



# Master Councilor’s Complete Term Guide

This term guide is for all incoming Master Councilors. It is intended to guide you through installation and throughout the rest of your term. It includes an Installation Planning Guide and Installation Guide; the PMC-MSA program, which should be the foundation for term planning for all Chapters; suggested Order of Business, Balloting procedures, a Robert’s Rules of Order Quick Reference Guide to help maintain order in the Chapter Room, and the Introduction Protocols.

It is recommended that you start planning early. The Senior and Junior Councilor can benefit from this guide as well to help them gather ideas for their upcoming terms.

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# Installation Planning Guide

Your public installation is a “time to shine”! It is your Chapter’s opportunity to show the world all DeMolay has to offer. Make it GREAT!

## A. Decisions/Arrangements

Completed

<input type="checkbox"/>	Location	
<input type="checkbox"/>	Date	
<input type="checkbox"/>	Time	

**Note:** Secure the date with the Masonic Lodge. See FL SOP for Installation Date requirements.

Practice		
<input type="checkbox"/>	Date	
<input type="checkbox"/>	Time	

Reception		
<input type="checkbox"/>	Menu	
<input type="checkbox"/>	Decorations	
<input type="checkbox"/>	Beverages	
<input type="checkbox"/>	Cake	

Dance		
<input type="checkbox"/>	DJ/Music	

Officer Dress Code		

Will the:

- |                          |   |                              |                             |
|--------------------------|---|------------------------------|-----------------------------|
| <input type="checkbox"/> | Knighthood Drill Team perform Honor Guard?      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> | Sponsoring Body perform Honor Guard?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> | O.E.S. give the Bible Presentation?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <input type="checkbox"/> | Bethel or Assembly escort/greet/tend guestbook? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## B. Installing Officers

Completed

When picking Installing Officers, pick from more than one Chapter to increase attendance.

<input type="checkbox"/>	Installing Officer	
<input type="checkbox"/>	Installing Senior Councilor	
<input type="checkbox"/>	Installing Junior Councilor	
<input type="checkbox"/>	Installing Marshal	
<input type="checkbox"/>	Installing Chaplain	
<input type="checkbox"/>	Installing Senior Deacon	
<input type="checkbox"/>	Installing Organist	
<input type="checkbox"/>	Flower Talk, Ceremony of Light or other	
<input type="checkbox"/>	Advisory Council (February Only)	
<input type="checkbox"/>	Sweetheart Crowning (August Only)	

## C. Invitations

Completed

- Design
- Quantity

### Send to:

- All DeMolay Chapters
- Local Masons and other Masonic Bodies (e.g. Shrine, Scottish Rite, York Rite, Grotto, etc.)
- Local Eastern Star other Ladies Bodies (e.g. Amaranth, Ladies Oriental Shrine, etc.)
- Job's Daughters
- Rainbow
- Your Family
- Social Media

**Note:** Ask your members if they need some for their own families.

### Deadline

- Delivered by:

## D. Program

Completed

- Design
- Color
- Quantity

## E. Flowers

Completed

- Altar
- Sweetheart Corsage or Bouquet
- Boutonniere(s) (optional)

Red & White Carnations if performing Flower Talk

**Suggested - August:** one wrist corsage for each Sweetheart candidate and a presentation bouquet for the out-going and new Sweetheart.  
**February:** wrist corsage only for the Sweetheart.

## F. Awards

Completed

- PMC pin
- Merit Bars
- Other Certificates or Awards
- Past Sweetheart pin (August only)

### Outstandings (SPRING Term Only)

- DeMolay
- Sportsman
- Ritualist
- Advisor

## G. Chapter Room Preparation

Completed

- Iron Robes
- Dry Clean
- Reserve Seating for your Installing Officers and Family
- Podium Program & Installation Guide

**Only if necessary!**



# INSTALLATION GUIDE

FOR THE NEW

MASTER COUNCILOR

OF \_\_\_\_\_ CHAPTER

ORDER OF DeMOLAY

## PUBLIC INSTALLATION OF OFFICERS

Following the Installing Officer’s ritualistic gavel presentation, the newly installed Master Councilor is responsible for the rest of the program. The following contains a suggested agenda for the new MC and includes the “events” usually included at an Installation. Some sections are not applicable to every Installation (e.g. new sweetheart, Advisory Council). Special “events” (e.g. Gavel Talk, special recognition, presentation or performance by a group or other organization) may be added and/or an “event” may be substituted (e.g. Ceremony of Light in place of Flower Talk). **IT IS IMPORTANT TO NOTE, HOWEVER, THAT NOTHING FOLLOWS THE CEREMONY OF LIGHT OR THE FLOWER TALK EXCEPT THE “CLOSING” OF THE INSTALLATION.** This guide will include some suggested “wording” for a momentary “blank” in the MC’s mind; however, the MC may use his own words. The Executive Officer, or his representative, will always be the last person to give “remarks” unless the Grand Master, or his representative, is in attendance.

