

**OHIO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**CONVENTION RULES**

**123<sup>RD</sup> STATE CONVENTION**

**OHIO STATE COUNCIL  
KNIGHTS OF COLUMBUS**

**SANDUSKY, OHIO – MAY 13-15, 2022**

**MARK SIRACUSA  
STATE DEPUTY**

**JAMES K. MASLACH  
STATE ADVOCATE**

**KNIGHTS OF COLUMBUS CONVENTION COMMITTEE  
CONVENTION RULES FOR THE 123<sup>RD</sup> CONVENTION  
OF THE OHIO STATE COUNCIL KNIGHTS OF COLUMBUS**

Rule 1: Deviation from Order of Business. The chair may deviate from the Order of Business without motion, second, and/or vote.

Rule 2: Credentials Committee.

A. A Credentials committee, directly after the opening ceremonies of the first business meeting, shall report the number of delegates and alternates registered as present with the proper credentials and shall make a supplementary report after the opening exercises at the beginning of each day business continues showing any alternates seated for that day's general business session.

B. A member registered as an alternate may upon proper clearance by the credentials committee be transferred from alternate to delegate at any time during the continuance of business meetings.

C. For admission to the assembly hall, to facilitate identification and seating, members, alternates, and others shall be required to wear the badge issued by the credentials committee upon registration and display a current membership card in the third degree.

Rule 3: Floor Privileges

No member shall speak and debate more than once on the same question on the same day or longer than 5 minutes without permission of the convention granted by 2/3 of vote without debate.

Rule 4: Reports

All reports and other material for the permanent record shall be in typing and, immediately on presentation, shall be sent to the state secretary.

Rule 5: Election to State Office

A. Nominations for each office to be filled by the convention shall be limited to one nominating speech of 5 minutes and one seconding speech of 2 minutes for each nominee.

B. All candidates for each office to be filled by the convention shall display any campaign posters in the designated sites by the hosting convention committee.

C. All candidates for each office to be filled by the convention shall prevent the wearing of any campaign paraphernalia into the business sessions of the body of the whole.

Rule 6: Notices

Notices or announcements to the convention shall be in writing, signed by the person under whose authority the announcement is issued, and shall be sent to the state secretary for his and/or the state deputy's approval.

Rule 7: Rules of Order

Rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the convention in matters to which they are applicable and in which they are not inconsistent with the bylaws of the Ohio State Council Knights of Columbus.

Rule 8: Resolutions

A. All resolutions that comply with the Ohio State Council Bylaws are referred to the Resolutions Committee. [See Article VII, Section D.-Resolution]

B. The Resolutions Committee considers the resolution, the recommendations of the State Officers and any other pertinent information.

C. The Resolutions Committee votes to recommend approval, to reject, to table or to refer to the State Officers for consideration and report at the next annual convention.

D. The Resolution Committees recommendation is a motion which has been seconded and therefore, the recommendation is ready for a vote. If no one rises to call for discussion, then the recommendation of the Resolution Committee is adopted.

Rule 9: Caucus for Nomination of Delegates to Annual Supreme Convention

A. Order Of Nominations

The Chairman shall ask the delegates present, who wishes to make a nomination. A nominee must be present at the State Convention, but not necessarily a delegate. An Area Caucus cannot nominate any member from a council that is not present at the current Annual State Convention. In order for a person to be nominated and elected that person needs to present at that Area Caucus and the State Secretary will confirm that the elected delegate is present at the State Convention. Upon ascertaining the number of nominations, he shall make an equal quantity of numbered slips of paper, (e.g., if five are going to make nominations, make five slips of paper numbered 1 thru 5) and place them in a container. The nominators shall draw out one slip of paper. The nominations shall be made in the order of numbers drawn, #1 is first, #2 is second, etc.

