

Master  
Councilors  
Guide to  
Running a  
Stated  
Meeting

## Stated Meetings

Once the meeting is opened according to the Ritual, use the following format:

### **ROLL CALL OF OFFICERS**

**MC:** *“Roll call of officers.”* The scribe reads off the offices and the MC answers according to officers present as installed. If absent, the MC announces whether or not it is an excused or unexcused absence.

### **MINUTES OF PREVIOUS MEETING**

**MC:** *“Reading of the minutes of the previous meetings.”* Scribe reads the minutes in the order the meetings took place.

**MC:** *“Are there any additions or corrections to be made to the minutes?”*

Wait for response, if none:

**MC:** *“The minutes stand approved as read.”* (Rap)

**Or**

If a correction or omission is stated: (MC must agree, for minutes to be altered.)

**MC:** *“The minutes stand approved as read.”* (Rap)

Scribe will continue, if there are more minutes to be approved.

### **ALMONERS REPORT**

(If no almoner, skip this section)

**MC:** *“Almoners report.”* Almoner reports the donations, charity disbursements and the balance.

### **TREASURERS REPORT**

**MC:** *“Treasures report.”* If there is no Treasurer, the Scribe can read the report or the Financial Advisor, Chairman or Chapter Dad. After the report is read,

**MC:** *“Any questions?”* Answer any questions about report.

### **SICKNESS AND DISTRESS**

**MC:** *“Sickness and distress.”* After report, a motion is needed for Almoner disbursements.

### **COMMUNICATIONS**

**MC:** *“Communications.”* Scribe will read the communications. Long communications should be summarized or newsletters for example, “will be available after the meetings.”

### **READING OF APPLICATIONS**

(If none, skip this section)

**MC:** *“Applications.”*

MC reads application(s) then states: *“A visitation committee will be assigned.”*

### **BALLOTING ON APPLICATIONS**

**MC:** *“Report(s) of visitation committees.”*

Applications with unfavorable visitation reports are referred to the advisory council. The advisory council investigates and either rejects the candidate or returns a favorable report. After a favorable report has been given, use the following format:

### **Membership Balloting Procedure**

Balloting can only be held on a meeting night.

#### Chapter Room Set Up

Check ballot box; make sure you have enough balls for everyone who is going to be voting. Make sure there is at least 1/3 as many cubes as balls. Place ballot box on the floor next to the Senior Deacon's chair nearest the East.

MC reads the application(s) and states that the visitation report was favorable. **He then asks if there are any favorable or unfavorable comments about the candidates' qualifications for membership, (last chance to postpone balloting without vote.)**

**MC: "Brother Senior Deacon, (SD stands, faces MC.) you will prepare the ballot." The Presiding officer has the right presiding officer has no right to stop or postpone the ballot based on someone's private request. The member who desires postponement must move to postpone the ballot and give the reasons. The chapter will then vote to determine whether to postpone or not.**

Senior Deacon: Removes drawer and empties the contents into the open compartment. He then presents the ballot box to the Junior Councilor (by way of the north side of the altar), the Senior Councilor and the Master Councilor in that order, each of which makes the proper inspection to satisfy himself the ballot is properly prepared. (Empty)

#### **Application for Degrees**

***MC: "Brethren we are now about to ballot on the membership of application(s) \_\_\_\_\_ (full name of each applicant) for the degrees of DeMolay. The report of the committee is favorable. Remember that white balls elect and black cubes reject. Be careful of your ballot and vote for the good order."***

#### **Application for Affiliation**

***MC: "Brethren, we are now about to ballot on the application(s) of Brother(s) \_\_\_\_\_ (full name of each applicant) for membership in this chapter by affiliation. The report of the committee is favorable. Remember that white balls elect and black cubes reject. Be careful of your ballot and vote for the good of the Order."***

MC casts his ballot.

Senior Deacon presents the ballot box to Senior Councilor, who casts his ballot. He then presents the ballot to the Junior Councilor, who casts his ballot.

Senior Deacon takes the ballot to a separate stand near the northwest corner of the altar. Senior Deacon places the ballot box on the stand with the drawer, facing east, and casts his ballot. The Senior Deacon then stands halfway between the altar and the station of the Senior Councilor and faces west. There he should inspect the proficiency card of each member before balloting.

**MC:** *“All members on the south side who are eligible to vote may now vote.”* As soon as all the members on the south side of the room have voted, **MC:** *“All members on the north side who are eligible to vote may now vote.”* All members on the north, starting with the east end room, form a line regardless of rank. The MC has the Junior Deacon relieve the Sentinel (after the Junior Deacon has cast his ballot) so that the Sentinel can vote. The Sentinel then returns to his post. If no Sentinel, skip this part.

**MC:** *“Have all members voted who are entitled to vote?”*

He pauses for a moment for reply. If there is no response:

**MC:** *“All having voted, I declare the ballot closed.” (rap) “Brother Senior Deacon you will take charge of the candidate.”*

Senior Deacon presents the ballot box to the JC, SC, and then MC for inspection. SD then takes his seat.

1 Black cube or less:

Balloting for Degrees

**MC:** *“I declare Brother \_\_\_\_\_ duly elected to receive the degrees of DeMolay of DeMolay in this chapter.”*

Move on to the next order of business.

Balloting for Affiliation

**MC:** *“I declare Brother \_\_\_\_\_ duly elected to membership in this chapter by affiliation.”*

Move on to the next order of business.

2 Or more black cubes appear when balloting for multiple candidates:

**MC:** *“It will be necessary to take a separate ballot on each applicant.”*

Start over from the very beginning for each candidate.

2 Black Cubes on one candidate:

**MC:** *“The application \_\_\_\_\_ shall lie over until the next stated meeting.”*

Move onto the next order of business.