This public installation is a “time to shine!” Your Chapter has the opportunity to show your community and the world all that DeMolay has to offer. Make it MEMORABLE!

## **MC's Agenda for Remainder of Evening after Receiving the Gavel**

Immediately after receiving the gavel:

### **CROWNING OF NEW CHAPTER SWEETHEART (AUGUST - IF APPLICABLE)**

The Master Councilor or the outgoing Chapter Sweetheart may install the new Chapter Sweetheart. She may be escorted by the Marshal, a Councilor, an officer or any escort approved by the Chapter Advisor.

You may read this from the East, then walk down to the altar to present the sash and crown. If you cannot memorize the sash and crown part, print it on a small 3x5 card. Do not place anything (sash and crown) on the altar.

**Presenter:** Brother Master Councilor you will escort Miss \_\_\_\_\_ to the altar.

<Done>

**Presenter:** Miss \_\_\_\_\_, you have been elected Chapter Sweetheart of \_\_\_\_\_ Chapter Order of DeMolay.

Your election to this high office is an honor and displays the confidence that the members of this chapter have in you, to represent them.

As The Sweetheart of \_\_\_\_\_ Chapter, you now have many brothers here, in the state and around the world.

They are precious and must be treated with patience, love and respect.

Your responsibility as Chapter sweetheart is to be a working part of this chapter by attending all activities and fundraisers, to support the young men and all who are involved with DeMolay.

You are to assist the Master Councilor in any way possible, and to ensure the success of this Chapter.

You will provide a hug when needed or an ear to listen and on occasion a batch of cookies, but most importantly a smile! You will dress and act in an appropriate manner at all times as a young lady should. The good name and reputation of this Chapter is now in your safe keeping. We are confident that you will enthusiastically carry out these duties with grace and dignity.

You will now be invested with the regalia of your office.  
Presenter bestows Crown and Sash.

<Done>

**Presenter:** The sash reminds you of the love that the young men have for you, as their Chapter Sweetheart.

The crown represents the trust the young men have in your abilities and reminds you to strive for greatness.

<Done>

**Presenter:** Brother Master Councilor you will escort your Chapter Sweetheart to the east.

<Done>

**Presenter:** It is my pleasure to introduce to you Miss.

\_\_\_\_\_, Sweetheart of \_\_\_\_\_

Chapter, Order of DeMolay. Please join me in congratulating her.

>>>>Presenter leads applause

## INSTALLATION OF THE ADVISORY COUNCIL (FEBRUARY ONLY)

**MC:** Brother Marshal, you will escort Dad  
\_\_\_\_\_ to the east to install the  
Advisory Council.

(The Executive Officer or his representative will  
perform the Installation of the Advisory Council)

<Done>

# MASTER COUNCILOR'S OPENING REMARKS

PUT YOUR THOUGHTS DOWN IN WRITING SO YOU DON'T FORGET WHAT YOU WANT TO SAY.

These remarks are what you will say when the gavel is turned over to you and the rest of the evening is yours to handle. These are your first remarks as the Master Councilor. These remarks should include a list of people to thank and what to thank them for:

- Your Chapter for electing you
- Thank all the members who helped you
- Tell what you hope to accomplish as MC
- Thank your family for their support, planning today, cooking, driving and decorating
- Lodge and other supporters for their support, attending events, and donations
- Easter Stars for their support, attending events, and donations
- Rainbow and Job's for support and attending event
- Chapter Sweetheart for her support
- Advisors for their support, planning, driving and putting up with us
- Any other Masonic supporting body

## **GAVEL TALK**

**MC:** “The Gavel Talk will now be given by Miss \_\_\_\_\_.”

**MC:** “Brother Marshal, you will escort her to the East.”

<Done >

>>>>Thank them and give them flowers if applicable.

