



Master Councilor's Complete Term Guide

This term guide is for all incoming Master Councilors. It is intended to guide you through installation and throughout the rest of your term. It includes the PMC-MSA program, which should be the foundation for term planning for all Chapters, a suggested Order of Business, Balloting procedures and a Robert's Rules of Order quick reference guide to help maintain order in the Chapter Room.

1. Installation Guide.....	2
2. PMC-MSA program	17
3. PMC-MSA Letter of Intent	18
4. PMC-MSA Check List Spring Term.....	19
5. PMC-MSA Check List Fall Term	20
6. Stated Meeting Order of Business	21
7. Balloting Procedures.....	22
8. Robert's Rules of Order	25



INSTALLATION GUIDE

FOR THE NEW

MASTER COUNCILOR

OF _____ CHAPTER

ORDER OF DeMOLAY

PUBLIC INSTALLATION OF OFFICERS

Following the Installing Officers ritualistic gavel presentation, the newly installed Master Councilor, the new MC 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 cards are not applicable to every Installation (e.g. new sweetheart, Advisory Council). Special “events” (e.g. special recognition, presentation or performance by a group or other organization) may be added and/or and “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 form 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 will always be the last person to give “remarks” unless the Grand Master or his representative is in attendance.

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

Immediately after receiving the gavel:

CROWNING OF NEW CHAPTER SWEETHEART (IF APPLICABLE)

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 Dad 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
(IF APPLICABLE)

MC: Brother Marshal, you will escort Dad
_____ to the east to install 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

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

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

INTRODUCTION OF VISITING DEMOLAYS

MC: “Will all visiting DeMolays not previously introduced please rise.”

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

<Done>

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>

MC: “Thank you all for coming this evening”.

INTRODUCTION OF SPONSORING BODY
WORSHIPFUL MASTER

MC: “Brother Installing Marshal, please escort Dad _____, to this East.”

MC: “Brethren and friends, I have the honor of introducing Dad _____, Worshipful Master of _____, our Sponsoring Body.”

MC: “Dad _____, we would appreciate hearing from you at this time and also, would you please introduce the members of the lodge who are here with you today.”

MC: “Please join with me in giving him (them) a very warm welcome.”

MC: “Brother Installing Marshal, please escort Dad _____, back to his seat.”

<DONE>

INTRODUCTION OF OTHER MASONIC ORGANIZATIONS (IF APPLICABLE)

At this time, the Master Councilor may choose to introduce visitors from other Masonic Organizations.

Example

- Master Masons from Sponsoring Body
- Scottish Rite
- York Rite
- Eastern Star
- Amaranth
- Shrine
- White Shrine
- Daughters of the Nile
- High Twelve
- Any other supportive Masonic organization

MC: “Will all members of _____ please stand.”

MC: “We are very pleased to have you with us this evening. Will you please introduce yourselves, starting on my left. Please stand only once to be introduced.”

PRESENTATIONS

MC: “Are there any presentations to be made at this time?”

>>>> Your family member(s) should be the first to rise and be recognized to present your gavel and/or other gifts.

NOTE: The Installing Marshal is to escort all persons to and from the EAST.

<Done >

MC: “Are there any further presentations to be made?”

Continue to ask if “any more” until none appear. . .

CHAPTER AWARDS

MC: “Dad/Mom _____, will you please present the Chapter Awards at this time.”

NOTE: The Installing Marshal is to escort all persons to and from the EAST.

< DONE >

CHAPTER SWEETHEART REMARKS (IF APPLICABLE)

MC: “It is now my pleasure to reintroduce our Chapter Sweetheart, Miss _____.”

>>>> MC to present flowers to Sweetheart at this time.

MC: “We deeply appreciate all the time and effort you have devoted to our Chapter as Chapter Sweetheart.”
(Present flowers, necklace, etc.)

MC: “We would love to hear any comments that you would care to make at this time.”

<Done>

ALMONER’S FUND (IF APPLICIBLE)

MC: “We will now collect donations for the Almoner’s Fund, which will benefit _____.”

>> Explain what the fund is for and why it’s important.

