



Knights of Columbus® California State Council



November 2025

To: Grand Knights
Financial Secretaries

Subj: Resolution Guidelines for 2025-2026

All Council resolutions, petitions, recommendations and proposed amendments to the State Council By-Laws must have the **original** resolution **mailed to the State Council PO Box** (address below) with a **postmark** no later than Monday, **February 2, 2026**. Council resolutions must be dated, signed by the council Grand Knight and Recorder and have the council seal affixed. **An electronic copy in MS Word format MUST also be emailed** to state.advocate@californiaknights.org AND state.office@californiaknights.org **no later than Monday, February 2, 2026**.

Resolutions may only be submitted by a Council in Good Standing with the Supreme and State Councils -or- by the State Officers as a group. State Directors or State Committee Chairmen may submit resolutions on matters that relate only to the activities of that Director or Committee, with the approval of the State Deputy. Individual members, Assemblies and Chapters may not submit resolutions to the Annual Meeting but a council may submit one on behalf of one of these entities. Matters regarding the Laws of the Fourth Degree will not be considered since there is a separate process for that (contact the District Master and/or Vice Supreme Master for further details).

If the original is not postmarked and the electronic copy is not received by February 2, they will be considered "LATE RESOLUTIONS". Late Resolutions will only be considered on the floor of the convention if **ALL** of the following requirements are met:

- a) The resolution does not involve or impact finances or Per Capita charges; and
- b) The original and electronic copies are **both received** by the State Advocate prior to the start of the Resolution Committee meeting on the day preceding the Opening Session of the convention; and
- c) A written justification has been provided to the State Advocate prior to the Resolution Committee meeting explaining why the resolution was not submitted before the February 2 deadline; and
- d) An officer or delegate from the submitting council appears at that Resolution Committee meeting to answer any questions or concerns of the committee; and
- e) A majority of the members of the Resolution Committee approve presenting it to the delegates at the convention; and
- f) Two-thirds of the delegates vote to consider the late resolutions.

In order to avoid a large number of congratulatory resolutions, those will be limited ONLY to multiples of five years beginning at 25 years of service (i.e., 25, 30, 35 years etc.) unless there is good cause for an exception.

Resolutions involving finance will only be considered if received by the February 2 deadline as prescribed above. Upon receipt of resolutions involving finance, the State Advocate shall immediately provide copies to the Chairman of the Administrative and Finance Committee. The Administrative and Finance Committee shall then provide advance notice to the State Advocate of the amount of increase or decrease that will result in Per Capita assessments if such resolution is adopted.

We will publish copies of all resolutions received by the February 2 deadline on the State website in PDF format around forty-five (45) days prior to the Annual Meeting. Such copies will include the Resolutions Committee's recommendations for delegate action. Hard copies will not be distributed at the convention.

Sample resolution templates in MS Word format are available on the state website to facilitate uniformity among resolutions. Please stick to the wording and formatting as much as possible.

Questions should be directed to me via email (state.advocate@californiaknights.org).

Vivat Jesus,

A handwritten signature in black ink, appearing to read "Gene", with a stylized flourish extending from the end.

GENE HAYS, FM
State Advocate

cc: State Officers
Resolution Committee
District Deputies
Vice Supreme Master
District Masters