithful comptroller vouches for him and member is seated.)
- ▷ Faithful Navigator: Let the faithful comptroller call the roll of our faithful officers. (Two raps.)
- Chair officers rise, although entire roll of officers is called, the faithful pilot responds “present” or “absent” as the case may be. If an officer is absent, the faithful navigator shall temporarily appoint another.)
- ▷ Faithful Navigator: Faithful pilot, what is the principle of the fourth degree?
- ▷ Faithful Pilot: Patriotism.
- ▷ Faithful Navigator: Faithful captain, what is our duty to our country?
- ▷ Faithful Captain: To respect and obey all lawful authority; to uphold and maintain those whose duty it is to administer the law; to defend, and preserve unspotted and unstained, the flag of our Country, and the principles for which it stands.
- ▷ Faithful Navigator: Faithful admiral, what other duties have we as faithful Knights of our honored Order?
- ▷ Faithful Admiral: To maintain unity; to practice the virtues of charity and brotherly love; to exemplify, in all our relations with our fellow man, the sublime teachings of Holy Mother Church.
- ▷ Faithful Navigator: Sir Knights, before entering upon our deliberations, let us acknowledge our dependence upon Almighty God, and call upon our faithful friar to invoke His blessing by repeating aloud the Lord’s Prayer. (Four raps.) (The faithful friar, or in his absence the faithful admiral repeats and the assembly responds. After which, one rap.)
- ▷ Faithful Navigator: (Three raps.) And so it is, Sir Knights. Fealty to Christ begets loyalty to our country and the faithful practice of our holy religion begets the good citizen and the patriot. Sir Knights, salute the flag.
- The faithful pilot holds the flag for salutation at his station; the faithful admiral takes position in front of his station and with the sword, salutes the flag.
- ▷ Faithful Navigator: Sir Knights, let us now sing the Opening Ode. (Three raps. The assembly Opening Ode is then sung. One rap at conclusion.)
- ▷ Faithful Navigator: I now declare this assembly regularly opened for the transaction of business.
- Neither the opening nor closing ceremonies shall be interrupted by the entrance or exit of members. After the assembly is regularly opened, members shall be admitted in the same manner as to the council chamber, except that the inner sentinel shall be shown both third and fourth degree membership cards.
    - Inner Sentinel: Faithful navigator, the following faithful Knights with proper credentials await admission to our assembly (naming them).
    - Faithful Navigator: Admit them.
    - Inner Sentinel: Faithful navigator, the following faithful Knights without membership cards in their possession, but having been vouched for by a duly qualified Sir Knight, seek admission to our assembly (naming them).

- Faithful Navigator: Admit and direct them to approach this station. (The admitted Sir Knight(s) salutes only the faithful navigator.)

- ❖ Roll Call of Officers
- ❖ Report of Faithful Friar.
- ❖ Reading of Minutes of Previous Meeting.
  - ▷ Faithful Navigator: Are there any corrections to the minutes? They are approved as read. (One rap.)
- ❖ Reading of Bills and Communications.
- ❖ Report of Faithful Comptroller.
- ❖ Report of Faithful Purser.
- ❖ Report of Committees.
- ❖ Reading of applications after referral to the Admission Committee.
- ❖ Balloting for Membership.
- ❖ Unfinished Business.
- ❖ Report of Trustees.
- ❖ New Business. (When elections are in order, this is the first item under New Business.)
- ❖ Report of the Third Degree. (Grand knights or representatives of the assembly's member councils may be called upon for a report of current membership and programming initiatives of their respective councils.)
- ❖ Good of the Order.
- ❖ Closing ceremonies.
  - ▷ Faithful Navigator: Sir Knights, is there any further business to come before this assembly? If there be none, we shall proceed to close the meeting. (Two raps.) Faithful pilot, what are the emblems of this degree?
  - ▷ Faithful Pilot: The flag, the sword and the Cross.
  - ▷ Faithful Navigator: Yes, Sir Knights, these glorious symbols typify patriotism, liberty and faith; the heaven-sent attributes of our Christian citizenship. Faithful pilot, what say you for the flag?
  - ▷ Faithful Pilot: The flag of OUR Country. We love it and shall ever defend it.
  - ▷ Faithful Navigator: Faithful admiral, what say you for the sword?
  - ▷ Faithful Admiral: Let us keep it bright for Liberty's sake.
  - ▷ Faithful Navigator: Faithful captain, what say you for the Cross?
  - ▷ Faithful Capitan: (Holding Cross aloft.) This is the Cross of Christ, the exponent of Christian ideals, the conqueror of death, the giver of life. Supreme reverence for this sacred symbol will crown our Country queen in the sisterhood of nations. It is the bulwark of national honor, the inspiration of patriotism, the guardian of personal worth; for it was crimsoned with the blood of self-sacrifice.
  - ▷ Faithful Navigator: Sir Knights, undying allegiance to the Cross of Christ and to Christ's Vicar upon earth. (Four raps. The faithful friar or in his absence the faithful admiral repeats the "Our Father, "Hail Mary," and "Glory Be" with the assembly responding, after which, one rap.)
  - ▷ Faithful Navigator: Sir Knights, let us now sing the Closing Ode. (Three raps. The Closing Ode shall always be the National Anthem.)
  - ▷ Faithful Navigator: I now declare this assembly duly closed until our next appointed meeting. (One rap.)

