

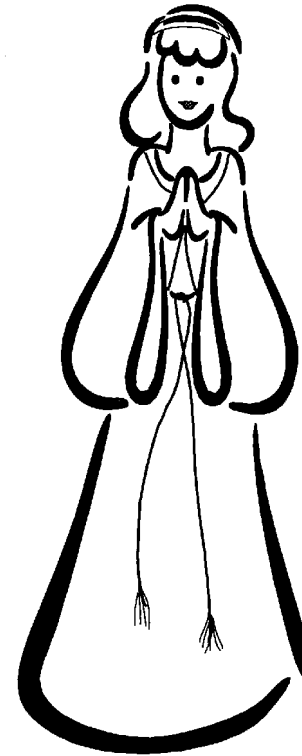


2001-2002
Vanessa Fowler, PHQ
Supreme Guardian

Bill Walker
Associate Supreme Guardian

Material compiled and written by:
Sheila Lardner, PHQ, PGG
Jim Paterson, PASG
Joy Erickson, PJP, PGG

Revised October 2002



PARLIAMENTARY PROCEDURE

Members don't have to nod when the Honored Queen recognizes them during the business part of the meeting. The nodding is only done during Stations and Duties of Officers and during the Closing Ceremony.

Once the Honored Queen has recognized a member, she begins her comments by saying "Honored Queen".

Also, a motion has to be made before you can have discussion on a particular topic.

The only people that can take part in the discussion during Bethel meetings are the Daughters. Majority members of their own Bethel are allowed to debate as well. The Council has the opportunity to voice their opinions at the Council meeting. Adults can specifically be asked for information by the Honored Queen if necessary.

If you're having a problem with adults discussing items of business during meetings, speak to your Bethel Guardian or Grand Guardian about it. It's very difficult for an Honored Queen to tell an adult he/she can't speak. Council members please remember this!



In closing.....

There are many, many books on the subject of Parliamentary Procedure and many, many different ways of doing things.

This booklet is intended to give your Bethel an overview of Parliamentary Procedure. If you do things differently, they are not necessarily wrong. As with anything, there are many different interpretations on the same rule.

WHAT IS IT?

Parliamentary Procedure is a set of rules (Roberts Rules of Order) that were developed many years ago to make meetings run smoothly. It allows everyone to be heard and to help make decisions - without confusion.

The rules are simple in principle and based on common sense and courtesy.

A LITTLE HISTORY

Parliamentary procedure originated in the early English Parliaments (discussions of public affairs). It came to America with the first settlers. It became uniform when Henry M. Robert published his manual on Parliamentary Law in 1876.

WHY IS IT IMPORTANT?

Because without rules there would be chaos!

It's also important because it makes sure that everyone has a chance to speak. Also, wherever you go and whatever business meeting you attend, the same basic rules will be used.

Try this experiment in your Bethel.....

Have everyone meet in the center of the room - no special places for anyone. Then try and figure out a topic to talk about. Is it easy with everyone talking at the same time and about all different things? Were you able to come to an agreement on one topic? Did you find that certain people took leadership roles? Did everyone have a chance to speak? Did you, as a group, decide on your own rules?

What happens if you have a tie vote? A tie vote is a defeat because you don't have a majority. If there is a tie vote, the Honored Queen can cast her vote to make the majority and pass the motion.

On the other hand, if there is one more vote for than against a motion, the Honored Queen can vote in the negative to create a tie, causing the motion to be lost.

A 2/3 vote is used for changing the Constitution and Bylaws. This means that 2/3 of the people voting must vote for the change for it to be passed.

The Honored Queen can vote to affect a 2/3 vote just as she can to affect a majority vote.

QUORUM

A quorum is the number of members that must be present for business to be conducted legally. The specific number is usually stated in the bylaws. For Bethel meetings, 7 members, including at least one of the top three officers, constitutes a quorum.

COMMITTEES

Standing

These are the Committees that your bylaws say you must have. Every Bethel must have an Auditing Committee, a Pledge Committee and a Proficiency Committee (see B-Bethel 6 for specific duties).

Special

Special Committees are assigned for a specific project or event. For example, if you are having a bake sale you would assign a committee to organize it; if an Honored Queen wants to honor all Masonic organizations within her term, she would assign a committee to arrange various ceremonies and a social time after the meeting.

Organizations differ on how often they meet and who is the presiding officer (the person in charge of the meeting).

Bethel meetings are held twice a month. These are the meetings that are outlined in the Ritual. The Honored Queen is in charge of these meetings. She, with the help of the Bethel Guardian Council, decides what will be discussed under the appropriate orders of business. **No business can be brought to the Bethel meeting without the approval of the Bethel Guardian Council.**

Council meetings are held once a month. Different Bethels invite different people to these meetings. Some Bethels have the Executive Council only, some the entire Council, some also invite the Honored Queen or all the line officers. The Bethel Guardian is in charge of these meetings. At the Council meetings, the Council goes over the business for Bethel meetings. The Council meetings follow pretty much the same order of business that Bethel meetings do. Councils also have Annual Meetings which include voting for the new Council.

