

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 Forms** must adhere to the following **REQUIREMENTS**.

- 1) Forms must be **received** by the State Council ON or BEFORE **April 27, 2024**.
- 2) Forms MUST be submitted by US Mail **AND** by email to the State Council.
 - a) Scan and email the completed Delegate Election Form with attestation signatures and seal of the council to:

delegate.forms@californiaknights.org

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

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

DO NOT USE THE FONTANA STREET ADDRESS
THE USPS WILL RETURN ANY MAIL ADDRESSED TO THE FONTANA STREET ADDRESS

It is not necessary to pay for Priority Mail as long as an email copy has been sent

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.

- 3) To ensure the Delegate Election Form is **ACCURATE** please follow all instructions:
 - i) Delegates must be **elected** by, and be a member of, the council. He must also reside in California.
 - ii) Print name, membership number, cell phone number and email address. **(REQUIRED)**
 - iii) Grand Knight Delegate is automatically the current Grand Knight **(REQUIRED)**
 - iv) The Past Grand Knight Delegate **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 may be elected for this position, AND this is indicated by 'NEW' or 'NO PGK' in the 'Year served as GK' space. The "Year Served as GK" means which Columbian Year(s) he was GK (example: 2017-2018).
 - v) Potential Substitute Delegate #1 & #2 – If no potential substitute is elected, then indicate so by writing 'None' in the name field. Any Third Degree member may fill this role.
 - vi) Print the names of the two delegates who will be VOTING delegates.
 - vii) Grand Knight and Financial Secretary MUST sign at the bottom. Fill in council number, district number, affix the Council Seal, and the **DATE of the election** of delegates.
 - viii) Make sure all email addresses and phone numbers are **PRINTED** legibly.

NOTE: If the delegate has not received email acknowledgement and additional instructions by **May 3, 2024**, please contact the State Office via email at state.office@californiaknights.org or via phone at (909) 434-0460 ext.1.

All voting delegates **MUST** have email access during the meeting in order to vote. Voting takes place on Friday, May 17, 2024.