



Grand Council Royal and Select Masters

OF THE STATE OF NEW YORK



AUTHORIZED MANUAL FOR COUNCIL OFFICERS
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" AUTHORIZED MANUAL FOR COUNCIL OFFICERS "

Issued By

The

Grand Council of Royal and Select Masters

State of New York

The Committee wishes to greatly acknowledge the following for their contributions toward the compilation of this Manual and to express our gratitude to the many Companions, of this State, for their helpful comments.

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Grand Council Royal and Select Masters

OF THE STATE OF NEW YORK

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To Companion
Principal Conductor of the Work

Dear Companion

Congratulations as you assume your seat as the third highest Officer in your Council.

A Constituent Council is seldom stronger or more active than its T.'I.'. Master. Therefore, in order for a Council to have a course of direction, the T.'I.'. Master must have a program and a knowledge of Council protocol that will provide him with a sense of self assurance prior to assuming the most illustrious Office of his Council.

To this end, it is my extreme pleasure to transmit, to you, the "Authorized Manual for Council Officers" on behalf of your Grand Council, R. & S. M., State of New York.

So many have said, nearing the end of their term as I.'. Master, that they wish they had known at the start of the term what they knew at its ending. This "Manual" contains much of such information, gained from experience. Although it is not intended to be complete in itself, you will feel your self assurance grow as you absorb its contents.

Inasmuch as we anticipate serving in the East in the same year, you in the Constituent Council Line and I in the Grand Council Line, I look forward to further communications with you as we plan the mutual aspects of our program together.

Zealously yours,

R I WALTER R CONLIN (53)
Grand P. C. of the Work

PREFACE

This "Authorized Manual for Council Officers" is issued by the Grand Council of Royal and Select Masters, State of New York, through the Office of the Grand Principal Conductor of the Work.

THE CHARM OF GOOD MANNERS! Like love, or beauty, or music, it conquers where it stands, without force or argument, by its own inherent shining, and is its own justification and reward. Let us shape ourselves to its appeal, whether it be in the uses of politeness, gracious behavior, pleasing conduct, deportment, cordialness or any other of those amenities of words and acts by which among his fellows a man is distinguished a gentleman.

Masonry, like every separate circle in human society, has an etiquette of its own. If a man enters into that protocol without preparation or forethought, and trusting only his own instincts, his manner will strike an awkward note, like a discord jangling across a strain of music. However, if he has trained himself in his part and caught the spirit of the whole, his Masonic etiquette will be a conscious work of art, with each and every part coordinated to the other, and instinct with a feeling of the whole. This ability to confer pleasure upon ones fellows when gathered in assembly or in ceremony is not the least of etiquette's rewards.

The materials in this book are not to be taken as laws, regulations, or edicts adopted by Grand Council. They represent, rather, your many Grand and Past Grand Officers own

Preface - contd.

conceptions of the subject, born out of their wide experience and observation, and are here offered by them as counsel, suggestion, advice, and information. If a reader discovers omissions, or feels that full justice has not been done in every case, he is invited to communicate with the current Grand Principal Conductor of the Work. His suggestions, if acceptable, will be embodied in the next edition.

In the spirit of "helpfulness and friendliness," so peculiar to Royal and Select Masters, it is intended that this "Manual" will contribute to your knowledge and provide guidance and ideas as you develop your sense of responsibility and self assurance during this--your year as Principal Conductor of the Work.

It is our recommendation, to you, that you begin planning for your year, as I.'. Master, during this year and, for the most part, have your plans and program finalized during your year as Deputy Master. It is suggested that significant aspects of your program be forwarded on to your counterpart in the Grand Line. In this manner, channels of communication will be established whereby the major problem of conflicting dates will be substantially minimized and a possible mutual coordination of effort may serve to benefit our Cryptic Rite.

Zealously yours,
Your GRAND COUNCIL, R.&S.M.
STATE OF NEW YORK

An Order of Business

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3 - Read the Proceedings of the last "Stated" Assembly together with "Special" Assembly if any. Following the reading of the Proceedings, the I.°. Master should say, "These Proceedings, having been read and approved at the preceding Assembly, are read at this time for your instruction only."	
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16 - Always have refreshments.	