## Use of the Gavel

One rap — instructs your assembly to come to order or be seated; a ruling on an action has been concluded.

Two raps — instructs assembly officers to stand.

Three raps — instructs all to stand.

Four raps — instructs all to kneel in prayer.

## Parliamentary Procedure

Parliamentary procedure is utilized to ensure that meetings are conducted efficiently and that business is handled in a proper manner. In essence, parliamentary procedure is a more formal and structured way for members to come together, discuss and weigh any matters at hand until an agreement is reached.

## Motions

The word “motion” refers to the procedure of bringing items before your assembly. When a member says, “I move that we give \$50 to buy playground equipment for the school,” he has made a motion. When the motion is talked about and discussed, it is often called “the question.”

Business may be presented to your assembly in two ways:

1. By a simple motion
2. By a resolution

After being presented to your assembly, both are considered in exactly the same manner.

Simple motions are usually short and presented without much preparation. As a rule, they are not written down before presentation. Wherever possible, however, written form is more satisfactory.

Resolutions are often long and the result of careful thought and planning. They are always written and take some form of the following:

*Whereas*, this community has a large group of boys and girls

*Whereas*, these boys and girls have already had experience in Boys and Girls Club work but are at the present time without leadership and supervision.

*Be it resolved*, that this assembly take upon itself the responsibility of supplying this leadership and supervision for the coming year, and that the effective carrying out of this matter be left to the Boys and Girls Committee.

## Four Kinds of Motions

Some motions have the “right of way” over others. They are usually classified in four groups: main (or principal) motions, subsidiary motions, incidental motions and privileged motions.

**Main Motion:** A main (or principal) motion is one made to bring a particular subject before your assembly for consideration. It may take the form of a simple motion or a resolution. Such a motion



cannot be made when any other question is currently being discussed by your assembly, and it must give way to all other types of motions. Main motions include:

1. Adoption of a motion or resolution
2. Amend the bylaws
3. Rescind or repeal a previous action
4. Ratify or confirm an action taken

Main motions generally are not in order when they conflict with your assembly's bylaws (unless there is a motion to amend the bylaws) or conflict with the Charter, Constitution, and Laws of the Knights of Columbus or conflict with the Laws and Rules Governing the Fourth Degree of the Knights of Columbus.

