

# Meeting Agenda

## SPECIAL DISPENSATIONS

Read here if applicable.

## OPENING

## ESCORT

Note to WA: Copy this page for each meeting  
**Meeting needs to start promptly and finish in 1 1/2 hours maximum!**

"The \_\_\_\_\_(title)\_\_\_\_\_ will please step to the sidelines for **ESCORT**."

"Sister Drill Leader...you will **PRESENT** the \_\_\_\_\_(title)\_\_\_\_\_ for **INTRODUCTION**."

Special Greeting

"Sister Drill Leader...you will **esCORT** the \_\_\_\_\_(title)\_\_\_\_\_ to the EAST."

*As the Drill Leader turn the corner in the West* **3 Raps**

"I have the HONOR / PLEASURE of INTRODUCING \_\_\_\_\_(name and title)\_\_\_\_\_."

"You will greet them with GRAND HONORS / SIGN OF THE RAINBOW."

## GRAND HONORS (say..."In California, I.O.R.G.")

1. Grand Worthy Advisor
2. Past Grand Worthy Advisors
3. Grand Officers
4. Past Grand Officers

## SIGN OF THE RAINBOW (DO NOT say..."In California, I.O.R.G")

5. Worthy Advisors
6. Past Worthy Advisors who have **NOT** attained MAJORITY
7. Past Worthy Advisors who have attained Majority please STAND for self-introduction.

## SUPREME HONORS (say..."In California, I.O.R.G.")

1. Supreme Inspector
2. Supreme Officer or Member of the House of Gold
3. Past Supreme Deputy

## At a Regular Business Meeting this is the Last Escort

4. Grand Deputies (**Introduced from the East - Grand Honors**)

*Nod to Drill Leader to return to her station*

## The following are introduced from the sideline - (option - WA may escort)

5. Adult Members of the Grand Executive Committee
6. Grand Directors
7. Mother Advisors
8. Past Mother Advisors please stand for self-introduction.

## The following are Escorted and given the SIGN OF THE RAINBOW

9. Most Worthy Grand Patron or Past Most Worthy Grand Patron, Supreme Worthy High Priestess, Past Supreme Worthy High Priestess
10. Worthy Grand Matron, Worthy Grand Patron, Worshipful Grand Master, Grand Royal Matron, Grand Royal Patron

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- 11. Past Grand Matrons, Past Grand Patrons, Past Grand Masters, Past Grand Royal Matrons, and Past Grand Royal Patrons
- 12. Presiding Jurisdictional Officers of Affiliated Masonic Orders, Grand Officers of the Order of the Eastern Star, Order of Amaranth, White Shrine of Jerusalem, and Grand Lodge -- Including Masonic Inspectors and Deputy Grand Matrons

**The following stand for Introduction**

- 13. Worthy Matrons, Worthy Patrons, Royal Matrons, Royal Patrons, Worthy High Priestesses, Watchman of Shepherds, Worshipful Masters and Presiding Local Officers of Affiliated Masonic Orders
- 14. Members of the Masonic Youth Orders Committee
- 15. All those entitled to escort and not previously introduced please stand for self introduction.

**INTRODUCTIONS**

1 Tap

(Optional)

"Will our Guests on the SIDELINES please STAND for SELF-INTRODUCTION."

"Thank you for coming!"

**RAINBOW FLAG**

"Sister Drill Leader...you will escort the Rainbow Flag to its proper position in the Assembly Room."

**CONFERRING OF DEGREES**

1 Tap

*(Except on Election or Balloting Night)  
(if needed Dispensation read first)*

"Sister Recorder, have we Conferring of Degrees?"

Walking Candidate: \_\_\_\_\_  
\_\_\_\_\_

**ROLL CALL**

1 Tap

"Sister Recorder, you will Call the Roll of Officers, Members and Advisory Board."

Tonight's Question: \_\_\_\_\_

**MINUTES**

1 Tap

"Sister Recorder, you will read the Minutes of the previous meeting."

