

Meeting Procedures and Agendas

**OF THE
WOMEN OF THE MOOSE**

**Authorized by the Grand Council,
Women of the Moose**

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Barbara J McPherson

Grand Chancellor

GENERAL INFORMATION

Every member is entitled to purchase a Meeting Procedures and Agendas book.

Chapter meetings must be held once per month and must be held on the same day of the month (i.e. 1st Tuesday of the month at 7:00 PM).

The Secretary shall keep the record of attendance in the Chapter Minutes Book.

Correspondence is read at every meeting. Adverse correspondence SHALL NOT be read at ANY Chapter meeting.

Drinking and smoking are NOT permitted at any meeting of the Women of the Moose. Drawings and ticket sales to Moose members only are held before meeting begins and after adjournment. A Chapter meeting is not adjourned or closed until the Senior Regent says, "bid you all a fraternal good night".

The Mooseheart Endowment Fund shall be collected at every Chapter meeting.

Knitting, crocheting or any craft work is not permitted during Chapter meetings.

Every new member shall be invited to attend a "Welcome Reception" for the purpose of learning about our program and meeting the Chapter members.

In the event there are no new members present at the "Welcome Reception", this time should be used to socialize with the Chapter members.

A Welcome Reception shall be held immediately preceding the Chapter meeting. The Welcome Reception should last approximately 30 minutes and is held for the express purpose of "meeting and greeting" your new Chapter members. All members of the Chapter are encouraged to attend this reception.

Every Chapter meeting shall include some type of social meeting, program or guest speaker, followed by light refreshments.

On meeting nights, all officers shall arrive at least one hour prior to the start of the Chapter meeting to meet, greet and to prepare for the business to be conducted that evening.

The Senior Regent, Junior Past Regent, Secretary, Treasurer, Chairman in charge of Chapter Meeting Night and presiding officers for all ceremonies use microphone at the podium.

Speeches are in capital letters. Directives are in small letters and indented. "Pause" means to allow time for the action to take place. All actions start after directions have been completed.

Tap music may be used.

The Senior Regent shall maintain harmony and decorum in the Chapter room at all times. There shall be no disruptive behavior or adversity during a Chapter meeting.

If a member loses her temper or exhibits unacceptable behavior, the Senior Regent shall inform her that she is disrupting the meeting and request her to be seated. If the member ignores the instructions of the Senior Regent and continues to be disruptive, the Senior Regent shall ask the Guide to escort the member out of the Chapter room. In the event the member refuses to be escorted out, or to leave the meeting, the Senior Regent shall adjourn the meeting.

The Senior Regent has the authority to fine any member for offenses committed in her presence.

A Formal Welcome is performed at the Academy of Friendship (June), Star (August), College of Regents (November), and Golden Gavel (January) Committee Meeting Night or at Special Meetings.

Snap shot pictures may be taken during Chapter meetings provided meetings are not disrupted. The following Chapter meetings may be videotaped in the respective Chapter when the individual(s) is/are being recognized: Installation of Officers held in April; Higher Degrees-Academy of Friendship Committee Meeting Night; Higher Degrees - College of Regents Committee Meeting Night; Higher Degrees - Star Committee Meeting Night; Golden Gavel Committee Meeting Night.

Only emergency business may be conducted at these meetings. Guests must be escorted from the room during this portion of the meeting.

The members serving as elected officers, including the Junior Past Regent, shall wear business dress attire.

Chapter Chairman in charge of the Committee Meeting Night shall be seated to the left of the Senior Regent when meeting is called to order and will remain there until the close of the meeting.

If applicable, only the current guest State/Provincial or International Officer, or assigned Official Visitor, and/or Guest Speaker are seated behind the podium for meeting. Past State/Provincial or International Officers may be seated in a reserved section for Higher Degrees Committee Meeting Nights. Use only ONE speaker at Chapter meetings. Only Chapter members with a membership card indicating they are in good standing are permitted to attend regular Chapter meetings. Members of The Moose, prospective members and guests are invited to attend the Mooseheart/Moosehaven - Christmas in October, Higher Degrees -Academy of Friendship, Higher Degrees - College of Regents, Higher Degrees - Star and Golden Gavel Committee Meeting Nights.

The Higher Degrees Academy of Friendship, College of Regents and Star Committee Meeting Nights may be held anytime during their respective months.

The Golden Gavel Committee Meeting Night shall be held anytime during the month of January of the same Chapter year in which she was invested. **The Golden Gavel is only worn during term of office as Junior Past Regent.**

Caps and gowns are only worn by Collegians on College of Regents Committee Meeting Night and when requested by the Senior Regent. Caps and gowns are optional at the Higher Degrees Academy of Friendship, Star and Golden Gavel Committee Meeting Night.

In preparation for the Higher Degrees Committee Meeting Nights, the Chairman should arrange to have a rehearsal for all of the members participating in the meeting.

WELCOME RECEPTION

A Welcome Reception shall be held immediately preceding the Chapter meeting. The Welcome Reception should last approximately 30 minutes and is held for the express purpose of “meeting and greeting” your new Chapter members. All members of the Chapter are encouraged to attend this reception.

As soon as the applicants have been balloted upon, the Chapter Treasurer (or Senior Regent) shall send invitations to the new members, inviting them to attend the next “Welcome Reception”.

Elegant, inexpensive invitations can be made using the template that can be found on the Women of the Moose website and printing them on an Avery 8383 post card and mailed in a 1/4-fold invitation envelope.

All Welcome Receptions shall be open to members of The Moose, qualified guests and invited prospective members. All members of The Moose must present their membership cards showing that they are in good standing. Qualified guests and prospective members shall wear identification badges indicating they are guests.

During the Welcome Reception, the chairman should provide light refreshments to those in attendance. Punch, coffee, juice, cookies or light snacks should be considered.

Be prepared to provide the new member with the Mooseheart and Moosehaven booklet, as well as the “Who Are The Women of the Moose” and Member Benefits brochures. It is also recommended to give them a Welcome Gift in appreciation for joining the Chapter.

The Senior Regent will welcome the new member(s) and encourage her/them to attend the meeting following the reception. Above all, make her/them feel welcome.

This is an additional opportunity to acquaint the new member(s) with our program, the Chapter’s activities and with Mooseheart and Moosehaven.

All new members shall be invited to attend a more “Formal Welcome” at the next Higher degrees Committee Meeting Night that is held in honor of those who have attained personal honors/degrees.

CHAPTER ROOM SET-UP

See Chapter Room Set-up, Diagram 1 or 2.

