Manual of Procedure
Of the
Order of the Amaranth, Inc.

REG. U.S. PAT. OFF

TRADE MARK

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By authority of the
Supreme Council, Order of the Amaranth, Inc.
This *Manual* is intended to act as a guide for members of Subordinate Courts, Grand Courts and Supreme Council.

The manual is not to be interpreted as ritual and under no circumstances does it supersede Subordinate Court Rules and Regulations, Grand Court Bylaws or the Supreme Constitution.
FOREWARD

In accordance with a motion adopted in June 1959 at Supreme Assembly of the Supreme Council, Order of the Amaranth, Inc. in New York City, this Manual of Procedure was prepared by the Leadership Training Committee of Supreme Council. At Supreme Assembly in June 1980 in Milwaukee, Wisconsin, the Manual was adopted, made available to members of the Order and ordered printed.

The intent of the initial Committee was to prepare a comprehensive Manual employing various phases of leadership functions in the operation of a Subordinate Court – to be useful, not only to the officers and members of the Subordinate Courts, but also to those of Grand Courts and Supreme Council. The individuals who worked on the first manual were Honored Ladies Floreine Churchill, Past Supreme Royal Matron, Beatrice Shelton, Past Supreme Royal Matron, and Opal Kelly Hesse, Past Grand Royal Matron and Sir Knights Sam S. Gill, Past Supreme Royal Patron and Robert S. Irwin, Past Supreme Royal Patron

Acknowledgement is made to the Ronald Press Company for permission to use excerpts totaling approximately seventeen pages from The Complete Book for Clubwomen by Edith Wasson McElroy and Dorothy Deeimer Houghton (1957)

As we have now moved into the 21st century it was felt that the Manual needed to be revised to meet the needs of the current membership.
INTRODUCTION

Do you wish to increase membership and membership participation in your Court?

Do you wish to increase officer proficiency and membership “know how” in your Court?

If so, you will appreciate the information contained in the pages of this *Manual* – information which represents the response to a serious and long felt need – information presented briefly and simply – useful not only to the officers but to every Court member.

In our Courts, the member who “knows what to do” and “how to do it” will accomplish more than one who proceeds without direction.

This *Manual’s* purpose is to suggest means and methods – guidelines – to all members engaged in leadership functions and to assist them in developing their highest capabilities.

It does not deal with ritual or law, but rather has given step-by-step explanations of Court routines such as business meetings, the duties and responsibilities of the officers, committee functioning, and parliamentary law.

It offers practical advice on the techniques of fund-raising, publicity, and protocol procedures. The suggestions it contains are believed to be usable or *adaptable* to the great majority of situations in Subordinate Courts.

Finally it brings out the importance of friendly and pleasant relations with other Court members as you work toward your common goals.

It can be used for day-to-day reference by the experienced Court member. It should stimulate members’ thinking – and points the way to the road to more successful Court operation.
Ideally, it might form the basis of a workshop in which all members take part.

_active, constantly growing membership_ is the life blood of a Court. Through the application of the principles and procedures in this _Manual_ – resulting in improved standards of leadership – _increase in membership_ will naturally follow.
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**Note:** The index is a chapter by chapter index that provides the reader with a more detailed listing of topics
Chapter 1

Being a Good Member
BEING A GOOD MEMBER

We ALL have a place in the Order of the Amaranth whether being an officer, helping on a committee, making phone calls, planning programs, assisting with refreshments or just being supportive of the leaders of our Courts.

Some attributes of a good member:

- Be respectful and treat others like you want to be treated;
- Be a team player always willing to assist;
- Have a positive attitude; and
- Be yourself.

*Cooperation is Important*

A good member not only interests themselves in what is going on in the Court; they work with their fellow members and officers to promote the welfare of the Court.

*Don’t Criticize*

Remember, we are all Honored Ladies and Sir Knights and have different talents and ways of doing things. Instead of criticizing, pitch in and help. You may learn a new way to do something!
Chapter 2

Leadership
Leadership

What makes a strong, effective Court?

- When a Court has membership of quality, good leadership is in command.
- When good leadership is in command, the Court program is challenging, and in the best of Amaranth traditions.
- When the Court Program is challenging; there is interest among the members, and when they are attentive and participating, the results are a strong, effective Subordinate Court.

Well-trained leaders are the primary factor in the successful operation of a Court.

Leadership...in its broad sense is the responsibility for accomplishing results through the efforts of other people.

Leadership is a function, rather than a position or personality.

Every member who serves on a committee is in a sense a leader – everyone who is responsible for the actions of others, who has some duty to perform, that requires decision and judgment is a leader.

What then are the qualities of successful leaders? Many qualities contribute to success. It is impossible to prepare “the one” list of qualities necessary to success. If you asked 100 members to make a list of those qualities they considered important to successful leadership, no two would be the same.

Someone has said: “The real secret to leadership is in getting the other person to want to do the thing you want done and letting them think it was their idea.”
The importance of skill in those fundamental techniques that have proven successful in dealing with people cannot be overestimated.

**Leadership Principles and Traits**

The capacity to influence and inspire others;  
Ability to organize and direct work of others;  
Acceptance of responsibility and authority;  
Ability to analyze and evaluate;  
Objectivity;  
Mental alertness;  
Sensitivity;  
Initiative;  
Diplomacy and Courtesy – Practice kindness and consideration;  
Active listening;  
Communication;  
Preparedness – Advance planning;  
Enthusiasm and Devotion;  
Chapter 3

Officers
RESPONSIBILITIES OF OFFICERS

As an Officer you have assumed several responsibilities such as:

- Learning your ritual work
- Familiarizing yourself with the working tools of our Order:
  - The Secret Work
  - The Supreme Constitution including the Penal Code
  - The Bylaws of your Grand Court
  - The Rules and Regulations of your Court

KEEP YOUR ENTHUSIASM HIGH

Ability and drive are important, but it is enthusiasm that enables you to put the extra something in your work. Never let your enthusiasm wane. Enthusiasm is inspiration’s sparkplug; keep it firing! It will generate a steady surge of energy for your efforts and aspirations.

ROYAL MATRON

The specific duties of a Royal Matron are listed in the Ritual and Laws. A Royal Matron must be familiar with her Court Rules and Regulation, the Bylaws of her Grand Court and the Constitution of Supreme Council.

The Royal Matron is the executive officer of the Court. She will need to lead, motivate, preside, encourage, listen, develop members, and render decisions, etc. A Royal Matron must be:

- Tactful
- Encouraging
- Organized
Knowledgeable of Parliamentary law
Confident
A mediator

As a presiding officer, the Royal Matron
- Conducts meetings;
- Maintains order;
- Shows no partiality;
- Follows adopted Order of Business;
- States motions in correct form without changing the meaning (any restatement or change must be acceptable to the proposer);
- Announces the next business in order;
- Answers requests for information on procedure;
- Acts as the representative of the Court to the outside world at functions outside our Order;
- Signs all acts or orders necessary to carry out the will of the Court;
- See Ritual, Rules and Regulations, and Supreme Constitution for additional duties for the presiding officer not required by parliamentary law.

**HELPFUL TIPS FOR THE ROYAL MATRON**

- Prepare a time table for each meeting.
- Be prompt - open the Court on time.
- Stand up straight, speak slowly, distinctly and loud enough for all to hear.
- STAND...to state a motion…to put it to a vote…to announce the vote.
- Say… "The Motion is out of order." The Motion is out of order”…Make it the issue NOT the person.
- Invite the Royal Patron to preside when you report or wish to participate in the debate of a motion. Remember you cannot preside till that motion is closed.
When calling for a vote ask for those opposed to say "No."
- Pause at times to give members an opportunity to process the information being presented.
- Pronounce all names correctly and distinctly when introducing.
- Share honors and privileges.
- Never speak while holding the gavel.
- At the end of your term, call, email or write a thank you note to each officer and chairman who contributed to the work of the term.
- Be kind, yet firm, never waver or vacillate, in making decisions.

**Organized Planning**

Organized Planning includes the setting of goals and objectives; determining the procedure, policies and actions that are needed to obtain these objectives; and communicating them to the members.

**Goals should be:**

- Appropriate in their purpose;
- Feasible to achieve within a reasonable time;
- Possible to finance; and
- Stated in specific terms.

**Organizing Committees**

The Royal Matron should place much thought in the selection of members for Committee appointments. Those considered to serve on a Committee should have a deep sense of responsibility, knowledge, interest in the area of the assignment and should have sufficient time to devote to the Committee.
No appointment of Committee members should be made without asking the members if they are willing to accept the appointment and work diligently and amiably with anyone who may be selected to work with them.

**General Committee Meeting or Planning Conference**

After the Committee Chairmen have been appointed and accepted the appointment, have a meeting and discuss with them the tentative objectives of the committee and invite their assistance in formulating the plans to achieve these objectives. Give them a voice in the operation of the team. This will promote a greater feeling of teamwork.

**Committee Meetings**

It is suggested that the Royal Matron have a general meeting with Committee Chairmen and any other officers or members to communicate plans and expectation for the year. The Committee Chairmen should then have a meeting with the members of their respective committees to formulate specific plans for their particular role in the overall plan that has been designed to accomplish the established goals.

**PROGRAM PLANNING PROCEDURE**

Determine the number of meetings to be held during your year.

- Note the proximity of each to holidays or observances which may affect your meeting.
- Note any traditional occasions such as:
  - Official Visit of the Grand Royal Matron and Grand Royal Patron or Supreme Royal Matron and Supreme Royal Patron;
  - Official Visit of the Grand Lecturer or District Deputy Grand Royal Matron/Assistant Grand Lecturer;
o Annual Banquet, Picnic or Ball;
o Grand Court Session or Supreme Council Assembly;
o Masonic Family Night;
o Youth Night; and
o Annual Memorial and Draping of the Altar at the last stated meeting in May (Required).

- Determine what special programs are needed to carry forward your chosen theme and objectives.
- Evaluate past Court programs.

Allow for flexibility in the itinerary or your calendar so it may be changed to meet changing conditions.

**Program Suggestions:**

- Friendship Night - officers from other Courts are invited to fill stations.
- Past Officer Night - Past Officers may fill stations or other special tributes are paid to these Past Officers.
- Masonic Family Night.
- Distinguished Member Night - you pay special tribute to each member who has won distinction in any field or endeavor such as civic, fraternal, or political life.
- Side Liners Night – honor your sideliners.
- Birthday or Charter Member Night.
- Obligation Night.
- Surprise Night.

**Educational Programs which could include speakers**

- Amaranth Principles and Symbols
- Diabetes Research updates
- Fund Raising
- History of Amaranth
- Estate Planning
- Emergency Preparedness – invite community members, such as first responders, members of the fire
department or Red Cross representatives, to speak to your members – can be done at dinner hour as a special program.

- Community Service – invite community leaders to make presentations.

**Agenda for Meetings:**

A Royal Matron should have a notebook in which she prepares an agenda by making complete notes for each Order of Business. Refer to Ritual for Order of Business.

- Have a list of all Unfinished Business.
- Ask members to present New Business that the Royal Matron wishes to introduce, to be discussed at the proper time.
- Consult with the Secretary for a listing of all correspondence requiring action and Unfinished Business.
- Check with committees to determine which committees will have reports.

**Communication with Members:**

It is helpful to have a Court newsletter notifying members of meetings and events. Another helpful way of notifying members is by having a *Telephone Committee* to remind members of meetings and special events.

**Schedule Rehearsals:**

Work with the Grand Lecturer or Assistant Grand Lecturers to schedule practices.

**Planning for Members:**

Conduct a survey of the membership at the beginning of the term to determine the special talents and particular “likes” of each member. If this has already been done then you are
ahead of the game. Keep a membership spreadsheet or a list of each member’s special abilities for quick assignment of jobs. Meet with new members and find out about their talents and skills. Follow up with new members; be sure they develop the habit of attending meetings. As soon as a new Honored Lady or Sir Knight has missed a meeting call them and let them know they were missed, and what they missed. Keep them involved. Give them a reason to be at the meeting, not just for support, but for participation.

**ROYAL PATRON**

The Royal Patron assists the Royal Matron in planning the work of the Court. In addition to those duties found in the *Ritual, Rules and Regulations, Grand Court Bylaws* and *Supreme Constitution*, the Royal Patron presides at any time when called upon by the Royal Matron, and must be familiar with all the duties of a presiding officer.

**ASSOCIATE MATRON and ASSOCIATE PATRON**

The Associate Matron and Associate Patron are to preside in the absence of the Royal Matron and/or Royal Patron and must be able to perform all the duties of that office.

**TREASURER**

The Treasurer is the official custodian of the funds of the Court (except invested funds in the trust of the Trustees).

As custodian, she/he is responsible for placing all Court funds in a financial institution approved by the Court and for keeping a just account record of the same.

She/he is responsible for the payment by Court check, of all bills, after payment is authorized, and for keeping an accurate record of money paid out and of receipts or warrants to cover each expenditure.
A Treasurer should be chosen for her/his ability to keep books and for financial integrity.

She/he submits a summary of the finances of the Court at each meeting, and a complete annual report.

**Report of the Treasurer**

The summary report of the Treasurer, at each meeting, is given for information only.

The following is an example what should be included in the report:

**RECEIPTS**

Balance on Hand at date of last Report.................$___
Receipts since last Report .......................................$___
Total ........................................................................$___

**DISBURSEMENTS**

Main items of Expenditure......................................$___
Total Disbursements................................................$___
Present Balance .......................................................$___

The Treasurer’s books will be audited as per the Rules and Regulations of that Court.

**SECRETARY**

The Secretary is responsible for the Court’s records and conducting the correspondence. The Secretary should take accurate notes of whatever business comes before the Court and from these notes prepare minutes which are the *official records*, a legal document, and the history of the proceedings of the Court.
Summary of the Secretary’s Duties

The Supreme Constitution lists the duties of the Secretary. In addition to those listed, good parliamentary practice requires the secretary to:

- File all communications and correspondence.
- Prepare notes for the Royal Matron…noting any special committees appointed to report at the next meeting of the Court.
- Any unfinished business.
- Correspondence.
- If a Subordinate Court within the United States, electronically files the 990 Form; it is suggested that the password and other needed information to access the IRS web site be written in the front of the Ledger book and the Trustees made aware of the location of this information.

MINUTES

Writing the Minutes

Minutes are a record of what is done, not what is said. Do not fill them with your impressions. Never say, “Honored Lady Brown made a most inspiring speech which was enjoyed by all.” Note only that “Honored Lady Brown spoke on…..”

The Minutes should be simple and concise, a record of the proceedings. Never say, “Delicious refreshments were served.” “Refreshments were served” is sufficient.

Minutes should contain records of all actions taken by the Court including the exact wording of every motion, the name of the member who introduced the motion, and the action taken on the motion.

Minutes are recorded only in the approved Supreme Council Minute Book or electronically as allowed by the Supreme
Constitution. These are the permanent record of the Court’s business and should be safeguarded against loss or damage.

No item is ever crossed out or changed once the Minutes have been officially read. Erasers and changes in minutes are not only messy in appearance and detracting from the dignity, but they raise a question as to their accuracy.

Minutes of the previous meeting are read during the proper order of business or as your Grand Court Bylaws specify. After correction, they are approved. The word “Approved” and the date of approval should be written at the end of the Minutes of each meeting, which are signed by the Secretary and the Royal Matron and the Court seal affixed.

If more than one set of Minutes is read, they should be approved individually.

Reports

Only a brief summary of reports of officers and chairman are included. If details are important to the record, the report should be included in the Minutes.

HELPFUL HINTS IN WRITING MINUTES

• Keep Minutes in a permanent book.
• Read Minutes from the permanent copy.
• Include in the first paragraph:
  ○ Kind of meeting (Stated or Special)
  ○ Name and Number of the Court
• Record business ONLY and make it BRIEF and CONCISE.
• Write Minutes soon after the meeting as this helps you remember what happened.
• Always give the name of the maker of important motions.
• Include all Main Motions, carried or lost, include all subsidiary, privileged and incidental motions that were
carried, include all points of order and appeals sustained or lost.

The reading of the Minutes either at the close of the meeting or the following meeting is governed by the laws of each Grand Jurisdiction (See Constitution).

- Leave margin on left side of page for corrections. Make correction by drawing a light line through incorrect part. Write corrections in ink in the margin – “corrected to read….”
- Sign your name in lower right hand corner.
- Include the count of “ayes” and “nos” when there is a counted vote.
- Include the full election report of votes received.
- Include in the Minutes all amendments of Bylaws and Rules and Regulations, all reports of Treasurer, Budget, Audit, and other statistical reports that should be a matter of record available at all times.

**NOTE**: When reading Minutes, omit reading the Order of Business.

**SAMPLE MINUTES**

At the Stated meeting September 4, 2013, Alpha Court No. 1, Order of the Amaranth was opened according of the Forms and Ceremonies of the Order (Time and place of your meeting should also be inserted at this point in the minutes).

**ROLL CALL**

Roll Call showed the following Pro-tem Officers:

- Marshal in the East H.L. Ruth Jones
- Warder S.K. John Brown

**INSTALLATION OF SUPREME OR GRAND OFFICER** (if appropriate)

The Grand Royal Patron, having been authorized by the Supreme Royal Patron, and receiving permission of the
Royal Matron, installed Supreme Officers who were not present at the Supreme Assembly.

Deputy Supreme Royal Matron H.L. Margie Brown
Deputy Supreme Royal Patron S.K. James Green

Assisting the Grand Royal Patron were H.L. Mary Payne, DSRM as Installing Marshal; S.K. Joe Payne, DSRP, as Aide to the Marshal; and H.L. Marie Thomas, DSRM as Installing Musician.

The Grand Royal Patron (or his designee) receiving permission of the Royal Matron, installed Grand Officers who were not present at Grand Court:

Grand Prelate: S.K. James Green
Grand Representative to Ohio: H.L. Margie Brown

Assisting the Grand Royal Patron (or his designee) were H.L. Mary Payne, DSRM as Installing Marshal; S.K. Joe Payne, DSRP, as Aid to the Marshal; H.L. Marie Thomas, DSRM as Installing Musician.

CONFERRING DEGREES (if appropriate)
Mrs. Jane Adams, Mrs. Helen Miles and Mr. John Adams were initiated and with Mr. Charles Brown who was affiliating, signed the Rules and Regulations.

ESCORT
The following Officers were escorted to the Throne and given appropriate honors:

Supreme Elective Officer: H.L. Mary Doe, S.C.A.
Supreme Appointive Officers: DSRMs H.L.s Sue Smith, Margie Brown, Mary Payne, Alberta Hart and Marie Thomas. DSRPs S.K.s James Green, Joe Payne and Paul Hart.
Past Grand Royal Matron H.L. Mary Jones
Grand Elective Officer, H.L. Joan Smith, GAC
Grand Appointive Officers, 7
PRMs and PRPs, 2
NOTE: After the category of Grand Elective Officers, it is not necessary to record the names unless desired.

READING OF MINUTES
The minutes of the Stated Meeting of January 6, 2013 were approved as read. The Minutes of the Special Meeting of January 20, 2013, were approved as corrected, the correction being that S.K. Albert Meredith served as Prelate pro-tem instead of S.K. James Price.

PETITIONS FOR MEMBERSHIP
Petitions for the Degree were received from Mrs. Marie Moore, 20 North Street, wife of Jim Moore, a member of Acacia Lodge No. 10, Hometown, recommended by H.L. Ruth Jones and S.K. Walter Jones.

Mrs. Eunice Land, 100 Main Street, Hometown, wife of John Land, a member of Acacia Lodge No. 10, Hometown, recommended by H.L. Ruth Jones and S.K. Walter Jones.

Petitions for Affiliation were received from H.L. Violet Brown, 50 South Street, Hometown, a member of Beta Court No. 3, Ourtown, recommended by H.L. Agnes Brown and H.L. Mary White. A Certificate of Good Standing accompanied the Petition.

H.L. Mary Doe, 10 North Street, Hometown, a former member of Beta Court No. 3 Ourtown, accompanied by a Certificate of Withdrawal.

