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# DEMOLAY

## FLORIDA

### Standard Operating Procedures and Executive Officer Directives



Updated January 2019

## Local Florida Chapter Operations

### **Chapter Bylaws & Standard Operating Procedures**

- Must be made available to all members of the Chapter upon request at any time.
- Must be on file with the Personal Representative and the Executive Officer.
- Shall be amended with the following process:  
Amendments to Chapter bylaws shall be submitted to the Chapter membership for approval and then to the Chapter Advisory Council for ratifying. Once both entities have approved, a signed copy of the new bylaws and a concise review of any approved amendments from the former bylaws must be submitted to the Personal Representative who will forward them to the Executive Officer for final approval. Amended bylaws are effective on the date approved by the Executive Officer. An approved copy will be returned to the Chapter through the Personal Representative.
- Shall be reviewed every three (3) years for appropriate amendments.  
Should there be no amendments, a letter from the Advisory Council will suffice, attesting that the review has occurred and indicating that no amendments were recommended by the Chapter or the Advisory Council.
- May be supplemented by a document of Standard Operating Procedures, which may be amended at any stated meeting, so long as the recommended amendments are offered to the Chapter membership at least 14 days before the vote; these amendments shall also be ratified by the Advisory Council at its next scheduled meeting. Amended SOP documents shall be forwarded to the Personal Representative, who will forward to the Executive Officer for final approval. Amended SOP documents are effective on the date approved by the Executive Officer. An approved copy will be returned to the Chapter through the Personal Representative.
- Upon request, the Executive Officer may approve actions outside the scope of the established Chapter bylaws and SOP, so long as they are not contrary to the Bylaws, Rules & Regulations of DeMolay International. A request for such special dispensation, outlining the specific request and any conflicting regulations, shall be forwarded to the Personal Representative; the special dispensation shall not be considered approved until the Executive Officer has provided such notification in writing.

### **Chapters under Letters Temporary:**

- Shall be offered one (1) delegate vote at Conclave, Mini Conclave and other Jurisdictional gatherings where the delegation may approve legislation.
- May not sponsor any subordinate or appendant programs unless specifically authorized by the Executive Officer.
- May not recommend one of its members for elected State Office.
- Shall be released from these restrictions once the Charter application has been approved by the Executive Officer as communicated to (by) the Personal Representative to that particular District and the State Staff.
  - o Approval for Charter shall not be limited only to meeting the minimum membership requirement; Chapters requesting approval shall also be operating proficiently as a functional Chapter – ritualistically, financially and operationally

### **Chapters under Reorganization:**

- A chartered Chapter shall be declared under reorganization if they fall beneath the threshold of 15 active members listed as a “minimum” required by DeMolay International; or based upon a prolonged decrease in activity or attendance as recommended by the Personal Representative and approved by the Executive Officer.
- Shall be under the same restrictions as those under Letters Temporary.
- Must work with the District Master Councilor, Personal Representative and Florida DeMolay Administration to draft and execute a plan for rebuilding, with monthly status reports submitted as appropriate.
- Through written request or at the recommendation of the Personal Representative, a Chapter under Reorganization may come out of reorganization and returned to full status by the Executive Officer; once this declaration is communicated, all of the aforementioned restrictions shall be lifted.

### **Chapter Officers**

- Henceforth, all Chapter bylaws shall be amended to include at least these minimum qualifications for Chapter elected offices:
  - o Master Councilor: proficiency (white obligation card), completion of all five portions of the Leadership Correspondence Courses, the attainment of the Representative DeMolay distinction and previous service as either the Senior or Junior Councilor.
  - o Senior Councilor: proficiency (white obligation card), completion of the first three portions of the Leadership Correspondence Course.
  - o Junior Councilor: proficiency (white obligation card) and completion of the first portion of the Leadership Correspondence Course.
- Before being installed into office, all newly elected Councilors shall demonstrate their ritual proficiency on their portions of the opening and closing ceremonies.
- No married DeMolay may be elected or appointed to office within his Chapter or District; but he may finish his term of office if he was elected or appointed prior to his marriage if doing so shall serve the good of the Order

### **Chapter Installations**

- Chapters shall hold their installations of officers every six months, after Conclave but before September 15<sup>th</sup> and after Mini Conclave but before March 15<sup>th</sup>. Letters of intent and term plans shall be reviewed by the Advisory Council prior to each election cycle, and a report shall be sent to Florida DeMolay administration within 48 hours of Chapter officer elections, outlining the Chapter officers to be installed and the date, time and location for the installation of officers.
- Copies of each Chapter's term plan shall be submitted to Florida DeMolay administration within 10 days of the Installation of Officers; any Master Councilor submitting a letter of intent to qualify for the Past Master Councilor's Meritorious Service Award (PMC-MSA) should send his letter accompanying this term plan.