If using Diagram 1, The Senior Regent, Committee Chairman, Junior Past Regent, Treasurer and Secretary are seated at the front of the room as indicated. If applicable, the Guest Speaker and/or a guest Current/Past State/Provincial/ International Officer are also seated at the front of the room. The Guide is seated in the front row of chairs as shown. The first row of chairs are designated for the Chairmen. Degree holders/honorees (if applicable) will sit in the front row of the reserved section as indicated. Cradle/Baskets for the Endowment Fund will be under Guide's chair.

Small tables (i.e. card tables) shall be used for the Treasurer and Secretary.

If using Diagram 2, any pre-set dining room may be used. The Senior Regent, Committee Chairman, Junior Past Regent, Treasurer and Secretary are seated at the front of the room as indicated. If applicable, the Guest Speaker and/or a guest Current/Past State/Provincial/International Officer are also seated at the front of the room. Chairmen and members may sit where they wish. The Guide shall sit near the front of the room.

The National Flag is placed to the right of the Treasurer. The flag shall be honored in accordance with the usage and customs of the country in which the meeting is held.

American and Canadian Chapters shall have both American/Canadian Flags available in the event a member of a Chapter from out of the country is present at a meeting. The neighboring country's flag is placed to the left of the Secretary. Use a flag with a staff at least six (6) feet tall.

As indicated in Chapter Room Set-up, a podium and microphone shall be at the front of the room. The Senior Regent shall be seated behind the podium with the Junior Past Regent, guest Current/Past State/Provincial/ International Officer (if applicable) and Treasurer to her right. The Committee Meeting Night Chairman shall be seated on an oblique to the left rear of the podium with the Guest Speaker (if applicable) and Secretary to her left. There shall be no escorting of guests or dignitaries at meetings, with the exception of the Higher Degrees Committee Nights when action is being done. The committee is seated in reserved section and new recipients will be escorted to the front of the podium during the ceremony.

Chimes are placed at the Musician's chair (if applicable) or on the Treasurer's table.

AGENDA FOR COMMITTEE MEETING NIGHT

WELCOME RECEPTION PRIOR TO OPENING OF THE MEETING

OPENING

Presentation of dignitaries and guests (if applicable)

INVOCATION

PLEDGE TO THE FLAG

NATIONAL ANTHEM (Optional)

ROLL CALL OF OFFICERS (Silent by Sec/Treas)

INTRODUCTION OF NEW MEMBERS

INTRODUCTION OF CHAIRMAN

Chairman presents résumé and checks for committee project

CHRISTMAS IN OCTOBER MARCH (during the October meeting only)

DRAPING OF CHARTER (When necessary)

UNCONTESTED ELECTION (When necessary)

INSTALLATION OF OFFICER(S), APPOINTED OFFICER AND CHAIRMEN (When necessary)

Refer to special instructions for Installation held during Chapter year. Follow instructions for appropriate Installation. If a member is elected and installed at the same meeting, the installation shall be held after the election.

VOTING ON APPLICATIONS (As necessary)

Applications for membership, reinstatements, re-enrollments and transfers-in. Letters requesting re-admission shall be voted on separately.

NINE O'CLOCK CEREMONY

ENDOWMENT FUND

FINANCIAL VERIFICATION

BUSINESS

REPORT OF FINANCIAL REVIEW CHAIRMAN

READING OF PREVIOUS MEETING MINUTES

READING OF BOARD OF OFFICERS' MINUTES

AGENDA FOR COMMITTEE MEETING NIGHT

READING OF MONTHLY REPORTS (Forms 114 and 166)

REPORTS OF SPECIAL COMMITTEES (if applicable)

UNFINISHED BUSINESS

NEW BUSINESS

READING OF CORRESPONDENCE

**READING OF SPECIAL ANNOUNCEMENTS FROM WOTM
HEADQUARTERS AND MOOSE INTERNATIONAL**

READING OF SLATE OF NOMINEES

(When scheduled or necessary - refer to General Laws and
Officers Handbook)

READING OF ELECTION RESULTS REPORT

(When scheduled or necessary - refer to General Laws and
Officers Handbook)

GUEST SPEAKER, UPON INVITATION

ANNOUNCEMENTS

ADJOURNMENT

COMMITTEE PROGRAM

MONTHLY COMMITTEE MEETING NIGHT

See Chapter Room Set-up. When using Diagram 1 or 2, adjust the number of chairs to accommodate the members present. Rows of chairs or tables should have sufficient room between them to allow Guide (or Election Committee) to walk between, when necessary.

Everyone is seated when meeting is opened. Committee Meeting Night Chairman is seated at Senior Regent's left. A chair for a guest speaker (non-member) will be placed at chairman's left.

A "visitor" is defined as a member of the Women of the Moose who is not a member of your Chapter.

SENIOR REGENT:

(Rap 1)

**IN THE NAME OF THE WOMEN OF THE MOOSE, I
DECLARE _____ (Name) _____ CHAPTER DULY OPENED.**

**(When applicable) WE ARE PRIVILEGED TO HAVE _____ (Title and
Name) _____ WITH US TONIGHT. EVERYONE WILL RISE TO
WELCOME HER.**

(Pause for applause)

(Rap 1)

GUIDE, LET THE CHAPTER DOOR(S) BE CLOSED.

Depending on which side of the room the Chapter door is situated, the Guide checks the door, and returns to her chair. Guide gives response and is seated. If there are two (2) entrances to the Chapter room, she checks both doors.

GUIDE:

**SENIOR REGENT, THE CHAPTER DOOR IS (DOORS ARE)
CLOSED.**

Guide is seated.

SENIOR REGENT:

THANK YOU.

**THE JUNIOR PAST REGENT WILL OFFER THE
INVOCATION AND LEAD US IN THE PLEDGE OF
ALLEGIANCE TO OUR FLAG.**

(Rap 2)

Senior Regent returns to her chair and remains standing. Junior Past Regent proceeds to the podium.

JUNIOR PAST REGENT:

LET US FOLD OUR ARMS AND BOW OUR HEADS. (Pause)

OUR HEAVENLY FATHER, WE ASK YOUR BLESSINGS ON OUR MEMBERS AND ON OUR ENDEAVORS. WE HUMBLY ASK FOR YOUR GUIDANCE IN OUR THOUGHTS, WORDS AND DEEDS, THAT WE MAY SUCCESSFULLY WORK TOGETHER IN HARMONY FOR THE ADVANCEMENT OF OUR ORGANIZATION. MAY OUR FOUNDATION OF FAITH, HOPE AND CHARITY GUIDE US NOW AND FOREVER. AMEN.

JUNIOR PAST REGENT:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

Members of United States Chapters will face the flag, place right hand over heart and say Pledge of Allegiance together. Members of Canadian Chapters face flag and join in pledge.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

(Pause)

(Optional) **LET US SING ONE VERSE OF THE "STAR SPANGLED BANNER".**

Continue to face flag with right hand over heart while singing the National Anthem.

Music Score in rear of book.