Subsidiary Motion: A subsidiary motion is used to modify the main motion or to resolve it in some way other than by direct vote. It must be decided before the main motion and it is considered after privileged and incidental motions. The subsidiary motions are:

1. To postpone indefinitely
  - a. The purpose of this motion is to kill the main motion for the duration of the assembly meeting without taking a direct vote on it. It is not in order when another has the floor. It needs a second, is not amendable, can be debated, and requires a majority vote to pass.
  - b. Example: "I move to postpone donating \$400 to the school indefinitely."
2. To amend
  - a. The purpose of this motion is to change the pending motion before it is acted upon. It is not in order when another has the floor. It needs a second, is debatable if the motion to be amended is debatable, is amendable, and requires a majority vote to pass.
  - b. Example: "I move to amend the motion by inserting "St. Mary's" before the word "school."
3. To refer to committee (commit or refer)
  - a. The purpose of this motion is to have a small group investigate a proposal. It is not in order when another has the floor. It needs a second, is amendable and debatable, and requires a majority vote to pass.
  - b. Example: "I move to refer the motion of donating \$400 to St. Mary's School to the finance committee, to investigate if that amount will meet the school's needs."
4. To postpone to a certain time
  - a. The purpose of this motion is to put off or delay a decision. It is not in order when another has the floor. It needs a second, is debatable and amendable, and requires a majority vote to pass in most cases.
  - b. Example: "I move to postpone the motion of donating \$400 to St. Mary's School until the next assembly meeting."
5. To limit or extend debate
  - a. The purpose of this motion is to limit or extend the length of debate or the number of times a member can speak in debate. It is not in order when another has the floor. It needs a second, is not debatable, is amendable and requires a two-thirds vote to pass.
  - b. Example: "I move to limit debate to five minutes per member."
6. To move the previous question (to close debate)
  - a. The purpose of this motion is to close debate and immediately take the vote. It is not in order when another has the floor. It needs a second, is not amendable or debatable, and requires a two-thirds vote to pass.

- b. Example: "I move the previous question."
7. To lay on the table
    - a. The purpose of this motion is to set aside the main motion temporarily. It needs a second, is not amendable or debatable, and requires a majority vote to pass.
    - b. Example: "I move to lay the motion on the table."

These subsidiary motions are listed here in their order of importance to the main motion, but must be considered in the reverse order. Thus, in reverse, a motion "to lay on the table" comes before all others, while a motion "to amend" takes precedence only over a motion "to postpone indefinitely."

**Privileged Motion:** A privileged motion is one relating to the well-being of your assembly or any of its members. Because of its importance to individual members, it takes precedence over all other questions. The privileged motions are:

1. Orders of the day
  - a. The purpose of this motion is to make your assembly conform to the agenda or order of business, or to take up a general or special order. It is in order when another has the floor. It doesn't need a second, and is not amendable or debatable. No vote is taken unless the members want to set aside the orders of the day, which takes a two-thirds vote to pass.
  - b. Example: "I call for the orders of the day."
2. Questions of privilege
  - a. The purpose of this motion is to permit a member to make a request relating to the rights and privileges of your assembly or an individual member and to consider it immediately because of its urgency. It is in order when another has the floor, but courtesy demands that the question of privilege wait until the member has finished speaking. It doesn't require a second, is not debatable or amendable, and requires the faithful navigator rule on the request. (Note: If the question of privilege is raised by the member in the form of a formal motion, only then does it need a second, is debatable and amendable, and can be reconsidered. It also must be adopted by a majority vote.)
  - b. Example: "Faithful navigator, I rise to a question of privilege concerning the assembly and ask that the member speak into the microphone because it is difficult to hear in the back of the room."
3. To recess
  - a. The purpose of this motion is to take a short intermission and then resume business where your assembly left off. It is not in order when another has the floor. It needs a second and is not debatable or amendable. It requires a majority vote to pass.
  - b. Example: "I move to take a 20 minute recess."
4. To adjourn
  - a. The purpose of this motion is to end the assembly meeting immediately. It is not in order when another has the floor. It needs a second and is not amendable or debatable. It requires a majority vote to pass.
  - b. Example: "I move to adjourn."
5. To fix time to adjourn (when a question is pending)

- a. The purpose of this motion is to set the time to adjourn the meeting. It is not in order when another has the floor. It needs a second, is not debatable, but is amendable. It requires a majority vote to pass.
- b. Example: "I move that we adjourn this meeting at 8:30."

These privileged motions are also listed in their order of importance to the main motion, but must be taken up in the reverse order. Thus, a motion "to fix time to adjourn" must be considered first, followed by a motion "to adjourn" and then a motion "to take a recess."

