

Parliamentary Procedure



DEMOLAY BUSINESS MEETING

The Master Councilor stands to announce each Order of Business. He then continues with that Order of Business, sounding the gavel with one rap when concluded. He stands to conduct the business of the meeting and when using the gavel, but courtesy demands that he be seated when others have the floor for reports or remarks.

Roberts Rules of Order are observed while conducting the business meeting, in the absence of any other written procedure.

Chapters meet twice a month. The first meeting night is the monthly Stated Meeting of the Chapter. All Chapter business is to be conducted on this meeting night. The second meeting night of the month is a "Special or Degree meeting" for all Chapters. Business is NOT to be conducted on the night except by special authorization obtained from the Advisory Council. (A standing dispensation to 'ballot' and elect new candidates at "Degree Meeting" e.g. the 2nd Meeting Night, has been granted for all Chapters in Southwest Pacific District).

The correct "Order of Business" for a STATED meeting is:

1. OPENING (A Chapter MUST be open on the DeMolay Degree to conduct business)
2. ROLL CALL OF OFFICERS
3. READING OF MINUTES (all previous meetings that have not been read)
4. ALMONER'S REPORT (If no Almoner, skip this section)
5. TREASURER'S REPORT
6. SICKNESS AND DISTRESS (If no report, skip this section)
7. COMMUNICATIONS
8. READING OF PETITIONS (If none, still announce)
9. BILLS
10. COMMITTEE REPORTS (If none, skip this section)
11. UNFINISHED BUSINESS (not 'Old Business')
12. NEW BUSINESS
13. INTRODUCTIONS
14. GOOD OF THE ORDER
15. CLOSING
16. ESCORT OF SWEETHEARTS AND PRINCESSES (If none, skip)
17. RETIREMENT

The correct "Order of Business" for a SPECIAL/DEGREE meeting is:

1. OPENING
2. ROLL CALL OF OFFICERS
3. COMMUNICATIONS
4. COMMITTEE REPORTS
5. DEGREE CONFERRAL
6. GOOD OF THE ORDER
7. CLOSING

ORDER OF BUSINESS PROCEDURES

OPENING:

Follow Ritual Procedures within the "Ritual of Secret Work of the DeMolay", Corrected Fourteenth Edition, without deviation.

TO START EACH ORDER OF BUSINESS, THE MASTER COUNCILOR WILL BEGIN BY STATING THE ORDER OF BUSINESS: I.E.: "ROLL CALL OF OFFICERS" – and continues with this order of business.

ROLL CALL OF OFFICERS:

M.C.: "Brother Scribe, you will take charge of the roll call of officers:

Scribe: The Scribe should call the roll starting with the Master Councilor with just the title of the office. e.g. "Master Councilor", etc...

When the scribe call the station and name of a present member, that member shall respond with "Here"

When the scribe calls the station and name of a member who is absent, the Master Councilor should respond with either "Excused" or "Unexcused".

M.C.: At the conclusion of the roll call, the M.C. sounds one gavel rap, concluding this Order of Business.

(Note: It is not necessary for the Scribe to stand while conducting this Order of Business)

READING OF THE MINUTES:

Minutes should be read at the Stated Meeting of the Chapter and will normally consist of the Stated Meeting of the prior month, and the Special Meeting of the prior month. (Oldest set of minutes are read first and voted on for acceptance, prior to reading subsequent meeting minutes).

M.C.: "Brother Scribe, you will read the minutes of the last Stated Meeting and any subsequent meetings"

(It is not necessary for the Scribe to rise or stand while conducting this Order of Business)

SCRIBE: reads minutes of the last Stated Meeting starting with: "Minutes of the Stated Meeting of (date). The Chapter was opened at (time) on (date) at the Masonic Temple in (city) with Brother (name) in the East, Brother (name) in the West, and Brother (name) in the South" ----continues with minutes of the meeting...