Memo A

"Recognition"

Recognition is an opportunity for the I.°. Master to perform a courtesy in a manner which can endear himself to his own companions by expressing his sincere appreciation for their faithful support and efforts, and to his guests by the gracious and sincere manner in which he greets them. One of the nicest guidelines given for this portion of your assembly is to make it as gracious as you would a guest in your own living room. The point is that this can be a highlight of your assembly and not just brushed over as of no consequence. This is a major part of your assembly opening.

First, always recognize your own Past and Current "titled" Companions. At your pleasure, you may then also recognize certain other of your own Companions without "titles" for such things as returns from illness, attending after long distance travel or absence, new baby, wedding anniversary, etc. Remember to recognize your aged Companions when in attendance.

Also recognize the Masters of the Lodges, High Priests of the Chapters, Commanders of the Commanderies and of the Consistories, recognize any Thirty-third degree and York Cross of Honor Companions together with Potentates and any other heads of Masonic bodies.

Next recognize all visiting, "titled and untitled" Companions, identifying respective Councils represented. Frequently, a visiting Companion may be requested to rise and introduce the other Companions from his Council.

Memo A - contd.

Inasmuch as "friendliness" is known to abound in Council circles, do your part to uphold the reputation. Assign your Conductor of the Council to introduce himself to each visitor, to obtain his name and Council and to personally introduce you prior to opening, if time permits. This list may be used by you at time of recognition and passed on to the Recorder for inclusion in the minutes. Avoid stumbling, make this routine work to simplify your task and make your guests be glad they came. The Recorder will also appreciate this assistance.

If any Past Grand Master or current Grand Line Officer is present, he (or they) should be conducted to the East, introduced by the I.'. Master, accorded Grand Honors and invited to a seat in the East. (They may thank the I.'. Master and request his permission to sit on the "sidelines.") However, on the occasion of an Official Visit the invitation to a seat in the East for these Companions is omitted.

If the District Deputy Grand Master is present, he should always be conducted to the East, presented to the Companions, accorded Grand Honors, offered the Gavel of the Council and a seat in the East. Remember, as the personal representative of the Grand Master, he is the highest ranking Cryptic Mason present (excepting the Grand Master himself).

Memo B

"Sickness and Distress"

Sickness and Distress is the first order of business after the proceedings of the preceding assembly, or the dispensing with same. This Order of Business is always in order. The first item under this Order of Business is to announce the death of any Companion since the last assembly. Endeavor to create atmosphere in a sincere effort to show respect in memory of the departed Companion. Do not just give dates. It is here suggested that a close Companion, of the departed, be appointed to write up a short eulogy to be read by him and incorporated in the minutes. Always have the Chaplain give the prayer.

A suggested procedure is as follows--

The I.'. Master rises and raises the Council. He may say, "Companions, it is my sad duty to announce the passing of _____ on the ____ day of _____ and year." Order the Captain of the Guard to drape the Alter. The Captain of the Guard will request the Conductor of the Council and Marshal (or Steward) to assist him. At this moment, it will be most effective for the I.'. Master and his officers in the East to descend and at the same time the Sentinel will lower the lights. After the draping of the Alter, with everyone remaining as is, call upon the Companion to read the Eulogy. Following this, direct the Marshal to conduct the Chaplain to the Alter where he will give the sign of Fidelity and kneel. The Marshal will stand at Fidelity and reconduct the Chaplain back to his station. At this

Memo B - contd.

point the I.^o. Master and his Officers will return and the I.^o. Master will state, "It is my order that this Alter remain draped for a period of 30 days in his, or their, memory." This will be the signal for the Sentinel to raise the lights after a short moment of hesitation. The I.^o. Master will seat the Companions and inquire if anyone knows of a Companion in sickness or distress.

As the I.^o. Master, this is a subject that should be of considerable concern to you. Your Companions mean a lot to you and the Council. Let this topic be emphasized to all present, ask for details in addition to those given.

