

Knights of Columbus
New Mexico State Council



NMSC Directive No. 2

**PROCEDURES FOR HOSTING
STATE CONVENTIONS
AND
STATE MEETINGS**

Revised October 2016



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October 23, 2016

PROCEDURES FOR HOSTING NMSC MEETINGS

A. INTRODUCTION: The purpose of this directive is to establish continuity for all Knights of Columbus Councils in the State of New Mexico that may be hosting or assisting the New Mexico State Council (NMSC) meetings/activities. These activities include NMSC's State Convention, Organizational Meeting, Mid-Year Meeting, or any other NMSC-SPONSORED activities.

B. WRITTEN REQUEST: A written request must be submitted to the State Deputy, preferably one year prior to the event (State Convention and Meetings). The written request must state the name of the event, the date, where the event will be held, there are sufficient meeting rooms, and hotel accommodations.

C. PROTOCOL: Protocol will always prevail. By definition protocol is the rigid code setting forth the degree of obedience and the order of precedence, the rules of official and social behavior. All State Officers, Bishops, Priests, Supreme and Special guests, and/or dignitaries will be accorded the due recognition for the office or position they respectfully hold. At all NMSC meetings/activities they will always be seated in a place of honor at the front of the room facing the membership. The NMSC officers present will always preside at all NMSC meetings or state activities. It is impossible to cite every rule governing every situation. Always apply common courtesy.

CHAPTER 1

STANDARDS FOR HOSTING NMSC MEETINGS

The State Deputy is the highest elected official within our state. In all cases, he will make the final decision for conducting NMSC meetings or state activities. All preplanning itinerary for NMSC meetings and state activities must be coordinated and approved by the State Deputy or his appointed representative. No council will proceed or change any scheduled itinerary or activities without the State Deputy or his appointed representative's approval.

A. REQUIREMENTS TO HOST A NMSC CONVENTION OR MEETING:

Remember when hosting the State Convention, Organizational Meeting and/or the Mid-Year meeting, you need to secure the following:

(1) **Main Meeting Room:** The NMSC meeting room (Chambers) for all state meetings will be conducted in a room or area that is large enough to accommodate approximately 300 delegates and guests. This room and/or area are to be used only for the state meetings and will not be used for any other Knights of Columbus activities such as luncheons, banquets, dinners, dances, etc., unless it has received prior approval from the State Deputy.

(2) **Two Podiums and Two Microphones.** One podium with microphone will be set up at the head table. At the discretion of the State Deputy, a second podium and microphone will be set up in the middle of the main floor facing the head table.

(3) **Administrative Work Area:** Space is required at all NMSC meetings to be used as an administrative work area at the rear of the meeting room. The work area will include a copier machine, a computer with printer, and are provided by State Council and/or the State Administrative Assistant. Office Supplies, i.e., stapler, paper clips, writing paper, pencils and State letterhead paper will be supplied by the NMSC. The host council will provide extension cords as requested by the State Executive Assistant.

(4) **State Officers Meeting Room:** The meeting room should be set up in a conference style room. The room should be large enough to seat 20 people at the tables. The meeting room can be at the council hall or designated area to accommodate the State Officers. The rooms must be available prior to the start of the State Meeting, normally the day before and at the conclusion of all state meetings.

(5) **Breakout/Workshop Rooms:** At the Organizational and Mid-Year meeting, four separate small classroom type rooms are needed for the purpose of conducting breakout sessions and/or meeting with small groups. The rooms must be accessible while the business meeting is in session.

B. SETTING UP THE MEETING ROOM (CHAMBER)

BUSINESS MEETING

(1) The head table at all NMSC meetings where the State Officers are present will accommodate the State Officers, Bishop(s) and Priest(s), Supreme Representative and invited guests. At a minimum, the following will be seated at the head table: State Deputy, State Chaplain and/or Bishop(s), State Secretary, State Treasurer, State Advocate, State Warden and Supreme Representative and if room is available then the Immediate Past State Deputy, the District Master, Priest(s), and invited guests should be seated.

(2) The seating arrangement at the main head table will be by rank, starting from the middle out to each end. The highest ranking official will be seated at the middle of the head table.

(a) To the left of the hall and in front of the main head table, a minimum of eight tables lined up in a row will be set up for the District Deputies.

(b) To the right of the main head table, a minimum of two tables will be set up for the Past State Deputies.

(c) To the right of the hall and in front of the main head table, a minimum of eight tables lined up in a row will be set up for the State Program Directors and Chairmen.

