

# *THE COUNCILOR BUDDY*

Or, How I Learned to Stop Worrying and Love My Term



*DeMolay Florida*

# INTRODUCTION

This guide is for ALL Councilors of a Chapter in DeMolay Florida. It is intended to guide you through your service as a Councilor of your Chapter. It includes information and tips to be successful in each Councilor position; the PMC-MSA program, which should be the foundation for term planning for all Chapters; an Installation Planning Guide and Installation Guide; suggested Order of Business, Balloting procedures, a Robert’s Rules of Order Quick Reference Guide to help maintain order in the Chapter Room, and the Introduction Protocols.




It is recommended that you start planning early. The Senior and Junior Councilor will benefit from this guide as well to help them prepare and gather ideas for their terms as Master Councilor.

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## THE CHAPTER COUNCILORS

Every Chapter has three (3) Councilors. They are the:

	<b>Master Councilor</b>
	<b>Senior Councilor</b>
	<b>Junior Councilor</b>

Their job is to lead and guide the Chapter and its members to success. While they “lead” the Chapter, they are not to be “arrogant or dictatorial”. They should work closely with each other, the Chapter Committees, the Advisory Council, the Chapter members and its supporters. They can take input from all these groups to plan the activities of the Chapter to ensure success.

It is important that the Senior and Junior Councilors learn as much as they can during their time as councilors so they can effectively and successfully lead the Chapter during their term as Master Councilor. A well-prepared Master Councilor will be able to handle the challenges and successes that make a vibrant and active Chapter.



# MASTER COUNCILOR

## Eligibility Requirements:

- Proficiency (White Obligation Card)
- Completion of all five (5) sections of the Leadership Correspondence Courses
- Attainment of the Representative DeMolay
- Previous service as either the Senior or Junior Councilor

## DUTIES

- Provide Term Plan and Budget
  - This will ensure a smooth and successful term that will benefit the members, the Chapter and DeMolay
- Provide for the observance of Obligatory Days
  - Hold meaningful events to highlight our Values
- Meeting Agenda – meet with Scribe and Chapter Advisor BEFORE the meeting
  - Discuss Old and New Business, Communications, Committee Reports, and anything else pertaining to the Chapter and its business
- Attend Advisory Council Meetings
  - Be the voice of the Chapter to the Advisors
  - Hear the Advisors and their suggestions and guidance
  - Work on compromise when necessary (e.g. Members want a Chapter paid outing for front row seats to a major concert. The Advisors push back since front row seats are expensive. The compromise would be to still attend the concert, but purchase more reasonably priced seats.)
  - Provide a list of activities for the next month so all the details are complete and everyone is aware of what needs to be done
  - Look ahead two months to make sure that details that need to be planned or executed this far in advance do not fall through the cracks
- Compliance with all DI, State and Chapter By-Laws, Rules & Regulations and SOPs
- See that BOTH degrees are held at least once during term
- Select your Officers
- Select your Committees
- Choose a “Word of the Day” for each meeting
- Any other duties set forth by your Chapter

## MASTER COUNCILOR (*CONTINUED*)

### MINDSET, ATTITUDE AND QUALITIES

- Show enthusiasm and dedication in all you do
  - Greet all guests BEFORE the meeting opens  
This will help your guests feel welcome, and give you the opportunity to know who needs to be introduced
- Recognize accomplishments
  - Thank those who help you out
  - Thank those who have done a great job
  - Encourage others to do the same as you “lead by example”
- Strives for excellence
  - Great Ritual  
From the Pledge found in your Ritual (printed and electronic form):  
*“I promise that I will do my best to present, **from memory, all portions of the Ritual of Secret Work to which I am assigned.**”*
  - Great Communication
    - Everyone knows what is expected of them
    - Everyone know what is going on
  - Great Events
    - Plan events that are of high quality
    - Take a moment and look at your event plans as a new prospect and ask, “Does this sound fun, would I like to attend.”
- Realize every member is unique
  - Treat everyone with respect and know that there are different opinions and ways of doing things
- Committees are running the Chapter
  - Your Committees should be doing their work and planning and executing their tasks
- Set goals for yourself and the Chapter
  - Set reasonable, attainable goals so you help yourself and Chapter grow

**Committees:** Pick someone for these committees, you can add more but this is the minimum committees you must have. Give them direction of what is expected of them and your goals.

Sick	
Entertainment	
Auditing	
Finance	
Membership	

# SENIOR COUNCILOR

## Eligibility Requirements:

- Proficiency (White Obligation Card)
- Completion of at least the first three (3) sections of the Leadership Correspondence Courses

## DUTIES

- Chairman of Chapter Fundraising Committee
  - You will be raising funds to spend in your upcoming term as MC for events and charities
- Must be prepared to step in as MC when needed
  - Know MC ritual parts
  - Know how to run a meeting
- Plan your MC term
  - Conduct a member survey immediately after being installed as SC; this will give you a good feel for what the members want to do as a Chapter
  - Follow the PMC-MSA requirements for a successful term – See ***PMC-MSA section***
- Talk to Advisory Council about Installation Date and be sure it gets put on the Lodge Building calendar
- Plan installation – See ***Installation Planning Guide section***
- Attend Advisory Council Meetings
  - Listen and Learn
- Any other duties set forth by your Chapter

## MINDSET, ATTITUDE AND QUALITIES

- Show enthusiasm and dedication in all you do
- Provide support to your MC
- Learn the MC ritual parts
- Strives for excellence
  - Great Ritual
    - From the Pledge found in your Ritual (printed and electronic form):  
*“I promise that I will do my best to present, **from memory**, all portions of the Ritual of Secret Work to which I am assigned.”*
  - Great Communication
  - Great Events
- Realize every member is unique
  - Treat everyone with respect and know that there are different opinions and ways of doing things
- Set goals for yourself and the Chapter
  - Set reasonable, attainable goals so you help yourself and Chapter grow

# JUNIOR COUNCILOR

## Eligibility Requirements:

- Proficiency (White Obligation Card)
- Completion of at least the first section of the Leadership Correspondence Courses

## DUTIES

- Chairman of Membership Committee
  - This will ensure that you have members for your term as MC
- Obligation Mentor
  - Help new brothers become proficient, ensure they can participate in all the activities of the Chapter
- Attend Advisory Council Meetings
  - Listen and Learn
- Any other duties set forth by your Chapter

## MINDSET, ATTITUDE AND QUALITIES

- Learn as much as he can about your Chapter and DeMolay
- Show enthusiasm and dedication
- Learn the SC ritual parts
- Strives for excellence
  - Great Ritual
    - From the Pledge found in your Ritual (printed and electronic form):  
*“I promise that I will do my best to present, **from memory**, all portions of the Ritual of Secret Work to which I am assigned.”*
  - Great Communication
  - Great Events
- Realize every member is unique
  - Treat everyone with respect and know that there are different opinions and ways of doing things
- Set goals for yourself and the Chapter
  - Set reasonable, attainable goals so you help yourself and Chapter grow

## Degree Planning Checklist

### Opening/Closing

Date		Time to Start	
Time for Practice		Location	

Master Councilor	
Senior Councilor	
Junior Councilor	
Senior Deacon	
Junior Deacon	
Senior Steward	
Junior Steward	
Marshall	
Chaplain	
Standard Bearer	
Sentinel	
Prompter	

### Required Paraphernalia

**Yes    No**

Altar		
Bible		
School Books		
7 Candles		
National Banner		
Master Councilor Gavel		
Senior Councilor Gavel		



## Initiatory Degree

Date		Time to Start	
Time for Practice		Location	

Master Councilor	
Senior Councilor	
Junior Councilor	
Senior Deacon	
Junior Deacon	
Senior Steward	
Junior Steward	
Marshall	
Chaplain	
Scribe	
1st Preceptor	
2nd Preceptor	
3rd Preceptor	
4th Preceptor	
5th Preceptor	
6th Preceptor	
7th Preceptor	
Prompter	
Candidate Officer (Stays with Candidates to ensure they are in the right place for Initiatory and DeMolay Degrees, answers any questions, and makes sure they feel comfortable.)	