All Petitions were accompanied by the required fee.

REPORTS ON PETITIONS
The Secretary reported the committees on the Petitions of Miss Mildred Green and Mrs. Irene Wilson for the Degree and Mr. Richard Hall for Affiliation, had reported favorably.

BALLOTING
The Petitioners were Balloted on and declared elected.
COMMUNICATIONS
A communication from the Grand Royal Matron calling
attention to the final date for sending contributions to the
Grand Secretary for the Grand Court Project was read.

Also read were: Invitations to meeting of Beta Court on
February 11 and Kappa Court on February 15.

Thank-you Notes from H.L. Dorothy Brown and H.L. Grace
Jones for flowers received from the Court during their recent
illnesses, and a note of appreciation from S.K. Robert White
for cards sent to him on the death of his Father.

COMMITTEE REPORTS
The Sunshine Committee report, given by H.L. Mary Howe
showed eight Get Well cards and 2 potted plants sent and 7
visits made to sick members.

The Chairman of Trustees, H.L. Lois Kane, reported that the
Court’s wheel chair was now being used by Mrs. Allen
Robertson, 200 Main Street, Hometown.

H.L Ethel Grey, reporting for the Ways and Means Committee
gave a report on the chicken supper held January 14th, a profit
of $147.50 was made.

The committee appointed to draft a resolution on …..reported
a resolution which, after amendment was adopted as follows:

“RESOLVED, THAT…”

TREASURER’S REPORT
The Treasurer reported:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance January 6, 2013</td>
<td>$ 361.76</td>
</tr>
<tr>
<td>Receipts</td>
<td>$ 178.95</td>
</tr>
<tr>
<td>SUBTOTAL</td>
<td>$ 540.71</td>
</tr>
<tr>
<td>Disbursements No. 512-No. 514</td>
<td>$ 32.50</td>
</tr>
<tr>
<td>Balance February 4, 2013</td>
<td>$ 508.21</td>
</tr>
</tbody>
</table>
READING AND APPROVING BILLS
The following bills, approved by the Finance committee were read:

No. 515 Jonson Florists, 2 potted plant $  6.18
No. 516 Dorothy White, refreshments $   5.00
No. 517 Masonic Temple, rent (or donation) $ 50.00
No. 518 Grand Court, Supplies $  10.00

There being no objections, the bills were ordered paid.

UNFINISHED BUSINESS
Proper notice of a proposed amendment to the Rules and Regulations having been given, by a vote of 62 “ayes” and 7 “nos”, Article IV, Section 2, was amended to read: “The Stated Meetings of this Court will be held the first Wednesday of the months of March through June and September through December. No Stated Meeting will be held in January or February.”

The motion “To contribute an additional amount of $20.00 to the Grand Court Project”, postponed to this meeting was adopted.

NEW BUSINESS
The Royal Matron, requested the Royal Patron to install the following Subordinate Court Officers who were not present at the Installation of Officers:

  Prelate:  S.K. James Green
  Warder:  H.L. Margie Brown

Assisting the Royal Patron were H.L. Mary Payne, DSRM as Installing Marshal; S.K. Joe Payne, DSRP, as Aid to the Marshal; S.K. Paul Hart, and H.L. Marie Thomas, DSRM as Installing Musician.

The Secretary read a request from H.L. Eunice Milton for a Certificate of Withdrawal, stating that H.L. Milton’s dues were paid and there were no charges pending. The Certificate was granted.
By general consent, Zeta Court was granted the use of the Court’s Font Table.

S.K. Leroy Gains moved the Secretary be authorized to purchase a new brief case, at a cost not to exceed $_______. The motion carried.

H.L. Edna Stokes moved that the Court contribute $25.00 to the Heart Fund. While an amendment to strike out $25.00 and insert $20.00 was pending, the previous question was ordered on all pending questions. The amendment was adopted, the motion as amended was lost, and therefore the $25.00 will be donated to the Heart Fund.

RECEIPTS AND DISBURSEMENTS

Receipts:
Dues $ 30.00
Initiation Fees $ 25.00
Chicken Supper $ 147.50
Collection $ 9.10
Total $ 211.60

Disbursements:
No. 515 Johnson Florists $ 6.18
No. 516 Dorothy White $ 5.00
No. 517 Masonic Temple $ 50.00
No. 518 Grand Court $ 10.00
No. 519 Grand Court $ 20.00
No. 519 Heart Fund $ 25.00
Total $ 116.18

GOOD OF THE ORDER

The Royal Matron appointed H.L.’s Ruth Jones, Lois Kane and Ethel Grey as a Refreshment Committee for the March meeting.
H.L. Frances Johnson, R.M. of Iota Court, invited all to attend Iota Court’s meeting on February 15 when a Special Valentine Party would be held after the meeting.

H.L. Marie Hart announced a Card Party to be sponsored by Beta Court of February 28.

The R.M. thanked H.L. Ruth Jones for decorating the Court Room, those assisting as pro-tem officers and invited everyone to remain for the fellowship hour after the close of the meeting.

Distinguished guests were invited to speak. Greetings and remarks were made by H.L. Mary Doe and S.K. Sam Black.

The Sunshine Collection was taken, amounting to $9.10.

The Court closed in regular form.

**FINANCIAL SUMMARY**

Balance February 4, 2013 ..................... $ 508.21

Receipt $30.00 dues; $147.50 chicken supper
$25.00 Initiation Fee; $9.10 collection 211.60
Total ........................................ $ 719.81

Disbursements

  No. 515 Jonson Florists................. $ 6.18
  No. 516 Dorothy White................. $ 5.00
  No. 517 Masonic Temple............... $ 50.00
  No. 518 Grand Court................... $ 10.00
  No. 519 Grand Court................... $ 20.00
  No. 520 Heart Fund.................... $ 25.00
Total Disbursements ....................... $ 116.18

Balance March 6, 2013 ..................... $ 603.63

(Signed) Secretary
(Seal)

Approved: March 6, 2013
(Signed) Royal Matron
Comments

When Minutes are read, headings are omitted if no business conducted under that Order of Business.

SUBORDINATE COURT TRUSTEES

1. Trustees are the custodians of the Subordinate Court’s funds, paraphernalia and property.
2. The Trustees shall sign the Subordinate Court’s Bank Signature Cards at the financial institutions where investments funds are kept.
3. The trustees must have an inventory of the Subordinate Court’s paraphernalia and property. They must see that it is kept in good repair. They also need to have a sign out sheet for the Subordinate Court’s paraphernalia or equipment that is loaned for any reason.
4. For securing Subordinate Court Paraphernalia and for property insurance purposes, the Trustees should:
   a. Have a list of all items of value;
   b. Check for correct and adequate replacement value (costs).
5. Trustees should maintain a current list of equipment and items donated or loaned to the Subordinate Court so that they may be properly returned or disposed of in the event a Subordinate Court wishes to give up its Charter.
6. Trustees are regular Subordinate Court elective officers and are required to attend every Subordinate Court meeting (as per Supreme Council Constitution Rules and Regulations).
7. Trustees must be aware of the contents of the Court’s Safe Deposit box or secure fireproof safe.
8. The Secretary and Treasurer should not transfer funds from different accounts without consulting the
Trusted Trustees or by vote of the Subordinate Court members at a Stated Meeting.

9. The Chairman of Trustees shall fill the station of Treasurer if the Treasurer is absent.

10. For Courts within the United States the Internal Revenue Service requires that Subordinate Court’s Financial Records shall be kept for seven (7) years; the Minutes, Registers, Account books, etc. of the Subordinate Court shall be kept permanently.

11. The Chairman of Trustees shall have a complete set of keys to the Lodge building, Safety Deposit Box, and Paraphernalia Room if possible.
Committee Meetings

- The Committee meetings are conducted informally in that the chairman may make motions and take part in the discussions without leaving the chair.
- Committee members do not rise to make a motion or speak.
- All questions should be put to a vote or agreed upon by general consent.
- All members of the committee should be notified of all meetings and given the opportunity to attend. Others may be invited to express their view.

Kinds of Committees

- Standing: A committee appointed for a general purpose which requires it to remain in existence permanently. Its members are selected for a fixed term, usually a year. The Bylaws and Rules and Regulations generally name the KIND and NUMBER of standing committees and state their duties.
- Special: A committee selected to perform some specific duty. When the duty has been performed and final report made, the committee ceases to exist.
- Sub-Committee: Committees may set up sub-committees or sub-divisions within their respective committees. Sub-committees are responsible to the whole committee and have no authority beyond the committee.

Selection of Committees

Amaranth law provides that the Royal Matron appoints ALL committees. This means that the Royal Matron appoints all committees authorized by law or by vote of the Subordinate Court.

The Royal Matron appoints the Chairman, or she may let the Committee choose its own Chairman.
Since the Royal Matron appoints the Committee Chairman, she may also replace that individual when necessary. If no Chairman is designated the member first named should call the committee together and preside until the election of a chairman.

Having a Chairman and Vice-Chairman is a good procedure; the Chairman having the responsibility and the Vice-Chairman assisting and serving in the Chairman’s absence or inability to serve.

A Committee Chairman should be chosen carefully for their ability to handle the particular work of the Committee.

**Duties of a Chairman**

The Chairman is the organizer and executive officer, in relation to the task which has been assigned. The Chairman is directly responsible to the Royal Matron and the Court for formulating the plans, presenting them to the Court for approval and for proceeding with the execution of the plans only after they have been approved.

**The Committee Chairman’s Responsibilities for A Committee**

- Clearly understand the purpose and function, relationship and job to be done, and the time schedule on which it is to be completed, etc.
- See that the committee meetings are scheduled.
- Preside at all meetings of the committee.
- Consult with the Royal Matron, if necessary, in preparing the agenda (showing all questions to be considered at the committee meeting).
- Appointment of a secretary for the committee (if one is needed).
• Remember that a good Committee Chairman does not try to do everything, but is responsible for delegating the work to others.
• Make sure that all committee members clearly understand the responsibilities of the committee and the relationship to their Court and its goals, and their responsibility with the committee.
• Enlist the ideas and cooperation of every person on the committee.
• Make a progress report to the Court.
• See that all persons to whom responsibilities have been assigned are fulfilling them.

Duties of a Committee Secretary

• Take attendance at all committee meetings and keep a record of the proceedings of the committee.
• Present a written report of the committee actions that are presented to the Court.

COMMITTEES

Audit Committee:

The Audit Committee is a very important committee to a Subordinate Court. It is the Committee that verifies that proper accounting of the Subordinate Court’s money.

For the Audit the following are needed:

1. All reconciled bank statements including Certificate of Deposit, Money Market Accounts, Life Membership Accounts, etc. These need to agree with the total amount in the Secretary and Treasurer’s cash books and the Trustee Reports.
2. All Warrants and supporting receipts and documents. This is to verify that all bills to the Court are legitimate and paid in a timely manner.
3. **All Transfers** are legitimate and authorized by the Subordinate Court.

4. **All Income** is promptly and accurately deposited in the proper Financial Institutions used by the Subordinate Court.

5. **Make sure** that all Savings Accounts and Certificates of Deposit investments are accounted for; check maturity dates and see that they are invested in a timely manner.

6. **Make sure** all interest is accounted for and deposited to the proper accounts.

7. **Make sure** all interest from the Life Membership accounts are transferred once a year to the General Fund. DO NOT leave an account inactive; be sure to transfer interest.

8. **Make sure** you check the warrants against the checks to make sure they are made out to the proper person and the amount is correct. The warrant number should appear on the Check.

9. **Make sure** you give the Audit Committee all check books, deposit slips, etc. If you do not supply these to the Audit Committee, they should not state they have audited the books of the Subordinate Court since you cannot do a complete audit without this information. This information should be given from audit to audit. You also need a copy of the *Rules and Regulations* of your Subordinate Court with this information.

An Audit Committee should keep an open mind and ask questions about any irregularities until these irregularities are resolved to their satisfaction. It is not enough to check the balances in the Secretary and Treasurer’s books to see if they balance.

At an Annual Meeting each year, the Secretary, Treasurer and Trustees read their reports. The Audit Committee Chairman
then reads the Audit Report; stating what was found and any recommendations or irregularities. The last paragraph of the Audit Committee’s Report should read: “The Audit Committee recommends the acceptance of the Secretary’s, Treasurer’s and Trustee’s Reports, as well as the findings of the Audit Committee.”

No Elected Officer of a Court may serve as a member of the Finance or Auditing Committee. Members of the Finance Committee shall not serve on the Auditing Committee. See the *Supreme Constitution*.

**Budget Committee**

The Supreme Constitution stipulates the makeup of this committee being the Chairman of Trustees, one (1) additional Trustee, and all members of the Finance Committee. The Secretary and Treasurer shall provide any information requested by the committee. The Ways and Means Committee for the Subordinate Court should be consulted when developing a budget.

The Budget Committee should meet annually according to the Subordinate Court’s *Rules and Regulations* and draft a budget to be presented to the Subordinate Court for approval at a stated meeting.

Once the Budget is approved by the Subordinate Court, copies should be made available to all elected officers of the Subordinate Court, members of the Finance Committee and any interested member.
SUGGESTED FORM FOR BUDGET
January 1, through December 31, year

ESTIMATED INCOME:

Dues from 100 members
@ $5.00 per member $500.00
Initiation Fees (estimate) 200.00
Ways and Means Projects (est.) 300.00
Contributions 100.00
Interest on Bonds 100.00

TOTAL ESTIMATED INCOME $1,200.00

ESTIMATED EXPENSES:

Per capita Tax $100.00
Rent 300.00
Stationery and Printing 200.00
Postage 50.00
Convention allowance
For Officers 50.00
Officers Jewels 100.00
Bulletins 100.00
Benevolent 200.00
Miscellaneous 100.00

TOTAL ESTIMATED EXPENSES $1,200.00

Signed

________________________________________
________________________________________
________________________________________
________________________________________

Budget Chairman
**Finance Committee**

This Committee examines, approves and signs all bills prior to presentation to the Subordinate Court.

In the annual report given by the Finance Committee they indicate the number of warrants (Subordinate Court) or vouchers (Grand Court) approved, their numbers and the total amount that they represent.

**Membership Committee**

This Committee is responsible for organizing the membership campaign, keeping enthusiasm high and sees that it does not bog down before it reaches a successful conclusion.

This Committee’s primary objective is to provide prospective leads, to contact, to promote, and procure active continuing and participating members as well as encourage majority members of the International Order of Rainbow for Girls, JOBs Daughters International, the Order of Triangle and Constellation of Junior Stars to join the Order of the Amaranth.

**Ways and Means Committee**

The Ways and Means Committee is not in itself primarily a fund-raising committee. It surveys the situation and proposes ways and means by which sufficient money to carry on the Court’s program can be secured.

A meeting of Committee Chairmen and Officers may be called by the Ways and Means Chairman for a conference on the best way to undertake a fund-raising program. The results of the meeting are then considered in the Ways and Means Committee and a plan is developed.

The Ways and Means Committee in most Courts takes the responsibility for fund-raising assigned to the committee but
this does not always have to be the case; money-raising projects may be assigned to other committees or individuals within the Court.

Like any committee, the Ways and Means Committee cannot activate its undertakings without first seeking the Subordinate Court’s approval.

The Ways and Means Committee studies and proposes plans, chooses those which it considers workable, and presents its conclusion to the Court for a decision.

*Events Committees*

Committees responsible for conducting program and planning events.

It should always be assumed that an event should pay for itself unless other definite arrangements are made. It is frequently the aim of a committee to make some profit on an event. If this is the case these additional items need to be considered:

- Is the event to be a free of charge or will there be a fee of admission or entrance; if so how much?
- Number of tickets to be sold.
- Create a budget.
- Set a deadline for all ticket money to be turned in. (Use a numerically controlled system.)
- Assign someone to distribute tickets, collect all ticket money, remit all cash to the Secretary and request a receipt.
- After the event, be sure all bills are paid. A sample budget has been included as an example.
- If it becomes apparent that the income budget will not be met, the expense budget must be adjusted.

The Committee Chairman should keep in mind that once the plans of the committee are approved, it is then the
responsibility of the chairman to conduct the event according to plan with the help of the committee.

**Sample Budget for an Event**

<table>
<thead>
<tr>
<th>Budget Income</th>
<th>Actual Income</th>
<th>Budget Expense</th>
<th>Actual Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 tickets @ $1.50 Each</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing Tickets</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Orchestra</td>
<td></td>
<td>$65.00</td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Tax – 100 @ 15¢</td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td><strong>$150.00</strong></td>
<td><strong>$140.00</strong></td>
<td><strong>$150.00</strong></td>
<td><strong>$140.00</strong></td>
</tr>
</tbody>
</table>

**COMMITTEE REPORTS**

**Content and Form**

A Committee Report should be as brief as possible. It may consist of the following:

- A statement of the question referred to the Committee; or the subject reported upon; or of the purpose of the committee study and investigation.
- The scope of the action or work of the Committee; or the manner in which the study or investigation was conducted.
- A summary of information or testimony.
- Recommendations.
- A committee report gives recognition to anyone rendering special or outstanding service to the committee, but does not give special mention to anyone who performs their duties well.
**Presentation and Consideration of Committee Reports**

A committee report is presented by its chairman, or some other member of the committee.

The reporting member should be prepared to give the reasons for the recommendations and to answer questions or concerns.

When a report is read at Grand Court/Supreme Council, it has been received; therefore a motion that the “report be received” or “received as information” is not in order after a report is made. Rather the motion should be that “the report be approved, referred to proper committee and printed in the proceeding/transactions” (Reference Reports in *Robert’s Rules of Order*).

Many routine reports do not require action. Those that simply state facts, or give information need not be accepted (adopted).

If a report (as a report of audit) required action or contains recommendations or resolutions, the reporting member should say:

“The committee moves for the adoption of…”

A committee report cannot be amended.

A recommendation or resolution submitted by a committee may be amended before adoption like any motion made by a member.

An important point to remember is that when a committee is appointed to investigate or report on certain matters, its report should close with resolutions covering its recommendations.

Example of the above: A committee appointed to investigate the purchase of a flag may recommend that the flag be purchased. The adoption of such recommendation simply
means agreement that the flag should be purchased, but does not direct the purchase.

The committee report should close with a resolution “that the flag be purchased”.

**Record of Committee Reports**

Committee Chairman should prepare copy of written report for Court files.

It is the duty of the Secretary to file all such reports after each meeting in such a manner that they are available to officers and members.

The approved method is to file them in a special book or file for that purpose.

Reports of each standing committee should be filed in chronological order under the title of the committee.

Reports of special committees should be filed in alphabetical order according to subject matter and indexed under the name of the committee.

The minutes of each meeting state what reports were presented, by whom and the disposition of each report.

The minutes may also record the page number in the report book or heading in the file where the particular report may be found.

REMEMBER…

- Committee reports, and all annual reports, should be written.
- Reports are written in the third person – even though the work was done by the writer.
• Contents of a report must be agreed upon by majority of the committee – and should be signed by a majority or by the Chairman, “by order of the Committee.”
• “Respectfully submitted” at the close is no longer considered good form. “Submitted by….” can be used.
• Only when the Chairman signs alone is the word “Chairman” placed after his name.

How to Make a Verbal Report

A verbal report should be brief and concise, it should start with the statement, “The committee has met and recommends, the following plans….” The plans are then submitted briefly, yet completely.

If it appears that the committee has not done sufficient planning and time permits, the committee can be instructed to complete plans and report again. If time does not permit, the plans must be completed or the authority to approve delegated to the proper person or group.

Committee reports should be in concrete form so that the group can say “yes” or “no” to the proposal.
**Example of a Committee Report Form**

Alpha Court No. 1  
Order of the Amaranth  
Committee Report Form

Report of __________ Committee  Date __________

Persons Present:

<table>
<thead>
<tr>
<th>Items for The Agenda</th>
<th>Actions and Decision Reached by Whom</th>
<th>To be Done Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>4.</td>
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<td>5.</td>
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<td>8.</td>
<td></td>
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<tr>
<td>9.</td>
<td></td>
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</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If there is not enough space allowed please use the other side of this sheet.