(d) From the center of the main head table an aisle of a minimum of four feet wide with a minimum of three tables in a row between the aisle on each side of the aisle with a total of ten rows of tables to seat council delegates and representatives.

(e) At the State Convention, behind the council voting delegates and representatives, there should be approximately 50 chairs to seat non-delegate members and guests.

(f) In the rear of the chambers there should be two tables set up for water, coffee and refreshments. Another two tables set up for displaying materials and periodicals.

(3) All other NMSC dignitaries will be seated in designated areas reserved as near as to the front of the head table(s). The dignitaries are Past State Deputies, District Deputies, State Program Directors and Chairman, Insurance General/Field Agents, and other honored guests. Tables will be set up as follows facing the audience/delegates.:

(a) Behind and to the left of the head table, two tables will be set up for the Executive Assistant for materials to be distributed to the delegation

C. DISPLAYING THE UNITED STATES AMERICAN FLAG:

(1) If the American Flag is displayed above and behind the speaker's platform, there will be no need to display the American Flag to the right of the speaker. However, if the American is not displayed above and behind the speaker then the American Flag must be to the right of the speaker.

(2) If the local Assembly or a Color Corps is going to post the colors then the American Flag will not be displayed to the right of the speaker, until the Color Corps post the colors.

D. RESPONSIBLE OFFICIAL: The State Warden is responsible for the NMSC proper layout for the meetings. He will ensure that the State Meeting Room (Chamber) is in compliance with the requirements as proposed and shown in attachment #1. He will also ensure that any deviations from the requirements have had prior approval from the State Deputy or his appointed alternate before any deviations and/or changes can be made. He will ensure that all of the state name plates and council designated numbers are placed at the designated seating areas. These names and/or council numbers are not to be changed or moved by anyone except the State Warden. The State Warden will remove the name plates and council numbers at the conclusion of the state meeting(s).

The State Warden will provide the State Executive Assistant with the names of all the individuals and their wives who will be seated at the head table. The State Executive Assistant will print the name cards for the State Warden.

CHAPTER 2

STATE BANQUETS, DINNERS, AND/OR LUNCHEONS

The State Banquets, Dinners, and Luncheons will be held in a separate room from the State Meeting Room.

At the NMSC banquets, dinners, luncheons, and other NMSC activities a Main Head Table should be used. The seating arrangements shall be assigned in accordance with Protocol or by the State Warden with the State Deputy's approval. When there is a large number of honored guests and/or NMSC dignitaries in attendance and it is impossible to seat everyone at the Main Head Table; then only the top ranking officials will be seated at the main head table. It is recommended, if possible, that the Main Head Table sit on a riser or stage.

A. BANQUET ROOM: The banquet area will be large enough to accommodate all registered members and their wives and their invited guests who hold a ticket for the event. An aisle down the middle of the Banquet Room should be four feet wide in order for the Color Corps to post colors.

B. MAIN HEAD TABLE: The seating arrangement at the main head table will be by rank, starting from the middle out to each end. The highest ranking official will be seated at the middle of the head table. At the appropriate time, the Master of Ceremonies (MC) shall introduce the head table(s). The MC will start from his far right towards the middle then from the far left towards the middle. All honored guests and guest speaker(s) will also be introduced. The following dignitaries should always be seated at the main head table.

- (1) The State Deputy and his wife.
- (2) The Supreme Representative and his wife.
- (3) Bishop(s) and the State Chaplain.
- (4) State Secretary and his wife.
- (5) State Treasurer and his wife.
- (6) State Advocate and his wife
- (7) State Warden and his wife
- (8) Immediate Past State Deputy and his wife
- (9) District Master and his wife.

- (10) Invited dignitary

As a minimum, the State Deputy and his wife, the Supreme Representative and his wife, Bishop(s) and the State Chaplain, the State Secretary and his wife, the State Treasurer and his wife and the State Warden and his wife will always be seated at the Main Head Table.

C. SECOND HEAD TABLE

When a Second Head Table is needed, the same seating arrangement will be as the Main Head Table with the ranking State Officer seated in the middle moving from his right to left.

