



**We hope this newsletter will provide answers to questions that you may have in your Council in regards to the Constitution and By-Laws.**

**Written by State Advocate Mark Bourgoin and approved by State Deputy Philip Lizotte.**

**If you have any questions whatsoever regarding information printed in this newsletter, please do not hesitate to contact the State Advocate or the State Deputy.**

**Feel free to e-mail the State Advocate at [mbourgoin@tamc.org](mailto:mbourgoin@tamc.org) if you wish to see a specific issue addressed in this newsletter.**

### **Getting Back to the Basics**

At the recent District Deputy Summer Meeting held in June at Boothbay Harbor, the Immediate Past State Deputy met with the other Past State Deputies to review the good works that have occurred during the last half of the fraternal year. During this time, it also gives them the opportunity to express their appreciation and support to the current State Deputy and his wife along with his team (State Officers, State Staff and District Deputies) that have assisted throughout his term.

The primary concern that the Past State Deputies wanted to advise all those that were attendance at the Saturday Business Session is the lack of proper protocol in regards to showing respect at business sessions. This has been noticed throughout the state: at local council meetings, District Deputy meetings and, most recently, at the State Convention.

Both the Supreme By-Laws and Robert's Rules of Order provide some insight in how to show respect at business sessions and as brother Knights we all learned from the First Degree of the Order how to pay respect to our "superior officers".

Who is a superior officer? This includes council officers, District Deputies, State Officers and Supreme Officers. As a reminder, any time a Knight of Columbus addresses a superior officer at an official business session, do so by standing up in your place, salute and recite "Worthy \_\_\_\_\_". When the officer returns the salute, make your statement. Once done, salute the officer again and do not sit down until you have received the proper response back from the officer.

Chamber preparation and conduct at meetings is also important. Supreme By-Laws Section 124 & 125 on "Meetings" and "Order of Business" outline what should be followed. For example, the American Flag and local council banner should always be present. After the "Call to Order" and the Warden has verified membership, prayer and Pledge of Allegiance are next. Do not omit them.

When an officer is speaking or a knight has gained the attention of an officer to speak, there should be no sidebars. All attention should be paid to the "speaker". Sidebars are inappropriate and the "speaker" may feel what they are saying is not important. The Grand Knight should keep the meeting on schedule and not hesitate to use the gavel to do so.

In regards to proper dress, "business attire" (buttoned down shirt, tie with suit/sport jacket) should be worn for all state-related business sessions.

State Officers & District Deputies: When representing the State Deputy or Maine State Council, business attire is worn with jewel of office and name badge.

State Conventions: During Mass and all business sessions, State Officers, DDs, State Staff and Council Delegates should be in business attire with jewel of office (if in that position) and name badge. The suit/sport jacket is optional for council delegates.

Council Meetings: Officers should dress appropriately with jewel of office and name badge. Dirty, torn/tattered clothing, display of profanity or obscene language is not appropriate. State Officers, DDs and State Staff attending on behalf of the State Deputy should be in "business attire".