### **Chapter Treasury**

- All Chapter monies shall be kept in the name of the Chapter, registered as "DeMolay International" with "DBA 10### \_\_\_\_\_ Chapter" (Chapter ID Number followed by the Chapter Name) as a secondary name, consistent with the annual return to the IRS.
- A Chapter is permitted to have one checking account and one or more savings accounts.
- At least three (3) signatures shall be on file at each financial institution where the Chapter has funds on deposit.
- Two (2) signatures are required on all checks or withdrawals; one of these signatures should be an active member of the Chapter.
- The Chapter Treasurer shall make a financial report to the Chapter at each stated meeting and shall furnish a written monthly report for the Chapter Advisory Council's meeting, recorded in the minutes of the Advisory Council's meeting.

### **Chapter Minutes**

- Consistent with his office, the Chapter Scribe records the minutes and transactions of the Chapter.
- All communications from the District, from Florida DeMolay, from the Executive Officer, or from DeMolay International must be read at two (2) consecutive stated meetings, noted in the Chapter minutes and filed in the Chapter records for reference.
- The Chapter minutes should also reflect the acceptance of a member's proficiency in his obligations. If the Chapter's Standard Operating Procedures allow its members to stand proficiency at a time other than in a stated meeting, the Scribe shall record the name of each member who has met proficiency in the minutes of the stated meeting following the approval; at no time should a record be kept of a member who has failed to demonstrate proficiency in his obligations.
- At least annually, the Scribe's record book shall be reviewed and audited by the Personal Representative.

### **Chapter Ritualistic Provisions**

- Initiatory Degree

- During the Initiatory Degree, if there is only one candidate being initiated, the Junior Steward shall return to his seat once the Senior Deacon's questions have been answered and the candidate is being conducted to the Master Councilor.
- Regardless of the number of candidates, when the obligation has been administered and the Master Councilor raps for the officers to return to their seats, the Stewards shall return to their seats and not accompany the candidates and the Senior Deacon along the symbolic journey.
- These provisions are for implementation at the Chapter (only) and do not impact the evaluation requirements of ritual direction from the Old South Tournament.

### **General Chapter Operational Provisions**

- Attendance for Chapter Stated Meetings and Degrees shall be limited to those specified by the DI BRR (§318.9). Visitors not meeting the criteria therein described shall be asked to retire before the doors are tiled.
- If specifically authorized in the Chapter's Standard Operating Procedure, a Chapter may be placed in recess and the doors opened for the purpose of including non-members in a particular discussion; however no vote, and no secret work, may be exemplified while the Chapter is at recess.
- While other Chapter Committees are recommended and may be appointed by the Master Councilor to accomplish the goals of his term, only the Membership Committee is required by DI BRR §319.1. The Membership Committee shall be responsible for planning and promoting a membership program through communication and efficient administration by its Committee Chairman with the assistance of an Advisor appointed to serve in such capacity.
- Regular reporting practices shall include, but not be limited to:
  - Form 10s, to be submitted electronically within 10 days of the Initiatory & DeMolay Degrees.
  - Squire induction forms (Form S), to be submitted electronically within 10 days of an induction.
  - Any required annual or financial report shall be prepared after an audit and submitted before the jurisdictional deadline of January 31<sup>st</sup>.
  - The Certification of Election form, to be submitted to Florida DeMolay Administration within 48 hours of the session where elections occurred. Pursuant to these Standard Operating Procedures, this certification shall include the name of a Membership Chairman and Advisor.
  - Medical Release Forms shall be updated for ALL youth active with every Chapter each year, in January. These forms shall be kept in the Chapter files and copies shall be forwarded to Florida DeMolay Administration.
  - Media release forms shall be collected from each new member, kept in the Chapter files and copies shall be forwarded to Florida DeMolay Administration.
- Members of a Florida Chapter may petition for dual membership. The petition must be approved by favorable ballot of the Chapter where membership is being sought and must also be approved by both Advisory Councils involved. Once these approvals have been documented, the matter will be forwarded to the Executive Officer for final approval and reporting to Florida Administration and the DeMolay Service & Leadership Center.
- Membership transfer may also be performed by this same process.
- In the case where a DeMolay is suspended from his Chapter, any other memberships under the auspices of DeMolay International will also be suspended; this includes dual memberships and Priory membership. Upon confirmation of reinstatement by the suspending Chapter, he will automatically be reinstated to subsequent memberships, unless otherwise directed by the Executive Officer.
- Any acts of discipline or displays of disharmony should be reported to the Executive Officer as soon as possible. Should any individual's presence be declared objectionable pursuant to DI BRR §318.8, a written description of the circumstances surrounding the declaration shall be forwarded to the Personal Representative and the Executive Officer as soon as possible.