If you live in a jurisdiction that has a *Grand Guardian Council*, they also have *meetings*. Some meet only once a year, some several times. The meeting may last more than one day. The Grand Guardian runs the meetings.

The *Supreme Guardian Council* meets once a year (usually the beginning of August). The meeting usually goes on for three or four days. The Supreme Guardian is in charge of this meeting. The Executive Supreme Guardian Council meets in March as well; a lot of the Order's business is conducted and planned at this meeting.

ORDER OF BUSINESS

Your Ritual gives you the Order of Business that we follow in our Bethel meetings (see Ritual page 72). If you read through pages

MOTIONS

When to make a motion

A motion must be made whenever the Bethel wants to do something. It is especially important to vote on any item that involves money. If you are going to spend money in any way (give a donation, do a fund raising project, buy paraphernalia, etc.) a motion must be made.

How to make a motion

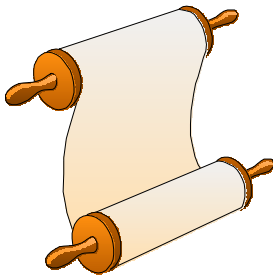
Refer to the Ritual pages 13 - 14 on how to present a motion. When making a motion, make sure that enough information is given.

For example:

Incomplete motion: "Honored Queen, I move that we have a bake sale."

Better motion: "Honored Queen, I move that we have a bake sale at the Center Mall on Saturday, September 22nd from 10:00 - 3:00 with the profits going to the HIKE Fund."

After the motion is made, someone needs to second it. That person's name does not need to appear in the minutes.



Also, remember to put first AND LAST names in at all times. They don't necessarily need to be read out during the Reading of the Minutes, but should be in the Minutes.

Information about Reports should include who gave the report and what the report was about including when, where and financial information.

Unfinished and New Business information should include what the event/project is, when and where it will be held, who is in charge and other pertinent information.

Treasurer's Report

Make sure the Bethel Treasurer fills out the Treasurer's Report with the Guardian Treasurer before the meeting starts.

Correspondence

We call this "Communications". The name of who has sent the letter is always to be read first. The Recorder should read over all correspondence before the meeting and ask the Guardian Secretary's help with anything she doesn't understand or words she can't pronounce. Upon approval by the Guardian Secretary, only the necessary information in the communication needs to be read at the meeting.

Reports

Reports are the events and projects that are completed. Any project that is ongoing is discussed under Unfinished Business.

Reports should include:

- *what the event was,
- * when and where it was held,
- * who attended including any special guests.

If it was a fund raising project or anything involving money, that

CONSTITUTION AND BY-LAWS

If you've been in Job's Daughters for any time you've heard about the Constitution and By-laws. But what is it? The Constitution & Bylaws is a document that outlines the purpose and operating rules for our Order. Every organization needs rules.

Our Constitution & Bylaws have sections for Supreme Guardian Council, Grand Guardian Councils, Jurisdictional Guardian Councils, Bethel Guardian Councils, Bethels, Supreme Bethel, Miss International Job's Daughter Pageant, and Supplemental Instructions.

Now that we are a 501(c)3, the Constitution and Bylaws are to be called Rules and Regulations.

MEETINGS

You will notice in your Attendance Register there is a line for Regular/Special meeting. What's the difference?

A *Regular meeting* is one that is specified in your Bethel's bylaws. Most Bethels meet twice a month (eg. The 1st and 3rd Monday). Your Bethel may do a special ceremony such as Initiation, Majority, Tribute to Mother Mick, etc. but the meeting is still a regular meeting.

A *Special meeting* is one in addition to your regular meetings. It might be to exemplify the Ritual work for a masonic family organization, to have a friendship night, to read a petition or to discuss an important issue. You need a special dispensation for a special meeting.

Most organizations will also have an *Annual Meeting*. All Grand Guardian Councils have annual meetings - they're usually called Grand Session. The Supreme Guardian Council also has an annual meeting - Supreme Session. Annual Meetings are held once a year. In many organizations, the Constitution and Bylaws can be amended (changed) only during an annual meeting. Other regular business is also done at the annual meeting.

It's a good idea to have an adult to oversee the committee's work just to make sure nothing gets overlooked - not to be in charge.

DUTIES OF HONORED QUEEN AS PRESIDING OFFICER

Why doesn't she give her opinion?

The Honored Queen's job (and any presiding officer's job) is to remain impartial. Her job is to present the information, not to debate it. It is felt that, because of the position, undue influence may be given to a topic just because the Honored Queen wants it to happen. The events that go on in a Bethel are Bethel events and not limited to one person.

