

Stated Meeting

FLIP BOOK



STATED MEETING FLIP BOOK

**A Wardens' Workshop Project
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I

READING OF MINUTES

Brethren, this being our Stated Meeting for the month of _____, the first order of business will be the reading of the minutes of our last Stated and subsequent Special meetings. *(Secretary reads)*

Brethren, you have listened to the reading of the minutes of our last Stated Meeting; if there are no errors or omissions, they will stand approved as read.

There being none, Brother Secretary, it is so ordered. *(Gavel)*

or

If there are no further errors or omissions, they will stand approved as corrected. *(Gavel)*

(Secretary reads minutes of Special Meeting)

Brethren, you have listened to the reading of the minutes of the special meeting of _____; if there are no errors or omissions, they will stand approved as read.

(Proceed as above)

II

REPORTS OF INVESTIGATING COMMITTEES

It is not necessary for Tiler to vote. Master should ascertain before the meeting whether Tiler desires to vote and, if so, proceed as follows:

Do we have a visitor who would be kind enough to retire and take our Tiler's place while we vote?

(If no visitor is present, vote is taken up to and including Junior Deacon, who will then go out and relieve Tiler. Tiler enters Lodge room. Master must

then re-read all Investigating Committee reports. Tiler votes. He remains inside until result of ballot is announced. He then retires and Junior Deacon returns to the Lodge).

Brethren, the Committee upon the application of Mr. _____ to receive the degrees of Masonry in this Lodge (or, upon the application of Brother _____ for affiliation with this Lodge) has made an unfavorable report, and I declare the applicant rejected. *(Gavel)*

and/or

The Committee upon the application of Mr. _____ to receive the degrees of Masonry in this Lodge (or, upon the application of Brother _____ for affiliation with this Lodge) has made a full and favorable report (or, favorable report).

III

BALLOTING

(Master rises) Brethren: We are about to ballot upon the application of Mr. _____

_____. His age is _____; occupation _____; residence _____; recommended by _____ and _____ and refers to _____ . Brother Senior Deacon present the ballot.

(S.D. rises, gives sign and presents ballot box to Master, then stands facing the East on floor just north of Master's pedestal)

(Master displays ballot box, votes and sits down. S.D. takes ballot box to Senior and Junior Wardens who vote without standing or giving sign)

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AMENDMENTS

Requires a second. It is debated and voted on before the main question is put (*as amended*). An amendment to an amendment is permissible under the same rules. Amendments become confusing and are to be discouraged, if possible.

EXAMPLE

Member: "Worshipful Master" (*sign and recognition*) "I move we amend the motion by substituting \$1,000 for \$500.00."

W.M.: "Is there a second to the motion to amend?"

Second Member: "I will second."

W.M.: "Discussion on the motion to amend? If there is nothing further, we will vote on the motion to amend. All in favor say 'aye.' Those opposed 'no.' The motion is carried." (*Gavel*)

W.M.: "Is there further discussion on the original motion as amended? If not, all in favor say 'aye.' Those opposed 'no.' The ayes have it. The motion is carried." (*Gavel*)

EXAMPLE No. 2

Third Member: "Worshipful Master" (*sign and recognition*) "I move we amend the amendment by substituting \$2,000.00 for \$1,000.00."

W.M.: "Is there a second to this motion?"

Fourth Member: "I will second."

Continued →

PRIVILEGES

W.M.: "Is there further discussion? If not, we will vote on the amendment to the motion to amend."

(*Vote as above*)

Discussion and vote follow on

1. The Amendment (*as amended*)
2. The principal motion (*as amended*)

AMENDMENTS

PRIVILEGES

OBJECTION

COMMITTEES

Must be made before debate begins.
Does not need a second. Is not debatable.
2/3 vote required to carry.

EXAMPLE

Member: "Worshipful Master" (*sign and recognition*). "I object to the consideration of this motion."

W.M.: "An objection to consideration has been made. No second is required and there can be no debate. A 2/3 vote is required to carry. All in favor of the objection to consideration will say 'aye.' Those opposed say 'no.' (*Gavel*)

W.M.: "The motion is lost. (*Gavel*) We will now listen to arguments on the main question."

OR

"The motion is carried by the required 2/3 vote. We will now proceed with other business." (*Gavel*)

(*If the vote is doubtful, call for a show of hands or a standing vote. Ask the Secretary or Chaplain to help count.*)

AMENDMENTS

PRIVILEGES

OBJECTION

COMMITTEES

WITHDRAW MOTION

POSTPONEMENT

Once made and seconded, the motion is the property of the Lodge. The maker may withdraw it only if no one objects. Consent of the second is not required. A formal motion to withdraw is not needed unless there is an objection.

EXAMPLE

Member: "Worshipful Master" (*sign and recognition*) "I wish to withdraw my motion"

W.M.: "Brother _____ wants to withdraw his motion. If there is no objection, I will order it withdrawn. Hearing none, it is so ordered." (*Gavel*)

If Objection Made

Second Member: "I move that Brother _____ be allowed to withdraw his motion."