## Backup Initiatory Degree Team

Master Councilor	
Senior Councilor	
Junior Councilor	
Senior Deacon	
Junior Deacon	
Senior Steward	
Junior Steward	
Marshall	
Chaplin	
Scribe	
1st Preceptor	
2nd Preceptor	
3rd Preceptor	
4th Preceptor	
5th Preceptor	
6th Preceptor	
7th Preceptor	

**Required Paraphernalia and Seats      Yes      No**

Altar		
Bible		
School Books		
7 Candles		
National Banner		
Master Councilor Gavel		
Senior Councilor Gavel		
Crown of Youth		
7 Preceptor Jewels		
Reserved Seats for New Brothers		

**Optional Paraphernalia/Duties      Yes      No**

Senior Councilor Bell/Gong		
Altar Light Director		
Demonstrator of Raps and Kneeling		

## DeMolay Degree

Date		Time to Start	
Time for Practice		Location	

Master Inquisitor	
Senior Inquisitor	
Junior Inquisitor	
Jacques DeMolay	
Geoffrey de Charney	
Godfrey de Goneville	
Hughes de Peralde	
Marshal of the Commission	
Senior Guard	
Lord Constable	
Guard 1	
Guard 2	
Orator	
Prompter	

## Backup DeMolay Degree Team

Master Inquisitor	
Senior Inquisitor	
Junior Inquisitor	
Jacques DeMolay	
Geoffrey de Charney	
Godfrey de Goneville	
Hughes de Peralde	
Marshal of the Commission	
Senior Guard	
Lord Constable	
Guard 1	
Guard 2	
Orator	

## Optional Parts/Stations

Hunchback	
Scribe	
Royal Guard 1	
Royal Guard 2	
Royal Guard 3	
Royal Guard 4	
Herald	
Music Director	
Light Director	

## Required Paraphernalia and Seats      Yes      No

Inquisitor Scrolls		
Coin/Money Bag		
Honors		
Row of Chairs for Brothers (close up)		
Prisoner Chains		
3 Inquisitor Robes		
4 Prisoner Robes		
Marshal Robes or Armor		
Senior Guard Robes		
2 Guard Robes		
3 Guard Weapons		
Lord Constable Robes		
3-4 Candles		

## Optional Paraphernalia/Stations      Yes      No

Burning Stake		
Scribes Desk		
Speaker to update audience while changing sets		
Stage Hands to setup and Tear Down		

**Required Paraphernalia and Seats      Yes      No**

Bible		
School Books		
National Banner		
Altar		
Installing Officer Gavel		
MC Buddy		
Seats for Installing Team		
Master of Ceremonies Introduce Dignitaries (see Protocol)		

**Optional Paraphernalia/Stations      Yes      No**

Installation of Advisory Council		
Knighthood Drill Team		
Sponsoring Body Honor Guard		
OES Bible Presentation		
Gavel Talk		
Ceremony of Light		
Flower Talk		
Altar Light Director		

## 8 STEPS TO MEMBERSHIP

# MEMBERSHIP

## HOW TO GET AND KEEP NEW MEMBERS



# MEMBERSHIP

## HOW TO GET AND KEEP NEW MEMBERS

DeMolay Florida is going into its next 100 years. That means that **GENERATIONS** of young men have lived and loved DeMolay just like you! DeMolay holds a special place in the hearts of millions of young men around the world, and with your help, will continue to do so in the centuries to come.

You're probably thinking, "What can I do? I'm just one person.", or "Membership isn't important.", or "I don't know what to say.". While it is true that you are one person, you are one **SPECIAL** person, because you have experienced DeMolay! Think about all the great times you've had in DeMolay, the friends you've made, the mentors you've worked with, the younger members you've helped, the travel, the entire experience, **ALL** of it. Have these experiences made a **POSITIVE** difference in your life? Are you a **BETTER PERSON** because you are a DeMolay? Do you have **FRIENDS** that you cherish that you would not have if it weren't for DeMolay? Should **EVERY YOUNG MAN** have the opportunity to have the experience **YOU** have had? Now, is membership worth your best efforts? If it is, then you already know **WHAT** to say, you just need to **START** saying it!

DeMolay can sell itself! It's the **BEST** organization to help **ANY** young man grow and learn to be ready for the world that awaits him. Just **CONNECT** and **SHARE** your experience, **INVITE** them to a Chapter Event, **ASK** them to join, **MEET** with the candidate and his parents/guardians, **INITIATE** him and **MENTOR** him to keep him active. If we embrace these steps, then DeMolay will **GROW** and **FLOURISH** for **CENTURIES** to come because **YOU** made it happen!





## CONNECT

Think about who you know that would benefit from being a DeMolay. Remember, DeMolay is for young men between 12 and 21, so do you have family members who can join (brothers, cousins, nephews, etc.)? Are **ALL** your friends in DeMolay? Do you have a neighbor that would benefit from membership? Talk to your school counselor about DeMolay, they may know of other young men that would enjoy DeMolay.

- Use the Membership Worksheet to help you create your connections to share DeMolay
- Just talk about why you enjoy DeMolay with your friends
- Use brochures and other printed literature to help answer questions
- Use Social Media to connect prospects to DeMolay
- Use our website ([www.FLDeMolay.org](http://www.FLDeMolay.org)) or the [www.BeADeMolay.org](http://www.BeADeMolay.org) website from DI
- When they are ready to join, (and why wouldn't they?) give them a Petition for Membership!

## SHARE

Share **YOUR** DeMolay Experience. DeMolay has core values and teachings that everyone experiences, but overall, everyone has a unique DeMolay experience. What makes **YOUR** DeMolay Experience unique?

- Is there something your Chapter does that no one else does?
- Do you have a group of friends that you've formed from DeMolay?
- Do you have someone you look up to that mentored you?

Think about **YOUR** DeMolay Experience and write it below:

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## INVITE

You don't have to tell them everything about DeMolay to invite them to an event. Just invite them to join you and friends. Let them experience DeMolay and decide for themselves. Little by little, share more of the Order to them. Keep inviting them if they don't come to everything you invite them to. Even if they don't join, they are still getting something from DeMolay!



## ASK

If a prospect is interested in joining, then ASK them! They might not ask to join, but instead will be waiting to be asked! The worst they can say is “No”. That’s OK and don’t let one “No” get you down, just keep on SHARING DeMolay!

## MEET AND GREET

Make sure your Chapter is doing a “Meet and Greet” with the candidate **AND** their parent(s)/guardian(s). This is important to get to know them, let them answer any questions, and make sure they understand all the great things our Order can offer their son.

## PRACTICE

“Practice makes perfect.” Practice the degrees so you can give them the best impression of our Order and our teachings. That great first impression will set them on their way to an exciting and positive DeMolay Experience.

## MENTOR

Work with your new members to get them familiar with all the great things our Order and your Chapter have to offer. Help them learn the obligations and any parts they need help with. Help them get to events and get them involved!