M.C. (At the conclusion of the reading of the minutes) "Brethren, you have heard the minutes of the Stated (or Special) meeting of (date). If there are no additions or corrections, these minutes will stand approved as read".

(Pause) If there are no changes to the minutes from the floor, the Master Councilor sounds one gavel rap, which signifies that he will either now move on to the next order of business, or that the Scribe will read the next set of minutes.

Corrections to Minutes: Any Brother wishing to make corrections to the minutes should stand, remain silent until recognized by the Master Councilor, states the correction and is then seated.

The Master Councilor will recognize the brother by stating either his name or his station within the Chapter: i.e.: "Brother Senior Steward" or "Brother Smith".

After changes have been noted, the Master Councilor will state: "If there are no further additions or corrections, these minutes will stand approved as corrected: ((Pause)) (One gavel rap to conclude)

At the conclusion of the reading of all the minutes, the Scribe will carry all the minutes read to the Master Councilor's station for his signature, prior to proceeding to the next Order of Business

NOTE: Minutes MUST be read at a Stated Meeting of a Chapter. The reading may, in special circumstances, be postponed but NEVER eliminated.

ALMONER'S REPORT:

M.C.: "Brother Almoner, you will address the chapter"

It is not necessary for the Almoner to stand unless taking another position on the floor.

ALMONER: Will read down the list of all money owed to the charity fund, ending with the total balance. At the final meeting of the term he shall announce the final balance along with what charity the chapter will be donating to.

M.C.: Sounds one gavel rap to end this Order of Business and seat the Almoner if standing.

TREASURE'S REPORT

M.C.: "Brother Treasure (or Brother Scribe, if your Chapter doesn't have a Treasurer), you will read the treasurer's report.

(It is not necessary for the Treasurer to rise for this report if seated in his station at the Scribes desk. If he is on the floor in any other position in the Chapter room, he should rise.)

Treasurer: "Financial report of -----Chapter, Order of DeMolay for the period ending (date). (Reads report).

M.C.: Sounds one gavel rap to conclude this order of business and to seat the Treasurer if he is standing.

SICKNESS and DISTRESS

M.C.: The Master Councilor will ask all members of the Chapter (officer or side-liner) if they have any reports for Sickness and Distress. Sickness and Distress can consist of either a sick or injured family member or friend.

The DeMolay that has a report should stand and wait to be recognized by the Master Councilor. Then sit after his report.

M.C.: Sounds one gavel rap to conclude this order of business.

COMMUNICATIONS

M.C.: "Brother Scribe, you will read the communications"

Scribe will read the Communications. (Who from and any pertinent details) Longer communications, such as newsletters should be summarized or be available after the meeting.

(After all communications have been read)

Scribe: "Brother Master Councilor that concludes Communications".

M.C.: Sounds one gavel rap to conclude this Order of Business

PETITIONS FOR MEMBERSHIP:

For the first reading of the Petitions:

M.C.: Reads all the Petitions then states: "Investigation committees will be assigned after the meeting".

For the second reading

M.C.: Reads the Petitions then states: "Will the Chairman of the Investigation Committee please report on the Investigation".

(Applications with unfavorable visitation reports are referred to the advisory council)

MEMBERSHIP ELECTION PROCEDURE:

Elections can only be held on a meeting night.

M.C.: "Brother Senior Deacon, you will prepare the ballot".

S.D.: Picks up the ballot box from behind his station and moves XZU – sets ballot box on M.C. pedestal, steps back to walking line in front of the M.C. station and faces west.

(Note: the S.D. is responsible for checking the ballot box prior to the start of the meeting to see that it contains both adequate white balls and black cubes and that the drawer is empty of these)

M.C.: Opens ballot box, and assures that the tray is empty, and removes his hands from the ballot box before speaking.

(Note: All petitions for degrees may be voted on collectively. However, if two or more black cubes appear during the first ballot, these must then be voted on individually the second time.)