**MC:** “Brother Marshal, you will escort her back to her seat.”

<Done>

## **INTRODCUTION OF MASTER COUNCILOR’S FAMILY AND FRIENDS**

**MC:** “Brethren and friends, I have the pleasure of introducing to you my family and friends. Please hold your applause until all are introduced.”

(Introduce your family)

**MC:** “Please join with me in extending to them a warm welcome.”

## INTRODUCTION OF OFFICERS FAMILY AND FRIENDS

**MC:** “Brother \_\_\_\_\_, please introduce your family and friends. Guests, please hold your applause until all are introduced.”

The Officers of the Chapter should introduce their Family and Guests in the following order:

- Senior Councilor
- Junior Councilor
- Senior Deacon
- Junior Deacon
- Stewards
- Orator
- Scribe
- Treasurer
- Sentinel
- Chaplain
- Marshal
- Standard Bearer
- Almoner
- Preceptors

## **INTRODUCTIONS**

**\*\* MC: “During introductions, please stand only once to be introduced.” \*\***

### **INTRODUCTION OF VISITING DEMOLAYS**

**MC: “Will all visiting DeMolays, Squires, and DeMolay Sweethearts please rise.”**

**MC: “We are very pleased and honored to have you with us this evening. Will you please introduce yourselves, your title and the Chapter or Manor you are a member of, starting on my left. If you are a Master Councilor or Master Squire Elect, please announce your installation date and time”**

**<Done>**

**MC: “Thank you all for coming this evening.”**

### **VISITING CHAPTER SWEETHEARTS**

**MC: “Will all visiting Chapter Sweethearts please rise.”**

**MC: “We are very pleased to have you with us this evening. Will you please introduce yourselves, starting on my left.”**

**<Done>**

**MC:** “Thank you all for coming this evening”

## **VISITING RAINBOWS or JOB'S DAUGHTERS**

**MC:** “Will all visiting Rainbow Girls or Job's Daughters please rise.”

**MC:** “We are very pleased to have you with us this evening. Will you please introduce yourselves, starting on my left.”

<Done>

**MC:** “Thank you all for coming this evening”

## **INTRODUCTION OF SPONSORING BODY WORSHIPFUL MASTER**

**MC:** “Brother Installing Marshal, please escort Dad \_\_\_\_\_, to the East.”

**MC:** “Brethren and friends, I have the honor of introducing Dad \_\_\_\_\_, Worshipful Master of \_\_\_\_\_, our Sponsoring Body.”

**MC:** “Dad \_\_\_\_\_, we would appreciate hearing from you at this time and also, would you please introduce the members of the lodge who are here with

you today.”

**MC:** “Please join with me in giving him (them) a very warm welcome.”

MC: “Brother Installing Marshal, please escort Dad \_\_\_\_\_, back to his seat.”

<DONE>

## **INTRODUCTION OF OTHER MASONIC ORGANIZATIONS (IF APPLICABLE)**

**MC:** “Will all presiding officers of any Masonic Family organization please rise and introduce yourselves, starting on my left. Please give only one title for your introduction.”

<DONE>

**MC:** “We are very pleased to have you with us today, and we appreciate the support you give our Chapter and DeMolay.”

## **PRESENTATIONS**

**MC:** “Are there any presentations to be made at this time?”

>>>> Your family member(s) should be the first to rise and be recognized to present your gavel. All other gifts should be given after the installation.

NOTE: The Installing Marshal is to escort all persons to and from the EAST.

<DONE >

**MC:** “Are there any further presentations to be made?”

Continue to ask if “any more” until there are none.

## **CHAPTER AWARDS**

**MC:** “Dad/Mom \_\_\_\_\_, will you please present the Chapter Awards at this time.”

NOTE: The Installing Marshal is to escort all persons to and from the East.

<DONE>

## **CHAPTER SWEETHEART REMARKS (IF APPLICABLE)**

**MC:** “It is now my pleasure to reintroduce our Chapter Sweetheart, Miss \_\_\_\_\_.”

>>>> MC to present flowers to Sweetheart at this time.

**MC:** “We deeply appreciate all the time and effort you have devoted to our Chapter as Chapter Sweetheart.”  
(Present flowers, necklace, etc.)

**MC:** “We would love to hear any comments that you would care to make at this time.”

<DONE>

## **ALMONER’S FUND (IF APPLICABLE)**

**MC:** “We will now collect donations for the Almoner’s Fund, which will benefit \_\_\_\_\_.”

>>>> Explain what the fund is for and why it’s important.