## SUCCESS

You have now successfully **SHARED** DeMolay with your **NEW BROTHER!**  
**CONGRATULATIONS!!!** Your Chapter has **GROWN!!!** Now, take what you’ve learned and repeat it. Repeat it over and over and over. Your Chapter will grow as you **SHARE** DeMolay with the **WORLD!!!**

# MEMBERSHIP WORKSHEET

Reach out to all your Friends in each of these categories. Refresh this list regularly.

<b>Friends</b>	<b>Neighborhood Friends</b>
<b>Family/Cousins:</b>	<b>Family Friends:</b>
<b>School Friends:</b>	<b>School Teachers/Counselors:</b>
<b>Church Family:</b>	<b>Neighbors:</b>
<b>Scout Friends:</b>	<b>Sports Friends:</b>
<b>Band Friends:</b>	<b>Karate or Etc. Friends:</b>
<b>Work Friends:</b>	<b>Parent's Friends:</b>
<b>Parent's Co-Workers:</b>	<b>Other Groups that you are in:</b>

## EVENT PLANNING - HOW TO PLAN A SUCCESSFUL EVENT

### ALL EVENTS SHOULD BE “FIRST CLASS”



When you make your plans take a step back, clear your mind you are not committee chairman, not DeMolay but a NEW person who knows nothing about DeMolay, and look at the whole picture and say to yourself

“Does this look great and will it impress the Queen?”

“Is this everything it can be?”

“Can this be better?”

“Did we go the extra mile for this event, degree, fundraiser, promotional event, service event?”

Installation and Open Ceremonies are the first time for “everyone” who you have talked to about our Premier Organization to come see us in action. All parts should be done from memory, floorwork should be what is in the ritual, and introduction, presentations and remarks should all be well organized and thought out.

Fundraisers should be well planned, taking the time a while in advance will help you have a successful fundraiser. Go through the steps below in the Fundraising section and do the work. It might look like a lot of steps but you do not have to plan it all in one sitting. This is why we give you all this information ahead of time so that you can work on it in your own time as well as with committee members. Everyone will learn this valuable skill.

Fun Events - if they are well thought out and planned, you can get the best time of day to be there and the best price for your event. You can get the most attendance at your event. If you are organized you don't have someone running around and all stressed about the event, everyone has a duty and the work gets done.



## EVENT PLANNING WORKSHEET

All of our events should be “First Class”! If you are planning an event: Fun, Degree, Fundraising, Prospect Party, Parents Event, Social Event, Service Project, etc., use this form. A well-planned event will impress your guests and be a huge success!

**EVENT:** \_\_\_\_\_

### STEP 1: Assemble your team

<b>Team Members:</b>	

### STEP 2: Define your event

<b>WHO</b>	<ul style="list-style-type: none"> <li>Who is your target audience?</li> <li>How many people are you expecting?</li> <li>How will your target audience be informed of the event?</li> </ul>	
<b>WHAT</b>	<ul style="list-style-type: none"> <li>What is going to happen or what are you going to do at your event?</li> </ul>	
<b>WHERE</b>	<ul style="list-style-type: none"> <li>Where will your event be held (location)?</li> </ul>	
<b>WHEN</b>	<ul style="list-style-type: none"> <li>When will your event be held (time and date)?</li> <li>Has time and date been confirmed with the venue?</li> </ul>	
<b>WHY</b>	<ul style="list-style-type: none"> <li>What is the purpose of the event?</li> </ul>	
<b>HOW</b>	<ul style="list-style-type: none"> <li>What supplies are needed?</li> <li>What is the estimated budget?</li> <li>Who is going to help on event day?</li> </ul>	

### STEP 3: Delegate tasks + set deadlines

RESPONSIBILITY	TEAM MEMBER	DEADLINE

### STEP 4: EXECUTE!

It is the day of the **EVENT!** Take all your planning and make it **AWESOME!**

### STEP 5: ANALYZE

A few days after your event, get together with the team and talk about what went wrong and what went right. Use this information to make your **NEXT** event even better!

# FUNDRAISING

## STEP 1: Set your GOAL & Assemble your team

<b>Goal Amount</b>	<b>Team Members:</b>

## STEP 2: Define your event

<b>WHO</b>	Target audience	
	Expected attendance	
	Invitations?	
<b>WHAT</b>	Event plan	
<b>WHERE</b>	Location	
<b>WHEN</b>	Time & date What is best?	
	Confirmed with venue? Get a contract or written agreement.	
<b>WHY</b>	Purpose of event	
<b>HOW</b>	Supplies needed + cost	
	Estimated budget?	
	Event day help	

### Items to consider:

- When will your event be held (time and date)?
  - Is this the best date? Is there another event that will compete with yours or will it enhance the larger event? (have a table sell items at the lodge while a city event is going on)
  - Is this the best place or should you get a table closer to the action? ( a food venue close to the kids events )

### STEP 3: Delegate tasks + set deadlines

TEAM MEMBER	RESPONSIBILITY	DEADLINE

#### EXAMPLE

##### Large Candy Bar sale fundraiser

- Cost: 100 candy bars X \$0.50 = \$50.00
- Shipping \$10.00
- Equals = \$60.00 divide by 100 (the cost of candy bars) = \$0.60 per candy bar
- To cover cost and make a profit you would have to sell for \$1.00 minimum
- This item could sell for \$2 or \$3 each
- With a sale price at \$2 profit could be \$140 (100 X \$2 = \$200 - \$60 = \$140)
- With a sale price at \$3 profit could be \$240 (100 X \$3 = \$300 - \$60 = \$240)
- Ask yourself, “will they pay that much for something? Is this a great value?”
- People will understand that this is a fundraiser but don’t over price, you will not sell the candy bars for \$10.
- Keep your prices rounded up to the dollar so you don’t have to mess with change.
- Make sure it is a great value, if you are selling hot dogs, think of how much it would cost for a family of four to get hot dogs.
- Sell quality products, if you get the cheapest it might not taste as well if you paid 10 cents more for a quality product.
- Ask for discounts, ask for coupons, call or write to the company and ask for free product, ask the grocery store for donations. Always tell them we are doing this project for a youth organization sending them to convention or for charity.
- Remember we are a non-profit organization, we don’t have to pay sales tax.

#### MARKETING

##### Give everyone a list of ideas where to sell

- Family
- Friends
- Neighbors
- Classmates
- Masonic Family
- Parent Co-Workers
- Etc.
- Let everyone know that you are selling... post on FB, IG, email them, etc.

Give ideas of what to say to people “this fundraiser is for my youth group DeMolay and we are selling this for...”

- Going to Conclave
- Raising funds for State Master Councilors Charity
- Raising funds for our MC’s charity
- Etc.

## **PROMOTION**

How are you going to promote it?

- Post in the Trestle Board for Lodge
- Go to the Lodge dinners and sell it to the Masons (must ask the Worshipful Master first) Must leave before their meeting.
- Go to the OES meeting (must ask the Worthy Matron first) must leave before the meeting.
- Flyers for family and friends
- Church bulletin boards
- Social media, Online news boards, etc.
- Advertise on your local community calendar months in advance.
- Etc.

## **Sales**

- Make sure that you at least make the GOAL.
- Be sure that the sales are coming in
- Remind the Chapter to be selling
- The more you sell the faster you will reach your or exceed your goal.

## **Say Thank you**

- Say Thank you on behalf of our Chapter, print a thank you note from your Chapter to include with the sales item, post thank you on Social Media from your Chapter.
- Put an article in the news outlets in your area

## **WRAP-UP**

- Identify multiple sources of income. If you are selling hot dogs, sell chips and drinks, offer a take-out option for a dinner, etc.
- Balance the budget - expenses do not exceed income
- Have a planning meeting to discuss
  - What worked well?
  - What did not work?
  - What can we do better next time?
    - Promotion, More help, Cost, Price, etc.
  - Make this a success for next time!
- Write an article thanking the community for their help with your fundraiser and that you helped send our youth to their state convention or for charity.



