



Gregory Marracq
State Secretary 2022-2023



February 2023

Worthy Financial Secretary:

Enclosed is the **Delegate Election Form** for councils planning to participate in the 2023 California State Council Annual Meeting to be held in May 2023. The information contained in this package has been mailed to the Financial Secretary of record, and if 'not known' then to the District Deputy of record. Upon receipt, this information needs to be processed immediately.

Councils who are in good standing with both Supreme and the State Council and who plan to participate in the 2023 State Annual Meeting **MUST** complete these forms.

Your assistance in completing and forwarding your council's delegate information will ensure that your delegates will receive a smooth process. Please remind your delegates that their primary purpose and responsibility is to represent their Council at the annual meeting.

Please take the time to research and complete the Necrology Report for your Council and return it to the **State Office no later than April 28, 2023**. This report should include all members of your Council who have passed away since the last report submitted, with the date of death and the highest office held at any time during their years in the Order.

The web site at <http://www.californiaknights.org> has the latest information on the annual meeting. If you have any questions, please contact the State Office via email at state.office@californiaknights.org or via phone at 909-434-0460 ext 1.

Yours in Service,

Gregory Marracq
State Secretary

State.secretary@californiaknights.org

INSTRUCTIONS

To facilitate the necessary AND accurate processing by the State Council Office and to ensure that delegates can be correctly and quickly registered, each council's **Delegate Election Form** must adhere to the following REQUIREMENTS.

- 1) Delegate Election Form must be **received** by the State Council ON or BEFORE **April 28, 2023**.
- 2) Delegate Election Form may be submitted electronically to the State Council.
 - a) Scan and email the filled in Delegate Election Form with attestation signatures and seal of the council to:

state.office@californiaknights.org

- b) Mail (USPS) original Delegate Election Form with attestation signatures and seal of the council to:

State Council, PO Box 2649, West Covina, CA 91793

PLEASE DO NOT USE street address
All elected delegates **MUST** reside in California

NOTE: It's **VERY IMPORTANT** that the Delegate Election Form be legible and accurate to **AVOID** returns for corrections and inability to participate during Annual Meeting.

All voting delegates MUST have email access during the meeting in order to vote. Voting takes place on Friday, May 19, 2023.

- 3) To ensure the Delegate Election Form is **ACCURATE** please follow all instructions:
 - i) Print name, membership number, phone number and email address. **(REQUIRED)**
 - ii) Past Grand Knight Delegate

The Past Grand Knight Delegate **is elected and MUST** be a Past Grand Knight of the Council electing him as the delegate. Should there NOT be a Past Grand Knight of the Council available (i.e. all deceased, all out of State, OR a NEW Council) then AND ONLY THEN, any Third Degree member of the Council in good standing with the council may be elected for this position, AND this is indicated by 'NEW' or 'NO PGK' in the 'Year served as GK' space.
 - iii) Potential Substitute Delegate #1 & #2 – If no potential substitute is elected, then indicate so by putting '**None Elected**' in the name field.
 - iv) Print the names of the two voting delegates at bottom of page.
 - v) Grand Knight and Financial Secretary sign bottom, fill in council number, district number, affix the Council Seal, and the **DATE** of the **election** of delegates.
 - vi) Make sure all email addresses and phone numbers are **PRINTED** legibly.

NOTE: If the delegate has not received acknowledgement and instructions by **May 12, 2023**, please contact the State Office via email at state.office@californiaknights.org or via phone at (909) 434-0460 ext.1.

2023 Annual Meeting Per Diem

\$60.00 per day

.28 per mile round trip

If over 250 miles one way, an additional day of per diem will be provided.

Delegates receive - 2 days

Less 1 banquet ticket - \$60.00

***Per Diem is issued only if the delegate is registered ON TIME (before close of registration, 12-noon Friday 5/19), attends meetings, and votes in the officers' election as well as any and all subsequent runoff elections.**

Calculations:

+\$60.00 (1 day)

+\$60.00 (1 day)

Minus -\$60.00 (1 banquet ticket)

+ mileage (28-cents/mile round trip, home zip code to hotel zip code)

=Total per Diem

****Add an additional \$60.00 if over 250 miles one way.**

IN ORDER TO RECEIVE THE BANQUET TICKET, IT MUST BE ORDERED IN ADVANCE FROM THE STATE COUNCIL STORE AT www.californiaknights.org USING THE "FREE" BANQUET TICKET OPTION FOR DELEGATES