- (11) Deputy State Chaplain
- (12) General Insurance Agent and his wife
- (13) State Executive Assistant and his wife
- (14) Master of Ceremonies and his wife.
- (15) State Financial Assistant and his wife
- (16) Host District Deputy and his wife
- (17) Host Grand Knight and his wife

C. RESERVED TABLES

- (1) At a minimum of six to eight tables (60 seats) should be reserved for the Past State Deputies and their wives, guest clergies, District Deputies and their wives, State Service Program Directors/Chairmen and their wives, and other invited dignitaries and their wives.
- (2) At the State Awards Banquet and the Mid-Year Banquet, at least two covered tables should be placed behind and to the right/left side of the Main Head Table for awards to be presented.
- (3) See Attachment #2 for State Banquet/Dinner Layout.

D. THE UNITED STATES AMERICAN FLAG

If the Fourth Degree Color Corps is not posting the colors, then the protocol on rules for displaying The Flag will take precedence. See Chapter 1, paragraph C (1).

A. ADDITIONAL REQUIREMENTS

(1) Displaying of raffle items, religious materials, banners, etc., must have prior approval from the State Warden in order to display the materials.

(2) At the State Convention Banquet an area to one side of the main head table will be provided for placement of the State Raffle Drum that will hold all the sold State Raffle Ticket stubs. Drawing of winners will be held at some point during the banquet.

CHAPTER 3

PROCEDURES FOR MASSES AND ADORATION AT ALL STATE MEETINGS

A. SATURDAY EVENING MASS

(1) The host council will make sure the Pastor has been notified and made the necessary church arrangements for the Saturday Evening Mass. This should be done immediately after your council has been awarded to host the State Convention or Meeting.

(2) The host council will coordinate with the Pastor or Parish Priest that the State Chaplain and Deputy State Chaplain may co-celebrate or assist at the Mass. In most cases, where the State Convention and/or Meetings are held, the Bishop of the Diocese will celebrate the Mass along with the State Chaplain, Deputy State Chaplain and the Pastor or Priest of the parish. When this happens, the host council will be notified by the State Deputy or the State Church Director.

(3) The host council will coordinate with the Pastor making arrangements for the Church Choir and/or other choirs to assist in the Mass. Also, make arrangements to have sufficient altar servers and Eucharistic Ministers, and ushers available.

(4) The NMSC will provide the readers for the first and second readings. The Offertory Procession will be made up from within the NMSC. These assignments will be made prior to the start of the Mass. If the choir does not do the Responsorial Psalm, then it will be done by the District Master. The host council will get copies of the readings to be given to the State Church Director.

(5) Depending on the size of the Church and the number of people that can sit in the pews, sufficient pews should be reserved. The front row on both sides of the main aisle should be reserved for the State Officers, Invited Dignitaries and their wives. Starting with the second row of pews, on the right side of the aisle sufficient pews should be reserved for the District Deputies and their wives. Starting with the second row on the left side of the aisle, sufficient pews should be reserved for the State Program Directors/Chairman and their wives. All other pews will be open to the parishioners and guests.

(6) The ushers will ensure that sufficient pews are reserved for the Honor Guard at the entrance to the church.

(7) When any State Ceremonies are to be conducted prior, during or after the Mass, the host council will be notified by the State Deputy or his representative.

A. ADORATION (Optional)

(1) The State Chaplain will make the necessary arrangements and obtain permission from the Bishop(s) for an Adoration Room away from a Parish Church. This will be done in sufficient time to ensure that Adoration will be held.

(2) At the Annual State Convention, State Organizational and Mid-Year Meetings an Adoration Room will be provided with an altar (table) and chairs at or near the State Meeting location and/or at the designated headquarters. The Blessed Sacrament will be exposed at the designated times as directed by the State Chaplain. This room must have the capability to be locked.

(3) The host council will obtain from the local parish the following items to be used in the Adoration Room:

- (a) One table
- (b) One white table cloth
- (c) Four candles
- (d) One corporal
- (e) One Monstrance
- (f) One consecrated host
- (g) One portable tabernacle

(4) The host council will ensure that the membership is notified as to the location of the Adoration Room. They will ensure that members, guest and/or others are present within the room when and during the Blessed Sacrament is exposed. The Blessed Sacrament will not be exposed while the business meeting(s) are in session.

(5) The State Chaplain will expose and reserve the Blessed Sacrament at the appointed times.

(6) It will be the host council's responsibility to ensure all borrowed items are returned to the rightful parish(s) as soon as possible upon completion of its use.

CHAPTER 4

STANDARD REQUIREMENTS

A. STATE CONVENTION: When hosting the State Convention the following recommendation should be considered.

(1) Establish a State Convention Chairman who will take full responsibility in coordinating with the State Deputy and/or his Executive Assistant on the planning stages of the State Convention.