## THE PMC-MSA PROGRAM



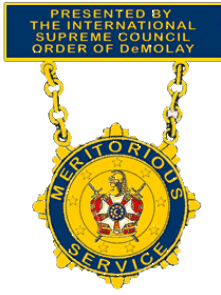
### PMC-MSA

(Past Master Councilor Meritorious Service Award)

The PMC-MSA was established by the Founder of the Order of DeMolay, "Dad" Frank S. Land. He recognized the tremendous advantage gained by the Master Councilor in having a pre-planned program for his term of office. When such a program has been planned and distributed to the Chapter membership in printed form, the Master Councilor has gone a long way in achieving goals he has set.

While the newly elected Master Councilor is the only one qualified to apply for and achieve the award, he cannot do it alone. The requirements can only be met through the combined efforts of the entire Chapter. The Master Councilor must provide the leadership to inspire his fellow DeMolays toward a well-rounded program.

"Dad" Land wrote the qualifications for the award and designed the jewel which is now proudly worn by those who have accomplished success in their term as Master Councilor. We hope that you will qualify for this coveted award.



# Florida DeMolay

Past Master Councilor Meritorious Service Award

PMC-MSA

## Letter of Intent

DATE: \_\_\_\_\_

Dad R. J. Meguiar, Executive Officer in Florida  
 Dad D. Dietzman, Director of ISC Awards

Dear Sir,

This letter is to inform you of my intent to qualify for the Past Master Councilor’s Meritorious Service Award.

Upon my honor as a DeMolay, I certify that I have memorized ALL Of my portion of the ritual prior to my installation, and that all information contained in this application has been reviewed and approved as indicated by the signatures below.

Enclosed you will find a copy of the program for my term of office as approved by my Advisory Council. I certify that the enclosed program was distributed to ALL members of my Chapter prior to my installation.

I further state that I have read and understand ALL of the requirements for the PMC-MSA, and have included this letter and ALL of the information required for my participation in the PMC-MSA program.

I also understand that the last step in the program is my termination letter that covers how my term went. I am to include what went well, what did not go well and what I would do again to ensure success the next time we try the event. This letter must be sent within 10 days of the end of my term.

Fraternally,

\_\_\_\_\_  
 Master Councilor (Elect)

\_\_\_\_\_  
 Chapter

Name			
Address		City/State/Zip	
Telephone		Email	
Installation Date		Approx. end of term	

**Approved By:**

Signature of Chapter Advisor \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Advisory Council Chairman \_\_\_\_\_ Date: \_\_\_\_\_

**Email this letter to Dad Dietzman and Dad Bidoli: [awards@fldemolay.com](mailto:awards@fldemolay.com)**

## Spring Term PMC – MSA Check List

Letter of Intent	<input type="checkbox"/>	Letter of Intent received with in 10 days of Installation	<input type="checkbox"/>
Memorized Master Councilor parts	<input type="checkbox"/>	Read and Understand all Requirements for program	<input type="checkbox"/>
Approved by Chapter Advisor	<input type="checkbox"/>	Approved by Chapter Chairman	<input type="checkbox"/>

Plan to exemplify both degrees at least once during your term of office?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Social Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Civic Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Masonic Service Project?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Athletic Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Fund-raising Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Education Day? (REQUIRED once per calendar year)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Patriots' Day? (any day in February)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Devotional Day? (Sunday nearest March 18)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Parents Day? (between May 1 and June 21)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Government Day? (during the month of July)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes

Youth Protection program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Form 10s submitted within 10 days following Initiation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Chapter Reports reach the Service and Leadership Center before delinquent date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Initiated his pro-rata share of Membership Goals. Currently six (6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Term summary report submitted within 10 days at end of term.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Fall Term PMC – MSA Check List

Letter of Intent	<input type="checkbox"/>	Letter of Intent received with in 10 days of Installation	<input type="checkbox"/>
Memorized Master Councilor parts	<input type="checkbox"/>	Read and Understand all Requirements for program	<input type="checkbox"/>
Approved by Chapter Advisor	<input type="checkbox"/>	Approved by Chapter Chairman	<input type="checkbox"/>

Plan to exemplify both degrees at least once during your term of office?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Social Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Civic Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Masonic Service Project?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Athletic Event?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned at least one Fund-raising Activity?			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Education Day? (REQUIRED once per calendar year)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Frank S. Land Memorial Day? (any day near November 8)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes
Planned Day of Comfort? (between Thanksgiving and Christmas)			
Planned	<input type="checkbox"/> Yes	When:	Included on final letter <input type="checkbox"/> Yes

Youth Protection program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Form 10s submitted within 10 days following Initiation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
All Chapter Reports reach the Service and Leadership Center before delinquent date?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Initiated his pro-rata share of Membership Goals. Currently six (6)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Term summary report submitted within 10 days at end of term.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

# INSTALLATION PLANNING GUIDE

Your public installation is a “time to shine”! It is your Chapter’s opportunity to show the world all DeMolay has to offer. Make it GREAT!

## A. Decisions/Arrangements

Completed

<input type="checkbox"/>	Location	
<input type="checkbox"/>	Date	
<input type="checkbox"/>	Time	

**Note:** Secure the date with the Masonic Lodge. See FL SOP for Installation Date requirements.

<b>Practice</b>	
<input type="checkbox"/>	Date
<input type="checkbox"/>	Time
<b>Reception</b>	
<input type="checkbox"/>	Menu
<input type="checkbox"/>	Decorations
<input type="checkbox"/>	Beverages
<input type="checkbox"/>	Cake
<b>Dance</b>	
<input type="checkbox"/>	DJ/Music
<b>Officer Dress Code</b>	

Will the:

- Knighthood Drill Team perform Honor Guard?       Yes     No
- Sponsoring Body perform Honor Guard?                 Yes     No
- O.E.S. give the Bible Presentation?                       Yes     No
- Bethel or Assembly escort/greet/tend guestbook?     Yes     No

## B. Installing Officers

Completed

When picking Installing Officers, pick from more than one Chapter to increase attendance.

<input type="checkbox"/>	Installing Officer	
<input type="checkbox"/>	Installing Senior Councilor	
<input type="checkbox"/>	Installing Junior Councilor	
<input type="checkbox"/>	Installing Marshal	
<input type="checkbox"/>	Installing Chaplain	
<input type="checkbox"/>	Installing Senior Deacon	
<input type="checkbox"/>	Installing Organist	
<input type="checkbox"/>	Flower Talk, Ceremony of Light or other	
<input type="checkbox"/>	Advisory Council (February Only)	
<input type="checkbox"/>	Sweetheart Crowning (August Only)	

## C. Invitations

Completed

- Design
- Quantity

### Send to:

- All DeMolay Chapters
- Local Masons and other Masonic Bodies (e.g. Shrine, Scottish Rite, York Rite, Grotto, etc.)
- Local Eastern Star other Ladies Bodies (e.g. Amaranth, Ladies Oriental Shrine, etc.)
- Job's Daughters
- Rainbow
- Your Family
- Social Media

**Note:** Ask your members if they need some for their own families.

### Deadline

- Delivered by:

## D. Program

Completed

- Design
- Color
- Quantity

## E. Flowers

Completed

- Altar
- Sweetheart Corsage or Bouquet
- Boutonniere(s) (optional)

Red & White Carnations if performing Flower Talk

**Suggested - August:** one wrist corsage for each Sweetheart candidate and a presentation bouquet for the out-going and new Sweetheart.  
**February:** wrist corsage only for the Sweetheart.