### **Subordinate or Appendant Programs**

- At the favorable vote of a chartered Chapter, and with the approval of its Advisory Council, a subordinate or appendant program may be sponsored. This is to include local Manors of the Order of Squires or Chapter Sweetheart programs. This sponsorship shall begin with the vote of the Chapter, but its operation shall be

evaluated and is contingent upon the successful operation of the program. At least one member of the Chapter's Advisory Council shall be appointed by the Council to spearhead the operations of the program as its supervisory liaison. This advisory liaison will be responsible for maintaining communication with the Advisory Council with updates at monthly meetings on operations, progress and good of the Order.

- The term of a Squires Manor shall be in conjunction with the term of the Chapter. Medical Release Forms must be submitted to Florida DeMolay Administration for each Squire and shall be renewed each calendar year.
- The term of a Chapter Sweetheart shall also be in conjunction with the Chapter, either electing each six-month term or for a full year spanning two Chapter officer terms as indicated in the Chapter's bylaws or SOP. All female guests regularly involved with the Chapter, including the Sweetheart and members of the Sweetheart Court, shall have a Medical Release form on file with Florida DeMolay administration, to be updated each year.

## **Local Advisory Councils**

### **Advisor Service**

- Appointment to a local Advisory Council is a privilege, and is subject to the approval of the Executive Officer. At any time, with or without reason, the Executive Officer may transfer the appointment of an advisor to the Florida-At-Large Council, or terminate the appointment altogether, if he feels the good of the Order will result.
- Advisory Councils shall be installed once per year, at the first installation of the calendar year. Any advisors absent from this installation may be installed at a Chapter Stated Meeting. Those advisors appointed after the annual installation may be installed at any regular Chapter meeting by the Personal Representative or the Executive Officer.
- While their appointment as advisors expires on December 31st of each year, if renewed and if applicable, they shall assume their new roles at the beginning of the calendar year; their continued appointment is effective January 1st.
- The Advisory Council Installation is ceremonial - meant to impress spectators.

### **Advisor Training**

- All new Florida DeMolay advisors are required to complete a supplemental advisor training sanctioned by Florida DeMolay, and the Leadership Correspondence Course. Doing so will assist them in establishing a baseline for organizational knowledge, so that they may better understand their role as a DeMolay advisor and be better equipped to serve our youth members.
- Those continuing advisors who have served for one (1) year on an Advisory Council as of December 31<sup>st</sup> and have not completed this requirement will be reappointed to the Florida-At-Large Council rather than to the local Chapter Advisory Council.

### **Petitions for Membership**

- The Advisory Council must ratify any ballot held by the Chapter. If the Advisory Council concurs with a favorable ballot of the Chapter, the petitioner shall be declared elected to receive the Degrees of the Order. The Advisory Council also retains the authority to declare an elected petitioner rejected, or a rejected petitioner elected; but if the Advisory Council's ruling is different than that of the Chapter, the matter must be referred to the Personal Representative. The Executive Officer will make the final ruling in writing after necessary inquiries and in discussion with the Personal Representative. Should any petition be referred to the Personal Representative for this cause, no notice shall be sent to the petitioner until the decision of the Executive Officer is received.

### **Booster Clubs**

- Similar to the establishment of the Subordinate or Appendant Programs sponsored by the Chapter, an Advisory Council may, in collaboration with the vote of the Chapter, sponsor a "Booster Club" for the parents & friends of the members of the Chapter.
- Booster Clubs shall be subject to the regulations maintained by the Advisory Council, and must have at least one Advisor attending all Club meetings in an advisory capacity to serve as a liaison to the Advisory Council.

- The purpose of the Booster Club will be to assist the Chapter and its overall operations, through support and assistance in planning, preparing and decorating for Chapter events, and other actions of this nature.
- If a Chapter has an operational Booster Club in place, membership to the Club shall be open to the parents, adult relatives and family friends of all current and new members of the Chapter. Membership is strictly voluntary, and level of involvement shall be at the discretion of the members under guidance of the Advisory Council.