Incidental Motion: An incidental motion is one that comes up while other motions are being considered and must be disposed of before the main motion or a subsidiary motion can be acted upon. The incidental motions include, but are not limited to:

1. Point of Order

- a. The purpose of this motion is to correct a breach in the rules. It is in order when another has the floor. It doesn't require a second, is not debatable unless the faithful navigator submits the question to the assembly members, and is not amendable. The faithful navigator rules on the point, unless the faithful navigator submits the point to a majority vote of the assembly members present.
- b. Example: "I rise to a point of order."

2. Appeal from the Decision of the Chair

- a. The purpose of this motion is to disagree with the faithful navigator's ruling and let the members decide the disagreement by a majority vote. The motion must be made at the time a ruling was made. It needs a second, is not amendable and can be debated.
- b. Example: "I appeal the decision of the chair."

3. To suspend the rules

- a. The purpose of this motion is to set aside a rule of your assembly (except bylaws, fundamental principles of parliamentary law, or rules that protect absent members or basic rights of the individual). It is not in order when another has the floor. It needs a second; is not debatable or amendable; and requires two-thirds vote to suspend a parliamentary order or order of business, or a majority vote to suspend a standing rule.
- b. Example: "I move to suspend the rules and take up new business before old business."

4. Objection to consideration of a question

- a. The purpose of this motion is to prevent the main motion from being considered. It is generally in order when another has the floor. It doesn't need a second, is not debatable or amendable and requires a two-thirds vote.
- b. Example: "I object to consideration of the question."

5. To withdraw a motion

- a. The purpose of this motion is to withdraw a pending motion on the floor without taking a vote. It is in order when another has the floor. It doesn't need a second, is not debatable or amendable and simply needs the general consent of the assembly to pass. If there is objection, the faithful navigator may put the request to a majority vote.
- b. Example: "I ask for permission to withdraw the motion of donating \$400 to the school."

## How to Make a Motion

The following procedure is generally recognized as good form in making a motion.

1. A member obtains the floor through the following steps:
  - Stands. (Except in very small or informal meetings, the faithful navigator should also stand.)
  - Addresses the faithful navigator as “Worthy Faithful Navigator” and renders the salute. (Representing the tree of the Cross, the member makes a vertical motion, with his arm and vertically open hand, from top to bottom).
2. Faithful Navigator recognizes the speaker by announcing his name and rendering the salute in return. (Representing the arms of the Cross, the faithful navigator makes a horizontal motion, with his arm and horizontally open hand, from left to right). The speaker may not present the motion until recognized by the faithful navigator.
3. Member states the motion carefully. This is usually done by saying “I move that \_\_\_\_\_” or “I move the adoption of the following resolution.” It is best to have the motion prepared in written form before the meeting.
4. If the motion requires a second, it must be seconded before it can be discussed. If it does not receive a second, it is lost. Any eligible member, other than the one who made the motion, may second it. Those seconding may remain seated, stating simply, “I second the motion.”
5. Faithful navigator repeats the motion in full. Typically, this statement is along the lines of the following: “The motion has been made and seconded that \_\_\_\_\_. Is there any discussion?”
6. The motion is then open for discussion. To participate, members must follow the aforementioned procedure (Step 1) to obtain the floor:
  - Address the chair as “Worthy Faithful Navigator” and render the salute
  - Receive recognition by the faithful navigator, who announces the speaker’s name and renders the salute in return

A good faithful navigator encourages as much discussion as possible. In this way, the facts and merits of the question are brought to light and members can vote more intelligently. Thorough discussion helps your assembly meetings feel more inclusive and satisfying to attendees. The person who makes the motion is usually given the opportunity to open and close the discussion.

7. After a motion and a second to move the previous question, the vote is taken. In the spirit of charity, full discussion should be encouraged before your assembly accepts a motion to move the previous question.

## How to Amend a Motion

An amendment to a motion is made to change or modify the previous motion which is under consideration. An amendment may do one of four things:

1. Add one or more words or sentences to the motion under consideration.
2. Strike out one or more words or sentences from the motion under consideration.
3. Substitute another motion for the one being considered.
4. Substitute words or replace wording under consideration.