## F. Awards

Completed

- PMC pin
- Merit Bars
- Other Certificates or Awards
- Past Sweetheart pin (August only)

### Outstanding's (SPRING Term Only)

- DeMolay
- Sportsman
- Ritualist
- Advisor

## G. Chapter Room Preparation

Completed

- Iron Robes
- Dry Clean
- Reserve Seating for your Installing Officers and Family
- Podium Program & Installation Guide

**Only if necessary!**



# INSTALLATION NIGHT GUIDE

FOR THE NEW

MASTER COUNCILOR

OF \_\_\_\_\_ CHAPTER

ORDER OF DeMOLAY

## PUBLIC INSTALLATION OF OFFICERS

Following the Installing Officer's ritualistic gavel presentation, the newly installed Master Councilor is responsible for the rest of the program. The following contains a suggested agenda for the new MC and includes the "events" usually included at an Installation. Some sections are not applicable to every Installation (e.g. new sweetheart, Advisory Council). Special "events" (e.g. Gavel Talk, special recognition, presentation or performance by a group or other organization) may be added and/or an "event" may be substituted (e.g. Ceremony of Light in place of Flower Talk). **IT IS IMPORTANT TO NOTE, HOWEVER, THAT NOTHING FOLLOWS THE CEREMONY OF LIGHT OR THE FLOWER TALK EXCEPT THE "CLOSING" OF THE INSTALLATION.** This guide will include some suggested "wording" for a momentary "blank" in the MC's mind; however, the MC may use his own words. The Executive Officer, or his representative, will always be the last person to give "remarks" unless the Grand Master, or his representative, is in attendance.

This public installation is a "time to shine!" Your Chapter has the opportunity to show your community and the world all that DeMolay has to offer. Make it MEMORABLE!

# MC's Agenda for Remainder of Evening after Receiving the Gavel

Immediately after receiving the gavel:

## CROWNING OF NEW CHAPTER SWEETHEART

The Master Councilor or the outgoing Chapter Sweetheart may install the new Chapter Sweetheart. She may be escorted by the Marshal, a Councilor, an officer or any escort approved by the Chapter Advisor.

You may read this from the East, then walk down to the altar to present the sash and crown. If you cannot memorize the sash and crown part, print it on a small 3x5 card. Do not place anything (sash and crown) on the altar.

**Presenter:** Brother Master Councilor you will escort Miss \_\_\_\_\_ to the altar.

<Done>

**Presenter:** Miss \_\_\_\_\_, you have been elected Chapter Sweetheart of \_\_\_\_\_ Chapter Order of DeMolay.

Your election to this high office is an honor and displays the confidence that the members of this chapter have in you, to represent them.



As the Sweetheart of \_\_\_\_\_ Chapter, you now have many brothers here, in the state and around the world.

They are precious and must be treated with patience, love and respect.

Your responsibility as Chapter sweetheart is to be a working part of this chapter by attending all activities and fundraisers, to support the young men and all who are involved with DeMolay.

You are to assist the Master Councilor in any way possible, and to ensure the success of this Chapter.

You will provide a hug when needed or an ear to listen and on occasion a batch of cookies, but most importantly a smile! You will dress and act in an appropriate manner at all times as a young lady should. The good name and reputation of this Chapter is now in your safe keeping.

We are confident that you will enthusiastically carry out these duties with grace and dignity.

You will now be invested with the regalia of your office. Presenter bestows Crown and Sash.

<Done>

**Presenter:** The sash reminds you of the love that the young men have for you, as their Chapter Sweetheart.

The crown represents the trust the young men have in your abilities and reminds you to strive for greatness.

<Done>

**Presenter:** Brother Master Councilor you will escort your Chapter Sweetheart to the east.

<Done>

**Presenter:** It is my pleasure to introduce to you Miss. \_\_\_\_\_, Sweetheart of \_\_\_\_\_ Chapter, Order of DeMolay. Please join me in congratulating her.

>>>>Presenter leads applause

## INSTALLATION OF THE ADVISORY COUNCIL (FEBRUARY ONLY)

- Be sure to pick someone from the Executive Staff or Personal Representative to install your Advisory Council

**MC:** Brother Marshal, you will escort Dad  
\_\_\_\_\_ to the east to install the Advisory  
Council.

(The Executive Officer or his representative will perform  
the Installation of the Advisory Council)

<Done>

# MASTER COUNCILOR'S OPENING REMARKS

PUT YOUR THOUGHTS DOWN IN WRITING SO YOU DON'T FORGET WHAT YOU WANT TO SAY.

These remarks are what you will say when the gavel is turned over to you and the rest of the evening is yours to handle. These are your first remarks as the Master Councilor. These remarks should include a list of people to thank and what to thank them for:

- Your Chapter for electing you
- Thank all the members who helped you
- Tell what you hope to accomplish as MC
- Thank your family for their support, planning today, cooking, driving and decorating
- Lodge and other supporters for their support, attending events, and donations
- Easter Stars for their support, attending events, and donations
- Rainbow and Job's for support and attending event
- Chapter Sweetheart for her support
- Advisors for their support, planning, driving and putting up with us
- Any other Masonic supporting body

## GAVEL TALK – If you want it given

**MC:** “The Gavel Talk will now be given by Miss  
\_\_\_\_\_.”

**MC:** “Brother Marshal, you will escort her to the East.”

<Done >

>>>>Thank them and give them flowers if applicable.

**MC:** “Brother Marshal, you will escort her back to her seat.”

<Done>

## INTRODCUTION OF MASTER COUNCILOR’S FAMILY AND FRIENDS

**MC:** “Brethren and friends, I have the pleasure of introducing to you my family and friends. Please hold your applause until all are introduced.”

(Introduce your family)

**MC:** “Please join with me in extending to them a warm welcome.”

# INTRODUCTION OF OFFICERS FAMILY AND FRIENDS

**MC:** “Brother \_\_\_\_\_, please introduce your family and friends. Guests, please hold your applause until all are introduced.”

The Officers of the Chapter should introduce their Family and Guests in the following order:

- Senior Councilor
- Junior Councilor
- Senior Deacon
- Junior Deacon
- Stewards
- Orator
- Scribe
- Treasurer
- Sentinel
- Chaplain
- Marshal
- Standard Bearer
- Almoner
- Preceptors

## INTRODUCTIONS

**\*\* MC: “During introductions, please stand only once to be introduced.” \*\***

### INTRODUCTION OF VISITING DEMOLAYS

**MC: “Will all visiting DeMolays and Squires, please rise.”**

**MC: “We are very pleased and honored to have you with us this evening. Will you please introduce yourselves, your title and the Chapter or Manor you are a member of, starting on my left. If you are a Master Councilor or Master Squire Elect, please announce your installation date and time”**

<Done>

\*1 Rap

### INTRODUCTION OF SENIOR DEMOLAYS

**MC: “Will all Senior DeMolays, please rise.”**

**MC: “We are very pleased and honored to have you with us this evening and appreciate your continued support of DeMolay.”**

<Done>

\*1 Rap

## INTRODUCTION OF CHEVALIER AND LEGION OF HONOR

**MC:** “Will all Chevalier and Legion of Honors, please rise.”

**MC:** “We are happy and honored to have you with us this evening and we appreciate your dedication for our Order.”

<Done>

\*1 Rap

## INTRODUCTION OF PAST STATE SWEETHEARTS AND PAST PRIORY PRINCESSES

**MC:** “Will all Past State Sweethearts and Past Priory Princesses, please rise.”

**MC:** “We are very pleased to see you and continue your dedication to our Order. Thank you for being here this evening.”