When both United States and Canadian Chapter members are present, both pledges will be given. The Pledge and National Anthem of the country where the Chapter is located will be performed first.

Canadian Chapter members will say:

JUNIOR PAST REGENT:

PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.

Everyone will turn toward Canadian Flag. Canadians *may* salute the flag during pledge. All members repeat after Junior Past Regent.

JUNIOR PAST REGENT:

I PLEDGE ALLEGIANCE TO MY FLAG -AND PROMISE TO DEFEND IT FROM DESECRATION -AND BY WORD, ACT AND DEED -WILL CONDEMN ANARCHY OR INSUBORDINATION -WHERE THE SAME CONCERNS MY COUNTRY. -THE MOOSE FRATERNITY-STANDS FIRST AND FOREMOST FOR LOYALTY.

(Pause)

(Optional) **LET US SING ONE VERSE OF "O CANADA".**

Everyone faces flag with arms and hands at side while singing.

Music Score in rear of book.

Junior Past Regent returns to her chair and remains standing.

Senior Regent proceeds to podium.

SENIOR REGENT:

(Rap 1)

WE ARE DELIGHTED TO HAVE NEW MEMBERS IN ATTENDANCE THIS EVENING (TODAY). AS YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

Treasurer proceeds to podium and reads the names of the new members.

(Pause for applause)

She then returns to her chair and is seated.

WELCOME NEW MEMBERS. WE ARE PLEASED THAT YOU HAVE CHOSEN TO JOIN US THIS EVENING. YOU MAY BE SEATED.

WE THANK YOU AND YOUR SPONSOR FOR ASSISTING US TO INCREASE OUR SERVICE TO MOOSEHEART, MOOSEHAVEN AND OUR COMMUNITY.

TO ENCOURAGE PARTICIPATION IN OUR CHAPTER ACTIVITIES AND TO BECOME BETTER ACQUAINTED, ALL MEMBERS ARE PLACED ON ONE OF OUR CHAPTER DEVELOPMENT COMMITTEES. THE COMMITTEE CHAIRMAN WILL BE IN CONTACT WITH YOU REGARDING OPPORTUNITIES TO VOLUNTEER YOUR TIME AND TALENTS.

YOUR GOOD STANDING MEMBERSHIP CARD WILL PERMIT YOU TO ENTER ANY MOOSE HOME OR CHAPTER MEETING OF THE WOMEN OF THE MOOSE. DUE TO OUR

SENIOR REGENT:

PRIVATE POLICY, WHICH ALLOWS US TO RETAIN OUR PROTECTED AND TAX FREE STATUS, YOU WILL BE REQUIRED TO SHOW YOUR MEMBERSHIP CARD BEFORE MAKING ANY PURCHASES. BE PROUD TO CARRY AND SHOW YOUR MEMBERSHIP CARD WHEN ENTERING A MOOSE HOME.

BY ASKING YOUR RELATIVES, FRIENDS AND ASSOCIATES TO JOIN IN OUR EFFORTS, OUR MEMBERSHIP WILL BE STRENGTHENED. AS (A) MEMBER(S), YOU WILL BE SHARING IN OUR PROGRAM OF SUPPORTING MOOSEHEART AND MOOSEHAVEN AND THEIR RESIDENTS, AND HELPING OUR COMMUNITIES TO PROSPER. WE THANK YOU AGAIN FOR BEING WITH US AT THIS MEETING.

(Pause for action)

TONIGHT (TODAY) WE HONOR THE _____ (Committee Name) COMMITTEE. CHAIRMAN _____ (First Name) _____, PLEASE JOIN ME AT THE PODIUM.

Chairman will stand and join the Senior Regent at the podium.

CHAIRMAN _____ (First Name) _____, PLEASE SHARE WITH US YOUR COMMITTEE'S ACCOMPLISHMENTS, FUTURE PLANS AND WHAT YOU HAVE PLANNED FOR US TONIGHT (TODAY).

CHAIRMAN:

COMMITTEE MEMBERS, PLEASE STAND AND INTRODUCE YOURSELVES, STARTING WITH _____ (Name) _____.

(Introduce first committee member present.) Committee members present rise and introduce themselves.

THANK YOU, YOU MAY BE SEATED.

(Pause for action)

I AM PLEASED TO REPORT OUR COMMITTEE RECEIVED CHAPTER APPROVAL FOR THE FOLLOWING ACTIVITIES:

Chairman describes the fund raising project of the committee and highlights the activities planned for the committee throughout the year. Chairman refers to and follows example of résumé in Chairman's pamphlet.

CHRISTMAS IN OCTOBER DURING OCTOBER MEETING. REFER TO PAGE 37.

She also reads speech written in Chairman's pamphlet for presentation of checks.

CHAIRMAN:

AT THIS TIME, IT GIVES ME GREAT PLEASURE TO RECOGNIZE AND THANK THE FOLLOWING SPONSORS. PLEASE STAND TO BE RECOGNIZED.

Treasurer shall give a list (name) of the sponsors of new members since last month to the chairman for her to read. If appropriate, sponsor recognition awards may be presented at this time.

SPONSORS, WE THANK YOU FOR INVITING YOUR FAMILY AND FRIENDS TO JOIN US.

(Pause for applause)

YOU MAY BE SEATED.

If a Guest Speaker has been invited, the Chairman announces:

CHAIRMAN:

I ALSO HAVE THE PLEASURE TO WELCOME (Title and Name) WHO WILL ADDRESS US AT THE END OF THE MEETING.

If program consists of some other form of entertainment, Chairman advises:

OUR COMMITTEE INVITES YOU TO STAY AFTER THE MEETING IS ADJOURNED AND ENJOY OUR PROGRAM AS WELL AS THE REFRESHMENTS THAT HAVE BEEN PREPARED FOR YOU.

(Pause for action)

SENIOR REGENT:

THANK YOU CHAIRMAN _____ (Name) _____ FOR THE CONTRIBUTIONS FROM YOUR COMMITTEE. WE LOOK FORWARD TO THE ACTIVITIES YOU HAVE PLANNED FOR US THIS EVENING (TODAY).

(Pause) Chairman returns to her chair beside the Senior Regent and sits down.

IF NECESSARY TO DRAPE THE CHARTER, REFER TO PAGE 25.

IF NECESSARY TO HOLD AN UNCONTESTED ELECTION, REFER TO PAGE 31.

IF NECESSARY TO INSTALL OFFICERS, APPOINTED OFFICER OR CHAIRMEN, REFER TO INSTLLATION.

SENIOR REGENT: (if applicable)

THE TREASURER WILL READ APPLICATIONS FOR MEMBERSHIP (REINSTATEMENTS, RE-ENROLLMENTS AND TRANSFERS-IN) AND THE REPORT OF THE APPLICATION REVIEW COMMITTEE.