Now that you have this information, what are you going to do with it? Will your sick or distressed Companion hear from you or the Council? ^{Had} Have they been present when the Recorder was merely directed to send a card to other Companions which seemed to satisfy everyone and they were thus forgotten? If so, the card could become a mockery to them.

It would seem that a Special Committee should be appointed for the visitation, telephoning the Companion or family, and especially making contact with his wife. This Committee could report again at the next Assembly, be discharged and another Special Committee be appointed until the ensuing Assembly. There are some Companions that have been sick and confined for years and only hear from the Council, other than an Assembly Bulletin, when they are behind in their dues. There are many

Memo B - contd.

Companions who have been staunch supporters and now wonder why they have been forgotten. Actually, all that is needed is a little, definite procedure sparked with sincerity. You may find a Companion in real need. All Companions will be endeared to the Council and the Companions will be experiencing one of the finer things in life through these Committees.

Personally correspond, at least once during your term, with every Companion on the Membership Rolls who has not been present for a year or about whom no report has been rendered.

Do not assign any of this work to your Recorder.

Memo C - "Formal Reception of Official and Distinguished Visitors"

Formal reception has a significant separation within it. On the one hand there is authority.

The top authority in the Council rests with the I.^o. Master unless there is present the District Deputy Grand Master of his District, a representative of the Grand Master by special appointment, or the Grand Master himself. These Grand Officers never "crave" or "seek admittance," for they may walk in, take the Gavel from the Master, and preside over the Assembly, whether the Master wills it or not.

A District Deputy Grand Master is required by our Constitutional Law to visit officially every Council in his District at least once during his term. He comes there to perform an official

Memo C - contd.

inspection of the written proceedings, books of record, the Charter, paraphernalia, equipment, place of assembly, the finances of the Council and to observe the Ritual. He also brings with him the message of the Grand Master. This message contains matters of importance concerning which the Grand Master, in his wisdom, deems it necessary to inform the Council. The remarks of the Deputy then are of supreme importance. It is his evening. No program of speeches other than his should be allowed. What he has to say should stand out--nothing must detract from it.

Except upon his own express invitation, no one should sit in the East with the District Deputy Grand Master, during his official visit, except the three Council Officers and the Chaplain.

The protocol for formally receiving the District Deputy Grand Master, on the occasion of his Official Visit, is as follows and it is without exception.

Preceding the Assembly, the I..Master should appoint the Official Escort who should be among the highest ranking Companions of the Council and capable of the task. Immediately following "Sickness and Distress," in the Order of Business, the I..Master should rise and say, "I will now excuse our District Deputy Grand Master so that he may be formally received. R..I.. Companion _____, will you kindly escort him." The Escort should offer his right arm and the two should

Memo C - contd.

properly approach West of the Alter, salute the I..Master, and retire under escort.

There should be absolutely no waiting at this point. The alarm should be sounded immediately and the Escort should be in possession of the rank, name and title so as to impressively make the announcement.

As soon as the I..Master is ready to receive the District Deputy Grand Master, he will direct the Captain of the Guard to answer the alarm. The Steward will open the door and the Escort will stand in the doorway and proclaim that, "R..I.. _____, District Deputy Grand Master of the _____ Cryptic District of the Grand Council of Royal and Select Masters of the State of New York, is about to enter." The Escort will then take one step back, offer his right arm to the District Deputy Grand Master, and they will immediately proceed, in step, to the position West of the Alter where they will salute the I..Master and immediately proceed to the East. Immediately upon the entrance, of the District Deputy Grand Master, under escort, the I..Master will raise the Council and it is most fitting that everyone in Assembly applaud his entrance and continue the applause up to the moment the I..Master is about to present him to the Companions present.

As the District Deputy Grand Master approaches the East, under Escort, the I..Master should descend, extend his right hand and, still retaining the hand clasp, right about face and place his left hand on the right elbow of the District Deputy

Memo C - contd.

Grand Master. The District Deputy Grand Master will immediately release the arm of his escort and be thus ushered up into the East by the I.°. Master who will left about face and present him as follows--

"Companions, it is my privilege to present to you R.°.I.°. Companion _____, District Deputy Grand Master of the _____ Cryptic District of the Grand Council, Royal and Select Masters of the State of New York. Grand Honors taking time from the Escort."