If the Honored Queen feels that an important point has been overlooked or must give her opinion, she must give up her position as presiding officer. To do this, she must hand over the gavel to another line officer that has not discussed the motion. The Honored Queen is then free to discuss the motion. She does not take the gavel again until the motion has been voted on.

When can she vote?

The Honored Queen can vote when the vote is taken by secret ballot. She can also vote to make or break a tie.

DISCUSSION

According to Roberts Rules of Order, a person may speak on a subject once. If everyone else who wants to speak has done so, then that person can speak again if approved by the Honored Queen.

No member may speak until she is recognized by the Honored Queen. The Honored Queen does this by stating the member's name. This is another way that order is kept during the meeting. What would happen if everyone stood up and spoke at the same time?

72 - 80, there is information about how each order of business is handled.

This is the order of business suggested by Roberts Rules of Order and how we have adapted it:

Call to Order

This is done by the Bethel Guardian. In other business meetings the chair of the meeting will rap the gavel and call the meeting to order. She/he may also introduce the other officers of the group (Secretary, Treasurer, Vice President), welcome everyone and/or give a personal greeting.

Opening Ceremonies or Exercises

This is our Opening Ceremony. Typically, the opening ceremonies of any meeting will include a prayer, the singing of the National Anthem, the Pledge of Allegiance to the flag (if there is one) and a special way of stating the objectives or ideals of the organization.

Introduction of Guests and Visitors

This is our Escort, Introductions and Honors. Please carefully read pages 62 - 72 for rules and procedures. This can go very smoothly if you have gone through them carefully and have written out the order, your guests' names and their titles.

Roll Call

Officers, installed Bethel Choir members and Bethel Guardian Council (the 5 Executive and 4 Associate members) are the only names that are required to be read aloud. The other Bethel members and Council Chairmen can be taken from the register.

Minutes

When recording the minutes make sure there is enough information given so that people who weren't at that meeting understand what happened. For example, in Communications make sure who wrote the letter and some details are included.

VOTING

Methods

There are several methods of voting on a motion. In Job's Daughters, we use the first three. The others are included for information only.

By Show of Hands - In our Bethels we vote on motions by raising our right hand (see Ritual page 12). We call this the "voting sign".

By Ballot - Members write their vote on a slip of paper. The votes are then collected and counted by an independent person or group of people called "tellers". This is the usual method for electing Bethel Officers.

By Voice (viva voce) - The presiding officer asks those in favor to say "aye" and those opposed to say "nay". This method is commonly used in other organizations on any motion that does not require more than a majority. It may be used in a Bethel Guardian Council meeting to vote on motions.

By Roll Call - rarely used. If a record of each person's vote is needed, each member answers "yes" or "no" as his/her name is called.

By Division - rarely used. Those in favor assemble to the side of the room to the presiding officer's right and those against it to the left.

Majority, 2/3, Tie vote

Most decisions in a Bethel are made by majority vote. A Majority vote means that more than half of the members present and voting agree on the decision. For example, if you have 13 Daughters in the Bethel and 6 vote for a motion and 7 vote against a motion, the motion is lost.

information should be given at this time including how much was spent (detailed information if necessary), how much was taken in and what the profit was. Any interesting, funny or exciting things should be included as well.

Unfinished Business

The correct term is " Unfinished Business" not "Old Business". Unfinished Business is anything that was brought up at a previous meeting and is not yet completed.

The Honored Queen should repeat all pertinent information about the event/project not just assume everyone knows what is being discussed.

New Business

All New Business must have been approved by Council before it is brought before the Bethel. The Honored Queen should have all the necessary information about each item of business or know who to call on to present it.

Receipts of the Meeting

In most organizations a complete financial report is given prior to correspondence. In Job's Daughters, we do this towards the end of the meeting.

Receipts are the moneys that have come in to the Bethel since the last receipt was read. This includes Coin March, fund raising money, donations, etc.

Bills

All bills must be approved by the Executive members of the Bethel Guardian Council and signed by the Bethel Guardian before the meeting.

The bills also need to be audited before the meeting starts. In "auditing" the bills, the committee appointed by the Honored

Queen looks at the bills and makes sure that they know who submitted the bill, what it was for and if it is an appropriate Bethel expense. If there are any questions about the bills they should be taken to the Bethel Guardian (or other adult) to find out the information needed.

No bill can be paid without the approval of the Bethel members.

Next Meeting

Our By-laws state when our next meeting will be held but in a lot of organizations it is set from meeting to meeting. This is not a part of our meeting.

Motion to Adjourn

We have an official Closing Ceremony which takes the place of a "Motion to Adjourn". In other organizations someone will make a motion to adjourn. The motion is not seconded or voted on.