"Sisters, you have heard the reading of the Minutes, are there any CORRECTIONS?"

"The Minutes are approved as read."

OR "The minutes are approved as corrected." 1 Tap

**COMMUNICATIONS**

1 Tap

"Sister Recorder, you will read the Communications."

"Communications requiring action of the Assembly will be taken up under the proper order of business, all others will be placed on file."

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## AUDITED BILLS & RECEIPTS

1 Tap

### 1. **BILLS**

"Sister Recorder, you will read the Audited Bills."

"If there are NO objections, the Audited Bills will be paid."

"Hearing none, it is so ordered."

1 Tap

### 2. **RECEIPTS**

"Sister Recorder, you will read the Receipts."

## TREASURER'S REPORT

1 Tap

"Sister Treasurer, you will read your report (or present the Term Audit)."  
*(report consists of the balances from the close of the last meeting.)*

## UNFINISHED BUSINESS

1 Tap

*(Reports on PAST activities.)*

1. Visiting: \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## NEW BUSINESS

1 Tap

INSTALLATION of any officers absent at the regular Installation.

1 Tap

ELECTION of OFFICERS.

1 Tap

*(Refer to special instructions for Elections)*

NEW PROJECTS and ACTIVITIES:

LINE OFFICERS' BUSINESS

VISITING (future/planned)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_

VOTE ON ANY OUT-GOING MONEY.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

*(If a motion requiring a disbursement of money occurs during the meeting, the check will be issued, the disbursement amount & check # recorded as "Bills and Receipts" at the next regular business meeting.)*

"Is there a member with any new business to be brought before the Assembly?"

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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**MISCELLANEOUS BUSINESS**

1 Tap

1. \_\_\_\_\_
2. **SUNSHINE REPORT also known as HAPPY HAPPENINGS**  
(Optional - May make meetings too long)
3. **BIRTHDAYS & ANNIVERSARIES - COIN MARCH (optional)**

**RECEIVING OF PETITIONS**

1 Tap

"Sister Recorder, have we petitions for membership?"

REMINDER: Appoint Interview Committee of 2 girls. (Advisory Board Chairperson will appoint 1 adult to accompany girls for interview.)

**Mother Advisor**

"If any girl has an objection to receiving this petition, please see me after the meeting."  
"Mrs. \_\_\_\_\_ has petitions with her. Does anyone need a petition or California Rainbow brochure?"

**BALLOTING**

1 Tap

( *There are to be 5 signatures on the back of the Petition .* )

"Sister Recorder, have we Balloting? [Refer to Ritual] Petitioners Names:

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**CONFERRING OF DEGREES**

1 Tap

**INITIATION**

[Refer to Ritual]

or

**MAJORITY DEGREE**

"Mother Advisor, it is my desire that you preside at this time."

**GOOD OF THE ORDER**

1 Tap

(May be held after Closing)

1. Grand Worthy Advisor
2. Grand Officer
3. Supreme Officer
4. Grand Deputy
5. Mother Advisor
6. Worthy Advisor - Thank You
7. Line Officers - Short Pep Talk (optional)

**CLOSING**

1 Tap

Retiring March  
Rainbow Prayer  
Rainbow Dreams

## HANDLING A MOTION

1. "What is the pleasure of the Assembly regarding \_\_\_\_\_?"
2. "Do I hear a Motion?" I MOVE THAT \_\_\_\_\_
3. "Is there a Second to the Motion?"
4. "It has been Moved and Seconded that \_\_\_\_\_."
5. "Is there any further Discussion?"
6. "Are you ready for the Question?"
7. "All in Favor of the Motion as stated, make it known by saying AYE."
8. "Those Opposed make it known by saying NAY."
9. "The Motion is Carried **1 Rap** You have voted to \_\_\_\_\_."
10. "The Motion has NOT Carried **1 Tap** You have voted NOT to \_\_\_\_\_."