At the conclusion of the Grand Honors, the I.°. Master should thank the Escort and, turning to the District Deputy Grand Master, say--

"R.°.I.°. Companion _____, it is my privilege to tender the Gavel of _____ Council Number _____, Royal and Select Masters, to you."

Some I.°. Masters will be more gifted and express the honor of this visit in gracious terms. However, the I.°. Master should always remember that, on this occasion, he is privileged to tender the Gavel. The District Deputy Grand Master is your boss.

Identically the same protocol should be employed when a special representative of the Grand Master makes an Official Visit.

On the occasion of the Visit of the Grand Master himself, the Visit is always Official. The I.°. Master will appoint an "Acting Grand Marshal" unless the Grand Marshal is present with the Grand Master.

Memo C - contd.

Immediately following "Sickness and Distress" in the Order of Business, the I.°. Master should request the Grand Master to retire, under escort, so that he may be formally received. Quite often the Grand Master may prefer to wait outside the Council until the conclusion of "Sickness and Distress" in the Order of Business. This will particularly be true if many members of his Grand Line are present with him.

The Sentinel should alert the Grand Marshal at the conclusion of "Sickness and Distress." The Grand Marshal makes the alarm. Before answering the alarm, the I.°. Master should instruct the Companions in the giving of private Grand Honors. When the Steward answers the alarm he will be told that "R.°.I.°. _____, Grand Marshal, seeks admittance." Or, "R.°.I.°. _____, Acting Grand Marshal, seeks admittance." If there are Grand Line Officers present he will say "R.°.I.°. Companion _____, Grand Marshal together with several Grand Line Officers seek admittance." The I.°. Master will admit them whereupon the Grand Marshal will proceed to West of the Alter, salute the I.°. Master, immediately proceed to the East where he will raise the Council and proclaim that "R.°.I.°. Companion _____, Grand Master of the Grand Council of Royal and Select Masters of the State of New York, is about to enter." He will immediately return without saluting, extend his right arm to the Grand Master whereupon they will approach to West of the Alter, salute the I.°. Master and proceed immediately to the East. Applause should begin

Memo C - contd.

immediately upon his entrance and continue until the I.^o. Master is about to present him. The I.^o. Master will descend as described with the District Deputy Grand Master. Remember you are receiving the highest authority of all Cryptic Masonry in the entire State of New York.

Should there be Grand Officers present, they will follow the Grand Marshal upon his entrance, salute the I.^o. Master, and as the Grand Marshal approaches the East, they will form two lines, West of the Alter, through which the Grand Master will pass.

Throughout all of the reception of authority, if you keep in mind the theme that yours is one of King Solomon's Provinces and conduct yourself in what you believe the spirit of that Province in formally receiving its King, and/or his personal representatives of authority, you will have the proper foundation on which to proceed according to Cryptic protocol.

Of course, this foundation will maintain the proper relationship which, without it, would become rather difficult. It should be remembered at all times that the R.^o.I.^o., and M.^o.I.^o., Companion is representing the Office he fills. Respect for that Office is frequently confused with respect for the Companion filling it. The Companion filling the Office, regardless of his own personal desires, must, out of respect for the Office he fills, comply with all aspects of proper Cryptic protocol. Likewise, you, as I.^o. Master, have a similar role to fulfill in respect to your Office as do the

Memo C - contd.

Companions of the Circle of Perfection.

Endeavor to create the atmosphere that would prevail in a Province that is about to be formally visited by King Solomon, or his special emissary. Impress your Companions that a celebrity will be in their midst. Devote some buildup in your Bulletin and particularly in the local press. The Official Visitor will provide you with a suitable "mat," together with a short resume for your use in building up his visit in the local press. By all means, it is your responsibility on behalf of the public relations of your own Council, to have press coverage on the occasion of the Official Visit.