W.M.: "This motion is not debatable and requires a majority vote. Those in favor say 'aye.' Those opposed say 'no.' The ayes have it. The motion is withdrawn." (*Gavel*).

or

"The noes have it. The motion to withdraw is lost and we will continue with discussion." (*Gavel*)

AMENDMENTS

PRIVILEGES

OBJECTION

COMMITTEES

WITHDRAW MOTION

POSTPONEMENT

LAY ON TABLE

ADJOURN

1. Not favored in a Masonic Lodge because it leaves matters undetermined.
2. Requires a second
3. Not debatable
4. May be made during debate on main question

EXAMPLE

Member: "Worshipful Master" (*sign and recognition*), "I move we table the motion."

Second Member: "I will second that motion."

W.M.: "It has been moved and seconded that we table the motion. No debate is permitted on this motion. I would prefer to have the main motion determined, yes or no. The difficulty with a motion to table is that the main question has not been determined and a motion to take from the table may be made at any subsequent meeting when the same people may not be present. With this explanation, I will call for a vote." (*Vote is taken*)

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W.M.: "The motion is carried (*Gavel*) The main question is tabled."

or

"The motion is lost. (*Gavel*) Is there further discussion on the main question?"

PARLIAMENTARY LAW

FOR MASONIC LODGES

AMENDMENTS

PRIVILEGES

OBJECTION

COMMITTEES

WITHDRAW MOTION

POSTPONEMENT

LAY ON TABLE

ADJOURN

APPEAL

PREVIOUS QUESTION

The Lodge cannot overrule the Master. An appeal is out of order. Objections to the conduct of the Master may be made to the Grand Master, however, and will be properly handled.

EXAMPLE

Member: "Worshipful Master;; (*sign and recognition,*) "I appeal from your ruling."

W.M.: "I am sorry, Brother _____, but that appeal is out of order. I am responsible to the Grand Master and any complaints about my ruling should be referred to him." (*Gavel*)

PARLIAMENTARY LAW

AMENDMENTS

OBJECTION

WITHDRAW MOTION

LAY ON TABLE

APPEAL

VOTING

Motions are decided by majority voice vote

Exceptions

The master may direct show of hands or standing vote

He may permit a motion to determine the manner of voting

Objection to consider a motion — 2/3 vote

Amend By-laws — 2/3 vote after lying over a month

Resolution for life membership — lie over a month

Restoration N.P.D. — 2/3 ballot — lie over a month

Tie vote — Master has casting vote except on ballot

Non-voting members — counted with majority

FOR MASONIC LODGES

PRIVILEGES

COMMITTEES

POSTPONEMENT

ADJOURN

PREVIOUS QUESTION

DEGREES/AFFILIATION

Every member present must vote

No one to enter or retire

Qualifications of candidate may be discussed

Group balloting is proper

If unfavorable, divide the group

Prepare ballot box (1/3 cubes)

Unanimous ballot required

If one cube only, must ballot again without declaring result

Rejected applicant for degrees is barred for 12 months

Rejected applicant for affiliation may apply again any time

Notify the Grand Secretary

PARLIAMENTARY LAW

AMENDMENTS

OBJECTION

WITHDRAW MOTION

LAY ON TABLE

APPEAL

FOR MASONIC LODGES

PRIVILEGES

COMMITTEES

POSTPONEMENT

ADJOURN

PREVIOUS QUESTION

This motion cuts off debate and is not used in a Masonic body. The Master may limit or terminate debate in his good judgment. All remarks must be directed to the question before the Lodge.

EXAMPLE

First Member: *(during debate)* "Worshipful Master" *(sign and recognition)*, "I move the previous question."

Second Member: "I second the motion."

W.M.: "Brethren, this motion is not favored in a Masonic Lodge because it cuts off debate. It is the desire of your Master to permit all sides to be heard and a decision reached. I therefore rule the motion out of order." *(Gavel)*

PARLIAMENTARY LAW

AMENDMENTS

OBJECTION

WITHDRAW MOTION

LAY ON TABLE

FOR MASONIC LODGES

PRIVILEGES

COMMITTEES

POSTPONEMENT

ADJOURN

The Master should declare a motion out of order
to adjourn
to fix a time to adjourn
to recess

Business should be conducted in a fair and orderly manner so that all sides are heard and a decision is reached, but with the Master in charge. The Master may postpone, recess or continue a motion to a later time.

EXAMPLE

Member: “Worshipful Master” (*sign and recognition*) “I move we adjourn”

W.M.: “I am sorry, Brother _____, but the motion is out of order. The Lodge will complete its order of business and be closed in the usual way.” (*Gavel*)

AMENDMENTS

PRIVILEGES

OBJECTION

COMMITTEES

WITHDRAW MOTION

POSTPONEMENT

1. May be either indefinitely or to a definite time
2. Requires a second
3. Debatable, but only as to the wisdom of postponing
4. May be made during debate on the main question

EXAMPLE

Member: "Worshipful Master" (*sign and recognition*) "I move that further consideration of this motion be postponed until after Grand Lodge."

W.M.: "Is there a second."

Second Member: "I will second the motion."

