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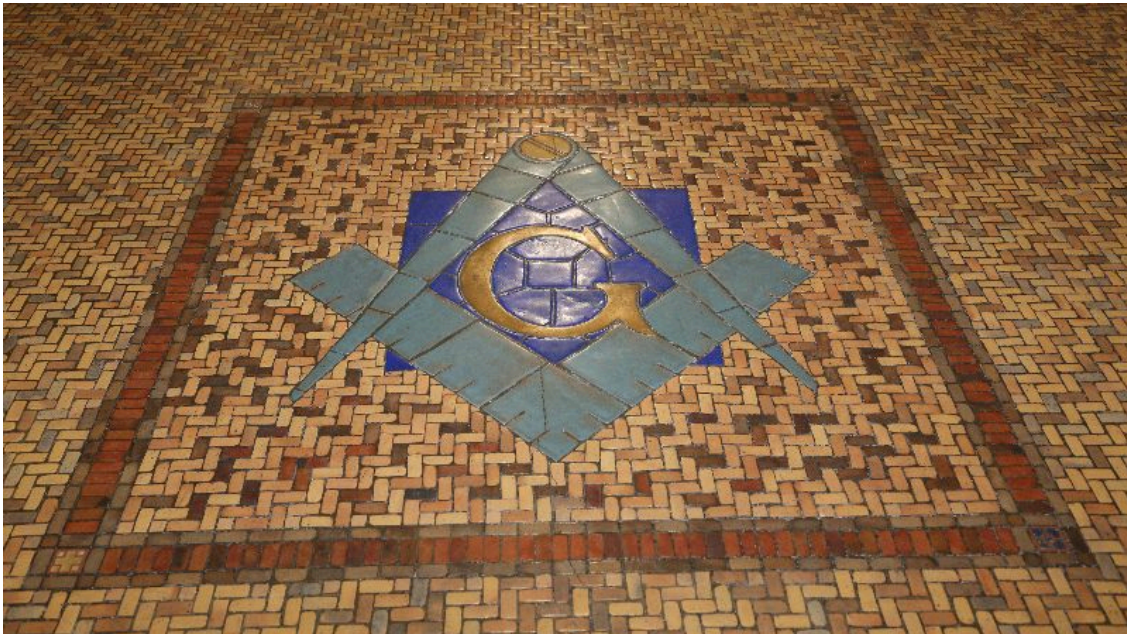
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Information Pack 8 part 2 of 3

Lodge Parliamentary Procedures



This is continued from part one. Remember, we do not expect you to have a perfect working knowledge of the topic. Do not feel any hesitation to present or address your Lodge, stand and wait to be recognized. Remember that your brothers are there to assist and provide counsel to you in your development.

PARLIAMENTARY PROCEDURE PROTOCOL AND DECORUM

Respect for the office and Fraternity govern the actions of members who speak in the lodge. The member must rise and give the appropriate due guard and sign, address the Worshipful Master (not the Wardens and Brethren), awaiting

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Brother addresses only the Worshipful Master. If two or more Brothers rise simultaneously, the Worshipful Master determines who shall speak first and there is no appeal on this point.

A member may not speak more than twice on a given subject at the same meeting unless it is to explain or the Worshipful Master specifically grants him permission to speak again.

When a member is speaking, there must be no interruption unless the speaker himself is willing to yield to a question. However, he must not digress from the subject under consideration, and he must never become personal in his remarks. Personalities must never be any part of the parliamentary discussion; moreover, the Worshipful Master must drop the gavel in no uncertain terms if personalities are ever so introduced. A speaker who has been reprimanded for violation of the rules of Masonic politeness may not proceed without permission of the Worshipful Master.

LODGE BUSINESS AND THE STATED MEETING (MOTIONS)

Lodge meetings are of two types: stated and called. A stated meeting is a regular meeting of the lodge as provided in its Bylaws; a called meeting is any other meeting. Chapter 22 of the Grand Lodge Bylaws specifies the conduct of all lodges.

The model bylaws delineate the order of business unless otherwise ordered by the lodge or the Worshipful Master. Thus, the conduct of lodge business is vested by the Worshipful Master so that he may alter the order as he deems appropriate.

HOW BUSINESS IS BROUGHT BEFORE THE LODGE:

Motions in General

The vehicle by which the will of the Worshipful Master or a member is introduced to the lodge is the motion. Some motions introduce business to the lodge while others propose some form of action.