"Brethren, we are about to ballot on the petition(s) of (full name) to receive the degrees of our Order. The Committee has reported favorably. Remember that white balls elect and black cubes reject. Be careful of your ballot and vote for the Good of the Order".

The M.C. casts his ballot, raps once to inform the S.D. to get the ballot, and then sits down.

S.D.: Picks up the ballot from the pedestal and carries it UVED to the S.C. station. Sets the ballot box on the pedestal and steps back to walking line and faces east.

S.C.: Rises and makes his ballot. Gives one rap then sits down.

S.D.: Picks up the ballot box from pedestal and carries it DCL to J.C. station and places it on the pedestal. Steps back to walking line and faces north.

J.C.: Rises and ballots. Gives one rap and sits down.

S.D.: Picks up the ballot box from the pedestal and carries it LIJ to the altar and sets the ballot box on the Southwest corner of the altar. S.D. then ballots. After balloting he moves JG and faces west.

M.C.: "At this time all proficient members of the chapter may go to the altar to cast their ballot".

All members of the Chapter form a line from East to West next to the S.D. All voting members must show their proficiency card to the S.D. prior to voting. To Vote each member, after showing their proficiency card to the S.D. goes to the altar and places their vote, while giving the sign of the degree in which the chapter is working on. (Note: to hold any vote the chapter must be working on the DeMolay Degree) After the J.D. makes his vote and returns to his station, the M.C. addresses him to bring in the SENTINEL.

M.C.: "Brother Junior Deacon, you will relieve the Sentinel"

J.D. and Sent. : moves JIA, gives two raps on door answered by two raps from the Sentinel. J.D. steps outside and the Sentinel steps inside the lodge room. The J.D. closes the door. Sentinel gives one rap on the door answered by one rap from the J.D. Sentinel moves ACDG and waits for his turn to vote. After the sentinel gives his vote he goes back to the door and gives two raps answered by two from the J.D. stationed at the outer door. The J.D. returns to the Chapter room and the Sentinel returns to the outer door. The J.D. gives one rap on the door answered by one from the sentinel.

Once all proficient members of the Chapter have voted and have returned to their seats the M.C. says, "Have all the members of the chapter voted" pauses, "I now declare the ballot closed" gives one gavel rap.

S.D.: Moves GJ and picks up the ballot box from the altar and moves JIL and places the ballot box on the J.C. Pedestal. Then moves back to the walking band and faces north.

J.C. examines the Ballot Box, raps once and sits down. (Note: the J.C. does not empty the ballot box)

S.D.: Picks up the ballot box and returns to the walking band. He moves LCD and places the ballot box on the S.C. pedestal. He returns to the walking band and faces east.

S.C. Examines the Ballot Box, raps once and sits down. (Note: the S.C. does not empty the ballot box)

S.D. Picks up the ballot box and returns to the walking band and moves DEVU and places it on the M.C. pedestal. S.D. then returns to the walking band and faces west.

M.C.: Examines the ballot box. "Brother Junior Councilor, how do you find the ballot in the South?"

J.C.: If there is one or less black cube: "All clear in the South".

If there is more than one black cube: "A foggy day in the South".

M.C.: "How in the West, Brother Senior Councilor".

S.C.: If there is one or less black cube: "All fair in the West".

If there is more than one black cube: "The sun has set early in the West".

M.C.: If there is one or less black cube: "And all is bright in the east. Brethren, I declare (Full name(s)) duly elected to receive the degrees of our Order".

If there is more than one black cube: "It is a hazy morning in the East, brethren the petition for (full name) will be forwarded to the advisory council for review".

(Note: if there is more than one petition being voted on and there are two or more black cubes then a separate ballot must be taken for each petition.)

BILLS

M.C.: Brother Scribe, are there any bills to be presented before the chapter?"