An amendment, like the main motion, must be seconded. It is also debatable so long as the motion to be amended is debatable, and it is amendable.

The proper form for making an amendment is either of the following:

- “I move to amend the motion to read \_\_\_\_\_.”
- “I move to amend the motion by \_\_\_\_\_.”

The amendment to a motion, if seconded, must be voted upon before the original motion. If the amendment is agreed upon, the original motion will be revised and voted on accordingly. If the amendment is lost, the motion is voted upon as originally stated.

In case of an amendment to an amendment, the most recent amendment is always voted upon first. If it is carried, the preceding amendment is then voted upon as amended.

## Ways of Voting

When the discussion is over, the faithful navigator repeats the motion either verbally or by asking the scribe to repeat the motion. He then puts it to a vote. The following four voting methods are commonly used:

1. Voting by Acclamation: “Aye” or “Nay.” This is probably the most commonly used method of voting. However, it has both advantages and disadvantages:
  - Advantages:
    - a) It is the quickest method.
    - b) For unimportant questions or where there is no doubt about the wishes of the majority, it is very satisfactory.
  - Disadvantages:
    - a) The minority group may produce enough sound to “drown out” the majority.
    - b) The faithful navigator has an ability to favor the outcome if the vote is close.
    - c) The side voting first (which must always be the affirmative) has a decided psychological advantage. For example, if a member that intends to vote “nay” senses that the majority of his assembly is going to vote the other way, he may change his vote at the last second or abstain from voting.
2. Voting by Standing or Raising the Hand: This method overcomes the first two disadvantages of voting by acclamation (“Aye” or “Nay”), as the majority and the minority are clearly identified from the floor and the chair. This method is advisable for all important matters where the following two methods are not used, and where the result of the voter would otherwise be uncertain.
3. Voting by Roll Call: Sometimes also called “Yeas and Nays.” Roll call gives every member the chance to have his vote on record. Legislative bodies, therefore, use it frequently.
4. Voting by Ballot: This takes more time. Slips of paper are first passed around to the members, who write the name of the person they prefer, or “yes” or “no” on their slip. To make voting by ballot quicker, tellers may be selected to collect and count ballots.
  - Advantages:
    - a) Offers discretion. No one person need influence the vote of another.
    - b) Offers accuracy. Every member present has a chance to vote and get a fair decision.
    - c) The decision is not known until all ballots are cast.

## The Faithful Navigator's Vote

The faithful navigator is the conductor of the debate and should, in most cases, remain as impartial to either side as possible. However, should he choose to vote, please note the following:

- If the faithful navigator's vote causes a tie, a motion is then lost.
- If a vote is a tie without the vote of the faithful navigator, he has the option to cast his vote and thus carry or deny the motion.

Please note, when voting by ballot, there is this important difference: The faithful navigator must vote in the same way as the other members, and therefore has no deciding vote.

## How to Elect Officers

Assembly officers should always be chosen by ballot. There are three popular methods of suggesting candidates:

1. Nominations from the floor with a choice by ballot.
  - Satisfactory and speedy
2. An "informal" ballot to indicate choice, followed by an election via "formal" ballot.
  - Least likely to offend any of the candidates
3. Suggestions by a nominating committee: a "slate" with one or two names for each office.
  - Permits some knowledge of the qualifications of the candidate for the respective office

In all cases, balloting should continue until a majority vote has been received by one of the candidates.

## Keep Careful Records

Good records are a valuable asset. They are an accurate report of what is done in the business meeting by both the committees and the officers. There are two kinds of records: minutes and reports.

Minutes Should Be Complete.

The minutes of the meetings are kept by the scribe. He can use the *Fourth Degree Minute Book* (#437) (available through Supplies Online) or another form of record if preferred.

The minutes of the business meetings should contain a complete record of what transpired. This includes every motion, whether lost or carried, and the names of the members who made and seconded them. Details of the discussion are not necessary, but records should indicate the number of votes on either side if the votes were counted. No personal opinions or comments should be included.