Motions and committee reports should always be framed in the affirmative rather than in the negative. This prevents confusion and allows all members a proper understanding of the true intent of the motion or report. A motion should not be offered if its only purpose is to propose that the lodge refrain from doing

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Motions may be divided into several categories, but for Masonic purposes and simplicity, motions may be classified into two groups: the main motion and secondary motions.

Main Motions

The main motion is the only motion in which the introduction brings business before the lodge. The main motion sets a pattern from which all other motions are derived. Main motions are often presented by a verbal statement from the floor or a written proposal, and can even grow out of a written communication from a member who is not present. However, it is recommended that all original main motions, regardless of their simplicity or complexity, be written and presented to the Worshipful Master prior to the meeting. This affords him an insight to the business that may come before the lodge. Motions also may be made to carry out recommendations contained in a committee report.

The formal, written main motion is called a resolution. Resolutions are generally lengthy and complex because they present much detail and leave little need for clarification or modification. An example of the need for a formal resolution rather than a simple verbal motion from the floor would be a member requesting the lodge to sponsor a Senior Scholarship Award which would be presented on a specific date, time, and location to a graduating student of a certain high school. The requirements necessary to win the scholarship would then be listed in the resolution. It is obvious that this type of motion would be difficult to present verbally from the floor. Complicated motions and resolutions should be presented in writing, read aloud by the Secretary, and then referred by the Worshipful Master to the proper committee for subsequent study, and ultimate recommendation to the lodge.

Main motions in conflict with Grand Lodge Law, Masonic landmarks or our ancient customs and traditions are never in order and should be rejected by the Worshipful Master.

Only one main motion is allowed on the floor at a time.

Secondary Motions

Secondary motions evolve for a specific purpose and propose some form of action, but most do not bring business before the lodge. Most secondary motions involve procedural steps relating to a main motion already being

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After an original main motion or resolution has been presented for consideration by the lodge, only the following secondary motions are acceptable: to postpone temporarily, to postpone definitely, to refer to a committee, to amend, or to adopt. The precedence of these motions is in the order listed above, and the motion to adopt ranks the lowest. These motions do not require a second.

Motions to adjourn, recess, vote immediately, limit debate, and postpone indefinitely are not acceptable in the Masonic arena because the Worshipful Master has the power to perform these functions without the consent of the lodge.

Incidental motions also may be considered secondary and are acceptable. Incidental motions propose withdrawal or division. Unlike other secondary motions, these require a second other than that of the Worshipful Master. Incidental motions are not debatable.

Rules Regarding Motions

The following are general guidelines that members should be familiar with regarding motions:

1. Motions in conflict with Grand Lodge Law, Masonic Landmarks, and the customs and traditions of Freemasonry are not acceptable.
2. Motions and resolutions that are long and complex should be written, presented to the Worshipful Master, read by the Secretary, referred to a committee for a recommendation, and then voted on by the lodge.
3. Motions and committee reports should always be framed in the affirmative, and never in the negative (it is improper to move that the lodge not do something).
4. When a motion has been made, seconded and restated by the Worshipful Master, it no longer belongs to the proposer, but to the lodge. Consequently, only the lodge, with permission of the Worshipful Master, can permit its withdrawal.
5. Another Brother, without making a formal motion, may request the proposer of a motion to modify or change the wording of his motion, provided he does so before the Worshipful Master “states” the motion.
6. Motions and resolutions adopted shall not be reconsidered, except at the

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at any subsequent stated meeting.

8. Whenever a proposed motion is under consideration, a motion of a higher rank may be accepted by the Worshipful Master; but a motion of a lower rank cannot. The higher-ranking motion must be disposed of first.

9. Motions are ranked by order of precedence and are disposed of in the following order (motion to postpone temporarily is disposed of first and a motion to adopt is disposed of last). (These motions require only a simple majority to pass).

- to postpone temporarily (also called a motion to table)
- to postpone definitely
- to refer to a committee
- to amend
- to adopt

10. The following motions are never allowed in the Masonic lodge: (Only the Worshipful Master has the authority to perform these functions).

- to adjourn
- to recess
- to vote immediately
- to limit debate
- to postpone indefinitely
- to call for a point of order

11. Only one main motion is allowed for consideration at a time.

12. Main motions should be seconded.

13. Secondary motions do not require a second.

14. Incidental motions allowed are as follows:

- to withdraw
- to divide

15. Incidental motions require a second, other than the Worshipful Master's, and are not debatable.

16. Only two motions to amend are allowed at any given time. The last amendment to a particular motion is always disposed of first. Any number of

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