Scribe: Reads the bill, how much and for what

M.C.: "Is there a motion to pay the bills amounting to \$_____

Any voting member: Stands and waits to be recognized by M.C., then states: "Brother Master Councilor, so moved".

Any voting member: Stands and waits to be recognized by M.C., then states: "Brother Master Councilor, I second".

M.C.: "Brethren it has been moved and seconded that we pay our bills, is there any discussion". (Pauses and waits for all discussion to be over.) "All in favor of the motion to pay our bill will say 'aye'....all those opposed will say 'nay'. The motion carries/is defeated" Sounds one gavel rap.

REPORTS OF OFFICERS AND STANDING COMMITTEES

(If there is no report to be given, skip this section)

M.C.: "Brother (use either last name or the office in which they hold), will you report on (state committee).

The brother called upon, stands when he is addressed and then gives his report...

M.C.: Concludes this order of business by giving one gavel rap.

UNFINISHED BUSINESS

Anything that was stated at a previous meeting should be discussed here. Such as events that have passed.

M.C.: Concludes this order of business by giving one gavel rap.

NEW BUSINESS

Any new business is handled at this time New Business should have been cleared with the Advisory Council or with the Chapter Dad prior to it being announced in a stated meeting.

Usual business covered in New Business is upcoming events on the calendar, proficiencies and election of Officers.

M.C.: Concludes this order of business by giving one gavel rap

PROFICIENCY EXAMINATIONS:

The Senior Deacon should be in charge of new member proficiencies. It is his duty to follow up with new members and know when the brethren are prepared to be examined. It is recommended that he have the new members repeat their proficiencies to an advisor prior to the time that it is to be said in open meeting, to ensure that he has fully learned it.

M.C.: "Brother Senior Deacon, are there any waiting to say their proficiencies?"

S.D.: "Brother Master Councilor, Brother (full name) is prepared for his proficiency examination in the (Initiatory/DeMolay) Degree."

M.C.: "Brother Senior Deacon, you will take charge of the Proficiency Examination."

Note: It is not necessary to revert to the Initiatory Degree in order to conduct an Initiatory Degree. If a brother outside the chapter room who has not had his DeMolay Degree is to be examined, he may be admitted to the Chapter Room, where he would be conducted to the altar and give his examination. It is not necessary for him to give the Step, Sign and Token because he will be giving it in his examination. After the completion of his examination he would again be excused from the Chapter Room until the Chapter has returned to the DeMolay Degree.

S.D.: Goes to where the brother is seated and conducts him west of the altar. S.D. then goes east of the altar to conduct the Examination.

The S.D. should be well versed in the examination of both degrees and should be ready to prompt the brother during the examination if necessary.

When concluding the examination, the S.D. will necessarily have moved beside the member being examined, when receiving the grip, etc... He then stands next to the member, faces East and states.

"Brother Master Councilor, I present to you and thru you to the members of this chapter, Brother (full name) who has repeated his (Initiatory/DeMolay) Degree proficiency."

The S.D. should then conduct the brother out of the room giving the proper raps at the door. After conducting the Brother out the S.D. should stand at point A near the door until after the vote has been made.

M.C.: "Brethren of the Chapter you have heard the recommendation of the Senior Deacon, what is your pleasure?"

Any Voting Member: Rise, waits to be called on by the M.C., and states: "Brother Master Councilor, I move that Brother (Full Name) be declared proficient in the (Initiatory/DeMolay) Degree."

Any Voting Member: Rise, waits to be called on by the M.C., and states: "Brother Master Councilor, I second that motion."

M.C.: "Brethren it has been moved and seconded that Brother (Last Name) be declared proficient in the (Initiatory/DeMolay) Degree. Is there any discussion?" (M.C. pauses for a moment.) "All in favor of the motion will signify by saying 'Aye'." (M.C. pauses and waits for a response.) "All opposed, will signify by saying 'Nay'." (M.C. pauses and waits for a response.)