- (a) Establish committee chairmen for each of the activities that will be planned for the State Convention.
- (b) Check with the local Chamber of Commerce to make sure there are sufficient hotel rooms available and that there will not be a conflict with another organizational meeting, (outside of the Knights of Columbus), scheduled at the same time.
- (c) Establish a co-chairman for the State Business Meeting to ensure there are sufficient guards, support staff for the State Warden to assist in distribution of materials and assist in setting up and cleaning up before and after each business day meeting.

(2) The following committees should be established. After the committees have been assigned, a list of the committee chairman and his/her phone number should be mailed to the State Deputy and his Executive Assistant.

(a) **Registration:** this committee should be involved with the registration, making up the name tags, putting together a welcoming packet and any other tasks that may fall under the registration.

(b) **Promotion/Publicity:** this committee should be involved with promotional items, news releases, and putting together the convention booklet.

(c) **Sporting Events:** this committee should organize a golf, bowling, horseshoes, etc. tournaments.

(d) **Tours:** organize a city tour or any tours that may be of interest to the wives and guests.

(e) **Friday Night Social:** plan activities, i.e., dinner, dance, entertainment, etc.

(f) **Charity Raffle:** any council raffles or fund raisers should be scheduled for the Friday Night Social.

(g) **Ladies Luncheon:** planning where the luncheon will be held, plan the meal, table decorations, gifts, fund raisers, etc.

(h) **Youth Activities:** plan a pool party, pizza party, games, an outing to the local youth venues, etc. There should be something scheduled for each day and night of the scheduled State Convention.

(i) **State Banquet:** plan the meal, plan the layout and seating of delegates and guests, arrange the head table on a riser or stage with the second head table below the main head table, plan room and table decorations, etc.

(j) **Church Activities:** coordinate with church pastor for the Saturday Evening Mass, make sure the required amount of pews is reserved, the ICON is at the church, and the chairman will assure that the readings are given to the State Church Director. The Chairman should secure a room for the planned Adoration and schedule a Marion Hour.

(k) **Honor Guard:** posting the colors before the start of each meeting day and at the State Banquet and organize the Color Corps for the Saturday Evening Mass. Normally, this will be the function of the Assembly Color Corps Commander

B. ORGANIZATIONAL AND MID-YEAR MEETINGS: It is not necessary to appoint all of the above chairmanships because at the Organizational and Mid-Year Meeting is normally a one-day meeting on Saturday. Although, it is recommended to have a chairman and co- chairman along with a registration, ladies' luncheon, state banquet, and church chairman to coordinate the activities with the State Deputy and his Executive Assistant.

C. NAME TAGS: The following name tags or ribbons will be color coded to identify the status of attendees. If the name tags cannot be color coded, then the name tags should be white and the color ribbon attached to the name tag.

(1) State Convention:

- | | | |
|-----|--------------------------|---|
| (a) | Gold Name Tag or Ribbon | NMSC Officers, Executive Assistant, Financial Assistant |
| (b) | Green Name Tag or Ribbon | Past State Deputies |
| (c) | Red Name Tag or Ribbon | District Deputies |

- (d) Blue Name Tag or Ribbon State Program Director/Chairman
- (e) Purple Name Tag or Ribbon Voting Delegates (State Convention)
- (f) White Name Tag or Ribbon Wives and guests that do not fall into the above color coded category.

(1) Organizational and Mid-Year Meeting: All members, wives, and guests should receive a name tag. The color coded name tag or ribbon is not necessary.

(2) Name tags will consist of the following:

- (c) Full name of the person.
- (d) Council number.
- (e) City

(3) Ribbons will have the following printed information:

- (f) New Mexico State Council
- (g) Annual (*Number*) _____ State Convention
- (h) Knights of Columbus Logo
- (i) Title

D SOLICITING, SALES OF RAFFLE TICKETS, ETC. During the NMSC State Convention, Meetings, Banquet, Dinners, or at any State Event/Activities there shall not be any soliciting, sales of raffle tickets or any type of a council award allowed or held unless it had prior approval by the State Deputy. These types of council activities can be held after the conclusion of the scheduled State Activities. Advertisements are allowed in the State Proceedings Book. The council may keep the money raised to offset its costs. Advertisement of any type of insurance is not allowed in the Proceedings Book.

E. HOSPITALITY ROOMS: Hospitality rooms will not to be opened nor liquor be dispensed or consumed during the time the State Business Meetings are in session.