<Done>

\*1 Rap



## VISITING CHAPTER SWEETHEARTS

MC: "Will all visiting Chapter Sweethearts please rise."

*If the State Sweetheart is there have her introduce the visiting Sweethearts.*

MC: "Thank you for being here with us this evening and thanks for your support of DeMolay. Will you please introduce yourselves, starting on my left."

<Done>

\*1 Rap

MC: "Thank you all for coming this evening"

## VISITING RAINBOWS or JOB'S DAUGHTERS

MC: "Will all visiting Rainbow Girls or Job's Daughters please rise."

MC: "We are very pleased to have you with us this evening. Will you please introduce yourselves, starting on my left."

<Done>

\*1 Rap

MC: "Thank you all for coming this evening"

## INTRODUCTION OF PRESIDING OFFICERS OF OTHER MASONIC ORGANIZATIONS

**MC:** “Will all Presiding Officers of Other Masonic Organizations, please rise and introduce yourself.”

**MC:** “Thank you for being here with us this evening and thanks for supporting our Chapter.”

<Done>

\*1 Rap

## INTRODUCTION OF VISTING ADVISORS

**MC:** “Will all Visiting Advisors who have not been introduced, please rise.”

**MC:** “Thank you for being here and bringing DeMolays to visit and Celebrate with us this evening.”

<Done>

\*1 Rap

## INTRODUCTION OF VISTING MASONS

**MC:** “Will all Visiting Masons who have not been introduced, please rise.”

**MC:** “Thank you for being here with us this evening and thanks for your support of DeMolay.”

<Done>

\*1 Rap

## STATED MEETING ORDER OF BUSINESS

- Opening - Per Ritual
- Roll call - Brother Scribe you will call the roll
  - MC: \* 1 Rap
  
- Introductions
  - SMC
  - DSMC
  - DMC
  - EO
  - ISC Members
  - Past Master Councilors
  - Senior DeMolays
  - Visiting DeMolay
  - Chevaliers and Legion of Honors
  - Visiting Advisors
  
- Reading and approval of previous minutes of \_\_\_\_\_Month, Day, Year
  - MC: Are there any corrections or additions?
  - MC: The minutes stand approved as read ( or corrected ) \* 1 Rap
  
- Treasurer's report/bills
  - MC: Brother Treasurer you will read your report.
  - MC: \* 1 Rap
- Sickness and distress
  - MC: Is there any sickness or distress
  - MC: Brothers lets keep everyone in our thoughts and prayers. \*1 Rap
- Reading of communications
  - MC: Brother Scribe you will read the communications.
  - MC: \* 1 Rap
  - Committee reports ( MC: \* 1 Rap after each report )
    - Membership Committee
    - Sick
    - Auditing
    - Finance
    - Entertainment, Social and Activities
  - Special Committees
    - Masonic Relations

- Obligatory Observances
  - Athletics
  - Publicity
  - Chapter Relations
  - Civic Service
  - Fund Raising
  - Education and Career Guidance
  - Program Planning
  - Conclave
- Petitions/balloting – See petitions/balloting procedures.
  - Unfinished business ( business that has been brought up before in Chapter )


- New business


- Good of the Order
  - Remarks
    - SMC, DSMC or DMC
    - EO
  - Ups and Downs
  - Birthdays
  - Announcements


I. Close Chapter - Per Ritual

## **BALLOTING PROCEDURE**

The Master Councilor says:

**“Brother Senior Deacon, you will prepare the ballot.”**

The Senior Deacon clears the drawer in full view of the Chapter members, shows that the drawer is empty, and then replaces it in the ballot box. He also looks to make sure there are enough white balls and black cubes for the members who will be voting. When ready, he places it on the Master Councilor’s pedestal.

After inspection, the Master Councilor announces:

**“Brethren, we are about to ballot on the membership applications of:**

\_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_ for the Degrees of DeMolay. The report(s) of the committee(s) is(are) favorable(unfavorable). Remember that white balls elect and black cubes reject. Be careful with your ballot, and vote for the good of the Order.”

The Master Councilor casts his ballot, then the Senior Deacon takes the ballot box to the pedestals of the Senior and Junior Councilors, who each vote at their stations. The Senior Deacon places the ballot box on the southwest corner of the altar, votes, and stands facing West, between the altar and the Senior Councilor’s station.

The Master Councilor then says:

**“All members of this Chapter will now vote.”**

The Chapter members then proceed to vote by forming a line, regardless of rank, and approaching the altar from the West.

The Master Councilor then inquires:

**“Have all members voted?”** (pause) **“All having voted, I declare the ballot closed.”** (Rap) **“Brother Senior Deacon, you will take charge of the ballot.”**

The Senior Deacon presents the ballot box to the Junior and Senior Councilors who inspect the ballot, but say nothing. He then places the ballot box on the Master Councilor's pedestal in the East.

The Master Councilor then inspects the ballot and if NO MORE THAN ONE BLACK CUBE appears, he says:

**"I declare \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_ Duly elected to  
receive the degrees of this Order."**

IF TWO OR MORE BLACK CUBES APPEAR, and the vote is on more than one applicant, the Master Councilor says:

**"It will be necessary to take a separate ballot on each applicant. Bro. Senior Deacon, prepare the ballot."** (Repeat the procedure above.)

IF TWO BLACK CUBES APPEAR IN AN INDIVIDUAL BALLOT, the Master Councilor says:

**"The application of \_\_\_\_\_ shall be  
voted upon at the next Stated Meeting."**

IF THIS IS A SECOND BALLOT, AFTER BEING HELD OVER TO THE NEXT STATED MEETING, THE CANDIDATE IS ELECTED WITH EITHER ONE OR TWO BLACK CUBES IN THE BOX.

IF THREE OR MORE BLACK CUBES APPEAR ON ANY INDIVIDUAL BALLOT, the Master Councilor says:

**"I declare the application of \_\_\_\_\_ for  
membership in this Chapter to be duly rejected."**

## ELECTION OF OFFICERS

The Advisors will give you a list of approved members for all the elected positions.

At the meeting before elections the Master Councilor will read the list of nominations.

### Election night

M.C. We will now have the election of Master Councilor. Brother \_\_\_\_\_ has been nominate for election.

M.C. All those in favor of electing Brother \_\_\_\_\_ as Master Councilor, will vote by the voting sign of the Order.  
<DONE>

M.C. All opposed, same sign.  
<DONE>

Motion carried or Defeated.  
\*1 Rap

M.C. Brother \_\_\_\_\_ do you accept?

M.C. Congratulations you have elected Brother \_\_\_\_\_ as Master Councilor for the ensuing term.

M.C. We will now have the election of Senior Councilor. Brother \_\_\_\_\_ has been nominate for election.

M.C. All those in favor of electing Brother \_\_\_\_\_ as Senior Councilor, will vote by the voting sign of the Order.  
<DONE>

M.C. All opposed, same sign.  
<DONE>

Motion carried or Defeated.  
\*1 Rap

M.C. Brother \_\_\_\_\_ do you accept?

M.C. Congratulations you have elected Brother \_\_\_\_\_ as Senior Councilor for the ensuing term.

M.C. We will now have the election of Junior Councilor. Brother \_\_\_\_\_ has been nominate for election.

M.C. All those in favor of electing Brother \_\_\_\_\_ as Junior Councilor, will vote by the voting sign of the Order.  
<DONE>

M.C. All opposed, same sign.  
<DONE>

Motion carried or Defeated.  
\*1 Rap

M.C. Brother \_\_\_\_\_ do you accept?