IF PASSED:

M.C.: "The motion carries." M.C. declares with one gavel rap. "Brother Senior Deacon you will escort our brother into the room and to the altar."

S.D.: Goes to the door and allows the waiting brother back into the room giving the proper raps at the door. He then escorts him to the altar.

M.C.: "Brother (last name), you are declared proficient in the memory work of the (Initiatory/DeMolay) Degree." (Pauses to allow applause) "Brother Senior Deacon you will escort our brother to his seat."

S.D.: Conducts the brother back to his seat and congratulates him before he sits down, then goes back to his seat.

M.C.: moves on to the next order of New Business.

IF UNPASSES:

M.C.: "The motion is defeated." M.C. declares with one gavel rap. "Brother Senior Deacon you will escort our brother into the room and to the altar."

S.D.: Goes to the door and allows the waiting brother back into the room giving the proper raps at the door. He then escorts him to the altar.

M.C.: "Brother (last name), we ask that you return to our next meeting and give your Proficiency again at that time, before we can declare you proficient. Brother Senior Deacon you will escort our brother to his seat."

S.D.: Conducts the brother back to his seat, then goes back to his own seat.

M.C.: moves on to the next order of New Business.

ELECTIONS:

It is required that a chapter be working on the DeMolay Degree in order to run any elections.

If the letters of intent have not yet been read in open meeting it is recommended to do it now.

SWEETHEART ELECTION:

M.C.: "I will now open the floor for nominations for the Office of Sweetheart. Are there any nominations" (M.C. waits for Nominations) "Are there any other nominations?" (This is to be repeated three times with a brief pauses in between each time said.) "Nominations for office of sweetheart are now closed."

At this time the sweetheart is to be escorted in to except or to not except her nomination and to answer any questions that the chapter may have for her. The chapter is to be put in recess at this time and the M.C. should have the Marshall escort the nominated girl to the altar. If more then one girl is nominated then the M.C. shall have the Marshall escort the nominated girls in one at a time in the order in which they where nominated. At this time any persons that are waiting outside are allowed into the chapter room to watch, except for other nominated girls, and may participate in the questioning. After all questioning is complete the Marshall is to escort the nominated girl out and if necessary bring the next one in. After all girls have been question, all guests are to be excused and the chapter is to revert back to the DeMolay degree.

M.C.: "We will now vote on the office of Sweetheart, is there any discussion"

(Note: At this time if there is only one candidate a voting member should move to vote by unanimous white ballot. In that case the M.C. shall do an 'Aye' or 'Nay' majority vote.)

M.C.: After all discussion is made, "Brethren please mark your vote now" The Master Councilor shall appoint members of the Advisory Council to collect and count the vote. After all the votes have been counted, "Brethren you have elected miss (Full Name of candidate with most votes) to office of Sweetheart for the ensuing term." If more than one candidate, candidate with the second most votes shall be appointed to the office of Princess.

(Note: In the event of a tie the M.C. makes the deciding vote)

M.C. /S.C. /J.C. ELECTIONS:

M.C.: "I will now open the floor for nominations for the Office of M.C./S.C./J.C... Are there any nominations" (M.C. waits for Nominations) "Are there any other nominations?" (This is to be repeated three times with brief pauses in between each time said.) "Nominations for office of M.C. /S.C. /J.C. are now closed. Brother (last name of nominated brother) you have been nominated for the office of M.C./S.C./J.C. Do you accept your nomination?" M.C. waits for a response. "Do you have anything that you would like to say right now?" Allow for the nominated brother to make a small speech. "I now open the floor to questions." After all questions have been asked the brother may take his seat.

M.C.: "We will now vote on the office of M.C. /S.C. /J.C., is there any discussion"

(Note: At this time if there is only one candidate a voting member should move and vote on to vote by unanimous white ballot. In that case the M.C. shall do an 'Aye' or 'Nay' majority vote.)