## District Operations

### **District Master Councilor**

- Shall work with the constituent Chapters within his District to aid in their success. The District Master Councilor
- Shall plan and execute at least one School of Instruction during his term of office; as well as ritual and sporting competitions among the Chapters within his District. The victors from these District-level competitions will be eligible to participate in specific competitions at the State level, either at Conclave or Mini Conclave as appropriate.
- Shall assist with the promotion and successful implementation of any membership programs for the Chapters within his District.

### **Personal Representatives**

- By definition of his title, the Personal Representative is to represent the Executive Officer in any matter within a particular District to which he is assigned. He does not possess Executive Officer authority, unless it is specifically stated in official communication by the Executive Officer for the Personal Representative to handle a specific matter.
- Should be assumed to be on official business whenever he calls a meeting with a Chapter or its Advisory Council; if he serves locally on an Advisory Council he may also act in that capacity.
- May also represent the Executive Officer outside of his assigned District when directed in writing to do so.
- Is a voting member, ex-officio, of each Advisory Council within their appointed jurisdiction.
- May have a Deputy Personal Representative as needed, appointed by the Executive Officer.
- Shall assist Florida DeMolay Administration with all administrative filings from the local Chapters required by Florida DeMolay and DeMolay International, appropriate to his position. These include, but shall not be limited to, Chapter bylaws, Medical & Media Release Forms, Financial Reports, Annual Chapter Reports to DeMolay International, and Honors Nominations.
- Shall assist in Chapter Development operations, for current and new Chapters/Manors
  - o Will include working with local Sponsoring Bodies and making membership presentations as appropriate
- Shall, at least annually, review the books and transactions of each Chapter within his assigned jurisdiction and file a report of his findings to the Executive Officer.

## Jurisdictional Operations

### **Jurisdictional Staff Members**

- Are appointed to lead a particular program or directed to operate for the betterment and advancement of DeMolay within the Jurisdiction of Florida.
- Shall create and maintain regulations for his/her own program to include the recruitment of supporting personnel to assist in accordance with the Bylaws, DI BR&R, and any Jurisdictional Rules, Regulations & Directives, and shall also be subject to the approval of the Executive Officer.
  - o Squires Manors and the Knighthood Priory each have their own systems of awards, to be determined by the regulations approved by the Florida Jurisdictional Staff Members in charge of those programs and the Executive Staff.

### **Florida DeMolay Administration**

- Assists in the general operation of Florida DeMolay at all levels; to include

- Education
  - John Bates University of DeMolay Knowledge
  - Jurisdictional, District and Chapter leadership and educational presentations
- Financial reporting
  - i.e.: 501c3 group exemption, annual 990 IRS return, Solicitation of Contributions compliance with the Florida Department of Agriculture & Consumer Services
- Communications
  - Regularly scheduled communications through an array of mediums, to include the jurisdictional website and calendar, electronic newsletters and communications

## **Miscellaneous Standard Operating Procedures**

### **DeMolay Awards**

- Awards, including Merit Bars, should be presented to the DeMolay members as soon as they are earned
  - At each Installation of Officers, a list of awards earned by each DeMolay member shall be announced by the Awards Advisor or another individual approved by the Advisory Council.
    - DeMolay members who have competed and won a jurisdictional individual ritual competition – or served on a winning team in a jurisdictional competition – shall be authorized to include a (retired) green “RITUAL” merit bar with his personal merit bars to denote his accomplishment.
  - DeMolay members should be encouraged to wear their Merit Bars and other honors and awards when appropriate.
- When a DeMolay in Florida attains his proficiency in both Degrees, he shall be eligible to wear the “Member Medallion” (on the red ribbon) regalia.
- Consistent with DeMolay BR&R, a Chapter may vote to approve monies for presenting a Past Master Councilor a PMC pin; should the Past Master Councilor serve multiple terms, and if a PMC pin has already been presented, a PMC red ribbon jewel may subsequently be presented.
- Upon successful completion of his term, the Chapter may vote to present an outgoing Scribe with a Past Scribe’s jewel
- The Distinguished Service Award is considered a “lifetime achievement” award for DeMolay service.
  - Nomination packets for worthy Brothers shall include a personal and fraternal biography, a letter from the Advisory Council outlining his service and contributions to the Order, a current photo, and letters of endorsement from those in mentorship or leadership roles in all areas of the nominee’s life; to include but not be limited to DeMolay, church, school, work and home.
  - Completed nomination packets shall be made in writing to Florida DeMolay Administration by the established deadlines of January 1 and July 1 of each year.
  - The nominee shall have no knowledge of the nomination process, or letters being collected.
- The Jurisdiction of Florida shall implement and promote a District Master Councilor Meritorious Service Award.
  - In order to be qualified to receive the award, the District Master Councilor shall submit a term plan within fifteen (15) days of his election, to include a fundraiser to benefit the SMC’s Charity, and at least one event of each of the following types: Civic, Social, Athletic and Masonic Service.
  - The DMC may plan these events in conjunction with the term plans of his constituent Master Councilors, but must promote it throughout the District and proactively assist with the execution of the event for it to count for qualification.
- Squires Manors and the Knighthood Priory each have their own systems of awards, to be determined by the regulations approved by the Florida Jurisdictional Staff Members in charge of those programs and the Executive Staff.

