

MOOSE ASSOCIATION RULES AND ORDER COMMITTEE REPORT

The Committee of Rules and Order submits the following report as being the appropriate rules of order and procedures for the conduct of this Association's Annual Convention.

The joint opening (if applicable) of the Convention will be in (room, hotel, city) at (time, day and date) and will adjourn at (time) or at such time as the Convention, by appropriate action, may determine.

Sessions are to be called to order only when it appears that a quorum is present. Immediately after the opening of the first session to be held on (day, date), the Credentials Committee will submit its report. The Supreme Lodge and Association Obligation will then be given to all Representatives in attendance by the Jr. Past President, after which the Association President will be given his Obligation and officially presented the gavel as the presiding officer for all of the business of the Convention as provided by the General Laws of the Order and Association By-laws. The Roll Call of Association Officers and Committee Chairman will follow. The appointment of committees will be announced by the Association Secretary, whereupon, the Rules and Order Committee will submit its report.

The report of the President will then be the first order of business and all other reports of committees, Association Officers, et cetera will be presented at such time as the Association President may direct; and, in accordance with his convenience and other business of the Convention.

All proposed resolutions must be delivered to the Association Secretary preceding or during each session, whereupon he will submit them to the Resolutions Committee for consideration. All proposed resolutions shall be prepared in triplicate, typewritten on one side of the paper only. The names of the Representative and the Lodge submitting the resolution shall be affixed thereto. All matters introduced, which are foreign to the published program of the Convention, shall be referred by the Association President to an appropriate committee.

Nominations of the Association Officers shall be made at the session of the Convention to be held on (day, date); and election of Association Officers shall be held on (day, date). The installation of Association officers shall take place on (day, date) at such time as the Association President shall deem convenient.

The Association President shall appoint Assistant Sergeants-at-Arms and Inner and Outer Guards as in his judgment are required and committees as may be necessary for the transaction of the business of the Convention.

The Association Secretary and the Treasurer shall draw checks in amounts as may be found necessary for the purpose of paying the proper expenses of this Convention, its officers, committeemen and employees; such payments to be made to those found to be entitled thereto by the Association Board of Officers.

By Convention authorization of this Committee, the minutes of each day's proceedings shall be approved by the Association Board of Officers. A record of the proceedings of the Convention shall be fully kept and shall be printed in bound form and a copy sent to each Lodge in good standing and represented at this Convention as shown by the report of the Credentials Committee addressed to the Administrator thereof.

Voting representatives may be seated in the pre-designated section of the Convention Hall during the General Session in accordance with the directives of the Sergeant-at-Arms and the Inner and Outer Guards. Only those representatives who have registered and have credentials and are wearing (state color of badges if applicable) official Convention badges shall be qualified to participate in any proceeding by voice or vote.

Visiting members of the Order, in good standing, not otherwise qualified to attend the sessions who have registered and bear credentials and wear (state color of badges if applicable) official Convention badges shall be admitted as invited guests and, if so instructed, may be seated in the special pre-designated section of the Convention Hall. They shall not be qualified to participate in any of the proceedings by voice or vote.

Members of the Association addressing the Chair, on being recognized, shall give their name, the name and number of the Lodge, and their status as Representative of such Lodge (Past Governor, Governor, Lodge Administrator, or member), which shall be officially recorded by the Association Secretary.

The Constitution and General Laws of the Order and these Rules of Order shall govern the deliberations of the Convention. All matters not expressly governed by such Constitution and General Laws, Rules of Order or by Convention action shall be governed by Roberts Rules of Order.

Respectfully submitted,

(Names of committeemen)

And that, Brother President, completes the report of the Rules and Order Committee.

(PRESIDENT ENTERTAINS MOTION TO APPROVE REPORT)