M.C.: After all discussion is made, "Brethren please mark your vote now" The Master Councilor shall appoint members of the Advisory Council to collect and count the vote. After all the votes have been counted, "Brethren you have elected Brother (Full Name of candidate with most votes) to office of M.C. /S.C. /J.C. for the ensuing term."

(Note: In the event of a tie the M.C. makes the deciding vote.)

Repeat these last three steps for each Elected Officer you will be voting on.

M.C.: When completed, MC moves on to the next order of New Business.

INTRODUCTIONS:

M.C.: "It is my pleasure to introduce (Name and title), do you have anything you would like to say at this time."

(Note: The M.C. is to only introduce active members not advisors, that is the job of the Chapter Dad during good of the order

GOOD OF THE ORDER:

M.C.: "Dad (last name of chapter dad) will you take charge of good of the order?"

C.D.: The Chapter should first open the floor to the members of the chapter if they have any last comments for the order. After the members have spoken the Chapter Dad introduces any visiting advisors and asks for their comments, followed by introducing members of the chapter's advisory council. Then the Chapter Dad will introduce visiting District, Jurisdiction and International Advisors from lowest to highest rank, allowing each to speak if they wish to. The Chapter Dad is the last to speak and give comments.

CLOSING:

Follow Ritual Procedures within the "Ritual of Secret Work of the DeMolay", Corrected Fourteenth Edition, without deviation.

MAJOR MOTIONS

The following are the most common motions used in conducting business. They are listed in Order of precedence.

ADJOURN	Ends the current business session.	MOVE TO TABLE	Temporarily stop considering an issue currently being discussed
RECESS	Calls for a break of a specific length of time in the current business session.	PREVIOUS QUESTION	Ends debate and forces a vote on the issue being considered.
POINT OF PERSONAL PRIVILEGE	Allows members to complain about heat, noise, or other conditions in the meeting place that are interfering with the conduct of business.	POSTPONE DISCUSSION	Like tabling, but sets a specific time to take up the issue again.
REFER TO COMMITTEE	Ends discussion on an issue and assigns a committee to study it further before a decision is made.	AMEND	Offers a change to a motion under consideration.
BASIC MOTION	Introduces a new item for decision.	POINT OF ORDER	Protests or points out a breach of the rules of order or inappropriate conduct by a member.
APPEAL DECISION OF THE CHAIR	Calls the group to vote on a ruling by the presiding officer.	SUSPEND RULES	Allows a rule of order to be temporarily broken for a specific purpose.
OBJECT TO CONSIDERING A MOTION	Allows the group to decide that a motion or topic is inappropriate and should not be considered.	CALL FOR DIVISION	Calls for a [close] voice vote to be verified by counting individual votes.
POINT OF INFORMATION	Allows a member to request more information or ask a question about a matter being discussed.	TAKE FROM TABLE	Brings a motion back into consideration that was previously tabled.
MOVE TO RECONSIDER	Allows a second discussion and vote on certain motions already passed/defeated.		

PARLIAMENTARY PROCEDURE FOR PRESENTING A MOTION:

Any voting member: (rises) waits to be recognized by the master councilor before speaking, and presents his motion.

Any voting member: (rises) waits to be recognized by the master councilor before speaking, and seconds the motion.

M.C.: "Brethren it has been moved and seconded that (repeats motion). Is there any discussion?"

Any voting member of the chapter is privileged to take part in the discussion. The M.C. does not take part in the discussion except to preside over the discussion and to answer any question in which he is able to.

Any member that wishes to speak should stand and wait to be called upon by the M.C.

After all discussion.....

M.C.: "All in favor of the motion will say 'Aye'." (Allows response) "All opposed will say 'Nay'." (Allows response) "The motion carries/is defeated."

ABOUT MAJORITIES

Majority – A majority, in parliamentary procedure, refers to the number of votes needed to pass a motion. A **simple majority** is one more than half the voting members. A **2/3 majority** requires that 2/3 of the votes be in favor to pass the motion.