Treasurer goes to microphone to read name, address, and sponsor of each candidate and re-enrollee. Reinstatement applications should be read giving name of reinstatee and member who secured application. Transfers-in should be read from the application the same as for new candidates.

TREASURER:

THE REPORT OF THE APPLICATION REVIEW COMMITTEE IS FAVORABLE.

Treasurer returns to her chair. If report of Application Review Committee finds any application unfavorable, application is not read on the Chapter floor. Candidate is notified of the rejection and advised as to when she may again apply.

SENIOR REGENT:

ALL MEMBERS OF _____(Name)_____ CHAPTER IN GOOD STANDING ARE ENTITLED TO VOTE ON APPLICATIONS.

See "Secret Ballot" for letters requesting re-admission.

SHOW OF HANDS

In the event the vote is by show of hands, the following procedure will be used.

SENIOR REGENT:

WE WILL VOTE BY SHOW OF HANDS ON THE APPLICANT(S) WHOSE NAME(S) WAS (WERE) JUST READ FOR MEMBERSHIP IN THIS CHAPTER. THOSE IN FAVOR, PLEASE RAISE YOUR RIGHT HAND.

(Pause)

Secretary takes count.

SENIOR REGENT:

ALL OPPOSED, PLEASE RAISE YOUR RIGHT HAND.

(Pause)

Secretary takes count.

SENIOR REGENT:

SECRETARY, PLEASE GIVE THE RESULTS OF THE VOTING.

Secretary will go to the microphone to announce the results of the voting.

SECRETARY:

SENIOR REGENT, THERE WERE _____ YES AND _____ NO VOTES.

SENIOR REGENT:

ARE THERE ANY OBJECTIONS TO THE COUNT?

(Pause) Senior Regent will allow a few moments in the event anyone wishes to contest the count. In the event there should be an objection, repeat the voting procedure on each application separately by show of hands.

AS THERE ARE NO OBJECTIONS, I DECLARE THE APPLICANT(S), WHOSE NAME(S) WAS (WERE) READ, ELECTED TO MEMBERSHIP IN THIS CHAPTER.

(Rap 1)

If unfavorable, regardless of whether the voting was for one (1) or more candidates, another vote shall immediately be taken by show of hands. Each candidate shall be voted on separately. If a second vote is unfavorable, the Senior Regent shall declare candidate(s) rejected and instruct the Treasurer to notify the candidate(s) and send the individual(s) a Chapter check for the full amount of money received with application.

SENIOR REGENT:

AS THE VOTING IS FOUND UNFAVORABLE BY THE CHAPTER, ALL FUNDS RECEIVED WILL BE REFUNDED AND THE APPLICANT(S) WILL BE NOTIFIED. SHE (THEY) MAY SUBMIT A NEW APPLICATION FOR MEMBERSHIP AT THE END OF SIX MONTHS.

(Rap 1)

SECRET BALLOT

The following procedure will be used if the Senior Regent announces, or a member requests, a secret ballot.

SENIOR REGENT:

WE WILL VOTE BY SECRET BALLOT. GUIDE, PLEASE DISTRIBUTE THE BALLOTS AND PENCILS.

Use the same procedure as listed on page 32.

SENIOR REGENT:

SECRETARY, PLEASE GIVE THE RESULTS OF THE SECRET BALLOT.

Secretary will go to the microphone to announce the results of the balloting.

SECRETARY:

SENIOR REGENT, THERE WERE _____ YES AND _____ NO BALLOTS.

The Senior Regent will then announce to the members if the ballot is favorable or unfavorable. If favorable, the Senior Regent will state...

SENIOR REGENT:

ARE THERE ANY OBJECTIONS?

(Pause) Senior Regent will allow a few moments in the event anyone wishes to contest the ballot. If the count is questioned, a recount will be taken immediately.

AS THERE ARE NO OBJECTIONS, I DECLARE THE APPLICANT(S) WHOSE NAME(S) WAS (WERE) READ, ELECTED TO MEMBERSHIP IN THIS CHAPTER.

(Rap 1)

If unfavorable, regardless of whether the vote was for one (1) or more candidates, another ballot shall immediately be taken by secret ballot to guard against any error. Each candidate shall be balloted on separately. If a second ballot is unfavorable, the Senior Regent shall declare candidate(s) rejected and instruct the Treasurer to notify the candidate(s) and send the individual(s) a Chapter check for the full amount of money received with application.

AS THE BALLOT IS FOUND UNFAVORABLE BY THE CHAPTER, ALL FUNDS RECEIVED WILL BE REFUNDED AND THE APPLICANT(S) WILL BE NOTIFIED. SHE (THEY)

SENIOR REGENT:

MAY SUBMIT A NEW APPLICATION FOR MEMBERSHIP AT THE END OF SIX MONTHS.

(Rap 1)

Senior Regent destroys ballot by tearing up two (2) or three (3) ballots. Remainder of ballots are destroyed, by shredding, after the meeting. The majority of the Chapter rules, regardless of whether the vote is by show of hands or secret ballot.

When applicable, the following shall be used for letters requesting re-admission.

(If applicable) **THE TREASURER WILL READ LETTER(S) FOR RE-ADMISSION.**

Use same procedure as in "SECRET BALLOT" pages 15 and 16.

GUIDE, YOU MAY ESCORT OUR VISITORS BACK INTO THE CHAPTER ROOM.

(Pause)

Guide escort visitors back into the Chapter room.

NINE O'CLOCK CEREMONY

SENIOR REGENT:

(Rap 2)

AT THE HOUR OF NINE, THE CHILDREN AT MOOSEHEART KNEEL AT THEIR BEDSIDES TO SAY THEIR EVENING PRAYERS. LET US TURN TOWARD MOOSEHEART AND JOIN THEM IN SILENT PRAYER.

Junior Past Regent proceeds to microphone. All turn in the direction of Mooseheart. Musician (Treasurer) strikes chimes nine (9) times on one note. If there is not a picture of the Nine O'clock Ceremony in the room, everyone remains facing forward.

JUNIOR PAST REGENT:

PLEASE REPEAT AFTER ME.

LET THE LITTLE CHILDREN COME TO ME - DO NOT KEEP THEM AWAY - FOR THEY ARE LIKE THE KINGDOM OF HEAVEN - GOD BLESS MOOSEHEART - AMEN.

If members were turned in the direction of Mooseheart, they then turn back to original positions.

(Rap 1)

MOOSEHEART ENDOWMENT FUND

SENIOR REGENT:

LET US PREPARE FOR THE MOOSEHEART ENDOWMENT FUND COLLECTION.

(Pause)

Allow time for members to get their contributions. When everyone is ready and the Senior Regent has their attention, she continues.....