M.C. Congratulations you have elected Brother \_\_\_\_\_ as Junior Councilor for the ensuing term.

M.C. We will now have the election of Scribe. Brother \_\_\_\_\_ has been nominate for election.

M.C. All those in favor of electing Brother \_\_\_\_\_ as Scribe, will vote by the voting sign of the Order.  
<DONE>

M.C. All opposed, same sign.  
<DONE>

Motion carried or Defeated.  
\*1 Rap

M.C. Brother \_\_\_\_\_ do you accept?

M.C. Congratulations you have elected Brother \_\_\_\_\_ as Scribe for the ensuing term.



# ROBERT'S RULES OF ORDER

## ROBERT'S RULES OF ORDER CHEAT SHEET

To:	You Say:	Second Needed	Debatable	Amendable	Vote Needed
Suspend further consideration of something	"I move that we table it"	Yes	No	No	Majority
End debate	"I move the previous question"	Yes	No	No	2/3 rds
Postpone consideration of something	"I move we postpone this matter until..."	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	Yes	Yes	Yes	Majority

## DEMOLAY FLORIDA'S ACCEPTED PROTOCOL & INTRODUCTIONS

This section is accepted Protocol and Introductions for distinguished guests at your Meetings and Installations. They are in place to assist the M.C. and Marshal in introducing our guests in a courteous manor and are to be used by all Chapters and appendant DeMolay organizations within the Jurisdiction of Florida. The most important element in making proper introductions is COURTESY; welcomes should be warm, friendly and sincere.

It is poor practice for the presiding officer to ask "Are there any (particular organization) present?" It is more courteous to find out who the visitors and distinguished guests are before the meeting and call on them by name (with the correct pronunciation) and correct title. Additionally, at no time should anyone presented at the Altar be asked to "introduce yourself and state your title(s)."

- Be sure the M.C. announces that the guests only stand up for **ONE** title. Individuals being introduced shall only be introduced **ONCE**, determined by the highest (or official) title and personal preference.
- It is a good idea to have the names and titles of the visitors on a small card so that they can be correctly introduced by the Marshal or Installing Marshal.
- Ask distinguished guests how they would like to be introduced, their full name and proper (singular) title; don't burden the members and guests with a long list of titles.
- When specific people (or groups) are known to be absent, save time by not calling on them; introductions should never sound like a roll call.
- In conducting female guests, the Marshal extends his right arm; for male guests, he takes the visitor with his right arm.
- When adult visitors are unknown in the Chapter, have an Advisory Council member introduce himself and find out if it would be proper for them to be introduced.
- Do not insist that visitors sit in the East as some would prefer to remain with their friends and family.
- At Installations of officers, introductions shall be completed by the Installing Officer after he has assumed his station and all Installing Officers have been seated.

Following is the Protocol for DeMolay Florida for introductions and remarks at Meetings and Installations. Please read it over and make yourself familiar. There is a check box for the introductions to done, be sure your MC has gone over this information so he feels comfortable in doing introductions and remarks. MC only has to call on the visitors who are at your meeting or installation. This is a very long and comprehensive list, and more often than not, you will not have **ALL** of these people at your Chapter at the same time but if you do, you will be prepared. The MC will ask the Marshal or Installing Marshal to either present guests to be introduced at the altar or seat, each are listed under the title.

## INTRODUCTIONS FOR MEETINGS:

**M.C. Please only stand for one introduction, thank you.**

### ALTAR TO EAST M.C. PRESENT GAVEL TO THEM

SMC, DSMC, IMC, ICS, DMC, EO, Grand Master of DeMolay International, The Most Worshipful Grand Master

M.C.: Brother Marshal, please escort ( Title ) \_\_\_\_\_, to the Altar.

*M.C.: 3 Raps when the Marshal gets to the Altar.*

Marshal: Brother Master Councilor, It gives me pleasure to present to you and to the members of \_\_\_\_\_ Chapter, ( Dad or Mr. ) \_\_\_\_\_, who is the \_\_\_\_\_ ( his title or position ).

M.C.: Welcome to our Chapter and Thank you for attending our meeting this evening. We would be honored if you would accept a seat in our East.

Guest: Yes or No

M.C.: Brother Marshal you will conduct them to the ( East or Seat which ever they choose )

*M.C.: give gavel to Guest, IF brought to East*

M.C.: I extend to you the gavel of authority.

Guest: 1 Rap.

- State Master Councilor of Florida Jurisdictional Chapter  
( 3 Raps, when approach Altar ) ALTAR - EAST
- Deputy State Master Councilor of Florida Jurisdictional Chapter (if SMC is NOT present)  
( 3 Raps, when approach Altar ) ALTAR - EAST
- International Master Councilor of DeMolay International & International Congress Secretary of DeMolay International  
( 3 Raps, when approach Altar ) ALTAR - EAST
- District Master Councilor  
( 3 Raps, when approach Altar ) ALTAR – EAST (Home DMC East, others seat)
- Executive Officer of Florida Jurisdictional Chapter  
( 3 Raps, when approach Altar ) ALTAR - EAST
- Grand Master of DeMolay International  
( 3 Raps, when approach Altar ) ALTAR - EAST
- The Most Worshipful Grand Master of Masons of Florida  
( 3 Raps, when approach Altar ) ALTAR - EAST
- Sponsoring Body Worshipful Master of \_\_\_\_\_ ( Lodge and Number )  
ALTAR - EAST

## **ALTAR TO SEAT**

Past IMC, Past ICS, IKC, Past IKC, PSMCs, ISC Members, Past Grand Master of DeMolay International, Presiding Grand Officer of other Masonic Organization, DDGM, Past Grand Master of Masons

MC: Brother Marshal, please escort ( Title ) \_\_\_\_\_, to the Altar.

*M.C.: 3 Raps when the Marshal gets to the Altar.*

Marshal: Brother Master Councilor, It gives me pleasure to present to you and to the members of \_\_\_\_\_ Chapter, ( Dad or Mr. ) \_\_\_\_\_, who is the \_\_\_\_\_ ( his title or position. )

M.C.: Welcome to our Chapter and Thank you for attending our meeting this evening. (Any other appropriate welcoming comments.)

M.C.: Brother Marshal you will conduct him/them to his/their Seat.

M.C.: 1 Rap

- Past International Master Councilor of DeMolay International & International Congress Secretary of DeMolay International  
ALTAR - SEAT
- Illustrious Knight Commander of Col. James Nick Rowe Priory  
ALTAR – SEAT
- Past Illustrious Knight Commander of Col. James Nick Rowe Priory  
ALTAR - SEAT
- Past State Master Councilors of \_\_\_\_\_ ( State & Year )  
ALTAR - SEAT
- International Supreme Council Members ( Active, Emeritus, Deputy, Honorary )  
ALTAR - SEAT
- Past Grand Master of DeMolay International  
ALTAR - SEAT
- Presiding GRAND Officer of other Masonic Organizations (if an advisor)  
ALTAR - SEAT
- Current District Deputy Grand Master of \_\_\_\_\_ District of Grand Lodge of Florida  
ALTAR - SEAT
- Past Grand Master of Masons \_\_\_\_\_ ( State and Year )  
ALTAR - SEAT
- Worshipful Master of Sponsoring Body \_\_\_\_\_  
ALTAR - SEAT

## **SEAT**

## Personal Representative, Visiting DeMolay, Visiting Advisors, Chevaliers and Legion of Honors, Visiting Masons.

M.C.: Please introduce yourself giving your name, title and Chapter starting on my left.