For example, if 100 people are voting, 51 yes votes would be needed for a majority. 67 would be needed for a 2/3 majority.

Things become a little more complicated if there are "abstentions," or members who register as voting neither yes nor no (after the "nay" votes, they may call out "abstention" at which time the presiding officer would call for other abstentions to be counted). If there are, for example, 100 people voting, 49 vote yes, 48 vote no, and 3 register an abstention, the motion fails because a simple majority is 51, not 49.

A person who simply does not vote is not an abstention. If a show of hands vote in a body of 100 is taken, and the vote count is 48 yes, 40 no, and 3 abstentions, the motion has a simple majority. Although 100 people were entitled to vote, only 91 did, so a simple majority is one more than half of 91, or 46.

Some Basic Notes on Parliamentary Procedure

Order of Precedence - Parliamentary procedure specifies which motions must be considered first, second, and so on. The motions with higher priority must be acted on before those with lower priority can be decided. Likewise, when a higher priority motion is under consideration, a new motion of lower priority cannot be introduced. The lower priority motion would be called "out of order" until the higher priority motion is dealt with.

Voting Members - Every organization has rules about who can and cannot vote in their decisions. Obviously, voting is almost always limited to members of the organization making the decision. Visitors, advisors, former members, and others present are not entitled to vote. Some organizations have other qualifications for voting, and some meetings establish "delegates" to vote on behalf of a group.

Seconds - Most motions require a "second." This simply means that another person, other than the one making the motion, must support it being discussed by the group (usually by saying "I second the motion.") If no one seconds a motion that requires a second, the motion "dies for lack of a second" and is not discussed or acted on by the group. When a motion comes to the main group from a committee, it usually does not need a second, since the members of the committee are assumed to have seconded it.

Conducting Debate - Certain procedural motions cannot be debated. However, for most other motions, the members may discuss the good and bad points of the decision, suggest changes to the details of the motion, ask questions, and speak in favor or in opposition to the decision. Organizations may limit the number of speakers who may talk, and the time that may be spent on debate, if they choose to, as long as both sides of the issue have equal opportunity to present their views.

Amending Motions - Motions can be amended by a formal vote of the group or (sometimes) by consent of the person making the original motion. Each motion for an amendment must be acted on individually, before returning to consideration of the original motion. It is important that someone keep track, in writing, of amendments offered and approved, so that a final form of the motion can be read to members before they vote on it.

Vote - There are many methods of voting on a motion. Most business, especially if it isn't controversial, is decided by "voice vote." The presiding officer will say, "All in favor say Aye! All opposed, Nay!" He will then announce, "The motion carries/fails." If the vote is close, or if the group prefers, a vote may be held by show of hands, by standing, by role call of members, or in writing. The number of votes needed to pass a motion can sometimes be tricky to decide.

Out of Order - The presiding officer, perhaps in consultation with the parliamentarian, can rule a member's proposal or speech "out of order" for various reasons. A motion is out of order, for example, if there is another motion of higher precedence already being considered. Debate might be out of order if there is no motion of the floor, if the motion isn't allowed to be debated), or if the motion has already been voted upon. Someone speaking might be out of order if they are not a voting member, or did not have proper permission or recognition to speak, or if they are speaking on a topic not relevant to the current discussion, or if they are speaking in a way (shouting, vulgarity) that is inappropriate to the context. The presiding officer may not call someone "out of order" because he disagrees with them or doesn't want to let them speak.

Quorum – A quorum is the number of officers or members of a body that when duly assembled is legally competent to transact business. Typically for a regular chapter meeting a minimum quorum of eight qualified members is required in order to vote.



BUILDING BETTER LEADERS FOR THE FUTURE..... TODAY!!

**SOUTHWEST PACIFIC DISTRICT
ORDER OF DeMOLAY
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