



WARDEN'S CORNER

NOVEMBER 2017

Worthy Wardens and all members of the Executive,

Welcome to the first missive from the ~~WARDEN'S CORNER~~ in the new 2017/2018 Columbian year. This letter is dedicated not only to the Wardens, but to the Grand Knights and all members of the Executive.

In this edition, I will dwell on the handling of the Council' meetings which is important in the start of the Columbian year.

Council Meetings Guidelines

The Grand Knight must **conduct his meetings in strict accordance with the Charter, Constitution and Laws of the Knights of Columbus**, supplemented by the State Council's By-Laws, the Council's By-Laws and according to parliamentary procedure. The standard reference on the subject is "*Robert's Rules of Order, Newly Revised*" is available from a local library or bookstore. The order of business for conducting a Council meeting is outlined in the "Responsibilities of the Grand Knight" (#1937) available from the Supreme Council Supply Department.

In addition to learning these rules and following them scrupulously, the Grand Knight must **control the meeting politely but firmly**, so that it does not get out of hand through unnecessary arguments or unpleasant wrangling. The Grand Knight should prevent any discussion from wandering from the business of the day.

Addressing the Grand Knight

When a member wishes to speak, he does so by rising from his seat, addressing the chair by saying "*Worthy Grand Knight*" and saluting at the same time. The Grand Knight will return the salute and acknowledge the member. **Every speaker at the meeting should always address only to the Grand Knight**, calling him "Worthy Grand Knight" (or in his absence, to the Presiding Officer, such as Deputy Grand Knight, or Chancellor). In no case a member should address to any other member, but a Chair of the meeting.

The Grand Knight should at all times refer to and address his officers by their proper title. He thus sets a good example for the council members to follow. All members who are not officers should be recognized by name as "*Brother*" All speech must be directed to

the chair (the Grand Knight), for example: *"Worthy Grand Knight, may I ask the previous speaker to explain..."*

Timeline of the Meeting

Meetings should not be longer than an hour, in some exceptional cases, an hour and a half. A research shows that after 45-50 minutes, the attention of the audience starts to fade away, so it's really important to keep meetings short and concise.

Challenges for the Meetings

One of the main challenges is trying to discuss all the topics, pertaining to the Council, at the General Meeting. That makes a meeting long and boring. You **should never discuss all the details of council activities at the business meeting!** For this purpose there are committee meetings. For example, if you are planning to make a pancake breakfast, you should not discuss how many burners and which ingredients you will use. Form a pancake breakfast committee, and there you will discuss all the details of the event.

Another challenge is a talkative speaker. There are guys who like to talk a lot and on each topic of discussion. The task of the Chair is to keep them in the time frame (usually, not more than 2 minutes), and not letting any of the members to speak more than once on the same topic.

Correspondence

The Executive Member who is in charge of dealing with the correspondence at the General Meeting **should be prepared**. It means he should come before the meeting starts and read all the correspondence. I would advise him to highlight the key phrases of each letter with a marker, and read to the audience only these one or two phrases. When a GK opens the envelope and reads the letter for first time in front of the audience, it not only makes the meeting longer – it produces a bad effect on the audience.

So the conclusion is: **MAKE THE MEETINGS REASONABLY SHORT AND INTERESTING!**

If anyone has any questions or comments I may be contacted at StateWarden@kofc.ab.ca

Thank you for your attention...and God Bless.

Vivat Jesus
Sir Knight Andy Soshalski
State Warden