We stated that there was a significant separation on the occasion of Official visitations. We have dealt with those representing the authority of the Grand Master and the Grand Master himself. On the other hand, there is the visitor who represents no authority, but does officially represent your Grand Council. You might liken this position to one who represents the Court of King Solomon. He is a member of the top officialdom in the Kingdom and participates in the top level discussions and decisions with the Grand Master and, indeed, is among the official family from whom the Grand Master selects his official representatives for special assignments when it is his pleasure to have a representative other than his District Deputy Grand Master.

This is an occasion of good fellowship and can be a highlight in your year if you make it such. He is among those from

Memo C - contd.

whom, someday, one will be elevated to the Most Illustrious Office of Grand Master. It is the sincere hope of Grand Council that this fellowship will provide the Companions with a firsthand acquaintance, with their Grand Line and Future Grand Master, as well as provide the Future Grand Master with the strong ties that will be so essential to him when he is elevated to that Most Illustrious Office.

The entrance of the Official Visitor, representing Grand Council, differs from that of authority in the following respects.

A Companion of high rank, and capability, is appointed to be the "Escort." The I.. Master should direct him to waste no time in making the alarm. He, or the Sentinel, should advise the Steward that "R..I.. _____, and title, is here to make his Official Visit." The door is closed while the Steward reports the cause of the alarm. The I.. Master will give the order to "admit him." The Escort will extend his right arm to the Official Visitor and they will approach to West of the Alter where they will salute the I.. Master and the Escort will present him to the I.. Master. (Upon their entrance, the I.. Master raises the Council and applause is in order and again as they approach the East.)

The I.. Master will welcome the Official Visitor and direct him to continue to the East under his Escort.

Here, it must be remembered that the I.. Master is the highest ranking Officer present, it is his Council and he is

Memo C - contd.

formally receiving the distinguished Visitor at his own pleasure. He does not descend to greet the Official Visitor, but remains in the East. The Escort, upon arriving at the East, does not ascend, but takes the Official Visitor's left hand with his left hand and places his right hand on the left elbow of the Official Visitor and assists him in beginning his ascent to the East. The I.. Master extends his right hand, to the Official Visitor, and completes the assistance into the East. The Official Visitor will right about face and be on the right of the I.. Master, the Deputy Master having placed himself one further position to the right.

The I.. Master will have already raised the Companions immediately upon the entrance of the Official Visitor, with his Escort, and at this time will say, "Companions, it is my pleasure to present to you R..I.. _____, and title, Grand Honors, taking time from the Escort."

Immediately following the Grand Honors, the I.. Master will thank the Escort, using his full title and name. The Escort will be seated on the sidelines. The I.. Master will again turn to the Official Visitor and welcome him to his Council in a manner that becometh a gracious host. He will then say, "It is my pleasure to extend to you the Gavel of (give the name and number of the Council)."

It will be noted here that we have consistently specified the time, and the Order of Business, when an Official Visitor should be received. We well realize that, on many an occasion,

Memo C - contd.

this has not been the practice. Thomas Paine is credited with having said, "A long habit of thinking a thing wrong, gives it a superficial appearance of being right, and raises at first a formidable outcry in defense of custom."

From the standpoint of logic, can you imagine the Ruler of a Province making King Solomon, or his special emissary, wait until some business is transacted before he takes time to receive him? If you were to host guests in your own home, would you make them wait for you to conduct many items of business and then suddenly turn on the charm and greet them as though it was just another business item on the agenda?

We recommend that you remember you are the host and endeavor to be just as gracious as you would be if you were hosting within your own home. On the one hand, you would be hosting your "boss" and all the authority over your future he represents, and on the other hand you would be hosting a very distinguished celebrity in your home. With these thoughts in mind, you will be better equipped to motivate a gracious spirit in the protocol for the occasion.

There is much that such a thought will solve for you. For instance, if you were hosting in your home, would you put forth an extra effort to see that what transpires in your home is in good taste? Would you dress for the occasion? Would there be an extra effort to impress your guest of the graciousness of your household? Remember, you only get out of it what you put

Memo C - contd.

into it. And, as in your home, you can receive much pleasure from the occasion.