SENIOR REGENT:

THE ENDOWMENT FUND IS VITAL TO THE CONTINUED OPERATION OF OUR TWIN CITIES, MOOSEHEART AND MOOSEHAVEN. YOU ARE INVITED TO PLACE YOUR CONTRIBUTIONS IN THE BASKETS THAT THE GUIDE WILL DISTRIBUTE.

(Rap 2)

(optional) **LET US SING THE SCHOOL SONG “MOOSEHEART THE HAPPIEST” AS WE PRESENT OUR CONTRIBUTIONS.**

Music Score in rear of book. If there is no singing, those in attendance sit after placing their contribution in the basket.

GUIDE, PLEASE PROCEED.

The Guide has a baskets under her chair. The Guide will rise. The Guide passes one basket to her left and the other to her right. The basket is passed by the members through the room until it is at the back. The Guide follows its progress throughout the room and receives it as the last member donates. Upon receiving the baskets, the Guide walks up to the front of the room, presents the basket to the Musician (if applicable) and to each of the people seated behind the podium, then gives baskets to the Secretary. She then returns to her chair.

(Secretary counts the Endowment Fund after the meeting has adjourned.)

FINANCIAL VERIFICATION

SENIOR REGENT:

TREASURER, GIVE THE REPORT OF EXPENDITURES AND RECEIPTS VERIFYING THE TOTAL AMOUNT OF MONEY COLLECTED AND DEPOSITED SINCE YOUR REPORT AT THE LAST MEETING.

Treasurer proceeds to microphone and gives report. The report should be given from the “Check Detail” report and the “Sales by Item Summary” in QuickBooks. The reports are then given to the Secretary to be included as part of the Chapter minutes.

TREASURER:

SENIOR REGENT, THE EXPENDITURES SINCE _____ (Date of last meeting) ARE AS FOLLOWS: _____ (Paid to and amount of each check) . RECEIPTS COLLECTED ARE: _____ (Total of each category) FOR A TOTAL OF \$ _____ (Amount) WHICH HAS BEEN DEPOSITED IN THE BANK.

Treasurer remains at podium.

SENIOR REGENT:

SECRETARY, HAVE YOU RECEIVED BANK VALIDATED DEPOSIT SLIPS TOTALING \$ _____ (Amount) _____, VERIFYING THE AMOUNT STATED BY THE TREASURER SINCE OUR LAST MEETING?

Secretary stands and faces forward.

SECRETARY:

SENIOR REGENT, I HAVE (HAVE NOT).

Secretary sits down.

In the event the Secretary has not received deposit slips totaling the amount stated by the Treasurer, the Senior Regent will allow time for the Treasurer and Secretary to correct the discrepancy if possible.

SENIOR REGENT:

TREASURER, GIVE THE REPORT OF THE CURRENT ACTUAL CASH BALANCE IN CHECKING, SAVINGS AND ALL OTHER CHAPTER ACCOUNTS.

Treasurer gives report and returns to her chair.

BUSINESS PORTION

The Senior Regent will call upon the Financial Review Chairman for her report.

SENIOR REGENT:

THE FINANCIAL REVIEW CHAIRMAN WILL NOW GIVE HER REPORT.

Financial Review Chairman goes to microphone, makes the following statement and returns to her chair.

FINANCIAL REVIEW CHAIRMAN:

THE FINANCIAL REVIEW COMMITTEE HAS FOUND THE TREASURER'S RECORDS TO BE TRUE AND ACCURATE.

Financial Review Chairman returns to her chair and is seated.

SENIOR REGENT:

THE SECRETARY WILL READ THE MINUTES OF THE CHAPTER MEETING HELD ON _____ (Date) _____ .

The Secretary goes to microphone to read the minutes.

YOU HAVE HEARD THE MINUTES OF THE PREVIOUS MEETING. ARE THERE ANY CORRECTIONS? (Pause) (HEARING NONE,) THEY SHALL STAND APPROVED AS READ (or APPROVED AS CORRECTED).

(Rap 1)

The Senior Regent will ask for the reading of minutes from any other Chapter meetings held since the last Chapter meeting and then proceeds with Board of Officer's minutes.

THE SECRETARY WILL READ THE MINUTES OF THE BOARD OF OFFICERS' MEETING HELD ON _____ (Date) _____ .

After the minutes are read, continue. . .

SENIOR REGENT:

YOU HAVE HEARD THE MINUTES OF THE BOARD OF OFFICERS' MEETING. ARE THERE ANY QUESTIONS OR COMMENTS?

Individual recommendations or rejections by the Board shall be numbered. When a discussion arises over a particular recommendation or rejection of the Board, the Chapter shall be given the opportunity to vote on that item separately. Members of

the Board of Officers shall not take part in the discussion of the Board minutes as they had the opportunity at the Board meeting however, they do have the right to vote to accept the minutes. If an Officer determines that something has been added or deleted from the Board minutes, she may call it to the attention of the Secretary who shall correct the minutes and read again as corrected.

Only the Senior Regent shall answer questions unless she asks another officer for clarification.

If a majority vote is against a proposal of the Board, the proposal shall be referred back to the Board for further consideration. When a rejected proposal is presented to the Chapter for a second time, the majority vote of the Chapter shall be final. When a plan or a proposal is incomplete, the Senior Regent shall refer it to the Board of Officers for further consideration. Only that portion of the plan or proposal approved by the Chapter shall be placed in operation. The majority vote of the Chapter shall be final.

SENIOR REGENT:

State for the record (i.e. **“PROPOSALS # ___, AND ___ WILL BE REFERRED BACK TO THE BOARD OF OFFICERS FOR FURTHER REVIEW.”**) any and all proposals that may be going back to the Board of Officers for review.

MAY I HAVE A MOTION TO ADOPT THE MINUTES AS READ (AS REVISED)?

(Pause)

MAY I HAVE A SECOND TO THE MOTION?

(Pause)

THOSE IN FAVOR OF THE MOTION, SIGNIFY BY SHOW OF HANDS.

(Pause)

THOSE OPPOSED?

(Pause)

MOTION CARRIED (or MOTION REJECTED).

The Secretary shall make note of the results of the vote to be entered into the Chapter minutes. The Senior Regent shall sign the Chapter Minutes Book after all minutes are read. The Secretary returns to her chair and is seated.

SENIOR REGENT:

WE WILL NOW HAVE THE REPORTS OF THE CHAIRMEN.

The Senior Regent calls upon the Chairmen for the following reports (when due): 114 and 166.

Chairmen proceed to the microphone to read their reports. Upon completion, they return to their chairs and are seated.

SENIOR REGENT:

ARE THERE ANY ADDITIONS OR CORRECTIONS?

(Pause)

SENIOR REGENT:

(HEARING NONE,) THEY STAND APPROVED AS READ (or CORRECTED) AND SHALL BE SENT TO WOMEN OF THE MOOSE HEADQUARTERS.