**REMARKS FROM THE STATE MASTER COUNCILOR,  
ELECTED STATE LINE OFFICER, OR DMC OF THE  
DISTRICT (IF APPLICABLE)**

**MC:** “It is now my pleasure to reintroduce the State Master Councilor (or appropriate title) of Florida DeMolay, Brother \_\_\_\_\_.”

**MC:** “We are very pleased that you could join us for our Installation, and deeply appreciate all the time and effort you have devoted to Florida DeMolay. You are always most welcome in our Chapter. May we please hear from you at this time?”

**REMARKS FROM THE EXECUTIVE OFFICER OR HIS  
REPRESENTATIVE (IF APPLICABLE)**

>>>> The Executive Officer or his representative is **ALWAYS** the last person to give “remarks,” unless the Most Worshipful Grand Master of Masons in Florida, or Grand Lodge Officer, or District Deputy is present in which case he will be the last to bring “remarks.”

**MC:** “Dad \_\_\_\_\_, we are very pleased that you could attend our Installation of Officers. May we please hear from you at this time?”

**REMARKS FROM THE MOST WORSHIPFUL GRAND  
MASTER OF MASONS IN FLORIDA OR HIS  
REPRESENTATIVE (IF APPLICABLE)**

MC: "Dad \_\_\_\_\_, we are very honored that you could attend our Installation of Officers. May we please hear from you at this time?"

**FLOWER TALK or CEREMONY OF LIGHT  
(IF APPLICABLE)**

**MC:** "The Flower Talk Ceremony/Ceremony of Light will now be given by Brother \_\_\_\_\_."

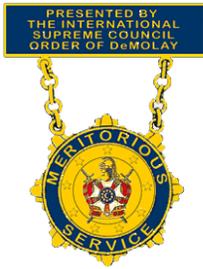
<DONE>

**CLOSING**

>>>> The Installation "closing" always starts **IMMEDIATELY** following the Flower Talk/Ceremony of Light.

**MC:** "Installing Officer, I return to you the gavel of authority for the purpose of closing this Installation."

<DONE>



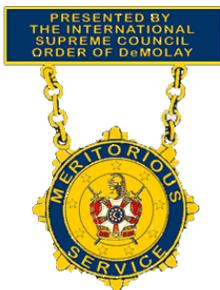
## PMC-MSA

(Past Master Councilor Meritorious Service Award)

The PMC-MSA was established by the Founder of the Order of DeMolay, "Dad" Frank S. Land. He recognized the tremendous advantage gained by the Master Councilor in having a pre-planned program for his term of office. When such a program has been planned and distributed to the Chapter membership in printed form, the Master Councilor has gone a long way in achieving goals he has set.

While the newly elected Master Councilor is the only one qualified to apply for and achieve the award, he cannot do it alone. The requirements can only be met through the combined efforts of the entire Chapter. The Master Councilor must provide the leadership to inspire his fellow DeMolays toward a well-rounded program.

"Dad" Land wrote the qualifications for the award and designed the jewel which is now proudly worn by those who have accomplished success in their term as Master Councilor. We hope that you will qualify for this coveted award.



# Florida DeMolay

Past Master Councilor Meritorious Service Award

## PMC-MSA Letter of Intent

DATE: \_\_\_\_\_

Dad R. J. Meguiar, Executive Officer in Florida  
Dad D. Dietzman, Director of ISC Awards

Dear Sir,

This letter is to inform you of my intent to qualify for the Past Master Councilor's Meritorious Service Award.

Upon my honor as a DeMolay, I certify that I have memorized ALL Of my portion of the ritual prior to my installation, and that all information contained in this application has been reviewed and approved as indicated by the signatures below.

Enclosed you will find a copy of the program for my term of office as approved by my Advisory Council. I certify that the enclosed program was distributed to ALL members of my Chapter prior to my installation.

I further state that I have read and understand ALL of the requirements for the PMC-MSA, and have included this letter and ALL of the information required for my participation in the PMC-MSA program.

I also understand that the last step in the program is my termination letter that covers how my term went. I am to include what went well, what did not go well and what I would do again to ensure success the next time we try the event. This letter must be sent within 10 days of the end of my term.