W.M.: "Is there any discussion on whether we should postpone consideration until after Grand Lodge? If none, I will call for a vote on the motion to postpone."
(*Vote taken*)

W.M.: "The motion is carried." (*Gavel*)
"There will be no further discussion of the original motion until the first stated meeting after Grand Lodge."

or

"The motion is lost." (*Gavel*) "We will continue discussion on the original motion."

AMENDMENTS
OBJECTION

PRIVILEGES
COMMITTEES

1. May name the committee or be to a "committee appointed by the Master"
2. Requires a second
3. It is debatable
4. It may be amended
5. May be made during debate on main question

EXAMPLE

Member: "Worshipful Master" (*sign and recognition*) "I move we refer this question to a special committee to be appointed by the Master and report at our next stated meeting."

W.M.: "Is there a second?"

Second Member: "I second the motion."

W.M.: "The motion to refer the question to a committee is now before the Lodge. Does anyone want to speak for or against? If not, I will call for a vote on the motion to refer. All in favor say 'aye.' Those opposed 'no.' The motion is carried." (*Gavel*) "I appoint

_____, _____,
and _____ as a special committee to report at our next stated meeting."

or

"The motion to refer is lost." (*Gavel*) "We will now continue discussion on the original question."

AMENDMENTS

W.M.: *other motions*
 "The motion is carried." (Gavel)
 "Visitors will kindly retire. We will
 resume discussion on the main motion."

or

"The privileged motion is lost."
 (Gavel) "Visitors remain and we will
 resume discussion on the main
 question."

PRIVILEGES

The following may be brought up during debate:

Privilege: An urgent matter such as personal need or decorum.

Point of Order: A question on order of business or parliamentary law.

Reading papers: A paper relating to the motion may be read once.

Suspending a rule: Of limited use in Lodge work. By-laws and constitution cannot be suspended. A standing resolution may be suspended by unanimous vote unless it provides otherwise.

EXAMPLE

Member: "Worshipful Master." (*sign and recognition*) "I rise to a question"

W.M.: "Please state your question."

Member: "I request that the speaker go to the front of the room so that all can hear."

W.M.: "Your privilege is granted." (Gavel)
 "Will the speaker please come to the front of the room?"

EXAMPLE

Member: "Worshipful Master" (*sign and recognition*) "I rise to a question."

W.M.: "Please state your question."

Member: "As a question of privilege, I move that visitors be requested to retire."

W.M.: "Your privilege is granted. As a question of privilege it has been moved and seconded that visitors be requested to retire. Is there any discussion on this privileged motion (*Take vote as on*

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(S.D. places ballot box on left page of Bible, makes sign and votes, then stands at north side of altar, facing the East)

The brethren of _____ Lodge No. _____ will approach the Altar and deposit their ballots upon the application of Mr. _____ to receive the degrees of Masonry in this Lodge (or, upon the application of Brother _____ for affiliation with this Lodge). Remember that balls elect and cubes reject. Be careful how you vote. *(Secretary leads the line. Junior Deacon is last to vote).*

Have all the brethren of _____ Lodge No. _____ voted? If so, I declare the ballot closed *(Gavel)*.

(S.D. returns ballot box to Junior Warden and Senior Warden for their inspection, then stands at north side of altar while Wardens report. Senior Deacon then returns ballot box to Master. Master rises, receives ballot box, examines it and proceeds as follows:

If favorable

Brethren, you have elected Mr. _____ to receive the degrees of Masonry in this Lodge (or, you have elected Brother _____ to membership in this Lodge by affiliation. *(Gavel Master destroys ballot)*

If unfavorable

Brethren, you have rejected the application of Mr. (or Brother) _____ to become a member of this Lodge.

If only one cube

Master, without declaring result, says:

Brethren, to correct a possible mistake, we will again ballot upon the application of Mr. _____ to receive the degrees of Masonry in this Lodge (or, upon the application of Brother _____ for affiliation with this Lodge.

(Proceed with ballot as above)

IV

RECEPTION OF APPLICATIONS

V

MISCELLANEOUS AND UNFINISHED BUSINESS

VI

REPORTS OF SPECIAL COMMITTEES

VII

BILLS AND COMMUNICATIONS

(After Secretary reads bills) Brethren, you have listened to the reading of our bills; what is your pleasure?

Waits for motion and second, then:

Brethen, it has been regularly moved and seconded that we pay our bills. Is there any discussion? *(Pause)* All in favor will say AYE. Those opposed, NO.

The Ayes have it. The motion is carried. *(Gavel)*

(Secretary reads communications)

VIII

NEW BUSINESS

IX

CONFERRING OF DEGREES (if any)

X

CLOSE LODGE

SEVEN USEFUL RULES

1. Insist that remarks be limited to the question. Other subjects should not be brought up until after a vote on the question before the house.
2. Do not let a brother speak directly to another. Remarks should be addressed to the Master for the benefit of all present.
3. The Master decides who is entitled to the floor.
4. The Master may speak at any time, but should endeavor to remain neutral.
5. The brother who makes a motion has the right to be the final speaker.
6. Strong language is always improper. The Master should correct an offender and, in extreme cases, may direct a disobedient brother to retire.
7. If a brother has the floor, he should not be interrupted by another brother.