

I. OPENING:

* = Blows of the Gavel

1. Instruct Officers to take Stations
2. Seat Chapter *
3. Instruct Warder to secure doors (Sis or Bro Warder you will see)
4. Worthy Matron's charge – (Sisters, Bro's & Visitors)
5. Prove Chapter call up officers after complete ** (Sister Assoc Matron)
6. Open Chapter – (Sister Assoc Matron, what are... Where is the station of the Sentinel, Warder, Chaplain, Marshal, Organist, Assoc Cond, Cond, Treasurer, Secretary, Adah, Ruth, Esther, Martha, Electa, Assoc Patron, Assoc Mat, WP, WM.
7. “Sister Conductress – you will attend at the altar” ***
8. Pray
9. Let us unite in singing our Opening Ode
10. Declare Chapter open for Business – (* on word business)
11. Direct Warder to inform Sentinel that Chapter is Open (Give Chaplain and Conductress time to return to their stations)...Do not seat Chapter
12. Invite Worthy Patron to preside during the flag ceremony and singing the national anthem. (Seat the chapter * do not seat if you are going to drape the altar or charter then seat the chapter. Sis Cond & Assoc Assist by the Chap)

II. INTRODUCTIONS:

- 1) Worthy Grand Matron &/or Patron (Altar – East – Grand Honors)
- 2) Most WGM &/or WGP (Altar – East – Grand Honors)
- 3) Past Most WGM &/or WGP (Altar – East – Grand Honors)
- 4) General Grand Ch Elected Officers (Altar – East – Grand Honors)
- 5) General Grand Ch Appointed Officers (Altar – East – Grand Honors)
- 6) General Grand Ch Committee Members (Altar – East – Grand Honors)

- 7) WGM &/or WGP of other Grand Jurisdictions (Altar – East – Grand Honors)
- 8) Past Grand Matrons & Past Grand Patrons (Altar – East – Grand Honors)
- 9) Grand Officers (behind Esther – (Escorted to the East – Hearty Welcome)
- 10) Grand Representatives (behind Esther – Hearty Welcome)
- 11) Special Appointment of General Gr Chapter(behind Esther – Hearty Welcome)
- 12) District Instructors – (behind Esther – Hearty Welcome)
- 13) Grand Family (behind Esther – Hearty Welcome)
- 14) Worthy Matrons &/or Worthy Patrons (behind Esther – Hearty Welcome)
- 15) Past Matrons &/or Past Patrons (behind Esther – Hearty Welcome)
- 16) Optional (Any other Visitors not previously introduced, from their chair)
- 17) Grand Escorts (They are introduced under good of the order, and given hearty welcome)
- 18) Sideliners Not previously Introduced (from their chair)

III. READING OF MINUTES of the PREVIOUS MEETING:

IV. PROPOSITIONS FOR MEMBERSHIP:

V. REPORTS OF INVESTIGATIONS OR BALLOTING:

Balloting; (if the Sentinel is not voting you must announce that prior to the start of balloting.) “Sisters & Brothers, you have heard the reading of the petition, ballot will be spread. Sister Associate Conductress, you will prepare and present the ballot box.” – (WM & WP inspect box, only WM handles box after the Assoc Puts it on the Pedestal, only the Assoc Cond places the box on and takes it from the pedestal.) – “Sisters & Brothers, we are about to ballot on the petition of _____ for the degrees. White balls elect, black cubes reject, remember your obligation and vote for the good of the order. I now declare the ballot open” * (cast your own ballot, and step to side and turn your back for WP to cast his, the Assoc Cond will pick the box back up to continue balloting process. If there are not enough officers to form the triangle she will carry the ballot box to all present to vote. After the Assoc Cond. Has placed the ballot box on the altar and is in place behind Ruth’s station) “The Officers will ballot”. (After officers are all back in stations) “The members will ballot”. (Relieve Sentinel, unless they have been previously excused prior to ballot being opened) “Sis or Bro Sentinel we are balloting on the petition of _____ for the degrees (or affiliation). The report of the investigating committee is favorable. White balls elect, black cubes reject, remember your obligation and vote for the good of the

order.” (After Sentinel has returned to their station) “Sister Associate Conductress have all balloted who are entitled to do so? I now declare the ballot closed. (* on closed) “Sister Associate Conductress you will bear the ballot to the West. Sister Associate Matron how do you find the ballot in the West? Sister Associate Conductress you will bear the ballot the East. Worthy Patron, how do you find the ballot? Sisters & Brothers I am pleased to inform you have elected _____ to receive the degrees (or) to be a member of our chapter. Sister Secretary you will inform them of their election”. (Same for procedure for affiliation, just change wording the degrees to affiliation”.)

VI. CONFERRING OF DEGREES:

VII. SICKNESS & DISTRESS:

VIII. READING & REFERRING OF BILLS

IX. REPORTS OF STANDING COMMITTEES:

X. REPORTS OF SPECIAL COMMITTEES:

XI. READING OF COMMUNICATIONS

XII. MISCELLANEOUS & UNFINISHED BUSINESS:

XIII. NEW BUSINESS:

XIV. GOOD OF THE ORDER

XV. CLOSING:

- **After any initiation ask for all the signs and passes to be given before starting the closing (Optional)**
- **(Remove Drapes if any have been done)**
- **Sis Assoc Matron (Do you know...)**
- **Sister or Brother Warder (You will see...)**
- **Sing Closing Ode**
- **Let us unite in prayer**
- **Sister Cond (You will attend at the...)**
- **Sisters & Brothers we go forth**
- **Declare closed ***
- **Sister or Brother Warder You will Inform Sentinel that we are closed**
- **Sister or Brother Marshal You will Retire the Flags**

Mizpah Benediction around the Altar (Tradition that WP Leads this)