___________________________________
Chairman’s Signature
Committee Blank Agenda Form

(Name of Committee)

Agenda

1. Call to order.
2. Minutes (Note: Committee Minutes are for the use of the committee. They are not treated as other minutes nor read for approval nor copied in a book and preserved).
4. Things which must be decided today and if necessary assigned to committee member:
   - Item 1
   - Item 2
   - Item 3
5. New Business for the Committee.
Business of the Court:
Meetings of the Court
Meetings of the Court are either Stated or Special. Stated meetings are held at least ten months of the year. Stated meeting cannot be canceled. If the meeting is not held due to lack of quorum, because the meeting place was not available or due to weather emergency, the meeting must be made up within thirty days, without a dispensation from the Grand/Supreme Royal Matron. To make up a meeting after the thirty days requires a dispensation.

**Special Meetings**

Only the business stated in the notice for a Special Meeting can be transacted.

Business that cannot be transacted at any Special Meeting includes:

- Reading minutes;
- Reading Treasurer’s report;
- Receiving of petitions;
- Balloting on petitions;
- Election of officers; and
- Changing the time and place of meetings.

When a Court needs to request a dispensation from the Grand/Supreme Royal Matron the request must be brought before the Court at a Stated Meeting and voted on by the membership and submitted with the required fee.

**ORDER OF BUSINESS**

**SOME HELPFUL HINTS**

1. *Opening the Court in Regular Form (See Ritual):*

2. *Roll Call of Officers:*

Secretary rises to call roll. Officers respond according to *Ritual*. Warder should answer for the Sentinel.
The Secretary does not have to state that “Roll Call has been completed”. The Royal Matron should automatically proceed to next Order of Business.

3. **Installation of Supreme or Grand Officers.**

4. **Conferring of the Degree (See Ritual)**

5. **Escort Duties:**

The *Ritual* gives the priority of rank of officers.

When presented give Name, Full Title and Jurisdiction/Subordinate Court of Member(s).

**EXAMPLE**

**ROYAL MATRON:** “It is a pleasure to present these Royal Matrons and Royal Patrons”:

- Honored Lady Sue Smith, Royal Matron, Harmony Court;
- Sir Knight Bob Brown, Royal Patron, Harmony Court;
- Honored Lady Sara Jones, Royal Matron, Unity Court;
- Sir Knight John Smith, Royal Patron, Unity Court.

If there is a large number of guests within a specific rank the Royal Patron may be asked to assist by introducing those on the Royal Patron’s side of the Throne; he merely states name and title but does not repeat “It is a pleasure to present.”

6. **Reading and Approving the Minutes**

The reading of the minutes cannot be deferred (see *Supreme Constitution*).

**ROYAL MATRON:** The Honored Lady/Sir Knight Secretary will read the minutes of the stated meeting of *date*.

The secretary rises, reads the minutes and is seated.

**ROYAL MATRON:** “Are there any corrections to the Minutes?” (Omissions and additions are corrections).
A member wishing to make a correction, rises, addresses the Royal Matron and when recognized states the corrections \textit{(Remember to Stand – Salute – Speak)}.

\textbf{ROYAL MATRON}: Directs the Secretary to make the correction. Then asks for further corrections and so on as long as there are corrections; when there are no further corrections …

\textbf{ROYAL MATRON}: “The minutes are approved as corrected.” If NO corrections she will say, “The minutes are approved as read.”

\textit{Minutes of a Special Meeting}

If there are minutes of a Special Meeting to be read, at the beginning of this Order of Business…

\textbf{ROYAL MATRON}: The Honored Lady/Sir Knight Secretary will read the minutes of the stated meeting of \textit{date} and the special meeting of \textit{date}.

After the reading of the first set of minutes, however, the Secretary is seated and these minutes are approved. Without further direction, the Secretary rises and reads the second set. These are then approved. \textit{Two sets of minutes cannot be approved at the same time.}

\textbf{7. Petitions for Membership}

Royal Matron probably knows whether or not there are petitions.

\textbf{ROYAL MATRON}: “The Honored Lady/Sir Knight Secretary will read petitions for membership.”

If the Royal Matron does not know she may ask, “Honored Lady/Sir Knight Secretary, are there petitions?”
The Secretary rises and replies: “Royal Matron, there are none.”

If there are petitions, the Honored Lady/Sir Knight Secretary rises and reads the first petition in full. For any additional petitions she/he may say, “Another petition in regular form signed by Name, address, relationship of Name of Master Mason a member of Name Lodge number of city, state recommended by name and name.

When all petitions are read, the Honored Lady/Sir Knight Secretary should state that, “Each petition is accompanied by the required fee.”

For petitions of individuals who were members for three years or who are majority members of the International Order of Rainbow Girls, JOBs Daughters International, Triangle, Inc. or Constellation of Junior Stars, the petitions is read in full.

If there are additional petitions from individuals who were members for three years or who are majority members of the International Order of Rainbow Girls, JOBs Daughters International, Triangle, Inc. or Constellation of Junior Stars the secretary may say, “Another petition in regular form signed by Name address, name of Master Mason(s) who are recommenders, a member of Name Lodge number of city, state, recommender.

When all petitions are read, the Honored Lady/Sir Knight Secretary should state that “Each Petition from individuals who were members for three years or who are majority members of the International Order of Rainbow Girls, JOBs Daughters International, Triangle, Inc. or Constellation of Junior Stars is accompanied by the required Certificate of Majority or Certificate of Membership and the required fee.

The same procedure is followed for Petitions for Affiliation. When all petitions are read, the Honored Lady/Sir Knight Secretary should state that “Each Petition for Affiliation is
accompanied by the required Certificate of Good Standing or Certificate of Withdrawal and all Petitions are accompanied by the required fee.”

ROYAL MATRON: “Honored Ladies and Sir Knights, Committees of Investigation will be appointed on these petitions.” The Investigating Committee is not appointed during the meeting.

8. Reports on Petitions

The Honored Lady/Sir Knight Secretary should inform the Royal Matron prior to the meeting whether or not Committees of Investigation have reported. If a committee or any member thereof, fails to report, the Royal Matron may discharge the committee, or member, and appoint a new committee or member.

If Committee Reports have been received the Royal Matron proceeds according to the Ritual.

9. Balloting (See Ritual)

10. Reading of Communications

ROYAL MATRON: “The Secretary will read the communications.”

The Secretary before the meeting should inform the Royal Matron concerning communications so that the Royal Matron knows what is to be read; and those communications that require action.

Either of two procedures may be used:

- All communications requiring action will be taken under New Business

OR
• Only communications not requiring actions (thank you notes, invitations, and letters of information) are to be read at this time. Those requiring action are read under New Business and action taken.

11. Committee Reports

• Since no Order is included for Reports of Officers, if there are any, such as Trustees’ Report, they should be given under this Order and be given first.
• The Royal Matron should know what committees have reports and may say:
  “We shall hear the report of the Sunshine Committee.”
  OR
  “The Sunshine Committee will report at this time.”
• If not sure a report is ready, she may ask, “Is the committee appointed to function ready to report?”

The Royal Matron asks for the report of the committee, NOT the report of the chairman. Standing Committees report first; then Special Committees report.

12. Treasurer’s Report

ROYAL MATRON: “The Treasurer will give her/his report.”

After the Treasurer’s report is given; the Royal Matron says, “The Treasurer’s report has been given for your information and will be placed on file subject to audit.”

The Treasurer’s reports should never be accepted. No action is required unless they are of sufficient importance, as an annual report, to be referred to auditors and then it is the auditor’s report that is adopted.
13. Reading and Approving Bills

ROYAL MATRON: “The Secretary will read the bills.”

It is customary to require that the Finance Committee approve correctness of bills before presentation for payment. If so, the Secretary, after reading the bills says, “These bills have been approved by the Finance Committee.”

ROYAL MATRON: “If there is no objection, the bills will be paid.” Pauses to see if any objection is made; if not Royal Matron continues...There being none, the bills will be paid.” (Approval by general consent)

If objection is made, a majority vote of those members in attendance is necessary to order payment.

ROYAL MATRON: “There is an objection to the payment of the bill for amount to Name for purpose. The question is on the payment of the bill.”

The objecting member will take this opportunity to explain the objection. If the bill is incorrect, it may be necessary to refer it to the Finance Committee for investigation and adjustment. This may be done by general consent or by a motion to refer to the committee.

If there are not enough members of the Finance Committee or not enough time for them to look at the bills before the meeting; the Royal Matron says, “What is your pleasure on the bills presented?” PAUSE...wait for a motion and take needed action.

14. Unfinished Business

ROYAL MATRON will say: “Unfinished Business.”

Do not say “old business.”

This order includes:
• Any business that was pending and not completed at the previous meeting.
• Business that was on the agenda for the previous meeting but not reached.
• Business postponed to this meeting either by motion (to postpone definitely) or because of a special rule.

Business postponed by special rule includes:

• Proposed amendments to *Rules and Regulations* …see *Supreme Constitution*;
• Granting of Life Membership by vote …see *Supreme Constitution*;
• Temporary proposed change of date or time of stated meeting…see *Supreme Constitution*;
• Voluntary surrender of Charter…see *Supreme Constitution*;
• Change of name or closing of a Court…see *Supreme Constitution*;

When an amendment to the *Rules and Regulations* has been proposed by two or more members, a motion to adopt and a second are not necessary since submission is the same as a motion to adopt and signature of another member serves as a second.

ROYAL MATRON: “At the stated meeting on *date* an amendment to the *Rules and Regulations* was proposed, and the required notice to members has been given. The Secretary will read the amendment.”

After reading the Secretary gives the amendment to the Royal Matron or the Royal Matron has a copy.

ROYAL MATRON: “The question is on the adoption of the amendment to amend Article *number* Section *number* by *action*. Is there any discussion?”
The amendment is open to debate and to limited amendment and requires a 2/3 vote, therefore a standing vote should be taken.

In announcing the result of a standing vote the Royal Matron say. “The affirmative has it, the motion is adopted,” or “The negative has it, the motion is lost.”

15. New Business

ROYAL MATRON: “New Business is now in order.”

This includes any business introduced for the first time.

- Receiving New Password.
- Installation of officers to be installed not present at Annual Installation (if need be).
- Receiving of Annual Reports.
- Communications that require action.
- Request for Certificate of Withdrawal; the Secretary should state that all indebtedness to the Court is paid and no charges are pending.
  
  ROYAL MATRON: “The request is granted, the Secretary will issue the Certificate.”

- Request from another Court for a Demit - no action needed by the Court. This action between the two Secretaries.
- Request for reinstatement after suspension for non-payment of dues. Action is needed by a vote of the members of the Court.
- Request for Waiver of Jurisdiction. Action is needed by a vote of the members of the Court.
- Request for courtesy Initiation by another Court. Action is needed by a vote of the members of the Court.
- Proposal to grant a Life Membership. Action is needed by a vote of the members of the Court.
- Proposal of an amendment to Rules and Regulations.
• Election of Officers.
• Appointment of Standing Committees.
• Request for a Special Dispensation. Action is needed by a vote of the members of the Court.

When a Special Dispensation has been requested and received, it should be read just prior to the business for which granted. For instance, if it grants permission to hold a stated meeting on a different date it is read at the beginning of the meeting, following the roll call of officers, since the meeting is not legal without the Dispensation.

If a Dispensation is received to elect and install an elected officer, it is read just prior to the election.

Royal Matron should be certain there is no further new business before announcing Good of the Order.

16. Receipts or Disbursements (if applicable with your Grand Court bylaws)

17. Good of the Order
• Special Programs…ceremonies, addenda.
• Remarks by guests…speeches.
• Announcements.
• Brief “thank you” of Royal Matron to committees, pro-tem officers, etc.
• Sunshine March (collection).

18. Reading and Approving Minutes (if applicable with your Grand Court Bylaws)

Reading and approving a draft of the minutes at this time has the advantage of the fact that the minutes are heard while events are still fresh in the minds of the members who often forget before another meeting is held what has happened at the previous meeting.
In Courts which recess for two months it would be advisable to have the minutes of the last meeting before recess approved at that meeting since it is difficult to correct minutes intelligently after a lapse of three months.

If a Court customarily approved minutes earlier in the meeting and wishes to follow the suggestion noted, the best procedure would be to adopt at the next to last meeting, i.e. May, before recess a motion that at the last meeting, i.e. June, the minutes of that meeting be read and approved just prior to the closing of the Court.

19. **Memorial Service and Draping of the Altar - required last stated meeting in May.**

20. **Closing Ceremony.**
Chapter 6

Business of the Court:
Financial
FINANCIAL AFFAIRS OF A COURT

The financial affairs of a Court should be conducted according to sound business practices. Funds are kept in a financial institution and payments made by check.

It is suggested that three (3) people be authorized to sign checks and their signatures be on file with the financial institution used by the Subordinate/Grand Court. This is done in case one is unable to sign, so that bills can still be paid. Individuals who may be authorized to sign checks include: Treasurer, Royal Matron, Associate Matron and a Trustee. The Subordinate Court Secretary should not be a signer as that officer starts the warrants. It is suggested that the officers who can sign checks are listed in the Subordinate Court’s Rules and Regulations.

No financial obligations should be incurred unless clearly authorized, and no payments should be made without prior authorization.

Bills should be submitted and approved before payment is made.

Insurance is held by Supreme Council and includes bonding of those authorized to handle a Court’s finances.

Example: Secretary, Treasurer and Trustees.

Written authorization for payment of bills is required with two signatures on the warrant, that of the Royal Matron and Secretary.

Sources of Income

- Fees and Dues
- Contributions / Donations
- Interest on Bonds and Other Investments
- Ways and Means Projects
Court finances are seldom adequate to meet the demands. Every dollar must be used to the best advantage therefore every Court should have a plan for spending, and a budget that will direct the spending. More complete information on the Budget and Budget Committee can be found in Chapter 3 under Budget Committee.

**Management of Expenses**

When income and expenses are totaled, any difference on the debit side must be eliminated in some way. Either by reduction of expenditures or raising of additional funds. See Chapter 3 under Ways and Means Committee for more information.

The Ways and Means Committee is not in itself primarily a money-raising committee. It surveys the situation and proposes ways and means by which sufficient money to carry on the Court’s program can be secured.

Any planning of the Court’s financial program should include the Ways and Means Chairman, so they may not only be informed as to what will be expected of the committee, but have a voice in deciding whether or not it is possible to raise the necessary funds.

**Fund-Raising**

Neither a project nor the raising of funds to support it should be originated without careful study and a well-formulated plan for carrying it to completion.

Important questions involved might be:

- Is the amount of money to be raised in proper proportion to the amount of work involved?
- Is the amount of money to be raised in proper proportion to the expense of this project to individual members?
• Will it require high pressure tactics that will make future fund raising difficult?
• Does it conform to the Court’s policy and that of the Masonic Code and of the community concerning solicitation of merchants and individuals?
• Is the project one which will catch the imagination of members?
• Is it necessary?
• Is it feasible?

*Use of Funds*

Funds earned for a certain project must be used for that purpose. If funds are in excess of the amount needed for a given project or the need for the project no longer exists, the remainder should be returned to the donors on a proportional basis, if possible. A motion could be made to delegate the remaining funds to be used for an equally worthy project.

Fund-raising must be within the limits of the Courts purpose and for the good of the Order.

*Special Assessments*

Any special assessment must be authorized by the *Bylaws* or *Rules and Regulations*.

Occasionally, Courts resort to special assessments to raise money. While this may at times be necessary, use it with caution. Even the so-called voluntary assessment divides the group into two classes; those who do and those who do not pay.

Dues should, if possible, be fixed at an amount sufficient to cover the ordinary operating expenses of the Court. To place the dues at a low figure then make constant petty assessments for routine expenses is unfair to those who join believing the dues will cover these.
Soliciting Funds from the Community

Solicitation of funds from local businessmen and the public is the easiest and most direct way to raise money. However, this method is generally frowned upon.

Money-raising methods which combine fun and funds are much less painful than the direct approach.

If funds are to finance a project for the benefit of your Court only, narrow the scope of your fund-raising to your Court and its immediate circle. Soliciting funds from outsiders except for everyone’s benefit, such as our Amaranth Diabetes Research Fund, should not be considered. If friends wish to help, accept, but for a project which will benefit only your own small group, depend on your own members.

Fund-Raising Benefits to the Court

Surprisingly fund-raising brings its own benefits to the Court. Working toward a common end will create more good fellowship than a dozen formal programs. So try to initiate fund-making projects that bring members together for fun as well as financial benefits.

The popular fun nights or carnivals, bazaars, rummage or yard or garage sales, fairs of every kind are long-time favorites of the Ways and Means Committee and their very familiarity enables them to raise large sums while giving value in return.

Dinners are a perfect example of coordinated fund raisers. Everyone works, everyone donates, and everyone has fun.

Here some examples of fund raisers:

- Serving meals for businessmen’s groups;
- Serving meals for other Masonic groups;
- Bake sales;
• Operating a dining room or booth at a county or state fair;
• Managing a shop selling handmade articles;
• Selling popcorn balls for parties; and
• Opening a specialty shop.
Look around you – what does your town need? Supply that need at a reasonable price, and your fund raising problems are solved.

**Investment of funds**

Protect Grand and Subordinate Court funds for Philanthropic projects by depositing in a separate and secure interest bearing account.

Protect Grand and Subordinate Court funds by depositing with an insured holder.

General Funds of Grand and Subordinate Courts can be held in a variety of institutions, depending on your Grand Court Bylaws or Rules and Regulations of your Subordinate Court, but careful thought should be given in selecting the financial institution to hold the funds.

When more than one Certificates of Deposit or other like financial instruments or accounts are held by the Grand or Subordinate Trustees these financial instruments should mature at different times. If there is only one account make it a yearly renewal. If several accounts or certificates, have them mature at varied times so if money is needed, it can be accessed without penalty.

Update signatures cards each year to avoid problems down the road. If one Grand or Subordinate Court Trustee passes away, retrieve a copy of the obituary and make changes to the signature cards so that there is always access to funds, if needed.
Maintain a folder or notebook with bank statements and copies of signature cards for reference. Provide a backup copy of the notebook to the Grand or Subordinate Court Secretary.

Have all financial information available for the Grand Royal Matron or Supreme Royal Matron to verify that all accounts are up to date.
Chapter 7

Business of the Court:
Nominations and Elections
NOTE: There are some Grand Jurisdiction that may not follow this format. Be sure to consult your Grand Court Bylaws for the rules for election in your Grand Jurisdiction.

The Royal Matron should have members stand and count off to determine the number of expected ballots. As each member counts they should be seated.

The Royal Matron will appoint the tellers and she will also excuse them at the end of the election process.

At the appointed time the Royal Matron will invite the Royal Patron to preside for the purpose of conducting the elections.

The Royal Patron will say:

Nominations are now open for the Office of Royal Matron
Are there any nominations?
Are there any other nominations? (Only once)
If no other nominations, declare the nominations closed and announce:
____________________ you have been elected Royal Matron, do you accept?
I declare ________________ elected as Royal Matron.
Rap the Gavel

If more than one nomination, hold a written ballot and then announce:
____________________ you have been elected Royal Matron, do you accept?
I declare ________________ elected as Royal Matron.
Rap the Gavel
Nominations are now open for Royal Patron
Are there any nominations?
Are there any other nominations? (Only once)
If no other nominations, declare the nominations closed and announce:
____________________ you have been elected Royal Patro n, do you accept?
I declare ________________ elected as Royal Patron. 
**Rap the Gavel**

If more than one nomination, hold a written ballot and then announce:
____________________ you have been elected Royal Patro n, do you accept?
I declare ________________ elected as Royal Patron. 
**Rap the Gavel**

Nominations are now open for Associate Matron
Are there any nominations?
Are there any other nominations? (Only once)
If no other nominations, declare the nominations closed and announce:
____________________ you have been elected Associate Matron, do you accept?
I declare ________________ elected as Associate Matron. 
**Rap the Gavel**

If more than one nomination, hold a written ballot and then announce:
______________ you have been elected Associate Matron, do you accept?
I declare ________________ elected as Associate Matron. 
**Rap the Gavel**
Nominations are now open for Associate Patron
Are there any nominations?
Are there any other nominations? (Only once)
If no other nominations, declare the nominations closed and announce:
____________________ you have been elected Associate Patron, do you accept?
I declare ________________ elected as Associate Patron.