M.C.: Thank you all for coming this evening. ( M.C. Leads Applause )

M.C.: 1 Rap

- Visiting DeMolay  
SEAT
- Senior DeMolay  
SEAT
- Personal Representative  
SEAT
- Visiting Advisors  
SEAT
- Visiting Masons  
SEAT

### REMARKS FOR MEETINGS:

- Sponsoring Body Worshipful Master \_\_\_\_\_ ( Lodge and Number )
- State Master Councilor of Florida Jurisdictional Chapter or Deputy State Master Councilor of Florida Jurisdictional Chapter ( if no SMC )
  - DMC if no SMC or DSMC is there
- International Master Councilor of DeMolay International or International Congress Secretary of DeMolay International
- Executive Officer of Florida Jurisdictional Chapter or Personal Representative of \_\_\_\_\_ District ( if no EO )
- Grand Master of DeMolay International
- The Most Worshipful Grand Master of Masons of Florida (or DDGM) The Most Worshipful Grand Master of Masons of Florida \*No one speaks after the Most Worshipful Grand Master of Masons.

# INSTALLATION INTRODUCTIONS:

BEFORE Opening Installation by Master of Ceremony or Installing Officer

**M.C. or I.O.: Please only stand for one introduction, thank you.**

## **ALTAR TO EAST BY THE MASTER OF CEREMONY OR INSTALLING OFFICER** **PRESENT GAVEL TO THEM**

SMC, DSMC, IMC, ICS, DMC, EO, Grand Master of DeMolay International, The Most Worshipful Grand Master, Visiting State Master Councilor, Chapter Sweetheart, State Sweetheart, Sponsoring Body Worshipful Master.

MC: Brother Marshal, please escort ( Title ) \_\_\_\_\_, to the Altar.

*M.C.: 3 Raps when the Marshal gets to the Altar.*

Marshal: Brother Master Councilor, It gives me pleasure to present to you and to the members of \_\_\_\_\_ Chapter, ( Dad, Mom, or Mr., Mrs. ) \_\_\_\_\_, who is the \_\_\_\_\_ ( his, her title or position. )

M.C.: Welcome to our Chapter and Thank you for attending our meeting this evening. We would be honored if you would accept a seat in our East.

Guest: Yes or No

M.C.: Brother Marshal you will conduct them to the ( East or Seat, which ever they choose.)

M.C.: 1 Rap

- State Master Councilor of Florida Jurisdictional Chapter  
( 3 Raps, when approach Altar ) ALTAR – EAST
- State Sweetheart of Florida Jurisdictional Chapter ( DO NOT PRESENT GAVEL )  
( 3 Raps, when approach Altar ) ALTAR - EAST
- Deputy State Master Councilor of Florida Jurisdictional Chapter (if SMC is NOT present)  
( 3 Raps, when approach Altar ) ALTAR - EAST
- International Master Councilor of DeMolay International & International Congress Secretary of DeMolay International  
( 3 Raps, when approach Altar ) ALTAR - EAST
- District Master Councilor of District \_\_\_\_\_ (Home District)  
( 3 Raps, when approach Altar ) ALTAR - EAST
- Executive Officer of Florida Jurisdictional Chapter  
( 3 Raps, when approach Altar ) ALTAR - EAST
- Grand Master of DeMolay International  
( 3 Raps, when approach Altar ) ALTAR - EAST
- The Most Worshipful Grand Master of Masons of Florida  
( 3 Raps, when approach Altar ) ALTAR - EAST

- Visiting State Master Councilor of \_\_\_\_\_ ( State ) ( DO NOT PRESENT GAVEL )  
ALTAR - EAST
- Chapter Sweetheart of \_\_\_\_\_ ( Home ) Chapter ( DO NOT PRESENT GAVEL )  
( 3 Raps, when approach Altar) ALTAR – EAST
- Sponsoring Body Worshipful Master \_\_\_\_\_ ( Lodge and Number )  
ALTAR – EAST

**ALTAR TO SEAT BY THE MASTER OF CEREMONY OR INSTALLING OFFICER**

Past IMC, Past ICS, IKC, Past IKC, PSMCs, ISC Members, Past Grand Master of DeMolay International, Presiding Grand Officer of other Masonic Organization, DDGM, Past Grand Master of Masons.

MC: Brother Marshal, please escort ( Title ) \_\_\_\_\_, to the Altar.

*M.C.: 3 Raps when the Marshal gets to the Altar.*

Marshal: Brother Master Councilor, It gives me pleasure to present to you and to the members of \_\_\_\_\_ Chapter, ( Dad or Mr. ) \_\_\_\_\_, who is the \_\_\_\_\_ ( his title or position. )

M.C.: Welcome to our Chapter and Thank you for attending our meeting this evening. (Any other appropriate welcoming comments.)

M.C.: Brother Marshal you will conduct him/them to his/their Seat.

M.C.: 1 Rap.

- Illustrious Knight Commander of Col. James Nick Rowe Priory & Priory Princess of Col. James Nick Rowe Priory  
ALTAR – SEAT
- Past Illustrious Knight Commanders of Col. James Nick Rowe Priory  
ALTAR – SEAT
- Past International Master Councilor of DeMolay International & Past International Congress Secretary of DeMolay International  
ALTAR - SEAT
- Past Grand Master of DeMolay International  
ALTAR - SEAT
- Past Grand Master of Masons in Florida  
ALTAR - SEAT
- District Deputy Grand Master  
ALTAR – SEAT
- PSMCs  
ALTAR – SEAT
- ISC Members  
ALTAR – SEAT

- Presiding GRAND Officers of other Masonic Organizations

ALTAR – SEAT

## **MASTER COUNCILOR, AFTER ALL OFFICERS FAMILY INTRODUCED:**

M.C. Will all \_\_\_\_\_ please rise (wait until they all rise) please introduce yourself giving your name, title and Chapter starting on my left.

M.C. Thank you all for coming. 1 Rap

- Visiting DeMolays  
SEAT
- Senior DeMolay  
SEAT
- Chevalier & Legion of Honor  
SEAT
- Past State Sweethearts & Past Priory Princesses of Col. James Nick Rowe Priory  
SEAT
- Visiting Chapter Sweethearts  
SEAT
- Visiting Job's Daughters and Rainbow for Girls  
SEAT
- Presiding Officers of other Masonic Organization  
SEAT

## **RECOGNIZE**

### **Advisors and Masons**

M.C. Will all Advisors who have not been introduced please stand.

M.C. Thank you for coming.

M.C. 1 Rap

M.C. Will all Masons who have not been introduced please stand.

M.C. Thank you for coming.

M.C. 1 Rap



**REMARKS: GIVEN FROM THEIR SEAT IN THE CHAPTER ROOM**

- Presiding GRAND Officers of other Masonic Organizations

Call on each one who was introduced

Name	Title

- Chapter Sweethearts ( Home Chapter )
- State Sweetheart of Florida Jurisdictional Chapter
- Sponsoring Body Worshipful Master of \_\_\_\_\_ ( Lodge and Number )
- State Master Councilor of Florida Jurisdictional Chapter or Deputy State Master Councilor of Florida Jurisdictional Chapter ( if no State Master Councilor ).
- District Master Councilor of \_\_\_\_\_ District ( if not State MC or DSMC is there)
- International Master Councilor of DeMolay International or International Congress Secretary or DeMolay International
- Executive Officer of Florida Jurisdictional Chapter or Personal Representative ( if Executive Officer not present )
- Grand Master of DeMolay International
- The Most Worshipful Grand Master of Masons of Florida (or DDGM) \*No one speaks after the Most Worshipful Grand Master of Masons.