3 Black cubes an on candidate:

**MC** *“I declare the application of \_\_\_\_\_ for the degrees of DeMolay in this chapter to be duly rejected.”*

Move onto the next order of business.

The Chapter Dad has the power to defer the consideration of an unfavorable report or objection until it has been considered and acted upon by the advisory council, who shall decide whether or not an unfavorable report or objection or objection shall of itself constitute a rejection.

### **Bills**

**MC: “Brother Scribe are there any bills to be presented before the chapter?”**

Scribe/Treasurer reads the bills (the amount of the bill, to whom paid and the reason).

**MC: “Is there a motion to pay the bills amount to \$ \_\_\_\_\_ - \_\_\_\_\_?”** A member in good standing makes a motion; a different member in good standing seconds the motion.

**MC: “It has been moved and seconded that we pay the bills, is there any discussion?”**

When discussion is over:

**MC: “All in favor of the motion say ‘Aye’... All those opposed, say ‘No’... Motion carried/defeated.”**

Or

**MC: “The chair is in doubt,”** or if “division of the house” is called.

**MC: “Those in favor of the motion will rise.”** (Count), (Rap).

**MC: “Those opposed to the motion will rise.”** (Count), (Rap).

**MC: “The motion is carried/defeated.”**

### **REPORTS OF OFFICERS AND STANDING COMMITTEES**

Any recommendations for chapter action should be in the form of a regular motion.

Officers report in of rank.

**MC: “Brother \_\_\_\_\_ please report on the \_\_\_\_\_ committee.”**

Report of standing committees. Reports should be given in the order shown. If there is not gong to be a report, skip that committee and move on to the next one that has a report.

- Sickness and Distress
- Entertainment
- Auditing
- Finance
- Membership

Special committees report should be given in the order they were appointed.

### **UNFINISHED BUSINESS**

**MC: “Unfinished business”** Discuss that was started at a previous meeting (i.e. voting on by-laws resolutions, motions tabled from a previous meeting, etc.)

### Degree Proficiency

MC: ***"Brother Senior Deacon, are there any waiting to say (return) there proficiencies?"*** If SD responds in the affirmative: ***"Take charge of the candidate(s)."***

After proficiency, SD: "Brother Master Councilor, I present to you; and through you to the members of this chapter, Brother \_\_\_\_\_ who has successfully passed his Initiatory/DeMolay degree proficiency." SD conducts candidate out of the chapter room. SD stays near door.

MC: ***"All those in favor say 'Aye'... All those opposed say 'No'."***

Candidate is conducted west of the altar by SD.

If positive – MC: ***"Brother \_\_\_\_\_ congratulations on passing your proficiency."***

If negative – MC: ***"Brother \_\_\_\_\_ you will be given more time to pass your proficiency."***

### **NEW BUSINESS**

MC: ***"New business."*** Any new motion for chapter action, proposing by-laws resolutions, electing officers, sweetheart/princess or delegates, installation officer(s) mid-term, etc.

MC: ***"It has been moved and seconded that... (Repeat motion) Is there any discussion?"***

When discussion is over:

MC: ***"All in favor of the motion say 'Aye' ... All those opposed, say 'No' ... Motion carried/defeated."***

Or

MC: ***"The chair is in doubt,"*** or if ***"division of the house"*** is called.

MC: ***"Those in favor of the motion will rise."*** (Count), (Rap).

MC: ***"Those opposed to the motion will rise."*** (Count), (Rap).

MC: ***"The motion is carried/defeated."***

If no response, move on to the next order of business.

### **INTRODUCTION, ANNOUNCEMENTS, AND GOOD OF THE ORDER**

MC: ***"I would like to introduce \_\_\_\_\_ (name and title) to our chapter. Do you have any comments/announcements at this time?"***

MC: ***"Are there any further announcements at this time?"***

MC: ***"Dad \_\_\_\_\_ will now give the Good of the Order."***

### **ADJOURNMENT**

MC: ***"Is there anything further to come before this chapter?"***

If a member does have additional business, it is dispensed with prior to closing. Chapter is closed according to the Ritual.

## **TIPS FOR RUNNING A GOOD MEETING**

- **Show up on TIME!** The Master Councilor should be the first member to arrive and the last one to leave.
- **Always come prepared!** As Master Councilor you are to be the leader of your chapter. Therefore, it is necessary that you know what business needs to be taken care of. This includes having your written agenda.
- **Know your calendar!** Make sure you have all the details ironed out for every upcoming event. This way, members are free to ask any questions they desire, and will be fully equipped with all the answers.
- **If you are going to call on members, committee chairs, officers, or advisors during the meeting, give them advance notice, before the meeting is opened, so that they can prepare to give a detailed report or comment.**
- **You are the one in charge!** Remember, you run the meeting, not the Chapter Dad. Do not depend on your Chapter Dad to give you all the answers. If you come prepared, you should already have all the answers. **Try your best not to look back at the Chapter Dad for answers during the meeting. Be prepared and be in charge!**

Follow these guidelines and your chapter's stated meetings should run more efficiently and with less speed bumps, allowing more information to be passed on in a shorter amount of time!

Stated Meeting Agenda \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Roll Call of Officers

Minutes of the Previous Meetings: \_\_\_\_\_ / \_\_\_\_\_, \_\_\_\_\_ / \_\_\_\_\_

Almoner's Report

Treasurer's Report

Sickness and Distress

Communications

Reading of Applications: Report of investigation committee; Balloting

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Bills

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Reports of Committees

Unfinished Business

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New Business

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Recess the chapter and escort the sweethearts and other guests in (optional)

Introductions

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Announcements

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