### **DeMolay Honors**

- Nominations for the Cross of Honor, Degree of Chevalier and Legion of Honor (both active and honorary) shall be submitted through the normal electronic process, completed no later than March 1 of each year.

- All nominations must be accompanied by supporting documentation, to include pertinent information outlining exceptional service, as well as a DeMolay, Masonic and/or Personal Biography of the individual being nominated and a digital photo.
- Upon receipt, and before the filing deadline established by DeMolay International, the Executive Officer will review the credentials of those being nominated, consult with the corresponding Personal Representative, appropriate Advisors and/or Advisory Councilors and Jurisdictional Staff and make a final decision.
- A completed and on-time nomination package does not guarantee final approval by the Executive Officer, or by the International Supreme Council.
- Unless otherwise authorized by the Executive Officer, no nominations shall be approved from Chapters which have not completed the annual report required by DeMolay International.
- No relative of a member being considered for an Honor or Award may be present during the specific discussion of his consideration; if they are present at the Advisory Council meeting where honors are being discussed, they shall excuse themselves from the discussion and return once this portion of the discussion has concluded.
- The Degree of Chevalier may be exemplified at the discretion of the Personal Representative, and shall be performed exclusively by Chevaliers, ideally by a local Court of Chevaliers.

### **Senior DeMolays & Alumni Relations**

- Upon attaining the age of 21, members of DeMolay shall be offered a Majority Service and receive a Majority Certificate. Majority Certificates may be acquired upon request from Florida DeMolay Administration.
- It shall become the practice of the DeMolay Chapters to recognize and make presentation of DeMolay tenure awards - for 10, 25, 50, 60, 65, 70, 75 + years of membership. These tenure awards may be acquired with the same process as Majority Certificates. Appropriate records shall be kept by Florida DeMolay Administration for future contact and opportunities for support.
- Senior DeMolays are welcome to attend any meetings of DeMolay Chapters unless disciplinary action or Executive Officer directive states otherwise.
- Chapter meeting agendas shall be amended to include the introduction of any Senior DeMolays from that particular Chapter, prior to the introduction of Visitors.

### **Masonic Relations**

- Local Masonic leaders should be extended a standing invitation to attend meetings, ceremonies or installations of Chapters within the Jurisdiction of Florida.
- Chapter meeting agendas shall be amended to include the introduction of any Master Masons from the sponsoring Lodge, prior to the introduction of Visitors.

### **King Solomon Chapter**

- King Solomon Chapter is an Honorary Chapter of Florida DeMolay, authorized by the Executive Officer.
- Shall be convened whenever there is an Initiatory or DeMolay Degree being performed in full form within the Jurisdiction of Florida.
  - Master Masons who are members of Lodges within the Grand Lodge of Florida may submit a petition for membership in King Solomon Chapter with the requisite fee of \$100 (payable to Florida DeMolay).
  - During the ceremony, Master Masons joining King Solomon's Chapter should be seated together in a conspicuous location within the Chapter room to observe the Degree(s) and be allowed to assume the obligation(s) with the DeMolay candidates.
  - The petition and fee should be forwarded to Florida DeMolay Administration within 10 days of the ceremony. At no time should King Solomon Chapter petitions or monies be forwarded directly to DeMolay international.
- Membership in King Solomon's Chapter will procure for each Master Mason a certificate and membership card, and appropriate records shall be kept by Florida DeMolay Administration for regular contact and opportunities for future support.



## Protocol & Introductions

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 arm; for male guests, he takes the visitor by the 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 is in attendance at the same session with Masonic dignitaries, the Worshipful Master shall speak, followed by the Executive Officer, District Deputy Grand Master and/or Grand Master.