Fraternally,

\_\_\_\_\_  
Master Councilor (Elect)

\_\_\_\_\_  
Chapter

Name			
Address		City/State/Zip	
Telephone		Email	
Installation Date		Approx. end of term	

**Approved By:**

Signature of Chapter Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Advisory Council Chairman \_\_\_\_\_ Date: \_\_\_\_\_

**Email this letter to Dad Dietzman: [awards@fldemolay.com](mailto:awards@fldemolay.com)**

**Spring Term  
PMC – MSA Check List**

Letter of Intent	<input type="checkbox"/>	Letter of Intent received with in 10 days of Installation	<input type="checkbox"/>
Memorized Master Councilor parts	<input type="checkbox"/>	Read and Understand all Requirements for program	<input type="checkbox"/>
Approved by Chapter Advisor	<input type="checkbox"/>	Approved by Chapter Chairman	<input type="checkbox"/>

Plan to exemplify both degrees at least once during your term of office?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Social Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Civic Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Masonic Service Project?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Athletic Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Fund-raising Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Education Day? (REQUIRED once per calendar year)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Patriots' Day? (any day in February)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Devotional Day? (Sunday nearest March 18)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Parents Day? (between May 1 and June 21)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Government Day? (during the month of July)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes

Youth Protection program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Form 10s submitted within 10 days following Initiation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Chapter Reports reach the Service and Leadership Center before delinquent date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Initiated his pro-rata share of Membership Goals. Currently six (6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Term summary report submitted within 10 days at end of term.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Fall Term  
PMC – MSA Check List

Letter of Intent		Letter of Intent received with in 10 days of Installation	
Memorized Master Councilor parts		Read and Understand all Requirements for program	
Approved by Chapter Advisor		Approved by Chapter Chairman	

Plan to exemplify both degrees at least once during your term of office?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Social Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Civic Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Masonic Service Project?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Athletic Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Fund-raising Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Education Day? (REQUIRED once per calendar year)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Frank S. Land Memorial Day? (any day near November 8)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Day of Comfort? (between Thanksgiving and Christmas)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes

Youth Protection program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Form 10s submitted within 10 days following Initiation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Chapter Reports reach the Service and Leadership Center before delinquent date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Initiated his pro-rata share of Membership Goals. Currently six (6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Term summary report submitted within 10 days at end of term.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## **SUGGESTED ORDER OF BUSINESS**

- I. Opening
- II. Roll call
- III. Introduction of visitors, PMCs, and senior DeMolays
- IV. Reading and approval of previous minutes
- V. Treasurer's report/bills
- VI. Sickness and distress
- VII. Reading of communications
- VIII. Committee reports
- IX. Petitions/balloting
- X. Unfinished business
- XI. New business
- XII. Good of the Order
- XIII. Close Chapter

## BALLOTING ON PETITONS

The Master Councilor says:

**“Brother Senior Deacon, you will prepare the ballot.”**

The Senior Deacon clears the drawer in full view of the Chapter members, shows that the drawer is empty, and then replaces it in the ballot box. He also looks to make sure there are enough white balls and black cubes for the members who will be voting. When ready, he places it on the Master Councilor’s pedestal.

After inspection, the Master Councilor announces:

**“Brethren, we are about to ballot on the membership applications of:**

\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_ for the Degrees of DeMolay. The report(s) of the committee(s) is(are) favorable(unfavorable). Remember that white balls elect and black cubes reject. Be careful with your ballot, and vote for the good of the Order.”

The Master Councilor casts his ballot, then the Senior Deacon takes the ballot box to the pedestals of the Senior and Junior Councilors, who each vote at their stations. The Senior Deacon places the ballot box on the southwest corner of the altar, votes, and stands facing West, between the altar and the Senior Councilor’s station.

The Master Councilor then says:

**“All members of this Chapter will now vote.”**

The Chapter members then proceed to vote by forming a line, regardless of rank, and approaching the altar from the West.

The Master Councilor then inquires:

**“Have all members voted?”** (pause) **“All having voted, I declare the ballot closed.”** (Rap) **“Brother Senior Deacon, you will take charge of the ballot.”**

The Senior Deacon presents the ballot box to the Junior and Senior Councilors who inspect the ballot, but say nothing. He then places the ballot box on the Master Councilor’s pedestal in the East.