Rap the Gavel

If more than one nomination, hold a written ballot and then announce:
______________ you have been elected Associate Patron, do you accept?
I declare ________________ elected as Associate Patron.

Rap the Gavel

Nominations are now open for Treasurer
Are there any nominations?
Are there any other nominations? (Only once)
If no other nomination, declare the nominations closed and announce:
____________________ you have been elected Treasurer, do you accept?
I declare ________________ elected as Treasurer.

Rap the Gavel

If more than one nomination, hold a written ballot and then announce:
______________ you have been elected Treasurer, do you accept?
I declare ________________ elected as Treasurer.

Rap the Gavel

Nominations are now open for Secretary
Are there any nominations?
Are there any other nominations? (Only once)
If no other nominations, declare the nominations closed and announce:

____________________ you have been elected Secretary do you accept?
I declare ___________ elected as Secretary.
Rap the Gavel

If more than one nomination, hold a written ballot and then announce:

________________ you have been elected Secretary, do you accept?
I declare ___________ elected as Secretary.
Rap the Gavel

Nominations are now open for Conductress
Are there any nominations?
Are there any other nominations? (Only once)

If no other nominations, declare the nominations closed and announce:

____________________ you have been elected Conductress do you accept?
I declare ___________ elected as Conductress.
Rap the Gavel

If more than one nomination, hold a written ballot and then announce:

________________ you have been elected Conductress, do you accept?
I declare ___________ elected as Conductress.
Rap the Gavel

Nominations are now open for Associate Conductress
Are there any nominations?
Are there any other nominations? (Only once)
If no other nominations, declare the nominations closed and announce
you have been elected Associate
Conductress, do you accept?
I declare ________________ elected as Associate
Conductress.
Rap the Gavel

If more than one nomination, hold a written ballot and then
announce:
____________________ you have been elected Associate
Conductress, do you accept?
I declare ________________ elected as Associate
Conductress.
Rap the Gavel

Nominations are now open for Trustee for 1, 2 or 3 years
Are there any nominations?
Are there any other nominations? (Only once)
If no other nominations, declare the nominations closed and
announce:
____________________ you have been elected Trustee for
_____years, do you accept?
I declare ________________ elected as Trustee for _____
years.
Rap the Gavel

If more than one nomination, hold a written ballot and then
announce:
____________________ you have been elected Trustee for
_____years, do you accept?
I declare ________________ elected as Trustee for _____
years, do you accept?
Rap the Gavel

IF THERE ARE MORE THAN ONE NOMINATION
FOR ANY OF THESE OFFICES, YOU WILL NEED TO
HOLD A WRITTEN BALLOT AND WAIT FOR THE
RESULTS FROM THE TELLERS BEFORE GOING ON TO THE NEXT ELECTION.

It is customary that each officer presently in the elected line nominates the person that would take their position in the line. It is not required but a nice tradition. Many times the Secretary will nominate the Treasurer to fill the office again, and the Treasurer will nominate the Secretary to fill that office again. Again, it is a nice tradition but not a requirement.

Duties of Tellers Subordinate Court

The Royal Matron appoints at least 3 tellers, one of whom is designated as Chairman.

It is the duty of the tellers to distribute, collect, and count the ballots and to determine the vote.

Counting Ballots

Their report should account for every vote cast.

The following rules are usually observed when counting ballots:

- Blanks are ignored.
- Votes for ineligible person are reported as illegal votes.
- A technical error, such as spelling, does not invalidate a ballot when the intent of the voter is clear.
- If the tellers determine that more ballots have been cast than there are legal voters present, the vote must be retaken.
- For ease in counting, the ballots may be placed in piles of 10 or 25.
Some Courts require that ballots be counted before the Assembly. All business is stopped; quiet maintained as tellers count and post results.

Nominees are listed in Tellers’ Report according to the number of votes each received.

Tally sheets are signed by tellers and the Chairman of Tellers making out the final report to submit to the Court.
Suggested Form

TALLY SHEET

Name of Court…………………………………………..Date……..

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NOMINEES</th>
<th>TALLY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>Sue Smith</td>
<td>/ / / / / / / / / / / / / /</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>John Brown</td>
<td>/ / / / / / / / / / / /</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Iva King</td>
<td>Two folded together</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Jim Black</td>
<td>/ / / Ineligible</td>
<td>3</td>
</tr>
</tbody>
</table>

Signed: Tellers

Suggested Form

Report of Tellers

Election of ___________________________ Date ____________

Number entitle to Vote ........................................ 34
Number of Votes Cast............................................ 34
Number Necessary for Election.............................. 18
Sue Smith Received ........................................... 18
John Brown Received ......................................... 12

Illegal Votes
Iva King received 2 votes folded together ............ 1
Jim Brown (ineligible) received......................... 3

Signed:

___________________________________________

___________________________________________

___________________________________________

Tellers
The Chairman of Tellers reads the report (does not state whether or not candidates are elected).

The Presiding Officer rereads report and declares the election of (insert name of person elected) as (office elected to).
   Example: Sue Smith as Secretary.

Ballots and Tallies should be placed in a sealed envelope by the Chairman of Tellers and delivered to the Secretary.

The Secretary preserves these unopened for a “reasonable” time, after the next meeting, in case a recount should be ordered by a majority vote.

Tellers compose a Special Committee appointed to perform a specific task. The committee automatically ceases to exist when its final report is given, therefore, it should not be “discharged,” but it may be thanked.

NOMINATIONS AND ELECTIONS
Grand Courts/Supreme Council

General Information

After the Election Report has been given by the Election Committee the Grand Royal Patron/Supreme Royal Patron should have a meeting with the Tellers, Pages, and Election Committee. At a Grand Court Annual Session, the Supreme Royal Patron is invited as a courtesy. The Election Committee Chairman is there to clarify any abnormalities and at a Grand Court Session the Supreme Royal Patron is there to observe. Once you have completed your meeting you can ask either the Election Committee Chairman or the Supreme Royal Patron if they have any comments. Just remember, YOU conduct the meeting.

Each Grand Jurisdiction has their own procedure but usually the procedures for election are, in essence, the same as with the Subordinate Courts. They are the first order of business.
under NEW Business and normally required to be done on the second full day of Grand Court/Supreme Council starting no later than 10:00 am. *Refer to your Grand Court By-Laws for the procedure in your Grand Jurisdiction.*

The Grand/Supreme Royal Matron requests the Grand/Supreme Royal Patron to preside for the purpose of Elections. During the counting of ballots, the Grand/Supreme Royal Patron may invite the Grand/Supreme Royal Matron to continue with Committee Reports that do not contain money or remarks of visiting dignitaries.

The Grand/Supreme Royal Patron presides during the election process. A Past Grand Royal Patron (of your Court, Grand Jurisdiction is preferred)/Supreme Royal Patron must preside when the Grand Royal Patron/Supreme Royal Matron has been nominated for an elected office, is nominating a candidate for an office, or has a spouse or relative running for an office in the Grand Court.

**Offices to be Filled**

The following are the elected Subordinate Court/Grand Court/Supreme Council offices for each category. Royal Matron, Royal Patron, Associate Matron, Associate Patron, Treasurer, Secretary, Conductress, Associate Conductress, Trustees, Commissioners of Appeal and will be conducted in that order. All other officers are appointed by the Subordinate/Grand/Supreme Royal Matron-Elect with the advice and assistance of the Subordinate Court/Grand Court/Supreme Council Royal Patron-Elect. They are installed with the other officers.

The following offices of the Subordinate Court/Grand Court/Supreme Council are to be filled by Honored Ladies, accordingly. Royal Matron, Associate Matron, Conductress, Associate Conductress, Standard Bearer, Marshals in the East
and West, Ladies of the Square [Truth, Faith, Wisdom, & Charity], Crown Bearer.

The following offices of the Subordinate/Grand Court or Supreme Council may be filled by either Honored Ladies or Sir Knights: Royal Patron, Associate Patron, Treasurer, Secretary, Trustees, Grand or Supreme Commissioners of Appeal, Grand or Supreme Lecturer, Marshal, Prelate, Historian, Grand or Supreme Fraternal Correspondent, Musician, Warder, Grand or Supreme Sword Bearer and Sentinel. For those Jurisdictions where a Sir Knight is not available for the station of Royal Patron or Associate Patron see the Supreme Constitution.

Members who have attained the status of Past Royal Matron or Past Royal Patron in a Subordinate Court of a Grand Jurisdiction or Past Grand Royal Matron or Past Grand Royal Patron in a Grand Court and in good standing or as specified in your Grand Court By-Laws or Supreme Constitution, including members holding the office of Associate Matron or Associate Patron, are eligible for any office, either Elective or Appointive.

Any Eligible Member may be elected to Office even though not present at the election providing a letter of intent has been received by the Subordinate Court/Grand/Supreme Secretary prior to the start of the elections. If they are currently serving as an elected Grand or Supreme Officer, a letter of resignation must be presented prior to accepting the new office. If they are not present the letter of intent must also include their resignation letter “IF elected”. If they are not present at the Installation of Officers, they must be installed as soon as possible thereafter, which will be done in any Subordinate Court of a Grand Jurisdiction. No Subordinate or Grand or Supreme Officer is to be installed into more than one office. As a side note: Officers can serve on multiple committees if the need requires.
**Filling of the Offices (Nominations)**

Tellers and pages will be appointed for the election by the Grand/Supreme Royal Matron prior to the close of the morning session on the day prior to the day of elections. *Again an important note: The Grand or Supreme Royal Patron has a meeting with the Tellers, Pages, and Chairman of the Election Committee immediately following the Necrology Ceremony. The purpose is to explain to those present the guidelines and restriction to be followed during the election. It normally takes place outside of the courtroom in the Foyer and lasts only a few minutes. It is always a courtesy to invite the Supreme Royal Patron as an observer and prior to dismissing everyone, ask if he has any input.*

Ballots will already have been distributed by the Grand/Supreme Secretary through the Credentials Committee Chairman.

Basic procedures for elections should be restated, by the Grand/Supreme Royal Patron, to the membership in order to eliminate confusion. The full procedures will be provided to the general membership on the previous day by the Election Committee.

Only the Subordinate/Grand/Supreme Royal Patron or presiding officer will declare the nominations either open or closed.

Only the Subordinate or Grand or Supreme Associate Matron, Subordinate/Grand/Supreme Associate Patron, Subordinate/Grand/Supreme Conductress, and Subordinate/Grand/Supreme Associate Conductress are considered to be in a progressive line for advancement, although the Subordinate or Grand or Supreme Trustees and Commissioners of Appeal do move up and the bottom of the chairs are filled through nomination and election.
It is a common and accepted practice for the retiring Line Officer to make the first nomination of their successor, in Grand Court or Supreme Council this may apply with the concurrence of the incoming Grand / Supreme Royal Matron. (i.e. The Grand/Supreme Secretary makes the first nomination for the Grand/Supreme Treasurer and the Grand/Supreme Treasurer makes the first nomination for the Grand or Supreme Secretary.)

All other nominations are made from the floor by any member in good standing. Any eligible member in good standing is eligible for nomination to any office. No nominating speeches are permitted. Nominations are not to be seconded.

Filling of the Offices (Elections):

The following is suggested terminology to be used by the Presiding Officer (Grand Royal Patron / Past Grand Royal Patron / Supreme Royal Patron / Past Supreme Royal Patron) during the process of the Nominating and Election process.

“Nominations are now open for the office of __________________________ for the ensuing year. Are there any nominations.”

Accept nominations from the floor. Announce and call once (1 time only) for any further nominations, as follows;

“Honored Lady/Sir Knight______________ has been nominated for the office of __________________________ for the ensuing year. Are there any further nominations?”

After the original and subsequent nominations are made, always ask if there are any further nominations.

Once nominations have been completed for the office to be filled the Presiding Officer will say:

“If there are no further nominations, I now declare the nominations closed.” Gavel Rap.
If there is more than one nominee, the presiding officer will ask the nominees to approach the Throne informally, pronounce and spell their last name only. The presiding officer will then declare the ballot open. Be sure to restate the brief instructions as to which ballot is being used and not to separate them until instructed and not to fold them.

_The members will cast their ballots._

After waiting a sufficient amount of time, the presiding officer will instruct the pages to collect the ballots, return to the Tellers tables and hold on to the boxes. When all ballots are collected he will ask “Has everyone balloted?” If all have balloted he will say, “I declare the Ballot closed.” _Gavel Rap_

The pages will be directed to place the ballot boxes on the tables provided and the tellers will count the ballots, give the tally sheet to the Committee Member assigned to that table and he/she will provide the results to Chairman of the Election Committee who will report to the Presiding Officer. If there is more than one nominee, the presiding officer will announce if there is or is not an election.

The Presiding Officer will announce the results in the following manner:

_We Do or Do Not Have An Election_

1. Total votes cast
2. Total votes needed to elect.
3. The votes cast for each nominee

If there is no election, the Presiding Officer will continue the elections until one nominee has the majority.

Once an election has been attained the Presiding Officer will say:

_“We have an election”_

He will again read the results as above, and then say,
“Honored Lady or Sir Knight ___________ has been elected as ___________ for the ensuing year.”

Honored Lady or Sir Knight _____________ do you accept?”

Therefore, I declare Honored Lady/Sir Knight _____________ elected as _____________.

If there is only one nomination, make the announcement as follows:

“Honored Lady or Sir Knight ________________, you have been nominated for the office of _______________ for the ensuing year. Do you accept?” Then proceed to the declaring the nominee elected as stated below.

“There being only one nominee, I declare Honored Lady/Sir Knight ________________ elected ______________ for the ensuing year.”

The elections will continue until all elected offices are filled. **NOTE:** Use the same terminology for all elected offices until filled.

**Duties of the Tellers**

The Presiding Officer (Grand Royal Matron or Supreme Royal Matron) appoints at least 3 tellers for each table used.

Care should be taken in selection of Tellers. They should know how to count ballots correctly.

It is the duty of the tellers to distribute, collect, and count the ballots and to determine the vote.
**Duties of the Pages**

When directed by the Presiding Officer, the pages will collect all ballots from the Delegates without releasing the container in their assigned area. When the collection of ballots is completed, return to the front of the assigned table and wait for further instructions. Only place the container on the table when directed to do so. Then return to your seat until the next ballot.

**Counting Ballots**

Tellers should be as accurate as an auditing committee. Their report should account for every vote cast.

The following rules are usually observed when counting ballots:

- Blanks are ignored.
- Votes for ineligible person are reported as illegal votes.
- A technical error, such as spelling, does not invalidate a ballot when the intent of the voter is clear.
- If the tellers determine that more ballots have been cast than there are legal voters present, the vote must be retaken.
- For ease in counting, the ballots may be placed in piles of 10 or 25.

Nominees are listed in Tellers’ Report according to the number of votes each received, using the form required by Supreme Council.
# TALLY SHEET

Name of Court…………………………..…………………………………..Date……..

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>NOMINEES</th>
<th>TALLY</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secretary</td>
<td>Sue Smith</td>
<td>/ / / / / / / / / / / / / / / / / / /</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>John Brown</td>
<td>/ / / / / / / / / / / / / / / / / / /</td>
<td>12</td>
</tr>
<tr>
<td>Iva King</td>
<td>Two folded together</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Jim Black</td>
<td>/ / Ineligible</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Signed:

________________________________________

________________________________________

________________________________________

Tellers

Tally sheets are signed by Tellers and the Chairman of Tellers making out the final report to submit to the Court.

Suggested Form

Report of Tellers

Election of ___________________________ Date

Number entitled to Vote .................................34
Number of Votes Cast .................................34
Number Necessary for Election .........................18
Sue Smith Received .................................18
John Brown Received .................................12

Illegal Votes

Iva King received 2 votes folded together ..........1
Jim Brown (ineligible) received .........................3

The Chairman of Election Committee carries the report to the Presiding Officer. The Presiding Officer rereads report and declares the election of Sue Smith as _________________.

7.18
Ballots and tally sheets should be sealed in an envelope by the Chairman of Election Committee and held by Grand or Supreme Secretary until after the Installation of Officers. The Chairman will report at that time that the ballots have been destroyed.

Tellers or Pages compose a Special Committee appointed to perform a specific task. The committee is ‘discharged’ by the Grand/Supreme Royal Matron with the thanks of the body at the conclusion of the elections.
Chapter 8

Business of the Court:
Public Relations and Publicity
PUBLIC RELATIONS

Each Subordinate Court should establish a Public Relations Program Committee to better inform our own members and our “communities” of what we are, what we do, our history, our philanthropies, and what our role is in the realm of Masonically affiliated organizations and the community. We must be more visible and let the public know we exist.

If we are to continue to grow we must have new members. To gain new members we must present our Order in a favorable light.

We must have the help of the community in our fund raising projects to carry forward our objectives that directly affect members of our community.

More important still, we must build in our own membership an appreciation of the Order and its value to them as individuals.

What is Public Relations?

Public relations is the day-to-day education of others in the values of a “product” (our product – fraternalism) and the organization producing it.

It is the bringing of our Court program into the daily lives of our neighbors, as well as into the lives of our members.

It means creating in every member a sense of individual loyalty and responsibility for all the Court’s work.

Public relations are more than publicity. It is what we show and tell other members of the Masonic family and community of our Order in everything we do and say.
Who is our Public?
- Our Court Members;
- Grand Court;
- Supreme Council;
- Masonic Family;
- Other Fraternal Organizations;
- Community.

How Do We Connect to our Public?

To Grand Court (Or Supreme Council)?
- Willingness to cooperate in Grand Court/Supreme Council Objectives (Support Philanthropic work).

To Masons?
- Masonic Night
- Masonic Charities
- Literature in Masonic Lodges and Libraries
- Assistance as needed for their special nights (refreshments or dinner, etc.)

To the Community?
- Good conduct (harmonious relations)
- Benefits to community causes

To Other Fraternal Organizations?
- Invitations to those in leadership positions to appear at important public Amaranth functions.
- Have a Spirit of cooperation in any allied efforts.
- Inviting Rainbow Girls, Jobs Daughters, Constellation of Junior Stars, Organization of Triangles, and DeMolay to perform programs for the Court.
- Assistance as needed for their special nights (refreshments or dinner, etc.).
**Court Bulletins, Personal Calls, Text Messaging, Using Social Media**

The Bulletin or Newsletter is one medium devoted exclusively to the instruction and information of members. It can be newsy, humorous or personal and is invaluable for keeping members posted on the Court’s current events.

Running personal sketches of individual members (their background and accomplishments with interesting personal items about each one) can stimulate broader acquaintance and integrate the membership. In doing this be careful to comply with the laws in your jurisdiction and if necessary have a signed release/waiver from the member.

Personal Calls/Visits can keep members informed and find out what needs those members might have that the Court could respond to.

These types of communication:

- Shows members that we do care;
- Promotes participation in Court activities;
- Reminds members of its specific aims and purposes; and
- Calls attention to its accomplishments.

**HIPAA: WHAT WE NEED TO BE AWARE OF**

Many messages that give information about member’s health appear in a variety of ways. Before publishing this information permission should be obtained from the member or the member’s family in writing. It is a serious Health Insurance Portability and Accountability Act (HIPAA) violation to publish any information concerning an individual without permission. The law is very clear on this. It does not matter that you are sending it to
friends. Ministers have been fined by announcing information in church. The fines start at $10,000 per violation and go to $50,000 per violation. Be careful about this and make sure the individual or family sends you an email giving you permission. A way to word information concerning an individual might be, “Honored Lady Vivian or Honored Lady Vivian’s family asked me to inform our Amaranth family about her…… The government can and does monitor social media pages and emails on which this information appears.

