

STATE/PROVINCIAL MOOSE ASSOCIATION REPORT OF THE RULES & ORDER COMMITTEE

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

(If applicable) The joint opening 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 initial report. The Supreme Lodge and Association Obligation will then be given by the Junior Past President to all Representatives in attendance, after which the Association President will be given his Obligation and be officially presented with the gavel as the presiding officer for all of the business of the Convention as provided by the General Laws of the Order and the Association By-laws. The Roll Call of Association Officers and Committee Chairmen, as well as the initial Roll Call of Lodges, will follow. The appointment of committees will be announced by the Association Secretary, whereupon the Rules & Order Committee will submit its report.

The report of the Association 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, printed on one side of the paper only. The

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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 Sergeant-at-Arms and Assistant 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 Association 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. Payments are to be made to those found to be entitled as approved 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 a copy sent to each Lodge in good standing and represented at this Convention, as shown by the report of the Credentials Committee, and addressed to the Administrator thereof.

Voting Representatives may be seated in the designated section of the Convention Hall during the General Session, in accordance with the

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directives of the Sergeant-at-Arms and the Inner and Outer Guards. Voting Representatives are Past Governors, Governors, Administrators or properly elected Alternate Representatives. Only those Voting Representatives who have registered, have credentials and are wearing official (color of badges where applicable) Convention badges shall be qualified to participate in any proceedings by voice or vote.

Visiting members of the Order, who are in good standing but not otherwise qualified to attend the sessions, shall be admitted as invited guests provided they have registered, bear credentials and wear official (color of badges where applicable) Convention badges. If so instructed, they may be seated in a 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, upon being recognized, shall rise and give their name, the name and number of their Lodge, and their status as Representative of said Lodge (Past Governor, Governor, 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 Robert's Rules of Order.

Respectfully submitted,

(Name, Chairman, Lodge Name and Number)

(Names and Lodges of Committee Members)

Brother President, this completes the Report of the Rules & Order Committee.