The minutes of the meeting must be read and opened for correction at the following meeting.

## Reports

From time to time, officers and committees must submit reports, which are sometimes best presented in a written format. This is particularly the case with Meeting-to-Meeting Reports and Annual Reports.

## Meeting-To-Meeting Reports

Meeting-to-Meeting reports are not necessarily made at every meeting.

- ❑ The purser's report should include a record of all money received and expended for the assembly. The figures of this report must be carefully balanced, and a statement must be kept of the amount of money on hand.

Note, the purser may not pay out any money unless given a written order issued by the faithful comptroller and signed by the faithful navigator.

- ❑ Reports should be expected occasionally of the committees — and in particular, the standing committees.
- ❑ When a report is called for, if there is no report to make, the chairman should say, "The \_\_\_\_\_ committee has no report to make."
- ❑ When a report is given, it should include a record of all committee meetings held, the work done, any future plans, as well as additional matters the committee feels is of import.

## Work Through Committees

Committees generally consist of an odd number of members (usually three or five), chosen for the purpose of investigating a specific matter or carrying out a particular piece of work.

Committees offer two great advantages. First, they allow more time and greater opportunity for consideration of a question. Second, they are a means of delegating responsibility in your assembly.

A committee is subject to the same rules of order as your assembly, except that it can act with greater freedom.

Committees are formed by the faithful navigator, who appoints its members.

## Parliamentary Terms

**Acclamation** A method of voting.

**Adjourn** To close the meeting.

**Amend** To change a motion by means of another motion.

**Amendment** A change made in a previous motion. Such an amendment is debatable and may be reconsidered.

**Appeal from decision of the chair** An incidental motion. Any member disagreeing with the faithful navigator's decision may thus put the matter to a vote of your assembly. This is in order, even though another member has the floor. The member rises, saying, "I appeal from the decision of the chair." If the appeal is seconded, the faithful navigator must say, "Shall the decision of the chair be sustained?" It cannot be amended but may be reconsidered. A tie vote sustains the chair.

**Ballot** A method of voting.

**Debatable** The discussion of a motion or question. Discussion must always follow the accepted rules of order.

**Division of the house** If any member of your assembly is dissatisfied with the result of the vote as announced by the faithful navigator, he may call for a “division of the house” or “division of the assembly” or just “division.” The faithful navigator says, “A division is called for; those in favor of the motion will rise.” The faithful navigator then appoints “tellers” to count those standing. Announcing the number, the faithful navigator says, “Those opposed will rise.” They are also counted by the teller and the faithful navigator announces the result.

**Fix time to which to adjourn** This is a privileged motion which takes precedence over all others.

**Lay on the table** A subsidiary motion, the purpose of which is to postpone consideration to a more convenient time. This is often considered a polite way of defeating a motion, with the assumption that it is to lie on the table permanently. If carried, a motion to “lay on the table” usually takes with it everything concerned with the question. It is not debatable and cannot be amended.

**Majority** A total which is a number greater than half the votes cast.

**Meeting** The time an assembly remains together without adjournment. A call-to-order after an adjournment constitutes another meeting.

**Minutes** The written records of the proceedings of the meetings, as kept by the scribe.

**Motion** The accepted name applied to the procedure of getting a matter before your assembly.

**New Business** Matters which have not been formally discussed before, but are brought up for the first time.

**Nomination** Suggesting the name of a person for an office, to be used at the time of election. It is not a motion and requires no second.

**Objection to consideration of a question** An incidental motion. The object of this motion is to avoid consideration of a question which is irrelevant or otherwise improper. Such an objection may be made to any principal motion, but only when it is first introduced and before it is debated. It can be made when another member has the floor and does not require a second. It cannot be debated or amended.

The faithful navigator may decide the point or may put the question, “Will the assembly consider it?” If decided in the negative by a two-thirds vote, the matter is dismissed.

**Obtain the floor** Securing the right to speak, either to make or discuss a motion.

**Order of the day** To call for orders of the day is a privileged motion. This commonly refers to the order in which your assembly has decided to take up its matters of business. To change this order of business after the time for consideration of each question is once set, a vote of your assembly is required.

