

# Order of Business - DeMolay

It is very important to have a printed agenda at every Chapter business meeting. Every Chapter member should have a copy of the agenda to follow.

These are suggested items to serve as the framework for the agenda. You must tailor your agenda to the needs of your chapter and the meeting being held at the time.

Include nominations, elections, and degree conferrals when appropriate.

## **1. Opening**

Performed according to the Ritual

## **2. Roll Call of Officers**

Usually the Scribe calls the name of the officer (both name and office). The Master Councilor responds: "Present," "Absent," or "Excused Absence." The Scribe records the attendance as stated by the Master Councilor.

## **3. Reading minutes of the Previous Meeting**

The Scribe reads the written minutes of the previous Chapter meeting. When the reading is finished, the Master Councilor calls for any corrections or additions to the minutes. Once all corrections and additions have been made, the Master Councilor then calls for a motion to approve the minutes as read (if not additions or corrections), or as corrected and amended. The Master Councilor then calls for a second to the motion. There is no discussion on such a motion; the Master Councilor calls for the vote.

## **4. Almoner's Report**

The Almoner's Fund provides charitable relief to a distressed or ill member of the Order or his family. Members contribute to this fund when a collection is held during the meeting. The Almoner, Scribe, or Treasurer maintain this fund and the Almoner gives a report of its activity and balance to the Chapter at the conclusion of his report.

## **5. Treasurer's Report**

The Treasurer gives a report of the Chapter's finances.

## **6. Sickness and Distress**

Reports on any member or his family, who are distressed or ill.

## **7. Reading of Communications**

The Scribe reads all correspondence received since the last meeting.

## **8. Applications for Membership**

The Master Councilor reads new applications for membership for the first time.

**9. Reports of Committees on Applications for Membership**

The Master Councilor reads applications that have been read once before at a previous meeting and disclosed the report of the Visitation Committee.

**10. Balloting on Candidates**

Once the application has been read twice and the visitation report given, the Chapter votes on the candidate for membership (See the Balloting on Candidates Section in this Guide).

**11. Bills against the Chapter**

All bills against the Chapter should be paid promptly. It is important that no expense be incurred in the name of the Chapter unless, it has been duly approved by the Chapter and the Advisory Council. Bills should be submitted to the Scribe, who will read them to the members during the business meeting. All bills must be approved by a majority vote of the Chapter.

**12. Reports of Committees**

Committee Chairmen and/or Project Leaders give a report to the Chapter on the progress of an activity, program, or project.

**13. Unfinished Business**

The Chapter discusses activities, issues, and topics that have been discussed at previous Chapter meetings.

**14. New Business**

The Chapter discusses new activities, issues, and topics that have not been discussed at previous Chapter meetings.

**15. Good of the Order**

The Master Councilor gives any member, chapter advisor, and visitor an opportunity to make comments or bring greetings. The Master Councilor should call last on the Chapter Advisor (who should speak on behalf of all Chapter Advisors) for his comments, and then conclude Good of the Order with his own comments.

**16. Closing**

Performed according to the Ritual. Sometimes the Nine O'clock Interpolation is performed at this point or earlier in the evening if it is appropriate.

**17. Entertainment and Refreshments**

It is important to have something planned after the meeting, even if it is just refreshments. This gives Chapter members a chance to socialize with each other and girls and parents who may have attended the meeting.