



Master Councilor's Guide to Running A Chapter Meeting

Stated Meetings

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

ROLL CALL OF OFFICERS

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

MINUTES OF THE PREVIOUS MEETING

MC: “Reading of the minutes of the previous meeting.” *Scribe reads the minutes of the previous meeting. If multiple minutes need to be read, the Scribe will read the minutes in the order the meetings took place.*

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

MC waits for response, if none:

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

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

MC: “The minutes stand approved as corrected.” * (rap)

ALMONER’S REPORT

MC: “Almoner’s report.” *Almoner reports the donations, charity disbursements, and the balance of the Almoner’s fund.*

TREASURER’S REPORT

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

SICKNESS & DISTRESS

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

COMMUNICATIONS

MC: “Communications.” *Scribe will read the communications. Long communications should be summarized, any newsletters should be made available after the meeting for members to view.*

READING OF APPLICATIONS

(If none, skip this section)

MC: “Applications.” *MC reads application(s) then states:*

MC: “A visitation committee will be assigned.”

BALLOTING ON APPLICATIONS

(If none, skip this section)

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

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

Membership Balloting Procedure

Balloting can only be done during a Chapter meeting.

Check the ballot box; make sure you have enough balls for everyone who is going to be voting. Make sure there is at least 1/3rd as many cubes as balls. Place the ballot box on the floor next to the SD station.

MC reads the application after the report of the visitation committee. He then asks,

MC: “Is there any favorable or unfavorable comments about the candidate(s)’ qualifications for membership?” *If none,*

MC: “Brother Senior Deacon” *SD stands, faces MC*

MC: “You will prepare the ballot.”

The presiding office has no right to stop or postpone the ballot based on someone’s private request. The member who desires postponement must move to postpone the ballot and give the reasons. The Chapter will then vote to determine whether or not to postpone.

SD removes drawer of ballot box and empties the contents into the open compartment. He then presents the ballot box to the JC at his station, the SC at his station, then the MC at his station. Each Councilor will make the proper inspection to see that the ballot is properly prepared.

Application for Degrees

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

Application for Affiliation

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

SD presents the ballot box to MC, who casts his ballot. SD presents the ballot box to SC, who casts his ballot. He then presents the ballot to JC, who casts his ballot. SD takes the ballot to a separate stand near the northwest corner of the Altar. SD places the ballot box on the stand, with the drawer facing east, and casts his ballot. SD then stands halfway between the Altar and the West, he then faces west.

MC: “All members on the south side who are eligible to vote may now vote.” *As soon as all of the members on the south side of the room voted,*

MC: “All members on the north side who are eligible to vote may now vote.” *As soon as all of the members on the north side of the room voted,*

MC: “Have all members voted who are entitled to vote?” *MC pauses for a moment for reply: If there is no response,*

MC: “All having voted, I declare the ballot closed.” * (rap)

MC: “Brother Senior Deacon” *SD turns to the East*

MC: “You will take charge of the ballot box.” *SD takes the ballot box from the stand, then presents the ballot box to JC, then SC, then MC for inspection. SD leaves the ballot box with MC and takes his seat.*

1 Black Cube or Less (Balloting for Degrees)

MC: “I now declare, Brother(s) _____ (*full name of each applicant*), duly elected to receive the degrees of DeMolay in this Chapter.” * (rap) *Move on to the next order of business.*

1 Black Cube or Less (Balloting for Affiliation)

MC: “I now declare, Brother(s) _____ (*full name of each applicant*), duly elected to membership in this Chapter by affiliation.” * (rap) *Move on to the next order of business.*

2 Black Cube or More (Balloting for Multiple Candidates)

MC: “It will be necessary to take a separate ballot on each applicant.” *Start over from the very beginning for each candidate.*

2 Black Cube (Balloting for Single Candidate)

MC: “The application of _____ (*full name of applicant*) shall lie over until the next stated meeting.” * (rap) *Move on to the next order of business.*

3 Black Cubes or More (Balloting for Single Candidate)

MC: “The application of _____ (*full name of applicant*) for the degrees of DeMolay in this Chapter have been duly rejected.” * (rap) *Move on to the next order of business.*

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

BILLS

MC: “Brother Scribe, are there any bills to be presented before the Chapter?” *Scribe/Treasurer reads the bills (the amount of the bill, whom the bill will be paid to, and the reason). Motions can be made to pay the bill, following Robert’s Rules of Order.*

REPORTS OF STANDING COMMITTEES

MC: “Brother _____, please report on the _____ committee.” *Report of standing committees can be given in the order below. If there is not going to be a report, skip that committee and move on to the next one that has a report. Special committees should report in the order that they were appointed.*

- Entertainment
- Auditing
- Fundraising
- Membership

UNFINISHED BUSINESS

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

NEW BUSINESS

MC: “New business.” *Any new motion for Chapter action (voting on events, electing officers, installing Officer(s) mid-term, etc.)*

INTRODUCTIONS/ANNOUNCEMENTS

MC: “I would like to introduce, _____ (*name and title*), to our Chapter. Do you have any comments at this time?” *Done*

MC: “Are there any further announcements at this time?”

MC: “Dad _____ (*Chapter Dad*), will now give us the Good of the Order.”

ADJOURNMENT

MC: “Please join us afterwards for _____.”

TIPS FOR RUNNING A GOOD MEETING

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

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



_____ Chapter, Order of DeMolay

Stated Meeting: _____, _____, _____

Agenda:

- Roll Call of Officers
 - _____
- Minutes of the Previous Meetings
 - _____
- Almoner's Report
 - _____
- Treasurer's Report
 - _____
- Sickness & Distress
 - _____
- Communications
 - _____
 - _____
- Reading of Applications
 - _____
- Bills
 - _____
- Reports of Standing Committees
 - _____
 - _____
 - _____
- Unfinished Business
 - _____
 - _____
- New Business
 - _____
 - _____
 - _____
- Introductions/Announcements
 - _____
 - _____
- Good of the Order
- Closing