(Pause)

SENIOR REGENT: (If applicable)

WE WILL NOW HAVE THE REPORTS OF THE SPECIAL CHAIRMEN.

The Senior Regent calls upon the Chairmen of Special Committees such as: Bingo, Sports, Crafts, Kitchen Band, Government Relations. Junior Past Regent also gives report of illness and death of any Chapter members.

SENIOR REGENT:

IS THERE ANY UNFINISHED BUSINESS?

(Pause)

IS THERE ANY NEW BUSINESS?

New business must be referred back to the Board Of Officers before any action may be taken.

(Pause)

THE SECRETARY WILL READ CORRESPONDENCE RECEIVED FROM WOMEN OF THE MOOSE HEADQUARTERS, MOOSE INTERNATIONAL AND ANY OTHER CHAPTER CORRESPONDENCE.

Adverse correspondence shall not be read to the Chapter, unless so directed by Women of the Moose Headquarters. Such correspondence is referred to the Board of Officers for action.

IF NECESSARY TO READ SLATE OF NOMINEES, REFER TO PAGE 35.

IF NECESSARY TO READ ELECTION RESULTS, REFER TO PAGE 36. *If applicable, announce date, time and place of next nominating committee meeting.*

CLOSING

SENIOR REGENT:

CHAIRMAN _____ (Name) _____, **PLEASE PROCEED WITH YOUR PROGRAM.**

Chairman goes to the podium.

CHAIRMAN:

_____ (Title) _____, _____ (Name) _____, **WILL NOW ADDRESS US.**

Chairman returns to her chair and is seated.

After guest speaker has concluded her/his presentation, Chairman will join her/him at the podium to continue...

CHAIRMAN:

THANK YOU _____ (First name) _____ **FOR YOUR INFORMATIVE PRESENTATION. WE INVITE YOU TO JOIN US FOR OUR PLANNED SOCIAL ACTIVITIES.**

Chairman and speaker return to chairs and are seated.

Senior Regent proceeds to the podium.

SENIOR REGENT:

Senior Regent will make any necessary announcements.

FRIENDS, THAT WHICH IS DONE IS DONE. LET NONE DEPART FROM THIS MEETING WITH ANGER OR RESENTMENT IN HER HEART. LET ALL GO FORTH WITH KIND THOUGHTS, HELPFUL WORDS AND GOOD DEEDS FOR ALL MANKIND.

PLEASE REPEAT AFTER ME:

THE LORD WATCH – BETWEEN ME AND THEE – WHILE WE ARE ABSENT – ONE FROM THE OTHER.

OUR NEXT MEETING WILL BE HELD ON _____ (Date) _____.

SENIOR REGENT:

**I DECLARE _____(Name)_____ CHAPTER ADJOURNED AND BID
YOU ALL A FRATERNAL GOOD NIGHT (afternoon).**

(Rap 1)

(If applicable) **CHAIRMAN _____(Name)_____, PLEASE PROCEED
WITH YOUR PROGRAM.**

DRAPING OF CHARTER

The Charter is draped for all deceased members at the meeting following notification of her death. The drape remains on the Charter for a period of thirty (30) days. If Charter is already draped, remove drape prior to opening of meeting. In the event the Charter is to be draped for more than one member on the same evening, include all members at the same time.

SENIOR REGENT:

AS A FINAL TOKEN OF OUR RESPECT TO MEMBER(S) (Name(s)), WHO WAS/WERE CALLED FROM US ON (Date(s)), THE CHARTER WILL BE DRAPED IN HER (THEIR) MEMORY.

Senior Regent returns to her chair and is seated. Junior Past Regent and Secretary leave chairs and proceed to podium and stand side by side facing the audience. (Diagram D) The Secretary carries drape over left forearm.

JUNIOR PAST REGENT:

(Years or Months) AGO, (Name(s)) TOOK THE VOWS THAT UNITED HER (THEM) WITH US AS A MEMBER OF THE WOMEN OF THE MOOSE. NOW, IN TOKEN OF OUR CHAPTER'S GRIEF THAT SHE (THEY) NO LONGER WALK(S) AMONG US, THE CHARTER WILL BE DRAPED WITH THE EMBLEM OF SORROW.

Junior Past Regent and Secretary walk together in direction of Charter. (Diagram D.1)

The Musician (Treasurer) strikes the chimes on one (1) note three (3) times as drape is placed on Charter by Junior Past Regent and Secretary.

(Pause)

The Secretary proceeds to her chair, the Junior Past Regent proceeds to the podium. They remain standing. Senior Regent returns to podium. (Diagram D.1)

SENIOR REGENT:

LET US STAND AS THE JUNIOR PAST REGENT OFFERS PRAYER.

Senior Regent returns to her chair and remains standing. Junior Past Regent advances to podium. (Diagram D.1)

JUNIOR PAST REGENT:

**OUR HEAVENLY FATHER, YOU HAVE CHOSEN TO CALL
_____ (Name(s)) _____ FROM OUR MIDST AND WE ARE
SORROWFUL. ENFOLD OUR DEPARTED MEMBER(S)
WITH YOUR LOVE AND ETERNAL BLESSING.**

**TOUCH OUR HEARTS WITH YOUR HEALING HAND AND
GIVE US PEACE AND UNDERSTANDING. GRANT US
CONTINUED STRENGTH AND COMPASSION TO FULFILL
OUR PLEDGE TO HELP THOSE IN NEED. AMEN.**

Junior Past Regent returns to chair and remains standing, Senior
Regent returns to podium. (Diagram D.1)

SENIOR REGENT:

(Rap 1)

**THE CHARTER WILL REMAIN DRAPED FOR THIRTY DAYS
IN MEMORY OF MEMBER(S) _____ (Name(s)) _____.**

FUNERAL CEREMONY

If there is not a funeral ceremony, this ceremony may be used at the graveside or a Memorial Service.

INSTRUCTIONS:

Upon being notified of the death of a Chapter member, the Senior Regent shall appoint a committee of three (3) members to immediately visit the family of the deceased member, ascertain whether they would like to have the Chapter perform the Funeral Ceremony and inquire how the Chapter may be of assistance. If the family wishes to have the Chapter take charge of the service, the Senior Regent will call a meeting at once to make the necessary arrangements. The Junior Past Regent will be in charge of the service. If the Senior Regent is absent, follow the order of juniority for Presiding Officer as given in the Women of the Moose General Laws.

The Chapter may choose to use a Bible and shall provide live white flowers, at Chapter expense, for each Chapter member in attendance at the service. Arrangements should be made beforehand for vases to be placed either on pedestals or on the floor at each end of the casket to hold the flowers presented by the members. The Bible of the member's faith may be placed in or on the casket or presented to the family.