B. Nominating Speeches

The nominating speech is limited to a maximum of **FIVE MINUTES**. Only the secretary and/or Chairman shall keep time and announce when the time is up. No delegate/visitor is to do this. If less time is taken, the remaining time to complete the maximum of five minutes can be given for a seconding speech. After the five-minute time limit, additional seconds may be given. All seconding speeches and seconding announcements shall be made IMMEDIATELY after the nominating speech and after all seconds have been made, he shall proceed to the next nominating speech. If a blackboard is present, the secretary shall print the name of the nominee on the blackboard after each nomination. No motion is required to close nominations.

C. Rules Of Balloting and Election

1. Votes shall be cast by secret ballot. The tellers are to distribute blank slips of paper, one to each voting delegate in the caucus. The tellers are to collect the ballots. Votes shall be counted so all in the room can see and hear the proceedings. A tabulation of the votes shall be placed on the blackboard.

2. All elections MUST be decided by a majority of votes cast. Only a written preference shall be counted as being a vote cast. Blank ballots shall not be considered as a part of the ballot total.

3. Where there are three or more candidates and none receive a majority, the candidate having the fewest number of votes shall be dropped from the list of nominees and another ballot shall be cast from the remaining candidates.

4. If there is a tie for the last position, same shall be broken by flip of the coin, with each delegate who makes the nominating speech, representing his candidate, and the Chairman flipping the coin. Selection of delegate or alternate cannot be made by flipping a coin.

5. After giving the background of the Area Caucus system and stating the rules for conduct of the meeting, the Chairman will, without delay, call for nominations. The foregoing rules are to be followed.

6. When the Caucus has selected one (1) delegate and one (1) alternate, the meeting will adjourn. The Chairman shall meet with the selected delegate and alternate so he can secure from them the necessary information for completion of his report. This report shall be made out IMMEDIATELY following the Caucus.

D. UNDER NO CIRCUMSTANCES MAY ANY OTHER BUSINESS ITEMS OR DISCUSSIONS BE UNDERTAKEN DURING THE AREA CAUCUS MEETING

If there are any items to be presented to the group that is assembled for the Caucus Meeting, this MUST be done after adjournment. The DIOCESAN STATE OFFICER must call for a meeting to discuss other items or there will be no further discussion. Those present may elect to remain or they can leave after adjournment. It is NOT compulsory to remain for any such presentations or discussions.

E. The report of the Area Caucus Chairman will be made to the Convention immediately following the nominations of State Officers at the next convention business session following the Area Caucuses. The Area Caucus Chairman will place in nomination the name of the selected candidate for delegate, and the name of the selected candidate for alternate.

F. The completed report of election form (signed by the chairman and by the tellers), and the caucus fill folder' are to be given to the State Deputy immediately after the convention has elected the delegated and alternates.

# *Order of Business*

1. Call to Order by the State Deputy.
2. State Warden's Report on the Membership Card.
3. Opening Prayer by the State Chaplain.
4. Pledge of Allegiance.
5. Roll Call of the State Officers.
6. Opening Ode.
7. Report of the Credentials Committee & Roll Call / Additional Seating of Delegates.
8. Approval of the State Convention Rules & Order of Business.
9. Welcoming Remarks.
10. Appointment of Committees.
11. Report of the State Officers.
12. Nomination of State Officers & Election of State Officers.
13. Report of Committees.
  - (a) Audit
  - (b) Resolutions & Bylaws
  - (c) Assistant Wardens
  - (d) Credentials
  - (e) Election / Tellers
  - (f) Good of the Order
  - (g) Annual Meeting Minutes
14. Election of Supreme Delegates & Alternates to the Supreme Convention.
15. Unfinished Business
16. New Business
17. Good of the Order
18. State Officers' Closing Remarks
  - (a) State Warden
  - (b) State Advocate
  - (c) State Treasurer
  - (d) State Secretary
  - (e) Immediate Past State Deputy
  - (f) State Deputy
  - (g) State Chaplain
19. Discharge of Assistant Wardens.
20. Closing Ode.
21. Closing Prayer by the State Chaplain.
22. Adjournment