PUBLICITY

Publicity – What it is – How does it differ from News?

*News* is current, truthful and interesting information from the standpoint of one who desires to be informed. *Publicity* is current, truthful and interesting information from the standpoint of one who desires others to be informed.

The objective of publicity is to make the Court known; its purposes understood; its accomplishments recognized by:

- The Members;
- The Masonic Family;
- The Community.

Things are not talked about because they are interesting – they are interesting because they are talked about. Not only do most of us know what we like, but also we like what we know. Through publicity we make our programs and activities known and strive to win approval and support of the public.

Too much emphasis cannot be placed on the importance of the selection of a special committee…a Publicity Committee. The Court is fortunate that has a member who is experienced in the newsletter writing or social media field.
Qualities of a Publicity Chairman include:

- Dependability;
- Resourcefulness;
- Tact;
- Sincerity;
- Enthusiasm;
- Ability to work with people;
- Industrious (eager to work);
- Ability to think BIG;
- Punctuality;
- Good judgment;
- Loyalty;
- Knows the law.

Another qualification is to know about the Order – or have ready access to that knowledge.

A Publicity Chairman should most definitely participate in PLANNING so that they can influence its activities into newsworthy print or electronic media, including social media. The Publicity Chairman can guide the Royal Matron into building the kind of program that will attract the attention of the press, and other news and social media.

**News Must Be Created**

Active Courts have lots of news to share.

The Publicity Chairman can make a tentative plan for the entire year’s publicity program; being sure there is room for flexibility.

The first thing a Chairman should do after being appointed is confer with the Royal Matron and other Committee Chairman to determine the program or events for the year.
Getting acquainted with news outlets (written and electronic), radio and television stations and social media should be the next thing for the Chairman to explore.

Find out everything you can that will help meet the requirement for submitting items to news and social media outlets. Then leave nothing undone. The goodwill, the cooperation and the assistance of news (written and electronic), radio, television and social media support and everyone else through whom publicity is distributed, are absolutely indispensable to the success of a good publicity program.

Some Hints and Suggestions

- Never complain to a radio or television outlet, written or electronic media source, or social media site. If a mistake was made, it is now history and cannot be recalled. If there was an omission there was some good reason. Even if there was none, you will not only gain nothing, but you will actually lose in the estimation of those you would correct.
- Offer news that is news and interesting.
- Invited news editors, radio and television personalities or others to participate in Court programs where possible; to serve as judges in contests, etc.
- Never fail to send tickets to all public functions of the Court…luncheons, dinners, etc. to those in the media that help.
- Express gratitude for the smallest favor. There is a magic in appreciation.

ABC’s OF REPORTING:

Accuracy – Brevity – Clarity

Accuracy is the first law of a media outlet whether print, electronic, radio, television or social. Verify everything especially names, initials, and figures. (Note: All publications
must be cleared by the individual for use of names and other personal information before they can be released.)

**Brevity** is the second law. Omit explanations and details. Do not drag down an idea with useless words and phrases, but strip it for action.

News is constructed by beginning with the climax. Your release must be written so that it can be easily read and understood. The first paragraph of the release – the “lead” – should tell basic facts of the story. Or first two paragraphs if the sentences are long.

**Clarity** is the five W’s, but not necessarily in this order:

- Who;
- What;
- When;
- Where;
- Why.

Paragraphs after the first one should be arranged in order of decreasing importance so that the story may be cut up for length from bottom up.

**WRITE SIMPLY, KEEP SENTENCES SHORT!**

Names make news. Sprinkle the copy freely with names. Everybody loves to see their name in print but be sure to have a signed release.

If there is a Publicity Committee, it is the official mouthpiece of the Court and should be the only source of information. That is why the Publicity Committee should be fully informed on organization happenings.

It is important to know the deadlines of each of your media sources for each source is like every Court and is different in one way or another.
Release Mechanics for print or electronic media

- Use standard white paper only.
- All releases should be printed.
- Double spacing with optional triple spacing between paragraphs.
- Use only one side of the paper.
- Identify the source of your story completely – name of Court, name of person available for further information with phone number and possibly their email address.
- Indicate release date of material remembering that your source may be published or uploaded to on the net both in the morning and afternoon.
- You may wish to put a headline on the release, not as an order to the person to whose attention the release comes but as a guide to what news the release contains.
- At the bottom of all pages except the last use the word “MORE.” At the end of the release type “END”.

Photographs

- One picture is still worth a thousand words – or more, depending on how good the words are.
- As with releases, there are mechanical rules as well as basic principles which should be followed:
  - Photographs should be standard sized;
  - Photographs for print media should be printed on glossy paper;
  - Photographs for television require matte or dull paper;
  - Photographs for electronic media should be in appropriate format so that they can be downloaded.
Some photograph hints:

- The key word in a good, sharp picture is “action.” Have your subjects doing something. A group of four people starring into the camera lacks action.
- What is the occasion? An award? Have someone handing over the award, another person looking on, and a third accepting it.
- Beware of groups of more than four people. Three is a better number.
- Beware of photographs that have no people in them, such as those of a booth, a building, or a piece of equipment. People make news, especially in pictures.
- Beware of deadlines for photograph as they may be much earlier than written deadlines.
Example of a release to print media

ALPHA COURT NO. 17
ORDER OF THE AMARANTH

For Release                Mrs. E. C. Adams

Tuesday, February 13, Year   Tel:  770-215-2785

                          Email:  adamsec@gmail.com

Members of Alpha Court No. 17, Order of the Amaranth will hold their annual dinner dance tomorrow at 8:00 p.m. in the Fine Arts Building, 842 East Lake Drive, Chicago, in honor of the Royal Matron, Mrs. Elbert D. White and Royal Patron, Elmer E. King.

John A. Calhoun, Chairman of the Dinner Dance Committee, said yesterday 200 members are expected to attend the affair.

Mr. Calhoun also announced that Mrs. Allred A. Peters, Chairman of the Program Committee, has arranged for four variety acts of entertainment.  

END
Comments on the above example:

The important facts of the story are contained in the first paragraph. Someone needs only to spend a few moments glancing at the release in order to determine what the story is about.

The release sticks to the facts and does not indulge in flowery adjectives.

The story includes several names of local residents. Middle initials are used to make certain there is no confusion as to the identity of the individuals.

The copy is double spaced to allow for editing. A definite identification as to the source of the news is contained in the heading. Telephone number and email address are included for the convenience of media staff that may need further information.
Chapter 9

Parliamentary Procedure
PARLIAMENTARY PROCEDURE

Introduction

Parliamentary Law is an orderly and systematic procedure used to conduct the business of a Court or Grand Court or Supreme Council in a democratic manner. It provides an efficient method for accomplishing all the legitimate objectives of a meeting without confusion and misunderstanding. It offers participation to all, imposes responsibilities on all, serves the best interest of all, and saves time of all.

Supreme Council has adopted as its Parliamentary authority Robert’s Rules of Order Newly Revised by General Henry M. Robert. It is revised approximately every 10 years and should be replaced for proper reference. These rules govern in all cases to which they are applicable and in which they are not inconsistent with the Supreme Constitution or Grand Court Bylaws and Court Rules and Regulations. Each Grand Court should have an article in their Bylaws and each Court in its Rules and Regulations designating some standard work on parliamentary law (preferably Robert’s Rules of Order Newly Revised as its authority).

These rules shall govern the business procedures only when they are consistent with the Constitution or Bylaws or Rules and Regulations and Ritual of the Order. The Constitution or Bylaws or Rules and Regulations or Standing Rules supersede any parliamentary rule with which they may conflict.

Good Parliamentary Practice:

For Members

It is sometimes assumed that parliamentary knowledge is necessary only for the officers or those who aspire to office. This idea is mistaken. One of the first requisites of a good officer is to be a good member. Full responsibility for the
conduct of the meeting should not be placed on the Royal Matron alone. It is important that members assist by knowing how to:

- Properly introduce business;
- Participate in discussion;
- Make/Give reports.

It is the members who make the decisions on affairs of the Court. The business of a meeting will proceed smoothly if parliamentary procedure is used. Knowledge of parliamentary procedure equips a member for effective participation; gives self-confidence, poise and ease of mind in any parliamentary situation. As one advances in parliamentary practice they finds that it is common sense exemplified.

**For Officers**

**The Royal Matron as a Presiding Officer:**

Presiding is an art which no book of rules can fully teach:

- The tactful presiding officer knows how to discourage courteously the member who talks too much or too often;
- How to encourage the shy member who speaks only when impelled by strong convictions;
- Knows when an assembly is resistant, how to shorten discussion and when to move business along.

And above all –

- Knows parliamentary law and how to apply it.
Fundamentals of Parliamentary Procedure

Basic Fundamentals

- Parliamentary Law is an accepted set of rules for the conduct of business in a group meeting.

  Parliamentary rules exist to:
  
  - Facilitate the transaction of business; and
  - Promote cooperation and harmony.

- The Rules of the Majority: The majority rules but it must rule fairly and wisely.

  The main purpose of parliamentary procedure is to ascertain the will of the majority and to see that this will is carried out. When the will of the majority has been expressed by a vote, that vote becomes the decision of the Court. Once the vote has been announced, the minority has the duty to accept the decision and abide by it. Every member agrees when they join the Order, to be governed by the vote of the majority.

- Protection of the Minority: There are certain basic rights which belong to a minority:
  
  - The right to discuss;
  - The right to oppose.

  These rights must not be infringed upon. The minority of today is frequently the majority of tomorrow.

- All members have equal Rights, Privileges and Obligations to:
  
  - Propose motions;
  - Speak and be protected from interruption;
  - Vote;
  - Nominate;
  - Ask questions;
Insist on strict and impartial application of any rule necessary to protect him/her or any other member in his/her rights and privileges.

- **Full and free discussion of every proposition presented for decision is an established right** – Each member has the fundamental right to express his/her opinion fully and freely without interruption so long as he/she remains within the rules of debate.

- **The simplest and most direct procedure for accomplishing a purpose SHOULD BE followed**: This requirement is necessary to save time and effort and to avoid confusion.

  *Motions have a definite and logical order of Procedure*: This procedure or priority is based on the relative urgency or necessity of each motion in relation to the efficient transaction of business.

- **Every member has the Right to know at all times what question is before the Court and what its effect will be**. The Presiding Officer should keep the question to be voted upon clearly before the Court, and when necessary, should explain the effect of the vote.

- **Parliamentary Law** according to Robert’s Rules of Order states, “A great deal of time is often wasted and confusion caused by the neglect of the presiding officer to state the question before the assembly every time a motion that is in order is made, or a vote is taken.” “…a vote is not complete until it is announced and an opportunity given to challenge the correctness by calling for a division.”

- **Only one Question can be considered at a time** – When one motion is under consideration, it can be superseded by a motion having a higher precedence, which then becomes the motion under consideration. This latter motion can in turn be superseded, but each motion is
considered separately and in turn so that only one question is before the Court at one time.

- **Those to whom Power is Delegated must be chosen by Democratic Process** –

  Power is delegated to officers, committees and representatives, but this delegation must be made directly or indirectly by the democratic process of a majority vote.

- The Presiding Officer should be strictly impartial.

  The Presiding Officer (Royal Matron) serves as the honored but impartial servant of the assembly (Court).

  The Presiding Officer should not be a participant in debate. If there is information which the assembly needs, she may call upon some other member to present it. If no other member has it, the presiding officer may present it from the chair.

  If the Presiding Officer considers it essential to argue any question, she has the right to do so, but this right should be used sparingly. She leaves her position as Presiding Officer and calls upon the Royal Patron to preside until that issue is completed by the vote.

**Basic Rules of the Day**

Here is a SAMPLE ‘Rules of the Day’. These can be adopted as the Rules of the Day for any meeting or adjusted to the needs of the group. These are based on Supreme Constitution and Robert’s Rules of Order Newly Revised.

**Rules of the Day**

The Constitution of Supreme Council and the Bylaws of our Grand Court have set forth the rules by which our Grand Court is to function. Other Rules of the Day are based on Robert’s Rules of Order.
Any member of this Grand Court has the right to make motions, discuss, amend and vote on any items of business brought before this body, and is encouraged to do so.

Any member wishing to address a matter of business must rise, address the throne, and after being recognized, state your name and Court. You do not give any titles.

In giving a report, the person giving the report only needs to say, “Grand Royal Matron and delegates” before proceeding with the report.

Only one subject may claim the attention of the meeting at a time.

The proper wording for a motion is “I move....” OR “I move to amend the motion by...” you do not say “I make a motion”

A motion may be amended by saying “I move to amend by (adding...striking...or substitution)

A motion made by a member must be seconded by another member of this Grand Court and must be restated by the presiding officer before any action may be taken. You are encouraged to put your motion in writing so that the presiding officer can restate it clearly.

A motion from a committee does not need a second.

You may amend an amendment but that is as far as you can go at any given time.

The amendment to the amendment is voted on first and then the first amendment, then the main motion.

The maker of a motion has first opportunity to speak.

During discussion, after someone has spoken in favor of a motion, then someone from the opposing side has the
opportunity to speak. Continue to switch sides until time is called or no one from the opposite side wishes to speak.

No one may speak more than twice until all have had the opportunity to speak and permission has been requested and given by the presiding officer.

The time limit for each person is limited to two minutes. The time limit on any issue is ten minutes. At the end of the time limit the speaker will be notified and at the end of the time limit for discussion, the matter will be voted on.

If no one else is ready to speak from one side, the discussion will end and a vote taken.

A motion may be withdrawn by the maker thereof and seconder before a vote is taken and no record shall be in the minutes.

No Report, Proposed Amendment or Resolution properly presented and under consideration can be withdrawn without the permission of the voting delegates of the Grand Court.

A motion to ‘table’ a motion is not debatable but must be voted on.

A motion to ‘reconsider’ may be made at any time during this session of Grand Court but must be made by one voting with the majority.

‘Point of Information’ may be made to get relevant information on the question under discussion.

“I move the previous question,” not ‘Calling the question’ directs the presiding officer to take a vote as to whether or not to stop all discussion (with a 2/3 vote) and bring the matter to a vote. It is not debatable and does not automatically bring a vote on the main motion.
‘Divide the Question’ takes parts out and allows a vote on the rest as a whole if the motion can be easily separated.

A Roll Call vote may be ordered upon the request of five (5) members and every vote counted.

‘Call for Division’ calls for a standing vote instead of voice vote and is in order if it seems necessary.

**PARLIAMENTARIAN**

It is suggested that the Grand Royal Matron or Supreme Royal Matron appoint an individual to serve as Parliamentarian to assist the Grand Royal Matron or Supreme Royal Matron in making sure that parliamentary procedures are followed. Most court discussions are not overly involved and may not need someone to help.

**Characteristics and duties of a Parliamentarian:**

Serving as Parliamentarian is a profession not too well defined and not as professional as it should be. A Parliamentarian is one who by experience and knowledge is equipped to give correct, accurate advice on matters of parliamentary procedure.

**Characteristics of a Parliamentarian?**

- Tact;
- Patience;
- Sense of fitness of things;
- Steady nerves, the ability to work with people;
- Fairness and impartiality;
- Ability to explain parliamentary points in an understandable manner.

The position of Parliamentarian is, or should be, a professional one. A parliamentarian is appointed by the Grand or Supreme Royal Matron. Their first duty is to advise the Grand/Supreme Royal Matron.
Duties Include:

- Advising the Grand or Supreme Royal Matron.
- Sitting with committees as consultant when directed to do so by the Grand or Supreme Royal Matron; and serving in an advisory capacity or as otherwise directed by the Grand or Supreme Royal Matron.
- Speak only on the immediate concern and ONLY when called upon to do so.
- Unobtrusively calling the attention of the presiding officer to any serious error in procedure which is observed.
- Studying the personality of the Presiding Officer, temperament and experience; then use their best judgment as to how to be most helpful.

Other Things to Remember:

- While the parliamentarian is a source of information on parliamentary procedure, this individual has no authority to enforce their ideas or rulings. Both the Presiding Officer and the Court may disregard the advice of the parliamentarian.
- Any inquiry on parliamentary procedure is addressed to the Presiding Officer and after consultation with the parliamentarian (if she/he wishes) the chair answers the inquiry.

Should Every Group Have A Parliamentarian?

- No, desirable as it might be, it is not possible for every group to have a qualified parliamentarian.
- And to have someone appointed parliamentarian just because he is a good friend of the Grand or Supreme
Royal Matron, or has been a good worker, can mean trouble.

- After all, poor advice is worse than no advice at all.

**Should The Parliamentarian Be A Member Of The Court?**

There is nothing to prevent a Court from using the services of a member who is a qualified parliamentarian. The parliamentarian needs to be a member of the Order but not a member of the Court where they are assisting. **However, a Parliamentarian takes no part in the proceedings of a meeting – should never serve on a committee, or in any capacity that makes it necessary for them to take sides in a matter.** A member of a Court serving as Parliamentarian should not exercise their right to voice an opinion on an issue or vote on Court affairs.

**How Can Parliamentarian Best Advise the Presiding Officer During Meetings?**

Hastily written notes of advice slipped to the Presiding Officer or a whisper, if not time for writing a note. For that reason the parliamentarian should sit near the Presiding Officer during a business meeting.

> Training and experience the ability to meet any and all situations that arise in organization work.

**Parliamentary Advisor**

Through experience as a long-time member of a certain court one may have a good deal of knowledge about procedure of that Court. They can thus be helpful in advising the Presiding Officer. But that does not make them a parliamentarian.

The title PARLIAMENTARY ADVISOR should be adopted by all individuals and groups if someone other than a professional parliamentarian is employed or appointed.
BASIC PROCESSES THAT OFFICERS SHOULD CONSIDER

Presiding Officer (Royal Matron)

- Minutes: Ask “Are there any corrections?”
- If not say “The minutes are approved as read.”
- If there are corrections say “The minutes are approved as corrected.”
- Treasurer’s Report: “You have heard the reading of the Treasurer’s Report, if there is no objection, the report will be placed on file subject to audit.”

Business:

Unfinished Business: Check with the Secretary to see what items need to be brought up.

New Business: Maker Stands, addresses the Royal Matron and waits to be recognized by the Royal Matron. They then say “I move………..” The Royal Matron then waits for someone to second the motion.

{If a committee proposes a motion, the maker would say “The committee moves that…..” The Royal Matron would say “The committee moves that…..”}

Presiding Officer responds, “It has been moved that ……….” Repeating the motion word for word and then asks “Is there any discussion?”

The maker has the first opportunity to discuss. You then ask for someone to speak against the motion. You proceed to go back and forth until there is no one to speak on either side or the time limit has been reached.

The Royal Matron then calls for the vote by saying, “All those in favor say ‘Aye’” Wait for the vote and then say,
“All those opposed say ‘No’”. The Royal Matron would then state the results of the vote by saying, “The ‘Aye’s’ have it, the motion is carried.” OR “the ‘No’s’ have it, the motion is defeated.”

**Basic Parliamentary Terms and Practices**

1. **Presiding Officer** – The Chair
   
   In early times members of an organization sat on benches, the Presiding Officer occupied the ONLY chair, hence he became known as *the Chair*, a general parliamentary term used to designate the Presiding Officer.
   
   When the chair has an official title such as in the Order of Amaranth, they are always addressed by members, or referred to in debate *by title*, Royal Matron or Royal Patron. The Associate Matron, a Past Royal Matron, Associate Patron, or a Past Royal Patron *in the chair* are addressed as *Royal Matron or Royal Patron*.
   
   *The Chair represents and acts for the assembly – not for themselves. They refer to themselves as THE CHAIR – never I.*

2. **Quorum** –
   
   The number of members that must be present at a meeting in order to conduct business (The number should be stated in Court Rules and Regulations. See Supreme Constitution, Part IV, Section 24).