The four (4) members presenting the Ceremony should take positions behind a podium/lectern (provided by the mortuary/funeral home) placed either to the left or right side of the casket. Participants face the family and friends of the deceased member at an angle. **Do not stand in front of casket. Only the Meeting Procedures and Agendas book is to be placed on podium/lectern.** Each participant steps up to podium/lectern to read her part. The participant turns the page, if necessary, in readiness for the next Officer. As she steps back, the next participant in line, steps to podium/lectern and begins reading.

The Junior Past Regent will instruct the members as to the method of approaching and leaving when paying last respects. (Refer to Diagram.) The members performing the Funeral Ceremony shall comply with the dress code as stated in the Women of the Moose General Laws.

In the event the deceased member is a Collegian, Collegians in Regalia may take the place of the four (4) members for the Funeral Ceremony.

A deceased Collegian may be dressed in her gown with the cap resting against the opened lid of the casket, tassel exposed, or the gown may be draped gracefully across the foot of the casket. The regalia may be placed in the casket when it is closed or disposed of according to the desire of the late Collegian or her family.

Chapter pins are not placed on the College gown or stole.

If the family wishes to ask certain Chapter members to take part in the service, they may do so. In this instance, the four (4) members follow the dress code in the Women of the Moose General Laws, unless they are all Collegians.

FUNERAL CEREMONY

(May also be used at graveside or Memorial Service)

SENIOR REGENT:

WE HAVE COME TOGETHER IN AN HOUR OF GRIEF WHEN EARTHLY TIES SEEM FLEETING. LET US TURN FOR GUIDANCE AND COMFORT TO HIM WHO, IN HIS DIVINE WISDOM, CREATED ALL OF US, AND WHO, IN HIS OWN TIME, WILL TAKE ALL OF US FROM EARTHLY SCENES.

JUNIOR PAST REGENT:

LET US PRAY.

(Pause)

ALMIGHTY FATHER, ONE OF OUR MEMBERS HAS BEEN CALLED FROM OUR MIDST. AGAIN, WE ARE REMINDED OF THE FRAILTY OF HUMAN LIFE. WE TURN TO YOU, SOURCE OF ALL LIFE AND LIGHT, FOR STRENGTH. HELP US TO REALIZE OUR DEPENDENCE UPON YOU. GIVE COMFORT TO OUR DEPARTED MEMBER'S FAMILY AND FRIENDS AND ASSURE THEM OF YOUR ALL-SEEING WISDOM AND LOVING KINDNESS, THAT THEY MAY SAY WITH US "THY WILL BE DONE." AMEN.

SECRETARY:

SENIOR REGENT, OUR CHAPTER HAS LOST A VALUED MEMBER AND WE STAND IN SYMPATHY. ONLY YESTERDAY, THE FRIENDSHIP WE SHARED FILLED OUR HEARTS WITH PRIDE AND JOY. TODAY, WE STAND POWERLESS IN THE PRESENCE OF DEATH. WE REALIZE HOW TEMPORARY ALL THAT IS MORTAL AND WE PRAY THAT HE WHO WATCHES OVER US WILL FORGIVE OUR MISTAKES AND OFFENSES.

SENIOR REGENT:

YES, OUR CHAPTER HAS LOST A VALUED MEMBER AND WE WILL MISS HER. WE MUST HAVE FAITH THAT WE WILL FIND COMFORT IN HER MEMORY, A MEMORY BUILT OF LOVE AND TENDERNESS. OUR HEARTS GO OUT IN SYMPATHY TO HER FAMILY AND FRIENDS WHO MOURN HER. MAY THEY, TOO, FIND CONSOLATION IN KNOWING THAT SHE IS AT PEACE.

SENIOR REGENT:

DEATH IS NOT TO BE FEARED. OUR HEAVENLY FATHER, WHO GIVES US LIFE WITH ITS SUNSHINE AND SHADOWS, ALSO GIVES US THE PEACEFUL SLEEP WE CALL DEATH. IT IS OUR FATHER'S GREATEST MERCY, A PEACEFUL RELEASE FROM THE STRUGGLES OF LIFE.

TREASURER:

FRIENDS, WE GATHER HERE AT THIS SOLEMN HOUR AS A TOKEN OF FINAL RESPECT AND AFFECTION FOR OUR DEPARTED FRIEND. FOR A TIME, WE WALKED WITH (Name) _____, WHO JOINED OUR CHAPTER ON (Date) _____, AND TOGETHER, LEARNED THE LESSONS OF FAITH, HOPE AND CHARITY.

A brief history of the member's service to the Chapter may be spoken here.

WE ARE HERE IN ACKNOWLEDGMENT OF TIES NOW SEVERED AND MEMORIES TENDERLY CHERISHED. TO (Name) _____, WE BID FAREWELL, BUT TO THE IMMORTAL SOUL, WE HOPEFULLY SAY: " 'TIL WE MEET AGAIN."

JUNIOR PAST REGENT:

LET US PRAY: (Pause)

OUR HEAVENLY FATHER, IN WHOM WE LIVE AND IN WHOM RESTS ALL THE ISSUES OF LIFE AND DEATH, LOOK UPON US WITH MERCY AT THIS TIME. YOU HAVE CHOSEN TO CALL THIS DEAR ONE FROM OUR MIDST AND WE ARE SORROWFUL.

COMFORT US IN OUR LOSS, LOOK WITH COMPASSION AND TENDERNESS UPON HER FAMILY AND SUPPORT THEM BY THE STRENGTH OF FAITH.

HELP US, IN OUR BRIEF STAY HERE, TO PREPARE FOR YOUR COMING WITH THE ATTRIBUTES OF FAITH, HOPE AND LOVE. AMEN.

(Pause)

When presenting Bible, continue as follows:

THIS BIBLE, UPON WHICH IS ESTABLISHED OUR HOPE AND OUR FAITH IN GOD'S PROMISE, IS PLACED IN (ON) THE CASKET (or PRESENTED TO THE FAMILY) OF _____ (Name) AS A REMEMBRANCE FROM OUR CHAPTER.

SENIOR REGENT:

FLOWERS ARE THE HIGHEST EXPRESSION OF NATURE'S LOVELINESS. WHITE SYMBOLIZES PURITY. THE MEMBERS OF _____ (Name) _____ CHAPTER PLACE THESE FLOWERS BESIDE _____ (Name) _____ AS AN EXPRESSION OF OUR AFFECTION.

(Pause)

PLEASE JOIN ME IN PAYING OUR LAST RESPECTS TO (Name) _____ .

Members come forward from rear of room in a double line and proceed to casket to pay last respects and place flowers in vases. Officers at casket place flowers in vases first, then lead return march to rear of room (Diagram for Funeral Ceremony).