The Master Councilor then inspects the ballot and if NO MORE THAN ONE BLACK CUBE appears, he says:

**“I declare \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_ Duly  
elected to receive the degrees of this Order.”**

IF TWO OR MORE BLACK CUBES APPEAR, and the vote is on more than one applicant, the Master Councilor says:

**“It will be necessary to take a separate ballot on each applicant. Bro. Senior Deacon, prepare the ballot.”** (Repeat the procedure above.)

IF TWO BLACK CUBES APPEAR IN AN INDIVIDUAL BALLOT, the Master Councilor says:

**“The application of \_\_\_\_\_ shall be voted upon at the next Stated Meeting.”**

IF THIS IS A SECOND BALLOT, AFTER BEING HELD OVER TO THE NEXT STATED MEETING, THE CANDIDATE IS ELECTED WITH EITHER ONE OR TWO BLACK CUBES IN THE BOX.

IF THREE OR MORE BLACK CUBES APPEAR ON ANY INDIVIDUAL BALLOT, the Master Councilor says:

**“I declare the application of \_\_\_\_\_ for membership in this Chapter to be duly rejected.”**

## ROBERT'S RULES OF ORDER CHEAT SHEET

To:	You Say:	Second Needed	Debatable	Amendable	Vote Needed
Suspend further consideration of something	"I move that we table it"	Yes	No	No	Majority
End debate	"I move the previous question"	Yes	No	No	2/3 rds
Postpone consideration of something	"I move we postpone this matter until..."	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	Yes	Yes	Yes	Majority

# **Protocol & Introductions**

## **Typical Introductions at Chapter Meetings and Installations**

This section is prepared as a guide to all DeMolay leaders and is to be used by all Chapters and appendant DeMolay organizations within the Jurisdiction of Florida. The most important element in making proper introductions is COURTESY; welcomes should be warm, friendly and sincere.

It is poor policy for the presiding officer to ask “Are there any (particular organization) present?” It is more courteous to find out who the visitors and distinguished guests are before the meeting and call on them by name (with the correct pronunciation) and correct title. Additionally, at no time should anyone presented at the Altar be asked to “introduce yourself and state your title(s).”

- It is a good idea to have the names and titles of the visitors on a small card so that they can be correctly introduced by the Marshal or Installing Marshal.
- Ask distinguished guests how they would like to be introduced, their full name and proper (singular) title; don't burden the members and guests with a long list of titles.
- When specific people (or groups) are known to be absent, save time by not calling on them; introductions should never sound like a roll call.

The Master Councilor should take care to welcome visitors as instructed in the ritual after the opening of a Chapter meeting and may add his personal remarks.

- In stated or special (closed) meetings, introductions shall be completed as soon as the Chapter is opened for business. Upon declaring the Chapter meeting open, the Master Councilor shall call on all Past Master Councilors of the Chapter, Senior DeMolays of the Chapter and Master Masons from the sponsoring Lodge (in groups) to rise for acknowledgement and/or introduction, before any other visitors.

At Installations of officers, introductions shall be completed just after the Installing Officer has assumed his station and all Installing Officers have been seated.

The following guidelines are to be incorporated into practice throughout the Jurisdiction of Florida:

- When adult visitors are unknown in the Chapter, have an Advisory Council member introduce himself and find out if it would be proper for him to be introduced.
- Individuals being introduced shall only be introduced once, determined by the highest (or official) title and personal preference.
- As a matter of terminology, those familiar to the Chapter do not need to be introduced; instead, they shall be presented by the Marshal. Use the phrase “at the Altar” rather than “West of the Altar.”
- In conducting female guests, the Marshal extends his right arm; for male guests, he takes the visitor by their left arm.

## **Order of Introductions**

Extreme care should be taken not to abuse the privilege, or reduce the dignity of the honor, by having everyone introduced presented in the East. It may be testing the patience of those on the side lines if presentations and introductions become a lengthy process and could affect the attendance at future meetings. Do not insist that visitors sit in the East as some would prefer to remain with their friends and family.

After the Ceremony, it is proper to suggest brief remarks; they should be made in ascending order similar to introductions or presentations. It is the presiding officer's responsibility to establish the order that remarks will be given and whom to call on first. Group 4 must always be called upon last to give remarks, and when that group is done there should be no further remarks made by anyone except the closing of the meeting.