3. **Quorum of a Committee** –
   
   Majority of the entire committee.

4. **General Consent** –
   
   Informal agreement of the assembly. (A method of voting.) To obtain general consent, the chair should ask if there is any objection to a certain procedure.
   
   Example –
   
   Royal Matron: “If there is no objection the bills will be paid.”
   
   Silence gives consent. If no one objects.
Royal Matron: “The bills will be paid.”
If someone says, “I object.” The question must be put to a vote.

5. **Main Motion** –
   Is a proposal that the Court:
   (a) Take certain action;
   (b) Or express certain views.
   The Correct form for a motion:
   “I MOVE THAT....”
   (Do not say, “I make a Motion” or “I move you…”)

6. **Seconding a Motion** –
   Approving or endorsing the proposition
   Unless a large group, one need not rise nor address the chair – merely say, “I SECOND THE MOTION.”

7. **Stating the Question** –
   Placing the motion before the assembly (Court) is the next and necessary step.
   The Chair says: “It is moved and seconded that ....”
   (Repeating the motion). Chair should not say: “You have heard the motion.”

8. **“Is There Any Discussion?”**
   The chair makes the above statement immediately after stating the motion. It means the question is open for debate (discussion). Anyone wishing to discuss the motion should rise, address the chair and await recognition.

9. **Putting the Question** –
   The chair says:
   “Those in favor of the motion that … say aye.” (Pause for vote.)
   “Those opposed say No.”
   (Do not say “contrary” and do not speak of “giving a sign” since “aye” and “no” are not signs).
   OR the Chair may say:
   “The question is on the motion that ...” “All those in favor say 'aye'. Those opposed say 'No.'”

10. **Announcing the Vote** –
Chair says:
“The 'aye's have it, the motion that …. Is adopted.” OR
“The 'no’s' have it, the motion that … is lost.”

This is MOST IMPORTANT: The vote should always be announced, as it is a necessary part of putting the question. The assembly is assumed not to know the result of the vote until announced by the chair, and the vote does not go into effect until announced.

11. **Gavel** –
In ritualistic Orders of Business, the gavel is to be used as the Ritual directs. *(Ritual)*
Parliamentary procedure does not designate the gavel to be used to:
(a) Close an order of business;
(b) Emphasize the announcement of a vote;
(c) Emphasize the result of a vote by “general consent.”

12. **Germaine** –
Closely related: of the same subject matter.
An amendment for example, must be *germaine* to the motion to which it is applied.

13. **Point of Order** –
The purpose of a point of order is to call attention to a violation of the rules or to an omission or to a mistake in procedure.

14. **Pending Question** –
The question before the assembly.
A question is said to be pending from the time it is stated by the chair until it is disposed of either temporarily or permanently.

15. **Immediately pending question** --
The last question stated by the chair when several questions are pending.
Example: The question on an amendment to an amendment is the “immediately pending question,” the question on the primary amendment and on the main motion are pending.
16. **Amend** –
Modifying, or changing a motion.
This may be done before the motion is adopted or rejected.

17. **Resolution** –
A form of main motion usually of such length as to be written.
A Resolution may have a preamble setting forth the reasons for its adoption.

18. **Vote** –
A formal expression of the will, opinion or preference of the members of an Assembly as in regard to a question that has been introduced for consideration.
A *Majority vote* is more than half the votes cast.
(The majority of an even number is the same as that of the odd number just above it. Thus 3 is a majority of either 4 or 5.)
A *blank* is not a vote, therefore is never counted.
A *Two-Thirds vote* is 2/3's of the votes cast. (There is no such vote as a “two-thirds” majority.)
(If a motion requires a 2/3’s vote it means that the affirmation vote must be at least twice as large as the negative vote in order that the motion be adopted.)
Example: An amendment to the Court Rules and Regulations requires a 2/3's vote for adoption.
A tie vote is a lost vote unless the chair casts the deciding vote, which is not advisable.
One, may vote against but may not speak against his own motion.

19. **Ex-Officio** –
By virtue or because of Office.
An ex-officio member of a committee is a member who is so designated in the Bylaws, or Rules and Regulations, by virtue of office (usually the Royal Matron). There is no distinction between an ex-officio member and any other member of a committee except an ex-officio member is not counted in a quorum.
The ex-officio member has every privilege, the right to make motions, to debate and to vote.

The Royal Matron is NOT an ex-officio member of committees and has no right to attend committee meetings unless the Rules and Regulations give that privilege.

**Bringing Business before the Court**

1. *By Communication* –
   (Letter or Petition)
2. *By Resolution* –
   (A motion to adopt is necessary)
3. *By a Motion* –
   (There is a solution for all problems and questions that arise in the Court in the correct use of motions.)

**METHODS OF VOTING**

1. *By Voice* –
   Viva Voce (Pronounced vi-va vo-se) “Aye” and “No”
2. *By Show of Hands* –
   This is a form of *voice voting*.
   Chair says: “Those in favor of the motion that … will raise right hand.” (Down)
   “Those opposed will please raise the right hand.”
3. *By Rising* –
   This is also called “division of the house.”
   This method of voting is used when:
   (a) The result cannot be accurately determined by voice vote.
   (b) And when 2/3 vote is required.
   Chair says: “The question is on the motion that … Those voting in the affirmative will please Rise.” (Counts) Be seated.”
   “Those voting in the negative rise.” (Counts) “Be seated.”
4. By Ballot –
A secret vote usually by slips of paper.
(Do not say “secret ballot” as ballot alone means secret vote.)

MOTIONS

SEVEN STEPS NECESSARY IN COMPLETING ACTION ON A MAIN MOTION
1. Recognition by the Chair.
(Always rise and address the Chair, “Royal Matron” and be recognized before speaking – no member has the privilege of the floor until given it by the Chair.)
2. Statement of the Motion. “I move that …”
3. Second of the Motion.
4. Statement by the Chair: “It has been moved and seconded that …”
5. Discussion.
(Every member has the right to debate on debatable motions).
6. Vote. In taking the vote the Chair says “All those in favor of … say 'aye'. Those opposed say 'No'.”
7. The Chair rules on the vote and implements the action taken.

Nine Things to Know About Every Motion
1. Object; what is the purpose to be accomplished by the motion?
2. Does it require recognition?
3. Does it require a second?
4. Form (how do you state it).
5. Rank (when is the motion in order – to which motions does it yield).
6. Debatable (can you discuss it).
7. Amendable (can you change it).
8. Vote (does it take majority or two-thirds vote).
9. Reconsiderable – (can it be reconsidered).
TYPE OF MOTIONS

For convenience motions are divided into classes according to their nature. There are two classes of motions:

MAIN MOTIONS AND SECONDARY MOTIONS

Main Motions –
(a) Original Main Motions:
   • Introduce a new subject;
   • Can be made only when there is no question pending.
(b) Incidental Main Motion:
   • Incidental to the business of the assembly;
   • Or it’s past business or future action.

Examples of Incidental Main Motions are:
   • Motion to rescind;
   • Motion to ratify;
   • To adopt a report of a committee to which a question has been referred (as an Auditing Committee).

Secondary Motions

All Motions except Main Motions are Secondary. They may be made when other business is pending, provided they are made in the proper order.

Divided into classes:
(a) Subsidiary;
(b) Privileged;
(c) Incidental;
(d) Unclassified;
(e) Multiple (Two or more motions made as one. Must be divided if requested by any member. Example: Motion to “adopt and limit debate.”).
a. *Subsidiary Motions*

Subsidiary motions are those that apply to other motions and are used to carry out the wishes of the assembly in regard to the main motion. They arise out of consideration of the main motion. The seven subsidiary motions are listed in this manual and in *Robert’s Rules of Order Newly Revised*.

b. *Privileged Motions*

Privileged Motions are in one way or another emergency motions. They apply to situations, circumstances, or existing conditions that need immediate attention. They do not apply to the pending questions but are of such importance that they interrupt all other questions and supersede them. The five privileged motions are listed in this manual and in *Robert’s Rules of Order Newly Revised*.

c. *Incidental Motions*

Incidental Motions are those that arise out of a pending question and must be decided before other business can be taken up. For example, when a point of order is raised pertaining to a pending question, that point of order must be attended to before there may be any further consideration of the pending question (see *Robert’s Rules of Order Newly Revised*).

d. *Unclassified Motions*

There are some motions that do not belong to any particular classification because of certain peculiarities and privileges that they enjoy. (See *Robert’s Rules of Order Newly Revised*.)

Two examples are:

1. Motion to Reconsider;
2. Motion to take from the Table.
**Order of Precedence Of Motions**

Certain motions have priority over other motions for consideration by the assembly. They have an order of precedence. For example, the motion to “fix the time to which to adjourn” (not used in court meetings) takes precedence of all other ranking motions. On the other hand a main motion has the lowest ranking, because it introduces new business and new business cannot be considered until unfinished business has been disposed of.

(Some of these motions are rarely if ever used in Court meetings, but many Amaranth members belong to other clubs and organizations where this knowledge would be beneficial – hence, it is included in this Manual.)

Listed in the Table below, are motions in the order of their rank. When any one of the ranking motions is the last (immediately) pending question, the motions listed above it are in order and those listed below it are out of order.

It is advisable to memorize the ranking motions from Number 1 (main motion), the lowest rank motion, to Number 13 (fix the time to which to adjourn), the highest ranking motion.

<table>
<thead>
<tr>
<th>Five Privileged Motions –</th>
<th>Vote Required</th>
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<tbody>
<tr>
<td>13. Fix the Time to which to Adjourn</td>
<td>Majority</td>
</tr>
<tr>
<td>12. Adjourn</td>
<td>Majority</td>
</tr>
<tr>
<td>11. Take a Recess</td>
<td>Majority</td>
</tr>
<tr>
<td>10. Raise a question of Privilege</td>
<td>No vote</td>
</tr>
<tr>
<td>9. Call for Orders of the Day</td>
<td>No vote</td>
</tr>
<tr>
<td>(To keep or return the Court to regular Order of Business)</td>
<td></td>
</tr>
</tbody>
</table>

9.21
<table>
<thead>
<tr>
<th>Seven</th>
<th>Subsidiary Motions –</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.</td>
<td>Lay on the Table</td>
<td>Majority</td>
</tr>
<tr>
<td></td>
<td>(To delay action or to lay aside)</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Previous Question</td>
<td>2/3</td>
</tr>
<tr>
<td></td>
<td>(To close debate on and further amendment of a pending question and vote immediately.)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Limit or Extend the Limits of Debate – Modify Debate</td>
<td>2/3</td>
</tr>
<tr>
<td></td>
<td>(To limit the privilege of debate or extend the time of debate.)</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Postpone to a certain time</td>
<td>Majority</td>
</tr>
<tr>
<td></td>
<td>(To delay action until a definite time. If made a Special Order requires 2/3 vote.)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Commit or Recommit</td>
<td>Majority</td>
</tr>
<tr>
<td></td>
<td>(To place the question under discussion in the hands of a committee – or to send back to a committee a question that has previously been referred to it.)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Amend</td>
<td>Majority</td>
</tr>
<tr>
<td>2.</td>
<td>Postpone indefinitely</td>
<td>Majority</td>
</tr>
<tr>
<td></td>
<td>(To “kill” without the risk of a vote on main motion.)</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>MAIN MOTION</td>
<td>Majority</td>
</tr>
</tbody>
</table>
Incidental Motions ....

Incidental motions have no order of precedence among themselves, and is only necessary that they be disposed of as soon as they arise, and prior to the question out of which they arise. Most of the incidental questions are concerned with demands or requests relating to the rights of members.

<table>
<thead>
<tr>
<th>Frequently used Incidental Motions:</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Appeal from decision of Chair (to try to reverse the decision of the Chair on a point of Order)</td>
<td>Majority, or tie vote sustains ruling</td>
</tr>
<tr>
<td>2. Point of Order (to enforce the rules)</td>
<td>Majority</td>
</tr>
<tr>
<td>3. Parliamentary Inquiry or a request for Information</td>
<td>None</td>
</tr>
<tr>
<td>4. Suspend Rules</td>
<td>2/3</td>
</tr>
<tr>
<td>5. Leave to withdraw a Motion</td>
<td>Majority</td>
</tr>
<tr>
<td>6. Objection to Consideration (to prevent discussion of an objectionable matter)</td>
<td>2/3 Negative vote to prevent consideration</td>
</tr>
<tr>
<td>7. Division of Question (to consider one thing at a time)</td>
<td>Majority</td>
</tr>
<tr>
<td>8. Division of Assembly (to determine correctness of voice vote by rising vote)</td>
<td>None</td>
</tr>
<tr>
<td>9. Request for a Privilege</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Some of these questions may be presented as either motions or requests. If proposed as requests, they are acted upon by general consent.
<table>
<thead>
<tr>
<th>Unclassified Motions ----</th>
<th>Vote Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Take a matter from Table (to bring question back for consideration that has previously been tabled)</td>
<td>Majority</td>
</tr>
<tr>
<td>2. Reconsider (to bring back for further consideration)</td>
<td>Majority</td>
</tr>
<tr>
<td>3. Rescind (to void action previously taken)</td>
<td>Same Day – Majority Future – 2/3</td>
</tr>
<tr>
<td>4. Expunge</td>
<td>Majority of entire membership</td>
</tr>
<tr>
<td>5. Ratify (to make legal action taken in emergency or informally)</td>
<td>Majority</td>
</tr>
</tbody>
</table>

**Procedure on amendments**

After the question (the motion) has been stated by the Chair, it may be desired to change the motion in some way. This is done by AMENDING the motion.

**Five Methods of Amending**

| 1. | By Adding (at the end of the motion) one or more consecutive words. |
| 2. | By Inserting one or more consecutive words. |
| 3. | By Striking Out one or more consecutive words. |
| 4. | By Striking out and Inserting in the same place one word or a combination of words. |
| 5. | By Substituting a new motion for the pending question. |

**Example of Amending by Striking Out and Inserting:**

Pending Motion – “That the Court purchase a new Flag to cost not more than $15.”

Motion to Amend – “Strike out $15 and Insert $25.”

This motion to amend must be seconded and stated by the Chair:
“It is moved and seconded to amend the motion by striking out $15 and inserting $25. Is there any discussion?”
(This opens debate on the amendment – discussion must be confined to the amendment – which becomes the immediately pending question and must be disposed of before the vote is taken on the main motion.)
After discussion, the Chair puts the question and announces the vote.
“The 'ayes' have it, the amendment is adopted.”
“The question is now on the motion as amended 'that the Court purchases a new Flag to cost not more than $25.’”
“Is there any discussion?”

After debate the vote is taken and the result announced. If the amendment is lost the question is on the motion as originally made “that the Court purchase a new Flag to cost not more than $15.”

The Chair again opens discussion on this motion and it may be further amended, perhaps by striking out $15 and inserting $20.

**Two kinds of Amendments**

1. Primary: Amends the main motion and must be germane to it.
2. Secondary: Amends the primary amendment and must be germane to it.

- A motion may have only two amendments at one time.
- After they are voted upon, additional amendments may be offered.
- In taking the vote the Secondary Amendment is voted upon first.
• The amendment as amended is voted upon next:
• And finally the main motion as (amended) is voted upon.

THE AMENDMENT ILLUSTRATED ABOVE IS A PRIMARY AMENDMENT. It amends the main motion. There may be also a SECONDARY AMENDMENT, amending the Primary Amendment.

Example:
In the Motion and Amendment above, when the Amendment to strike out $15 and insert $25 is pending, a Secondary Amendment may be made to strike out $25 and insert $20. This amendment must be seconded, stated by the Chair and opened to debate. NO FURTHER AMENDMENT may be made, as ONLY TWO AMENDMENTS may be pending at one time.

If the Secondary Amendment is adopted, the question is then on the amendment as amended, that is, $25 is struck out and $20 inserted. The question is then on the adoption of the amendment to strike out $15 (from the original motion) and insert $20.

Since the motion to amend is used more frequently than any other in Courts – an additional example is given:
### ACTION ON AN AMENDMENT TO A MAIN MOTION

| MEMBER | “Royal Matron”. (Waits to be recognized by the Royal Matron) “I move that the Court buy the Royal Matron a gavel.” A member, without rising, seconds the motion. |
| ROYAL MATRON | “It has been moved and seconded that the Court buy the Royal Matron a gavel. Is there any discussion?” |
| MEMBER | “Royal Matron” (Waits to be recognized) “I move to amend the motion by inserting the word 'mahogany' before the word 'gavel'” Another member seconds the motion. |
| ROYAL MATRON | “It has been moved and seconded to amend the motion by inserting the word 'mahogany' before the word 'gavel'. Is there any discussion?” |
| MEMBER | “Royal Matron” (Waits to be recognized) “I move to amend the amendment by inserting the word 'Haitian' before the word “mahogany”.” Member seconds the amendment to the amendment. |
| ROYAL MATRON | “It has been moved and seconded to amend the amendment by inserting the word 'Haitian' before the word ‘mahogany’. Is there any discussion?” (Debate must be for or against the word “Haitian” and not for or against buying a gavel.) |
| ROYAL MATRON | “All those in favor of amending the amendment by inserting the word 'Haitian' before the word 'mahogany' say 'aye'. Those opposed say 'no'. The ayes have it and the amendment to the amendment is carried.” (If secondary amendment is lost, the vote is taken on the primary amendment as though the secondary amendment had never been made.) |
| ROYAL MATRON | “The question is on the amendment as amended that the words 'Haitian mahogany' be inserted before the word 'gavel'. Is there any discussion?” (Debate must now be confined to “Haitian mahogany.”) |
| ROYAL MATRON | “All those in favor of the amendment as amended say 'aye'. Those opposed say 'no'...The ayes have it and...” |
ROYAL MATRON: “The question is on the amended motion that the Court buy the Royal Matron a Haitian mahogany gavel. Is there any discussion?”
(Debate is now on the entire proposition. Additional amendments are now in order.)

ROYAL MATRON: “Those in favor of the amended motion that the Court buy the Royal Matron a Haitian mahogany gavel say 'aye'... Those opposed say 'no'... The ayes have it and the motion is carried that we buy the Royal Matron a Haitian mahogany gavel.”

MOTIONS MOST USED

Following is an explanation of the most commonly used motions. This Manual does not go into all the technicalities of the motions listed, nor does it attempt to cover all the motions found in parliamentary law.

