



**Knights of Columbus**  
Fourth Degree  
John H. Reddin Province



**UTAH DISTRICT**

Date: February 16, 2024  
To: District Friar  
State Deputy  
Former Masters  
Faithful Navigators  
Faithful Comptrollers  
District Marshals  
From: SK Robert Masse Jr. PSD  
Master of the Fourth Degree  
Utah District

Subject: Notice of Biennial Meeting

Dear Faithful Navigators, and Brothers Knights:

The Utah District Assembly meeting will be held on April 28, 2024. The venue for this meeting will be at the Comfort Suites in Ogden Utah. It is the Sunday following the State Convention, in the same Hotel. Doors and Registration will open 8:00 am. We will have a Rosary at 8:25 am and convene the Biennial Meeting (after a short break).

The purpose of the meeting is to select three (3) recommendations for the position of Master of the Fourth Degree for the Utah District. Also consider matter of consonant with the good of the Fourth Degree.

The District Assembly shall be composed of the Master (1) the Faithful Navigator of each Assembly in the District (10), and one (1) delegate for 100 members or major fraction thereof within the Assembly. Assemblies may elect alternates for the Faithful Navigator and delegates.



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February 8, 2024  
Notice of Biennial Meeting

At this time, the following shall constitute delegation to the Biennial Meeting:

- Father Dominquez Assembly # 1144 (160 members)
  - Faithful Navigator, +2 Delegate, 3 Alternates
- Father Escalante Assembly #1146 (47 members)
  - Faithful Navigator, + 1 Delegate, 2 Alternates
- Msgr. Cushnahan Assembly # 1429 (164 members)
  - Faithful Navigator, + 2 Delegate, 3 Alternates
- Carbon Assembly # 1570 (54 members)
  - Faithful Navigator, + 1 Delegate, 2 Alternates
- Bishop Scanlan Assembly # 2393 (92 members)
  - Faithful Navigator, + 1 Delegate, 2 Alternates
- Rev. Thomas J. Meersman Assembly # 2577 (207 members)
  - Faithful Navigator, + 2 Delegates, 3 Alternates
- Padre Pio Assembly # 2636 (69 members)
  - Faithful Navigator, + 1 Delegate, 2 Alternates
- St. John Paul II Assembly # 3501 (50 members)
  - Faithful Navigator, + 1 Delegate, 2 Alternates
- Rev. Msgr. Robert C. Pollock Assembly # 3586 (63 members)
  - Faithful Navigator, + 1 Delegate, 2 Alternates
- Msgr. John J. Sullivan Assembly # 3758 (48 members)
  - Faithful Navigator, + 1 Delegate, 2 Alternates

The Delegates to the Biennial Meeting are to be elected at the March meeting of the Assembly. The Faithful Comptroller shall forward to the Master the names of such delegates no later than April 1, 2024. It should be noted that the following Sir Knights will act as officers for the meeting.



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Secretary: SK Karl A VanMaren  
Pilot: SK Chad Vargo  
Sentinel: SK Gabino Chacon-Escarcega, FN

Excepting the Master, who is automatically entitled to a voice and vote, there are no restrictions on the election of officers of the District Assembly or the Master's Staff to the position of delegates or alternates.

**The following shall be the appointments to the committees of the Biennial Meeting:**

**Credential Committee**

SK Tom Blockovich, FN  
SK Stephen Gerichs, SW

The purpose of this committee is to properly identify the delegates, alternates and Sir Knights as members in good standing with current membership cards in the Third and Fourth Degrees. Credential form for the Biennial Meeting is enclosed, herewith, for completion once elections by the Assemblies in the District are held. The Seal of the Assembly must be affixed on the Credential forms under the Faithful Comptroller's name in order to be seated and participate in the Biennial Meeting. The deadline for credentials to be filed with the Chairman of the Credentials Committee; the Master of the Fourth Degree, and the Secretary is on or before April 8, 2024.

**Resolutions Committee**

SK Charles E Dover Jr., PSD, FVSM, PFN



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The purpose of this committee is to review all resolutions, see that the resolutions are in proper form, and have been properly attested. Resolutions consonant with the good of the Fourth Degree may be adopted at any time by the membership of your Assembly. Resolutions shall be forwarded no later than April 8, 2024 to the Resolutions Committee, the Master of the Fourth Degree, the Secretary to the Master and to each Assembly in the District. Resolutions forwarded to the Resolution Committee and any other groups must be certified as being passed by the Assembly. Certification means attested by the Faithful Navigator and the names of the Assembly Resolutions Committee. Sample format is enclosed.

**Memorial committee**

SK Robert (Bob) Van Parys, FN

The purpose of this committee is to collect, collate, and report of all deceased officers since the last Biennial Meeting (2022). Forms for any deceased officers since the last Biennial Meeting are enclosed. The survey forms must be attested by the Assembly Faithful Navigator and Faithful Comptroller and forwarded to the Memorial Committee. A copy of the survey must also be forwarded to the Master not later than April 8, 2024. Please complete all blanks on the form for each deceased officer.

**Voice and Vote**

Only the Master, Faithful Navigators, delegates, and seated alternates (for delegates not in attendance or tardy) have voice and vote on matters before the District Assembly. Voice may be granted to unseated alternates with the general consent of the delegates to the Biennial Meeting.