At all meetings, Installations and other ceremonies, closed or open, introductions are made in ascending order, and should be grouped as follows:

### **Group 1 – Should be recognized, either at their seats or at the Altar (in groups where applicable)**

- a) The President of your Chapter Booster Club
- b) Your Chapter Sweetheart
- c) Visiting DeMolays and Advisors
- d) PMCs, Chevaliers and Legionnaires of your Chapter
- e) Members of your Advisory Council

### **Group 2 – Should be recognized, preferably at the Altar**

- a) Supreme Inspector for Florida Rainbow Girls; Supreme Deputy for Job's Daughters
- b) Presiding Officer of Masonic Bodies other than your sponsoring Body (Masonic Lodges, York Rite Bodies, Scottish Rite, Shrine, Grotto, High Twelve, etc).

### **Group 3 – Must be recognized whether at the Altar or at their seats in a closed meeting, but definitely at the Altar during installations**

- a) Visiting Master Councilors
- b) District Master Councilors from other Districts
- c) State Officers (including Deputy State Master Councilor, if the State Master Councilor is present)
- d) Past State Master Councilors
- e) The ranking officers of your Chapter's sponsoring Body in attendance (except the Worshipful Master)
- f) Deputy Personal Representatives (if the Personal Representative is present)
- g) Jurisdictional Staff Members
- h) Grand Lodge Appointed Officers
- i) District Deputy Grand Master
- j) Grand Lodge Elected Officers (EXCEPT THE GRAND MASTER)

**Group 4 – For the presentation of this group the presiding officer will give three (3) raps of the gavel to bring the assembly to its feet for the presentation. They must be at all times recognized at the Altar, afforded a seat in the East and extended the gavel. The gavel is presented to the office and not to the individual, and is a token of respect to the officer so receiving it. THIS GROUP IS ALWAYS ON OFFICIAL BUSINESS.**

- a) District Master Councilor from your District
- b) Personal Representative (or Deputy Personal Representative, if the Personal Representative is not present).
- c) Members (Active, Deputy, Honorary and Emeritus) of the International Supreme Council
- d) Past Grand Masters of Masons of Florida
- e) State Master Councilors from other Jurisdictions
- f) The State Master Councilor (or Deputy State Master Councilor of SMC is not present)
- g) The Worshipful Master of your sponsoring Lodge
- h) The Executive Officer of Florida
- i) The Grand Master of DeMolay International
- j) The Grand Master of Masons of Florida

After proper introduction at the Altar, the Worshipful Master of the sponsoring Lodge – or his official representative – shall be offered the seat to the right of the Master Councilor in the East, and shall be offered the last opportunity to speak before the meeting ends. The only exception shall be if the Grand Master of Masons, his District Deputy Grand Master or official representative is in attendance; he shall speak after the Worshipful Master.

Should the Executive Officer be in attendance, it is proper to utilize the “Ceremony of Visitation” (in the Monitor of Public Ceremonies) and to formally offer him a seat in the east. He should be offered the floor as the last DeMolay representative to speak before the close of the meeting. In the case where the Executive Officer attends the same session with Masonic dignitaries, the Worshipful Master shall speak, followed by the Executive Officer, District Deputy Grand Master and/or Grand Master.

## **PROTOCOL FLOOR WORK NOTES:**

While the above listing may appear as if hours will be spent in introductions, it is well to keep in mind that the above list covers every possible introduction. It is highly unlikely that everyone listed will appear at a single event.

Individuals should be introduced only ONCE. If an individual has several titles, introduce the individual at his senior office and incorporate his other positions at that time.

Never ask if a particular dignitary is present. Ask someone to observe the guests as they arrive and make a listing of the dignitaries and their positions that are present.

### **Explanations:**

For those guest who are escorted to the East from the Altar: (MC gives three raps of gavel) guests are presented to the MC by the Marshal at the Altar; MC requests the Marshal escort the guest to the East via the North side of the chapter room and introduces guest to audience. MC extends the gavel to the guest to seat the audience.

The gavel is presented to the office and not to the individual, and is a token of respect to the officer so receiving it.

#### **For Example:**

*After the SMC (or DSMC) is introduced at the altar and brought to the East, the M.C. offers the gavel to the SMC (or DSMC).*

**M.C.** Brother State Master Councilor, I extend to you the gavel of authority.

**NOTE:** Group introductions at seat are just that. Do not embarrass yourself and guest by asking them to introduce themselves. Instead, thank the group for attending and ask the audience to give them a warm welcome. Following applause, MC gives one rap to seat the group. This applies especially to: visiting DeMolays, Squires, Chapter Advisors, Rainbow and Job's Daughters

# Tips on Introductions

Introductions should follow the Florida DeMolay Protocol List. **The Installing Officer should normally handle introductions.** Confirm this with your Installing Officer. The Installing Officer can do the Protocol List of Introductions either after the formal opening of the Chapter and before the installation of officers or immediately after the installation of officers and declaration and prior to the presentation of the gavel of authority. The preferred and suggested method is to make introductions immediately after the formal opening of the Chapter and prior to the installation of officers. If the State Master Councilor is present, you may wish to ask him to handle introductions. He will always be happy to do so.