MAIN MOTION

<table>
<thead>
<tr>
<th>OBJECT: To bring a matter before a Court for discussion.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION: Yes.</td>
</tr>
<tr>
<td>FORM: “I Move That...”</td>
</tr>
<tr>
<td>SECOND: Yes.</td>
</tr>
<tr>
<td>RANK: In order, when nothing else is pending.</td>
</tr>
<tr>
<td>DEBATABLE: Yes, fully.</td>
</tr>
<tr>
<td>AMENDABLE: Yes.</td>
</tr>
<tr>
<td>VOTE: Majority. If carried it becomes action of the Court.</td>
</tr>
<tr>
<td>RECONSIDERABLE: Yes.</td>
</tr>
</tbody>
</table>
### INDEFINITE POSTPONEMENT (Subsidiary)

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To reject the main question pending without incurring the risk of the direct vote on it.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move this matter be indefinitely postponed.”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order when a main motion or amended main motion is pending.</td>
</tr>
<tr>
<td><strong>DEBATABLE:</strong></td>
<td>Yes – opens the main motion to debate.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>Majority.</td>
</tr>
<tr>
<td><strong>RECONSIDERABLE:</strong></td>
<td>Affirmative vote, yes. Negative vote, No.</td>
</tr>
</tbody>
</table>

### FIRST AMENDMENT (Subsidiary)

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To modify or change a motion.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move to amend by (one of the five methods of amending)”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order when a main or other amendable motion is pending.</td>
</tr>
<tr>
<td><strong>DEBATABLE:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>Majority. If carried the amended main motion must be voted upon. If lost the main motion without amendment is voted upon.</td>
</tr>
<tr>
<td><strong>RECONSIDERABLE</strong></td>
<td>Yes.</td>
</tr>
</tbody>
</table>
SECOND AMENDMENT (Subsidiary)

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To modify or change a First Amendment.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move to amend the amendment by (adding, inserting, striking out or striking out and inserting)...”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order when a first amendment is pending and must pertain (be germane) to the first amendment.</td>
</tr>
<tr>
<td><strong>DEBATABLE:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>Majority. If carried the first amendment as amended must be acted upon. If lost the first amendment without amendment is considered and voted upon.</td>
</tr>
<tr>
<td><strong>RECONSIDERABLE:</strong></td>
<td>Yes.</td>
</tr>
</tbody>
</table>
**REFER TO A COMMITTEE (Subsidiary)**

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To delay action and give opportunity for more consideration by a committee that usually is to report back findings and recommendations.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move this matter be referred to … Committee.”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order when a main motion (with or without amendments) is pending.</td>
</tr>
<tr>
<td><strong>DEBATABLE:</strong></td>
<td>Yes – limited to whether to refer or not.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>Majority.</td>
</tr>
<tr>
<td><strong>RECONSIDERABLE:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td>The motion may specify the committee (as Finance Committee) – Or, if a Special Committee, the size and power of committee.</td>
</tr>
</tbody>
</table>
**POSTPONE TO A DEFINITE TIME (Subsidiary)**

<table>
<thead>
<tr>
<th>OBJECT:</th>
<th>To delay consideration and action on a pending motion. (Time must fall within present or next stated meeting)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION:</td>
<td>Yes.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I move that action on this matter be postponed to a later meeting (designating the meeting).”</td>
</tr>
<tr>
<td>SECOND:</td>
<td>Yes.</td>
</tr>
<tr>
<td>RANK:</td>
<td>In order when a main motion (with or without amendments) is pending, or when the motion to Refer to a Committee (with or without amendments) is pending.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>Yes – limited to propriety at postponement and suitability of time.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>Yes.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>Majority – If carried, the question postponed goes over to the time specified and comes up as “Unfinished Business.”</td>
</tr>
<tr>
<td>RECONSIDERABLE:</td>
<td>Yes.</td>
</tr>
</tbody>
</table>
### LIMIT DEBATE (Subsidiary)

<table>
<thead>
<tr>
<th>OBJECT:</th>
<th>To limit the time of debate for each speaker, or the time allowed for debate of the question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION:</td>
<td>Yes.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I move that debate be limited to (time) for each speaker.” or, “to … o'clock.”</td>
</tr>
<tr>
<td>SECOND:</td>
<td>Yes.</td>
</tr>
<tr>
<td>RANK:</td>
<td>May be applied to any debatable motion.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>Yes, as to time. Amendment not debatable.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>2/3</td>
</tr>
<tr>
<td>RECONSIDERABLE:</td>
<td>Yes.</td>
</tr>
</tbody>
</table>

### EXTEND LIMITS OF DEBATE (Subsidiary)

<table>
<thead>
<tr>
<th>OBJECT:</th>
<th>To extend the time of debate for a speaker or for debate of the question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION:</td>
<td>Yes.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I move to extend the time of debate to (time).”</td>
</tr>
<tr>
<td>SECOND:</td>
<td>Yes.</td>
</tr>
<tr>
<td>RANK:</td>
<td>In order when immediately pending question is debatable.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>Yes, but amendment is not debatable.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>2/3</td>
</tr>
<tr>
<td>RECONSIDERABLE:</td>
<td>Yes.</td>
</tr>
</tbody>
</table>
CALL FOR THE PREVIOUS QUESTION (Subsidiary)

<table>
<thead>
<tr>
<th>OBJECT:</th>
<th>To close debate on and further amendment of a pending question and force immediate vote.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION:</td>
<td>Yes.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I move (or call for) the previous question.”</td>
</tr>
<tr>
<td>SECOND:</td>
<td>Yes.</td>
</tr>
<tr>
<td>RANK:</td>
<td>May be made when any debatable motion or series of motions are pending.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>2/3.</td>
</tr>
<tr>
<td>RECONSIDERABLE:</td>
<td>Yes, but cannot be reconsidered after a vote has been taken under it.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>One who wishes to stop debate should not call “Questions”, but should obtain the floor and say, “I move the Previous Questions.”</td>
</tr>
<tr>
<td>OBJECT:</td>
<td>To put aside temporarily a question under consideration.</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>RECOGNITION:</td>
<td>Yes.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I move this matter (question or motion) be laid upon the table.”</td>
</tr>
<tr>
<td>SECOND:</td>
<td>Yes.</td>
</tr>
<tr>
<td>RANK:</td>
<td>In order when a Main Motion (with or with amendment), a motion to refer to a Committee or a motion to Postpone to a Definite time is pending.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>Majority, if carried, the question goes to the table and is there unless the motion “to Take from the Table” is made.</td>
</tr>
<tr>
<td>RECONSIDERABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>This is one of the most abused and misused motions. Its purpose is to lay aside a question temporarily in order that something more urgent may be done. It cannot be qualified, that is, a motion cannot 'be laid on the table until...” It is simply laid on the table and remains there until taken from the table by a motion “to take from the table.” This motion must be made before the close of the next Stated Meeting after being laid on the table, otherwise, the motion on the table dies. A motion laid on the table is not automatically “killed”.</td>
</tr>
</tbody>
</table>
CALL FOR THE ORDERS OF THE DAY (Privileged)

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To demand a return to the adopted Order of Business.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I ask that we return to the regular order of business.”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order even when another has the floor if no other privileged motion is pending.</td>
</tr>
<tr>
<td><strong>DEBATABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>No vote. Must be granted. (The order of business may be amended, or suspended by a 2/3 vote).</td>
</tr>
</tbody>
</table>
### RAISE A QUESTION OF PRIVILEGE
**PERSONAL AND GENERAL** (Privileged)

| OBJECT: | To obtain immediate attention to the rights and privileges of the assembly or any of its members. |
| RECOGNITION: | No. |
| FORM: | “Royal Matron, I rise to a question of (personal or general) privilege.” The Chair (Royal Matron) directs him to state his question and rules whether it is a question of privilege or not. If not urgent, action on it may be delayed. |
| SECOND: | No. |
| RANK: | Takes precedence of all motions except the three privileged motions relating to adjournment and recess (may even interrupt a speaker). |
| DEBATABLE: | No. |
| AMENDABLE: | No. |
| VOTE: | None – Chair rules. If main motion develops out of the question, majority vote. Usually disposed of by general consent. |

### POINT OF ORDER (Incidental)

| OBJECT: | To call attention to something that is out of order. |
| RECOGNITION: | No. |
| FORM: | “I rise to a point of order.” |
| SECOND: | No. |
| RANK: | In order at any time, even when a member has the floor. |
| AMENDABLE: | No. |
| VOTE: | No vote is taken. Chair rules on the point of order and the decision of the Chair is final unless or until an appeal is made. |
| RECONSIDERABLE: | No. |
### APPEAL FROM THE DECISION OF THE CHAIR
(Incidental)

<table>
<thead>
<tr>
<th>OBJECT:</th>
<th>To obtain by vote of the assembly a reversal of the decision of the Chair on a point of order.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION:</td>
<td>No.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I appeal from the decision of the Chair.”</td>
</tr>
<tr>
<td>SECOND:</td>
<td>Yes.</td>
</tr>
<tr>
<td>RANK:</td>
<td>Must follow immediately the ruling of the Chair.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>Yes, if the question on which appeal is raised is debatable; appeals on questions relating to <em>in-decorum</em> are not debatable.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>Majority, or tie vote sustains the decision of the Chair.</td>
</tr>
<tr>
<td>RECONSIDERABLE:</td>
<td>Yes.</td>
</tr>
</tbody>
</table>

### OBJECTION TO CONSIDERATION (Incidental)

<table>
<thead>
<tr>
<th>OBJECT:</th>
<th>To suppress and prevent discussion of a question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION:</td>
<td>No.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I object to the consideration of the question” (the Chair may put the Question upon his own responsibility).</td>
</tr>
<tr>
<td>SECOND:</td>
<td>No.</td>
</tr>
<tr>
<td>RANK:</td>
<td>Can be applied only to <em>original</em> main motions. Must be raised immediately after main motion is made – before any debate or other motion is applied.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>No.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>Two-thirds negative vote to deny consideration.</td>
</tr>
<tr>
<td>RECONSIDERABLE:</td>
<td>Negative vote, yes. Affirmative vote, No.</td>
</tr>
</tbody>
</table>
# LEAVE TO WITHDRAW (Incidental)

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To remove a motion without vote upon it.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move that the motion be withdrawn” or “That permission be granted for withdrawal of the motion to....” (Usually done by general consent). When a motion has been made, seconded and stated by the Chair, it can be withdrawn only by general consent, or by majority vote. A motion may be withdrawn by the maker of the motion only before it has been stated by the Chair and opened for discussion.)</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order when any motion is pending (except “to reconsider” under certain circumstances).</td>
</tr>
<tr>
<td><strong>DEBATABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>Majority (usually done by general consent).</td>
</tr>
<tr>
<td><strong>RECONSIDERABLE:</strong></td>
<td>Affirmative, No. Negative, Yes.</td>
</tr>
</tbody>
</table>
**TAKE FROM THE TABLE (Unclassified)**

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To take up again a motion that has been laid on the table.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move to take from the table (stating the motion laid on the table).”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order when no other business is pending at the same meeting, after other business, or at the next meeting, provided the next meeting is within three months.</td>
</tr>
<tr>
<td><strong>DEBATEABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>No.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>Majority.</td>
</tr>
<tr>
<td><strong>RECONSIDERABLE:</strong></td>
<td>No.</td>
</tr>
</tbody>
</table>
# RECONSIDER (Unclassified)

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To reconsider action already voted.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move to reconsider the vote on....”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>Yes. Any member may second.</td>
</tr>
</tbody>
</table>

**RANK:**
Can be made only at the Court meeting at which action was taken and it *must be made by a member who voted on the prevailing side*. That is, if the motion was adopted one who voted *for* must move to reconsider – if the motion was lost, one who voted *against* must move to reconsider.

**DEBATABLY:**
Yes, if question to be reconsidered was debatable. Opens discussion on motion to be reconsidered as well as on reconsideration.

**AMENDABLE:**
No.

**VOTE:**
Majority. If carried, original motion is before the assembly for any action it cares to take.

**RECONSIDERABLE:**
No.
## RESCIND (INCIDENTAL MAIN)

<table>
<thead>
<tr>
<th>OBJECT:</th>
<th>To repeal, annul or wipe out action already taken or vote.</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECOGNITION:</td>
<td>Yes.</td>
</tr>
<tr>
<td>FORM:</td>
<td>“I move to rescind the vote on...”</td>
</tr>
<tr>
<td>SECOND:</td>
<td>Yes.</td>
</tr>
<tr>
<td>RANK:</td>
<td>In order when nothing else is pending. May be made at any time, provided action has not already been taken. May be made by anyone.</td>
</tr>
<tr>
<td>DEBATABLE:</td>
<td>Fully – opens entire question to debate.</td>
</tr>
<tr>
<td>AMENDABLE:</td>
<td>Yes.</td>
</tr>
<tr>
<td>VOTE:</td>
<td>Majority with previous notice. Two-thirds vote without notice. If carried, the original motion is repealed.</td>
</tr>
<tr>
<td>NOTE:</td>
<td>Is the same as to amend something already adopted by striking it out entirety. When it is too late to reconsider a motion (after the close of meeting at which action was taken) a motion to Rescind may be made provided nothing has been done as a result of the motion that cannot be undone.</td>
</tr>
</tbody>
</table>
**RATIFY (INCIDENTAL MAIN)**

<table>
<thead>
<tr>
<th><strong>OBJECT:</strong></th>
<th>To make legal action of the Court, some action taken by an officer or committee in emergency.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RECOGNITION:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>FORM:</strong></td>
<td>“I move to ratify the action taken by ….. for …..”</td>
</tr>
<tr>
<td><strong>SECOND:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>RANK:</strong></td>
<td>In order as a main motion.</td>
</tr>
<tr>
<td><strong>DEBATABLE:</strong></td>
<td>Fully – opens entire question to debate.</td>
</tr>
<tr>
<td><strong>AMENDABLE:</strong></td>
<td>Yes, by substituting a motion to censure.</td>
</tr>
<tr>
<td><strong>VOTE:</strong></td>
<td>Majority.</td>
</tr>
<tr>
<td><strong>RECONSIDERABLE:</strong></td>
<td>Yes.</td>
</tr>
<tr>
<td><strong>NOTE:</strong></td>
<td>May ratify only such actions as Court had the right to authorize in advance. Cannot ratify anything done in violation of law.</td>
</tr>
</tbody>
</table>
OTHER MOTIONS

<table>
<thead>
<tr>
<th></th>
<th>DEBATABLE</th>
<th>AMENDABLE</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parliamentary inquiry</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>Divide a Question</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Divide an Assembly</td>
<td>No</td>
<td>No</td>
<td>No Vote</td>
</tr>
<tr>
<td>Suspend the Rules</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Consider Informally</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Expunge from the Record – Requires an affirmative majority vote of the entire membership. Not considered good procedure.

**DEBATE OR DISCUSSION**

**What is Good Discussion?**

- What are the obligations of members to speak up when discussion is in order?
- Certainly the place to present one's view is IN the meeting. Discussions after the meeting are futile and often are disastrous.
- Discussion does not necessarily mean making a speech FOR or AGAINST.
- A contribution to clear thinking may be a timely question to clarify.
- It is important that those who have opinions express them in the discussion for the benefit of all – but forced discussion is unnecessary and is anything but a contribution to the discussion.
- The proponent of the motion is entitled to the floor first, and is entitled to close debate if he has not already exhausted his right to debate.
Each member has the right to speak twice on the same question, but he cannot speak a second time as long as any member who has not spoken on the question desires the floor.

No one may speak longer than two minutes without permission of the assembly.

**Relevancy in Debate**

- Whatever the kind of discussion offered IT MUST BE GERMANE to the pending question.
- Any member granted the floor has been given it only for the purpose of discussing the pending question, and if he departs from that subject he is out of order. So much time is wasted in discussion that goes afield.
- The Presiding Officer should interrupt any speaker that digresses from the subject and request that he confine his remarks to the question.
- If the Chair fails to interrupt a speaker who is irrelevant in his discussion, any member may rise to “a point of order” and call the attention of the Chair to the speaker's digression. The Chair must then direct the speaker to confine his discussion to the question before the assembly.
- Discussion is always restricted to the pending motion. When a motion of higher precedence is made, discussion is directed to the motion of higher precedence until it is decided.
- Example: When an amendment is proposed to a motion under discussion, debate must be confined to the amendment until it is disposed of. Debate then reverts to the motion.

**Decorum in Debate –**

- All discussion should be impersonal.
- Discussion is always directed to the Chair.
• Courtesy and good procedure demands that the speaker's remarks be confined to the proposal and not to the proposer. Discussion should involve the merits of the motion not of the maker. (Robert’s Rules of Order Newly Revised) “To this end, they must never attack or make any allusion to the motives of members.”

• If a member should so far forget his dignity as to use improper language or conduct himself in a disorderly manner, he should be promptly called to order by the Chair, or by some member rising to a point of order.

**Discussion before a Motion –**

What discussion should precede the making of a motion?

• Under the general rules of debate on motions, the motion is made, seconded and stated by the Chair and opened for discussion BEFORE discussion takes place.

• It is allowable, however, for the maker of a motion to preface the statement of a motion with a brief explanation. Also, there are times when informal discussion of matters is advisable before any motion is proposed.

**The Voter's Responsibility –**

• Should everyone vote on a matter that has been discussed?

• No member HAS to vote when the time comes to make the decision, but the member who remains silent is shifting the responsibility of decision to those who DO vote. Such a person never should complain about action taken if he has failed to express his opinions in the meeting and has failed to vote his conscience.
**The Business of Being a Delegate**

- In Courts under direct jurisdiction of Supreme Council, the Royal Matron and Royal Patron are members, therefore are delegates at each annual convention (Assembly) of Supreme Council.
- In Courts under Grand Jurisdiction, the Royal Matron, Royal Patron, Associate Matron and Associate Patron are delegates at each annual convention (Session) of Grand Court.
- Some Courts pay the expenses of a representative (or representatives) to the convention.
- The status of representative bestows responsibilities as well as privileges.
- The representative should:
  - Comply with the rules for obtaining credentials and reservations for convention functions;
  - Abide by all the rules of the convention;
  - Attend all convention meetings;
  - Be prepared, informed and ready to participate intelligently and vocally in the convention proceedings;
  - *Vote* according to conscience on all questions; and
  - Report to home Court on the business of the convention.
Chapter 10

Courtesy and Protocol
COURTESY AND PROTOCOL GUIDELINES

NOTE: This chapter contains SUGGESTED forms of protocol which can be changed at the discretion of the Grand Royal Matron or the Supreme Royal Matron

Speakers at Subordinate Courts

Speakers at Subordinate Court Meetings should start with the distinguished guests seated on the Throne.

1. Royal Patrons of Subordinate Courts under Supreme Jurisdiction.
2. Royal Matrons of Subordinate Courts under Supreme Jurisdiction.
3. Amaranth Foundation Board, Inc. Board of Directors.
5. Supreme Appointed (Floor Officers according to Rank).
7. Past Supreme Royal Patrons.
8. Past Supreme Royal Matrons.
9. Supreme Royal Patron.
10. Supreme Royal Matron.

Guests

The same rules of courtesy that you would use in your home apply in your Subordinate Court.

Special Invitations to Guests

- Inform all guests you invite concerning their particular function at the meeting.
- Give a tentative outline of the program.
- Written invitations are best and should include city, place of meeting, time, appropriate dress and Titles to use when speaking and a guideline for length of remarks.
• Enclose complimentary tickets, or by prearranged plan have a member responsible for guest tickets. (A standard rule is to always provide dinner for anyone you ask to do something for your Court, or to whom you issue a special invitation.)

• Always arrange to meet your guests.
• Arrange hotel reservations for them according to accommodations desired.
• See that your guests are escorted to all meetings and to their train or plane when departing.
• Always inform your guests if the meeting is formal or not.
• Always inform your guests of the dress code.

Reception Line

• The Reception Line is headed by the presiding officer (Royal Matron – Royal Patron), usually preceded by one hostess to announce each person.
• The guest of honor is next to the Presiding Officer with other guests following in rank.
• A Reception Line should never be too long – no more than six in line at one time.
• Each person in line repeats to the person at the right the name of person just greeted.
• If this is not done, then those going down the reception line give their name to those in line.

Correct Introductions

• If your guests are to “make remarks” of greeting or congratulations, or only being introduced start with the lowest rank and go up the line so that the last expression comes from the top-ranking officer or guest.

• We Stand, Salute, and Speak at Subordinate Courts or Grand Courts or Supreme Assembly. S-S-S
**PROPER ADDRESS OF SESSION OR ASSEMBLY**

- **DO NOT SAY “PROTOCOL BEING ESTABLISHED.”**

**REPORTS**
- In giving reports we address the Presiding Officer and the delegates: “Grand Royal Matron and Delegates.”

**REMARKS AT Subordinate Courts / Grand Courts / Supreme Council Assembly**
- Always address the Master of Ceremonies, Grand Royal Matron (Supreme Royal Matron), Grand Royal Patron (Supreme Royal Patron), Honored Ladies and Sir Knights and Friends.

- For members of the Order: In bringing remarks it is suggested to say, “Grand Royal Matron, Grand Royal Patron, Supreme Royal Matron, Supreme Royal Patron, Past Supreme Royal Matrons, Past Supreme Royal Patrons, Supreme Officers, Grand Officers, (if present: Royal Matrons and Royal Patrons of Subordinate Courts Under Supreme Council Jurisdiction) Honored Ladies and Sir Knights” or “Grand Royal Matron (person requesting you to speak), Honored Ladies and Sir Knights.”