**REMARKS FROM THE STATE MASTER COUNCILOR,
DDSMC OF THE DISTRICT, OR ELECTED STATE LINE
OFFICER (IF APPLICABLE)**

MC: “It is now my pleasure to reintroduce the State Master Councilor (or appropriate title) of Florida DeMolay, Brother _____.”

MC: “We are very pleased that you could join us for our Installation, and deeply appreciate all the time and effort you have devoted to Florida DeMolay. You are always most welcome to our Chapter. May we please hear from you at this time?”

**REMARKS FROM THE EXECUTIVE OFFICER OR HIS
REPRESENTATIVE (IF APPLICABLE)**

>> The Executive Officer or his representative is **ALWAYS** the last person to give “remarks”, unless the Most Worshipful Grand Master of Masons in Florida, or Grand Lodge officers or District Deputy, is present in which case he will be the last to bring “remarks”.

MC: “Dad _____, we are very pleased that you could attend our Installation of Officers Ceremony. May we please hear from you at this time?”

FLOWER TALK or CEREMONY OF LIGHT
(IF APPLICABLE)

MC: “The Flower Talk Ceremony/Ceremony of Light will now be given by Brother _____.”

<Done>

CLOSING

>> The Installation “closing” always starts **IMMEDIATELY** following the Flower Talk/Ceremony of Light. All remarks, comments and acknowledgments **MUST** have been made prior to the Flower Talk/Ceremony of Light.

MC: “Installing Officer, I return to you the gavel of authority for the purpose of closing this Installation.”

<Done>



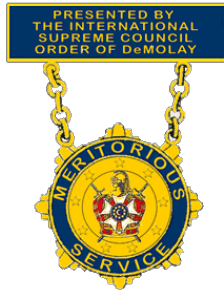
PMC-MSA

(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 S. Holland, 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 “Dad” _____ Date: _____

Signature of Chairman Advisory Council _____ Date: _____

**Spring Term
PMC – MSA Check List**

Letter of Intent		Letter of Intent received with in 10 days of Installation	
Memorized Master Councilor parts		Read and Understand all Requirements for program	
Approved by Chapter Advisor		Approved by Chapter Chairman	

Plan to exemplify both degrees at least once during your term of office?							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned at least one Social Event?							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned at least one Civic Activity?							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned at least one Masonic Service Project?							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned at least one Athletic Event?							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned at least one Fund-raising Activity?							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned Patriots Day? (any day in February)							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned Devotional Day? (Sunday nearest March 18)							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned Parents Day? (between May 1 and June 21)							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No
Planned Government Day? (during the month of July)							
Planned	Yes	When	No	Correct letter sent	Included on final letter	Yes	No

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

Fall Term
PMC – MSA Check List

Letter of Intent		Letter of Intent received with in 10 days of Installation	
Memorized Master Councilor parts		Read and Understand all Requirements for program	
Approved by Chapter Advisor		Approved by Chapter Chairman	
Plan to exemplify both degrees at least once during your term of office?			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned at least one Social Event?			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned at least one Civic Activity?			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned at least one Masonic Service Project?			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned at least one Athletic Event?			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned at least one Fund-raising Activity?			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned Frank S. Land Memorial Day? (any day near November 8)			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned Day of Comfort? (between Thanksgiving and Christmas)			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
Planned Educational Day? (on a day convenient to the Chapter)			
Planned	Yes	When	No
			Correct letter sent
			Included on final letter
			Yes
			No
All Form 10s submitted within 10 days following Initiation?			Yes
			No
All Chapter Reports reach the Service and Leadership Center before delinquent date?			Yes
			No
Initiated his pro-rata share of Membership Goals. Currently six (6)			Yes
			No
Term summary report submitted within 10 days at end of term.			Yes
			No

SUGGESTED ORDER OF BUSINESS

- I. Opening
- II. Roll call
- III. Introduction of visitors
- IV. Reading and approval of previous minutes
- V. Treasurer's report/bills
- VI. Sickness and distress
- VII. Reading of communications
- VIII. Committee reports
- IX. Petitions/balloting
- X. Unfinished business
- XI. New business
- XII. Good of the Order
- XIII. Close Chapter

BALLOTING ON PETITONS

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.”

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