If you elect to handle introductions, the Installing Officer will turn the program over to you. It will be YOUR turn. You get to preside during the “your personal introductions, presentations, awards, remarks, and thank you and acknowledgements.” This will let everyone in the room know how much preparation you have done for this day.

Remember that, in spite of preparation, you are going to be just a tad excited that night, if not just a little nervous and downright scared. Would you believe that many newly installed Master Councilors just got their gavel turned over to them and can't even of their parents' names and usually end up saying something “cutesy,” immature, dumb remark just when they wanted to come off sounding polished and mature? What can you do?

**First – Practice.** Even doing the practice in front of the mirror isn't such a bad idea. Take a look at how others will be seeing you as you introduce your family. Start with your parents. Decide who will be first, or should you introduce them as Mr. And Mrs. Doe? What sounds best? John and Mary? This is my Dad, John and my Mom, Mary? Practice until you get it the way you really want it, and then practice it some more.

Now you can start practicing what else to do, like withy your hands, your facial expressions, your tone of voice. Practice some more. Decide how to introduce all those other relatives, friends, and dignitaries that will be there. Almost every family some “sticky situations” when it comes to introductions, like a step-parent or friend (boyfriend or girlfriend) or a relative brings a friend you haven't meet yet.

**Second – Use Cards.** Family isn't all you have to introduce that night; you will have to introduce people you don't even know. Get some 5" x 8" lined index cards and type or print at the top of each card. You will need one that say “State Officers,” “Master Councilors,” etc. according to each category on the protocol list. Have these cards at the guest book table. Have your attendant learn how to pronounce unusual names. Remember a person only gets introduced once, so try to get all the titles in the first introduction. When beginning, use a variety of openings: “I have the pleasure...” or “It is with pleasure...” or “I'm honored to introduce...” Say things like: “Please join me in showing your appreciation...” or “Help me thank...for coming.” Be sincere.

Even the best plan goes awry. You may only have five (5) names on your card and six (6) people stand. Don't panic! If you know the person, no problem. If you don't, simply ask them to introduce themselves and then acknowledge them by name and thank them for coming. One more suggestion about the cards, number them according to the protocol list and ask your attendant to put them in order for you.

**Order of Introductions.** The following should be followed in all cases: Family and special friends of the MC, SC, and JC. Each in turn should make any pertinent remarks as he introduces his group. Be sure to tell they will be doing introductions.

To do self-introductions, you simply call on people who fit each category listed on the next page to stand and introduce him/herself.

**Example 1:**

"Will all Masters of Masonic Lodges who have not been previously introduced, please stand and introduce yourself."

It is important to personalize the introduction. After an individual or group of individuals in a certain category introduce themselves, say something in appreciation of their attendance.

**Example 2:** (following the self-introduction in Example 1)

"Thank you for being with us tonight. Our chapter really appreciates the support we receive from the Masonic lodges in our community."

**Marshal introducing from the Altar:**

"Brother Master Councilor, it gives me pleasure to present to you Brother/Dad/Mr./Mrs./Ms. \_\_\_\_\_ *name* \_\_\_\_\_ who is \_\_\_\_\_ *title* \_\_\_\_\_."

**Master Councilor:**

It is an honor for me to introduce Brother/Dad/Mr./Mrs./Ms. \_\_\_\_\_ *name* \_\_\_\_\_ who is \_\_\_\_\_ *title* \_\_\_\_\_. Please join me and greet him/her with a very warm welcome." (If he is in the East, offer him/her the gavel to seat the audience, and to speak if you desire, and if he wishes to make comments at this time.

**Remember:**

1. You will note that introductions are listed in ascending order.
2. The Grand Master of Masons in Florida should be given the opportunity to introduce his Grand Line Officers. If the Grand Master is not in attendance, but other Grand Lodge Officers are, they should be introduced after the Executive Officer's staff.