**REMARKS by guests at Informal Opening**
- For those who are not members of the Order they only need to say “Grand or Supreme Royal Matron, Most Worshipful Grand Master (IF present), distinguished guests and members…”

**REMARKS at Banquet / Luncheons**
- For those who are not members of the Order they only need to say “Master of Ceremonies, Grand or Supreme Royal Matron, Most Worshipful Grand Master (IF present), distinguished guests and members…”
Always address the Master of Ceremonies, Grand Royal Matron (Supreme Royal Matron), Grand Royal Patron (Supreme Royal Patron), Honored Ladies and Sir Knights and Friends.

However, at a luncheon honoring newly elected officers they are addressed immediately after the Master of Ceremonies; Grand Royal Matron Elect, Grand Royal Patron-Elect, Grand Royal Matron, Grand Royal Patron, Supreme Royal Matron, Supreme Royal Patron, Distinguished Guests, Honored Ladies and Sir Knights.

**GUEST SEATING AT DINNER MEETING (BANQUET)**

- Presiding Officer always in center of head table or right off – center first place. (Royal Matron – right off-center first place; Royal Patron-left off-center first place.)
- Guest of Honor is always seated at the right of the presiding Officer or Mistress/Master of Ceremonies (takes precedence over any other dignitary).
- Other guests of honor may be seated right, left, right, left, etc. of Presiding Officer, according to rank; or
- All guests of honor may be seated right of the Presiding Officer or Mistress/Master of Ceremonies and other dignitaries or local officers all to the left of the Presiding Officer with the Guests of Honor between them.
- If a Mistress/Master of Ceremonies or special chairman is to present a program portion of the meeting, that individual is seated at the right of the presiding officer with Guest of Honor between them.
- We must recognize that THREE FACTORS determine the number of persons to be seated at the head table: size of the group and the number of persons to be honored and the size of the room.
- **Rule of thumb for seating: All of same rank or NONE.**
• The terminology “head table” is not used in all countries. England and Scotland call it the “top table” and in Australia, it is called the “official table”.
• If there are many persons to be honored, a second (or sub head table) may be used.
• Another option is to have “honor tables” – usually these are ROUND TABLES; this arrangement is used should room at a head table not be available. The following is the seating arrangement used:
  o Group all of the same rank, i.e: Grand Royal Matrons, Grand Royal Patrons, Past Supreme Royal Matrons, Past Supreme Royal Patrons, Supreme elected Officers, Supreme Appointed Officers, Grand Representatives, Royal Matrons and Royal Patrons of Subordinate Courts under Supreme Council Jurisdiction.
• Always remember individuals are introduced, not the HEAD TABLE.
SUGGESTED SEATING
HEAD TABLE or SUB-HEAD TABLE
BANQUETS AND LUNCHEONS (DIAGRAM No. 1)

All seating is facing margin as audience and read from center up Right/center down LEFT

Right

Junior Past Royal Matrons Subordinate Court under Supreme Jurisdiction
Royal Matrons Subordinate Court under Supreme Jurisdiction
Grand Representatives
Junior Past Grand Royal Matrons
Supreme Elected Officers
Past Supreme Royal Matrons
Grand Royal Matrons (Other Grand Jurisdictions)
Supreme Royal Matron (Or Representative)
Guest of Honor (If Appropriate)
Grand Royal Matron
Master of Ceremonies (if Honored Lady)

PODIUM

Master of Ceremonies (if Sir Knight)
Grand Royal Patron
Guest of Honor (If Appropriate)
Supreme Royal Patron or Supreme Royal Matron Escort
Grand Royal Patrons (Other Grand Jurisdictions)
Past Supreme Royal Patrons
Supreme Elected Officers
Supreme Appointed Floor Officers
Junior Past Grand Royal Patrons
Grand Representatives
Royal Patrons Subordinate Court under Supreme Jurisdiction
Junior Past Royal Patrons Subordinate Court under Supreme Jurisdiction
If there are dignitaries from other Masonic Organizations or their representatives are present, they may be seated at special reserved tables, except for the Grand Master, who shall be seated to the left of the Supreme Royal Patron. Other dignitaries would include: the Potentate and Imperial Potentate of the Ancient Arabic Order of the Mystic Shrine; High Priestess or Grand High Priestess Ladies Oriental Shrine of North American; Grand Commander of the Grand Commandery Knights Templar; Grand Illustrious Master of the Council of Royal and Selected Masters; Grand High Priest of the Grand Chapter Royal Arch Masons; Scottish Rite Inspector; Grand Tall, Tall Cedars of Lebanon; Worthy Grand Matron and Worthy Grand Patron, Most Worthy Grand Matron, Most Worthy Grand Patron Order of the Eastern Star Supreme Worthy High Priestess and Supreme Watchman of Shepherds White Shrine of Jerusalem; Supreme Queen Daughters of the Nile; Grand Worthy Advisor, Supreme Inspector/Deputy, Supreme Worthy Advisor International Order of Rainbow for Girls; Grand Honored Queen, Miss Job’s Daughters, Grand Guardian, Associate Grand Guardian, Miss International Job’s Daughters, Supreme Guardian, Associate Supreme Guardian Job’s Daughter’s International; Exalted Star and Presiding Sponsor Constellation of Junior Stars; Honored Queen and Supervisor Organization of Triangles; State Master Council, State Executive Officer, International Master Council Order of DeMolay International. This is by no means a complete list of all Masonic related organizations. There may be other organizations within your Grand Jurisdiction that you will want to include at banquets, receptions or at their Informal Opening Session of your Grand Court.

If there is room, the Grand Prelate is seated at the Head Table at the far left.

If all officers of one rank cannot be accommodated at the head or sub-head table, i.e. all Grand Royal Matrons and
all Grand Royal Patrons, then none should be seated at the head or sub-head table but at designated tables near the head or sub-head tables.

Suggested Option 1:
Head Table should consist of Grand Royal Matron, Grand Royal Patron, Supreme Royal Matron, Supreme Royal Patron, Master of Ceremonies and Prelate with no Past Supremes.

Suggested Option 2:
Same as Option 1 with a Head Table but separate tables for the Past Supreme Royal Matron’s/Past Supreme Royal Patron’s, Supreme Officers, etc. and have their spouses and/or counterparts (Grand Royal Patron, Supreme Royal Patron) sit with them.

Suggested Option 3:
Same as Option 1 with a Head Table but have officers integrated with partners (husband/Past Supreme Royal Patron) sit with them. This type of seating shows that Past Grand/Supreme Officers are part of the general membership.
SUGGESTED SEATING
HEAD TABLE or SUB-HEAD TABLE
SUPREME ROYAL MATRON / SUPREME ROYAL PATRON ELECT LUNCHEON (DIAGRAM No. 2)

All seating is facing margin as audience
and read from center up Right/center down LEFT

In Order of Rank

Right

Supreme Commissioner of Appeal – Elect
(If Honored Lady)
Supreme Chief Commissioner of appeal – Elect
(If Honored Lady)
Supreme Trustee – Elect (If Honored Lady)
Supreme Treasurer - Elect
Supreme Conductress – Elect
Supreme Associate Matron-Elect
Past Supreme Royal Matrons
Supreme Royal Matron
Supreme Royal Matron - Elect
Master of Ceremonies (If Honored Lady)

PODIUM

Master of Ceremonies
Supreme Royal Patron – Elect
Supreme Royal Patron
Past Supreme Royal Patrons
Supreme Associate Patron-Elect
Supreme Associate Conductress – Elect
Supreme Secretary – Elect
Supreme Trustee – Elect (If Sir Knight)
Supreme Chief Commissioner of Appeal
Supreme Commissioner of Appeal – Elect
(If Sir Knight)

LEFT
If Sub-Head table is used, Past Supreme Royal Matrons, Past Supreme Royal Patrons, Supreme Floor officers, Grand Royal Matrons, Grand Royal Patrons, Grand Representatives, Royal Matrons under Supreme Council Jurisdiction and Royal Patrons under Supreme Council Jurisdiction and Amaranth Diabetes Foundation, Inc. Board of Directors may be seated there. The Prelate may also be seated at the Sub-Head Table if the Head Table is not large enough.

If all officers of one rank cannot be accommodated at the head or sub-head table, i.e. all Grand Royal Matrons and all Grand Royal Patrons, then none should be seated at the head or sub-head table but at designated tables near the head or sub-head tables.

The Supreme Royal Matron, Supreme Royal Matron-Elect, and Chairman of the luncheon should make arrangements for designated seating for all the dignitaries.
SUGGESTED SEATING
HEAD TABLE or SUB-HEAD TABLE
GRAND ROYAL MATRON / GRAND ROYAL PATRON ELECT LUNCHEON (DIAGRAM No. 3)

All seating is facing margin as audience and read from center up Right / center down LEFT

*In Order of Rank*

**Right**
- Grand Trustees - Elect
- Grand Treasurer - Elect
- Grand Conductress – Elect
- Grand Associate Matron - Elect
- Supreme Associate Matron
- Supreme Royal Matron (Or Representative)
- Grand Royal Matron
- Grand Royal Matron - Elect
- Master of Ceremonies

**PODIUM**
- Master of Ceremonies
- Grand Royal Patron – Elect
- Grand Royal Patron
- Supreme Royal Patron or Supreme Royal Matron
- Escort
- Supreme Associate Patron
- Grand Associate Patron - Elect
- Grand Associate Conductress – Elect
- Grand Secretary – Elect
- Grand Chief Commissioner of Appeal
  (if newly elected)- Elect
- Grand Commissioner of Appeal - Elect

**LEFT**
If Sub-Head table is used, Amaranth Diabetes Foundation, Inc. Board of Directors, Supreme Floor officers, Grand Royal Matrons, Grand Royal Patrons, and Grand Representatives may be seated there. The Prelate may also be seated at the Sub-Head Table if the Head Table is not large enough.

If all officers of one rank cannot be accommodated at the head or sub-head table, i.e. all Grand Royal Matrons and all Grand Royal Patrons, then none should be seated at the head or sub-head table but at designated tables near the head or sub-head tables.

The Grand Royal Matron, Grand Royal Matron-Elect, and Chairman of the luncheon should make arrangements for designated seating for all the dignitaries.
SUGGESTED SEATING SUBORDINATE COURTS OFFICIAL VISIT OF THE SUPREME/GRAND ROYAL MATRON (DIAGRAM No. 4)

Seating of other guests at rounds is at margin
Read from center up Right/center down LEFT

Right

Royal Matrons Subordinate Court under Supreme Jurisdiction
Amaranth Diabetes Foundation, Inc. Board of Directors
Supreme Appointed Floor Officers
Supreme Elected officers
Past Supreme Royal Matrons
Visiting Grand Royal Matrons
Supreme/Grand Royal Matron (or Representative)
Royal Matron
Master of Ceremonies (If Honored Lady)

PODIUM

Master of Ceremonies
Royal Patron
Grand Royal Patron
Supreme Royal Patron (Supreme Associate Patron if escorting)
Past Supreme Royal Patrons
Supreme Elected Officers
Visiting Grand Royal Patrons
Supreme Appointed Floor Officers
Amaranth Diabetes Foundation, Inc. Board of Directors
Royal Patrons Subordinate Court under Supreme Jurisdiction

LEFT

REMEMBER at the Subordinate Court Level the Royal Matron and Royal Patron is your Hostess and Host. Subordinate Courts may not have all the above dignitaries present.
If all officers of one rank cannot be accommodated at the head or sub-head table, i.e. all Directors of the Amaranth Diabetes Foundations, Inc., Supreme Appointed Floor Officers, all Supreme Elected Officers, all Past Supreme Royal Matrons and all Past Supreme Royal Patron, then none should be seated at the head or sub-head table but at designated tables near the head or sub-head tables.
SPEAKERS AT GRAND COURT SESSIONS

The following order is appropriate when bringing greetings as one of the list of officers. Length of remarks should be appropriate in length as time allows. REMEMBER you are a Guest; keep it short, you will be appreciated.

1. Junior Past Royal Patrons Subordinate Court under Supreme Jurisdiction (Co-workers)
2. Junior Past Royal Matrons Subordinate Court under Supreme Jurisdiction (Co-Workers)
3. Royal Patrons Subordinate Court under Supreme Jurisdiction
4. Royal Matrons Subordinate Court under Supreme Jurisdiction
5. Diabetes Coordinator
6. Amaranth Diabetes Foundation, Inc. Board of Directors
7. Grand Representatives
8. Junior Past Grand Royal Patrons (Co-Workers)
9. Junior Past Grand Royal Matrons (Co-Workers)
10. Supreme Appointed Floor Officers
11. Supreme Elected Officers
12. Past Supreme Royal Patrons
13. Past Supreme Royal Matrons
14. Grand Royal Patrons
15. Grand Royal Matrons
16. Supreme Royal Patron (Supreme Associate Patron if escorting)
17. Supreme Royal Matron (or Representative)
The Informal Opening, on many occasions, seems to be a battle of wits. The suggestion that chairs be marked always is helpful. However, members representing the Appendant Bodies are usually not familiar with our Protocol.

In issuing invitation to speak, provide them with Titles used and a guideline for length of remarks

**SUGGESTED SEATING ON THRONE**
*(DIAGRAM No. 5)*

*Grand Royal Patron / Grand Royal Matron Center*

**Seating on the Grand/Supreme Throne and moving to The Grand/Supreme Royal Matron’s right**

**First Row on Throne**
- Past Supreme Royal Matrons
- Grand Royal Matrons
- Supreme Royal Matron (or Representative)
- Grand Royal Matron

**Podium (X)**

**Seating on the Grand/Supreme Throne and moving to The Grand/Supreme Royal Patron’s left**

- Grand Royal Patron
- Supreme Royal Patron (or ESCORT)
- Grand Master
- Grand Royal Patrons
- Past Supreme Royal Patrons

**Second Row on Throne**
- Royal Matrons Subordinate Court under Supreme Jurisdiction
- Appointed Supreme Officers
Elected Supreme Officers
Supreme Page (Behind (SRM)
Grand Page (Behind GRM)

(X) Center
Grand Marshal (Behind GRP)
Supreme Marshal (Behind Supreme Royal Patron or Escort)
Elected Supreme Officers
Appointed Supreme Officers
Royal Patrons Subordinate Court under Supreme Jurisdiction

Third Row on Throne
Diabetes Coordinator (Honored Lady)
Directors, Amaranth Diabetes Foundation, Inc.
Junior Past Royal Matrons, Subordinate Court under Supreme Jurisdiction (Co-workers)
Junior Past Grand Royal Patrons (Co-workers)
Grand Representatives (Honored Ladies)

(X) Center
Grand Representatives (Sir Knights)
Junior Past Grand Royal Patrons (Co-workers)
Junior Past Royal Patrons, Subordinate Court under Supreme Jurisdiction (Co-workers)
Directors, Amaranth Diabetes Foundation, Inc.
Diabetes Coordinator (Sir Knight)

For Informal Opening, those representing the Appendant Bodies shall be seated after the Supreme Elected Officers. If there is not room on the Throne, the Supreme Appointed Officers and the Grand Representatives may be seated on the floor in a reserved area.

Make sure programs are available for all Guests seated on the Throne (Per Supreme Constitution).
RANK OF SUPREME / GRAND OFFICERS

- Supreme/Grand Royal Matron
- Supreme/Grand Royal Patron
- Supreme/Grand Associate Matron
- Supreme/Grand Associate Patron
- Supreme/Grand Secretary
- Supreme/Grand Treasurer
- Supreme/Grand Conductress
- Supreme/Grand Associate Conductress
- Supreme/Grand Trustee, Chairman
- Supreme/Grand Trustee(s)
- Supreme/Grand Chief Commissioner of Appeal
- Supreme/Grand Commissioner(s) of Appeal
- Supreme/Grand Standard Bearer
- Supreme/Grand Marshal
- Supreme/Grand Marshal in the East
- Supreme/Grand Marshal in the West
- Supreme/Grand Prelate
- Supreme/Grand Lecturer
- Supreme/Grand Truth
- Supreme/Grand Faith
- Supreme/Grand Wisdom
- Supreme/Grand Charity
- Supreme/Grand Historian
- Supreme/Grand Fraternal Correspondent
- Supreme/Grand Page
- Supreme/Grand Crown Bearer
- Supreme/Grand Sword Bearer
- Supreme/Grand Musician
- Supreme/Grand Warder
- Supreme/Grand Sentinel
**Etiquette**

We are probably unconscious of conforming to any special standard of table etiquette, but we are quick to DETECT A LAPSE OF ETIQUETTE.

1. Remember, guests and members do not begin to eat before the Presiding Officer takes the first sip or bite.
2. Head table etiquette beseeches us to give undivided attention to a speaker, and not be the cause of distractions.
3. We are not to put personal articles on the table.
4. In polite society, we are expected to talk in low, well-modulated tones, and not monopolize the conversations.
5. We should be pleasant to each other, making for an enjoyable occasion by keeping our private woes, aches and pains to ourselves.

**Conduct**

- Listen attentively! It is disconcerting to the presiding officer, or speaker to face an unresponsive audience.
- Under no circumstances, participate in “offside behavior” such as “TALKING TO YOUR NEIGHBOR”.
- No one has the right to do anything that prevents others from seeing or hearing the proceedings.
- We must always be aware that attentiveness is important, not only to the speaker, but also to those who want to listen.
- Leaving the Head Table before the guest of honor is unacceptable.
- Walking and talking around room while guests are still seated is RUDE.
- Banquet and Luncheons: Always address the Mistress / Master of Ceremonies, Grand Royal Matron, Grand Royal Supreme Royal Matron, Supreme Royal Patron, Past Supreme Royal Matrons, Past Supreme Royal Patrons, Royal Matrons and Royal Patrons of Subordinate Courts.
under Supreme Council Jurisdiction, Distinguished Guests, Honored Ladies and Sir Knights.

However at a luncheon honoring newly elected officers they are addressed immediately after the Mistress / Master of Ceremonies.

**Conduct in the Court Room**

- Courtesy in the Court Room (Supreme, Grand, or Subordinate) is imperative when the Bible is open.
- When discussing the business of the Court, there should always be courtesy and respect for all members and their opinions.
- When addressing other members in the Court Room, the proper way is to stand, salute and address the Royal Matron (Grand Royal Matron, Supreme Royal Matron) and request to speak to the members.

  EXAMPLE: “Royal Matron, through you to Honored Lady or Sir Knight……..

- At no time should there be conversations or calling across the Court Room between members.
- If there are informal activities, such as Friendship Nights, the Altar should be disarranged.

**Social Events: Order of Flags**

If Flags of sovereign nations are to be carried at a social event, the National Flag of the host country should be the first flag presented at Supreme Council, Grand Court or Subordinate Court functions. The order of other national flags should be the same as the order of admittance into Supreme Council. The order of flags is: United States, Canada, United Kingdom, Australia, and Philippines.
Conclusion
Every chapter in this Manual has dealt indirectly with this important question – HOW TO INCREASE MEMBERSHIP.

Membership development is important because:

- It broadens the scope of the Court’s operation by enabling it to perform more and better activities.
- It increases the Court’s influence (Stature…Prestige) in the fraternal realm and the community.
- The more experience that is brought into the Court through the acquisition of new members, the greater will be the fund of knowledge on which any one member can draw.
- It lessens the chances of having financial difficulties.

Build a positive attitude in yourself, and encourage it in others – always anticipate and applaud achievement.

Study and apply the principles and procedures set forth in this Manual. They will help you to achieve your “ideal” …Ideal in Membership…Ideal in Officers…Ideal in Leadership.

“Reach for the Stars – You may not get one, but the fun comes in the reaching.”

“You won’t come up with a handful of mud either.”

Whitt N. Schultz

“Don’t let the fear of striking out keep you from playing the game.”

Babe Ruth

“The only true insanity is do the same thing, the same way and expecting to get different results.”

Rita Mae Brown
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Approved by the delegates at the 118th Supreme Assembly in June 2015 and printed with the approval of the Supreme Trustees

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