**Plurality** The person receiving the greatest number of votes. It is not necessarily the majority, although it may be.

**Point of order** An incidental motion made to correct disorder in the proceeding or in the deportment of members. Any member may obtain the floor and say, “I rise to a point of order.” The member then states the point, and the faithful navigator decides whether it is well-taken. It does not require a second



and cannot be debated, except that the faithful navigator may ask for the opinions of others before giving his decision. It cannot be amended, but it may be reconsidered.

**Previous question** To “move the previous question” is a subsidiary motion. Its object is to bring the question which is under consideration before your assembly for vote without further debate. It cannot be debated and cannot be amended. It requires a two-thirds vote for its adoption.

**Question** The motion before your assembly is called “the question.” When members wish to close the discussion and put the matter to a vote, they may call “question-question.”

**Questions of privilege** This is a privileged request concerned with the health of members. The form is “Worthy faithful navigator, I rise to a question of privilege.” The faithful navigator then says, “The Sir Knight will state his question of privilege.” The faithful navigator then decides on the merits of the case. Although another member may have the floor, the question is in order and requires no second. It is debatable, may be amended and may be reconsidered.

**Quorum** A sufficient number of members present at a meeting to transact business. This number is usually a majority unless otherwise specified in the bylaws.

**Recess, Take a** A privileged motion used to secure a resting period or intermission without adjourning the meeting. If the time to resume the meeting is named in the motion to take a recess, it cannot be amended or debated. However, if the time is not named, it may be debated or amended.

**Reconsider** “To reconsider” is a means whereby a decision once made and which later seems wrong, may be corrected or changed. It must be made by some persons who voted on the affirmative side of the question. It cannot be amended or reconsidered. If carried, the original question is again put before your assembly. It usually takes the order of a principal motion.

**Refer to a committee** This is often called to “commit” or “refer” or “recommit,” and it is a subsidiary motion. The usual form of the motion is to “refer the matter to a committee.” It is advised to name the committee in the motion if it is a standing one or if a new committee should be formed. Such a motion is debatable and may be amended by altering the committee or by giving it more specific instruction.

**Reports** The (preferably written) records or findings of officers or committees that are submitted for consideration and approval at a meeting of your assembly.

**Rescind** A motion to rescind is designed to nullify a former action of your assembly when it is too late to reconsider the action. It may come up at any meeting as a new motion and has no privileges. If sentiment is exceedingly strong, a motion may be made to “strike from the records” the rescinded action. If carried, the scribe writes across the material in the records “stricken from the records by order of the assembly, (date).”

**Resolution** A formal type of principal motion.

**Robert’s Rules of Order** A manual of rules of order for deliberative assemblies. This is a standard and authoritative source. It should be consulted regarding many detailed points.

**Second** An indication that at least a second person approves of the motion.

**Simple motion** A rather simple type of principal motion.

**Special committee** A committee chosen for some particular purpose. When its object is attained, the special committee is usually discontinued automatically. However, when a special committee has not completed its work, it may ask permission of the assembly to “sit again.”

**Standing committee** A committee appointed for a long period of time, often a year. Such committees are frequently named in the bylaws.

**Standing vote** A method of voting whereby members indicate their choice by standing.

**Suspend the rules** An incidental motion used in urgent cases to save time. It is usually resorted to only by unanimous consent. It cannot be amended or reconsidered.

**Unanimous ballot** A ballot cast by the scribe for a candidate when he is the only person nominated for a particular office and no one objects to him for that office. The usual form is for the faithful navigator to instruct the scribe to “cast a unanimous ballot” for the candidate being considered for the certain office. However, if anyone objects, the balloting must be done in the usual way.

**Unfinished business** Motions that have not yet been decided and have been left over from preceding meetings.

**Withdraw a motion** An incidental motion permitting a previous motion to be withdrawn. It is not debatable and cannot be amended, but may be reconsidered. However, a motion may be withdrawn by the person who made it with the consent of the person who seconded it and the faithful navigator if done before decision or amendment.

**Yeas and nays** A method of voting sometimes called voting by roll call.



