

Knights of Columbus Arkansas State Council

State Council Parliamentarian

Parliamentary procedures come naturally and easily after a little practice. In the beginning one of your major reference will be a booklet distributed by the Knights of Columbus entitled, ***How To Conduct A Meeting***” (483 – 1968). Our parliamentary procedures have grown out of a long tradition of democracy. Its people getting together to decide, thinking, talking, discussing and weighing questions until one’s ideas and others form a body of opinion. We must make it possible for the will of the majority to prevail while giving the minority the opportunity to present their position.

Two things are essential if our Brother Knights are going to make wise decisions. First, each member must carefully consider, perhaps study, the question. Secondly, both, advantages and disadvantages need to be weighed. It is your primary responsibility to assure that Roberts Rules of Order prevail at all State Council Meetings especially during the Business Meeting of the State Convention. It is strongly recommended you have in your possession a copy of ***Robert’s Rule of Order***” and the book entitled ***How to conduct A Meeting.***”

The State Council Parliamentarian is expected to attend the State Council Organizational Meeting, Mid- Year Meeting, State Convention and his Districts Deputy Meetings and all 2nd & 3rd and 4th Degree Exemplifications in your geographical region. At the Organizational Meeting the State Council Program Chairman through the State Deputy will furnish copies of promotional material including the ***“Surge with Service”*** booklet and goals and objectives for the fraternal year. .

State Council Parliamentarian

Mission

Assure that Roberts Rules of Order prevail at all State Council Meetings

Objectives

- Each member is provided an opportunity at our State Council Meetings to make a motion relating to the business at hand.
- Each member is given the idea to discuss their ideas until a body of opinion is formed
- Each member can cast his vote in accordance to his own conscience.

Method

Use of these primary books as your source of reference ***“Robert’s Rule of Order”*** and the book entitled ***“How to conduct A Meeting.”***

To accomplish these objectives the Program Directors in Arkansas must instill in all District Deputies the need to take back to each council the means to conduct all programs as they are designed to operate.

Directors and District Deputies are the lifeline of success for the Order in Arkansas. They must work with all councils to understand that ***strong programs mean strong membership. Remind them that 88% of our members joined the Order to get involved in Church or other activities.*** At the conclusion of your term furnish the incoming State Vocation Director with an updated copy of your duties and responsibilities.

Take someone on a Journey of a lifetime Recruit him into the Knights of Columbus

The only way to recruit a member is to have a Form #100 in hand

Parliamentarian	Time allocation
Function Performed	Minimum Commitment
Attend State Organizational Meeting	14 Hrs Once
Attend District Leadership Conference	4 Hrs Once
Attend State Mid Year Meeting	14 Hrs Once
Attend State Convention	20 Hrs Once
Subtotal; State Functions	52 Hrs Once
Prepare Newsletter articles	1.5 Hrs/Mo
Interface w/Other Directors & Chairmen	2 Hrs/Mo
Council Interface	2 Hrs/Mo
Subtotal; Program Functions	66 Hrs/Yr
Total Time Commitment	118 Hrs/Yr

All functions listed exclude travel time and no reliable estimate may be made regarding incurred expenses.