UNCONTESTED ELECTION

Uncontested Election, when necessary, will be held at this time. Please refer to Section 89, h. of the Women of the Moose General Laws. In the event of more than one uncontested office, the same procedure shall be followed individually for each office until all uncontested offices have been voted on.

If any Chapter member requests a vote by secret ballot, the Guide shall immediately distribute ballots and pencils for the purpose of a simple yes - no vote and collect them after all ballots are marked. Refer to Women of the Moose General Laws Section 89, h.

SENIOR REGENT:

WE WILL NOW HOLD ELECTION FOR THE UNCONTESTED OFFICE(S) OF _____ (Title of Office) _____ BY A SHOW OF HANDS (or BY SECRET BALLOT).

In the event a member requests a vote by secret ballot, proceed to secret ballot.

(Pause)

GUIDE, PLEASE ESCORT ALL VISITORS FROM THE CHAPTER ROOM WHILE THE ELECTION IS IN PROGRESS.

(Pause for Guide to escort any visitors from the room.)

SHOW OF HANDS

In the event the vote is by show of hands, the following procedure will be used.

SENIOR REGENT:

ELECTION CHAIRMAN, PLEASE PROCEED WITH THE MOTION(S).

Election Chairman rises, makes the motion to cast a unanimous ballot for the one (1) nominee, **"I make a motion to cast a unanimous ballot for nominee _____ for the office of _____."** and is then seated.

SENIOR REGENT:

MAY I HAVE A SECOND TO THE MOTION?

(Pause)

THOSE IN FAVOR OF THE MOTION, SIGNIFY BY SHOW OF HANDS.

(Pause)

SENIOR REGENT :

THOSE OPPOSED?

(Pause)

MOTION CARRIED (or MOTION REJECTED).

(Rap 1)

**I DECLARE THE NOMINEE(S) ELECTED TO OFFICE AND
DECLARE THE ELECTION CLOSED.**

If rejected...

**I DECLARE THE NOMINEE(S) NOT ELECTED TO OFFICE
AND THE OFFICE(S) REMAIN(S) VACANT. I DECLARE THE
ELECTION CLOSED. THE NEXT NOMINATING COMMITTEE
MEETING WILL BE HELD ON ___(Date)___ AT ___(Time)___.**

SECRET BALLOT

In the event a Chapter member requests a secret ballot, the following procedure will be used.

SENIOR REGENT:

**WE WILL VOTE BY SECRET BALLOT. GUIDE, PLEASE
DISTRIBUTE THE BALLOTS AND PENCILS.**

All Chapters shall have small blank pieces of paper available in advance and have them in the Chapter room should there be a secret ballot requested. Members simply write yes or no on their paper.

The Guide will carry a basket with ballots and pencils and will distribute one (1) ballot and pencil to each eligible member present.

The Guide will distribute one (1) ballot and pencil to each member seated at the front of the room and also the Musician (if applicable). The Guide will proceed between the members to hand out the ballots and pencils. When the Guide has distributed the ballots and is at the rear of the room, the Guide will then vote. When she has completed her ballot, she will collect the ballots, proceeding through the members, and take them to the podium. The Guide will open each ballot, hand it to the Treasurer who will read the ballot over the microphone and announce "Yes" or "No". The Secretary will take the count. After all ballots have been counted, the Guide and Treasurer will return

to their chairs and be seated, leaving the basket and the ballots with the Senior Regent.

SENIOR REGENT:

SECRETARY, PLEASE GIVE THE RESULTS OF THE SECRET BALLOT.

Secretary will go to the microphone to announce the results of the balloting.

SECRETARY:

SENIOR REGENT, THERE WERE _____ YES AND _____ NO BALLOTS.

The Senior Regent will then announce to the members if the vote is favorable or unfavorable. If favorable, the Senior Regent will state...

SENIOR REGENT:

ARE THERE ANY OBJECTIONS?

(Pause) Senior Regent will allow a few moments in the event anyone wishes to contest the ballot. If the count is questioned, a recount will be taken immediately.

AS THERE ARE NO OBJECTIONS, I DECLARE THE NOMINEE(S) ELECTED TO OFFICE AND DECLARE THE ELECTION CLOSED.

If unfavorable...

I DECLARE THE NOMINEE(S) NOT ELECTED TO OFFICE AND THE OFFICE(S) REMAINS VACANT. I DECLARE THE ELECTION CLOSED. THE NEXT NOMINATING COMMITTEE MEETING WILL BE HELD ON _____ (Date) AT _____ (Time) _____.

(Rap 1)

Senior Regent must retain the ballots for 24 hours. The majority of the Chapter rules, regardless of whether the vote is by show of hands or secret ballot.

READING SLATE OF NOMINEES

At the Chapter meeting in February, the final slate of nominees for the elected offices are announced. A written report listing the final slate of nominees by office must be presented to the Chapter at a regular meeting. This report must be submitted at least four (4) weeks prior to the date of the general election. Nominations shall not be made from the floor. The written copy of the Nominating Committee Report must be attached to the Chapter meeting minutes. A sample report of the Nominating Committee is included in the Election Handbook.

SENIOR REGENT:

IT IS MY PLEASURE TO ANNOUNCE THE SLATE OF NOMINEES FOR THE UPCOMING ELECTION TO BE HELD ON (Date) .

FOR THE OFFICE OF SENIOR REGENT (Name(s)) .

FOR THE OFFICE OF SECRETARY (Name(s)) .

FOR THE OFFICE OF TREASURER (Name(s)) .

SENIOR REGENT: (if applicable)

THE FOLLOWING MEMBER(S) SUBMITTED HER/THEIR NAME FOR THE SPECIFIC OFFICE INDICATED, BUT WAS NOT NOMINATED BY THE NOMINATING COMMITTEE:

FOR THE OFFICE OF (Office(s)) , (Name(s)) .

THE MEMBER(S) ABOVE IS/ARE ELIGIBLE TO RUN ON PETITION.

AS A REMINDER, OUR ELECTION WILL HELD ON (Date)
BEGINNING AT (Time) .

READING OF ELECTION RESULTS

The completed Election Results Report will be presented to the presiding officer for reading to the chapter without disclosing the number of votes each nominee received. When there is a tie vote, a second ballot for that office only, shall be taken immediately after the report is read.

SENIOR REGENT:

**ELECTED BY MAJORITY/PLURALITY OF FAVORABLE VOTES
FOR THE OFFICE OF SENIOR REGENT IS** (Name) .

(Pause for applause)

FOR THE OFFICE OF SECRETARY IS (Name) .

(Pause for applause)

FOR THE OFFICE OF TREASURER IS (Name) .

(Pause for applause)

**OUR ANNUAL INSTALLATION OF OFFIERS WILL BE HELD
ON** (Date of week) , (Date) **BEGINNING AT** (Time) .