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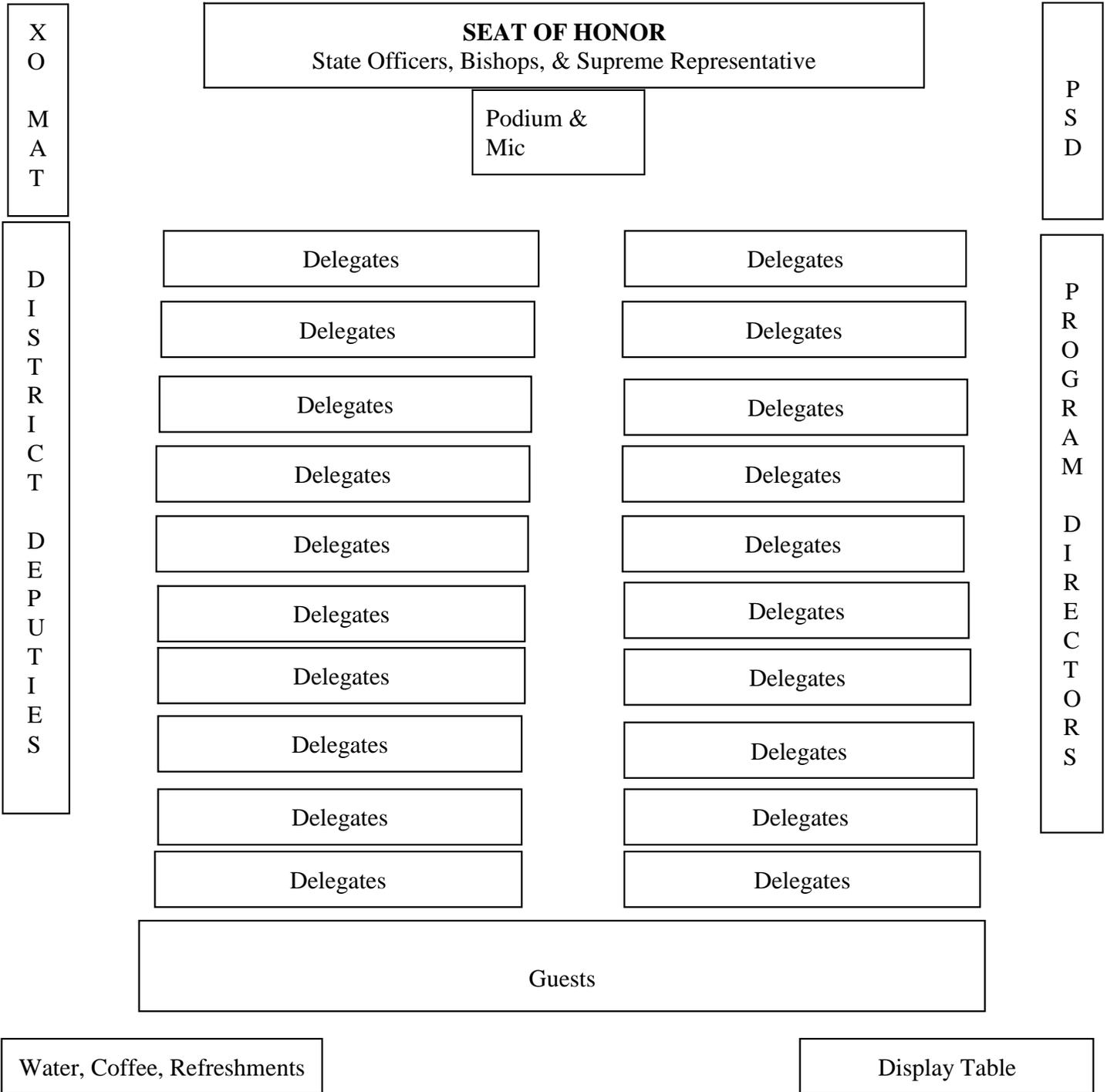


 Patrick T. Mason
 State Deputy

STATE CONFERENCE/MEETING ROOM (Same setup for all state meetings)

US Flag Stand

OtherFlags Stand



FOUR TABLES FOR THE STATE EXECUTIVE ASSISTANT AND STATE FINANCIAL ASSISTANT ARE PLACED BETWEEN THE REFRESHMENT AND DISPLAY TABLES.

STATE BANQUET/DINNER (Same set-up for all State Banquets)

U.S. Flag Stand

Other Flags Stand

MAIN HEAD TABLE
Refer to Page 5 Item B

SECOND HEAD TABLE
Refer to Page 6 Item C.

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