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**At 9:00 am sharp, the door to the meeting chamber will be closed. A member of the Credential Committee will be posted to guard the door. The Credential Committee Chairman, and Secretary to the Master will identify seated Delegates, and seated Alternates as needed, to complete the Official Credential Roll for a report to the District Assembly. The door will then be opened to allow tardy Delegates, Alternates, or other Sir Knights to enter the Meeting Chamber as observers.**

**This will be the Order of the Day. This Rule will stand from the opening of the Meeting, throughout the entire meeting, until the close of the Meeting.**

Tardy Delegates will not be seated once the alternate has been seated in their place. Alternates seated will be seated in order of their name placement on the credential report submitted to the Credentials Committee be the Faithful Navigator though the Faithful Comptroller.

At this time the chair is planning to entertain a motion to limit nomination speeches for Master of the Fourth Degree to five (5) minutes per candidate.

Article V, Section 15 of the laws and rules governing the Fourth Degree directs, "Assemblies shall pay the expenses of their representatives and delegates to the District Assembly meeting". Assemblies may, therefore, pay the expense of mileage, meals and incidental expenses incurred by the delegates to the Biennial Meeting. Assemblies may not however, pay a per diem or stipend for such attendance.

For planning purposes, we fully anticipate that the District Assembly meeting will meet for a period of approximately three (3) hours. It should be noted that Sir Knights attending the District Assembly meeting must be in possession of current Third and Fourth Degree Cards.



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**Balloting**

Balloting for the selection of Master of the Fourth Degree shall be as adopted at the Biennial Meeting of the Utah District Assembly:

**Should there be three (3) or less candidate names selected, these names will be forwarded to the Supreme Master for consideration without a ballot. Should the seated Master request a 2<sup>nd</sup> term and received a unanimous decision to be returned by the District, balloting will not be done and a recommendation to the Vice Supreme Master will be forwarded stating the District's pleasure. Balloting shall only take place in the event that more than 3 candidate names are nominated for the Master's position, the District Assembly will proceed to ballot and each person possessed of the right to vote shall have three (3) votes for Master. A Delegate must vote for three different Sir Knights in nomination. On any ballot if the name of any candidate appears more than once, that ballot will be disqualified.**

**Enclosures:**

- Schedule
- Agenda
- Credentials Report Form
- Sample Resolution
- Memorial Committee Survey Report Form

Robert Masse Jr. PSD  
Utah District Master  
[rmassejr@comcast.net](mailto:rmassejr@comcast.net)  
801-910-7885



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**UTAH DISTRICT ASSEMBLY**  
**Biennial Meeting**

**April 28, 2024**

- 8:00 AM ..... Doors open
- 8:25 AM ..... Rosary
- 8:50 AM – 9:10 AM Registration
- 9:10 AM ..... Doors Close to Seat Delegates
- 9:15 AM ..... Doors Reopen to Seat Other Sir Knights
- 9:25 AM ..... Business Meeting (Cont. for Approx. 3 hr.)



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**UTAH DISTRICT ASSEMBLY**  
**Biennial Meeting**

**April 28, 2024 – Agenda**

1. Call to Order
2. Appointment of Pilot, Sentinel, and Secretary of the Meeting
3. Certification of Current Membership Cards
4. Prayer and Pledge of Allegiance
5. Appointment of Committee on Credentials
6. Appointment of Committee on Resolutions
7. Report of Committee on Credentials
8. Reading of minutes
9. Communications
10. Report of Master
11. Report of Committee on Resolutions
12. Unfinished Business
13. New Business
14. Selection of three (3) recommendations for Master (If Applicable)
15. Election of Master's Audit Committee
16. Closing Prayer



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**CREDENTIALS REPORT FORM**



**DELEGATES**

<b>Faithful Navigator</b>	
<b>Delegate #1</b>	
<b>Delegate #2</b>	
<b>Delegate #3</b>	
<b>Delegate #4</b>	
<b>Delegate #5</b>	

The Number of Delegates is defined on page 2 of the cover memo. Additional entries will not be counted as Delegates or as Alternates.

**ALTERNATES**

<b>Alternate #1</b>	
<b>Alternate #2</b>	
<b>Alternate #3</b>	
<b>Alternate #4</b>	
<b>Alternate #5</b>	
<b>Alternate #6</b>	

The Number of Alternates is defined on page 2 of the cover memo. Additional entries will not be counted as Delegates or as Alternates.

Assembly: \_\_\_\_\_  
Name Number

Attested By: \_\_\_\_\_  
Faithful Comptroller Date

**SEAL**

Return 1 copy on or before April 1, 2024 to each of the following:

SK Robert Masse Jr. PSD, PFN  
 Master of the Fourth Degree  
 5568 W. Tiger Lily Ct  
 West Jordan, Utah 84081

SK Karl A VanMaren  
 Secretary to the Master  
 11039 S Lexington Cir.  
 Sandy, Utah 84092-5065

SK Tom Blockovich, FN  
 Chairman, Credential Committee  
 5294 W Dewflower Cir.  
 Kearns, Utah 84118-7534



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**Resolution No. \_\_\_\_\_**

**WHEREAS;** .....

, and\_

**WHEREAS;**

, and

**WHEREAS;**

, and\_

**NOW, THEREFORE, BE IT RESOLVED,** that

, and

**BE IT FURTHER RESOLVED,** that

Approved By the Assembly on: \_\_\_\_\_  
Date

ATTESTED TO ON THIS DATE: \_\_\_\_\_  
Date

BY: \_\_\_\_\_  
Faithful Navigator

**SEAL**

**AND RESOLUTION COMMITTEE MEMBERS**

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Return 1 copy on or before April 1, 2024 to each of the following:

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West Jordan, Utah 84081

SK Karl A. VanMaren  
11039 S Lexington Cir.  
Sandy, Utah 84092-5065

SK Charles E Dover Jr., PSD, FVSM, PFN  
6170 S Hathaway St.  
Taylorsville, Utah 84123-5313