Remembering that Official Visitors represent a Grand Office, they are obliged out of respect for their Office to observe certain protocol. On the occasion of his Official Visit, he must be suitably dressed for the occasion, including the Official Apron and Jewel of his Office. After 6:00 p.m., the mode of dress will normally be tux. Again, how would you accommodate a guest, who has traveled at length and is desirous of washing and dressing for the occasion of the evening?

In the case of the District Deputy Grand Master, the mode of dress is strictly at his own discretion inasmuch as he maintains a constant working relationship with his respective Councils.

On the occasion of an Official Visit representing authority, only the Official Visitors should be formally received. Any deviation should be at the pleasure of the Official Visitor of authority. He is the highest ranking Companion and there should be no distractions on the occasion of his Official Visit.

On the occasion of the Official Visit of a Grand Officer, without authority, this is a gala event. The protocol is at the pleasure of the I.°. Master. Whenever the District Deputy Grand Master is present, he is always the ranking Companion, followed by the I.°. Master and the Official Visitor, in that order. The District Deputy Grand Master should, on these occasions, be formally received. From the standpoint of diplomatic

Memo C - contd.

etiquette, the District Deputy Grand Master will permit the distinguished guest to be received last, whereas this is always the place of the District Deputy Grand Master except when the Grand Master himself is present.

The District Deputy Grand Master, on these occasions, should be formally received as previously described and, after Grand Honors, the I.°. Master is privileged to tender him the Gavel of his Council. Again, from the standpoint of diplomatic etiquette, the District Deputy Grand Master will accept the Gavel, seat the Companions, express his pleasure at being with them on this auspicious occasion and immediately return the Gavel to the I.°. Master. While the District Deputy Grand Master has the Gavel in his hand, it will enable him to position himself to the left side, of the I.°. Master, when he returns the Gavel to the I.°. Master. In this manner, the proper respect for the authority present is never slighted and the District Deputy Grand Master is afforded the opportunity of adding to the graciousness of the evening. It is anticipated that he will not attempt to detract from the distinguished guest in any manner.

On the occasion of the Official Visit, it is proper for the I.°. Master, if it be his pleasure, to formally receive, in the East, several of his own Companions and perhaps some from visiting Councils. This is very frequently done at District Conventions and Cryptic Festivals.

Memo C - contd.

Anyone occupying the East, at such a time, should delegate the responsibility of organizing these receptions so that they may be carried out without any delay and with the utmost, sharp, pomp and circumstance. Direct him to see that the alarms are made most expeditiously as the Officer, occupying the East, concludes each reception.

Should the presiding Officer decide to formally receive distinguished Companions, in addition to the R.°.I.°. Companion of authority and the Official Visitor, he should be sure of himself as he could be treading upon diplomatic thin ice. Be certain that all distinguished Companions are included. Be certain not to omit, through ignorance, one who has served well in years gone by and/or the distinguished Companions from other districts and jurisdictions. Following, is their order of reception.

- 1 - Currently presiding Officers of Grotto, Shrine, Lodge, Consistory, Chapter and Commandery.
- 2 - With the exception of Grand Lodge, Past Grand Heads of any of these Orders.
- 3 - Past Illustrious Masters of constituent Councils.
- 4 - Past Grand Officers of the Grand Council (This will include Past Grand Line Officers who were not elevated to the Office of Grand Master, Past Grand Representatives and Past District Deputy Grand Masters including the same from other jurisdictions.).
- 5 - The holders of the Thirty-Third degree, Scottish Rite, and the York Cross of Honor, York Rite.

Memo C - contd.

- 6 - Past Grand Master of Grand Lodge and Past Grand Masters of Grand Councils from all jurisdictions.
- 7 - Current Illustrious Masters of constituent Councils.
- 8 - Current Grand Representatives together with Current District Deputy Grand Masters from other districts and jurisdictions.
- 9 - The Current Grand Heads of the orders outlined in the first group, with the exception of Grand Lodge.
- 10 - Current Officers of Grand Lodge, with the exception of the Grand Master but including District Deputy Grand Masters.
- 11 - Current Grand Council Grand Line Officers including the Grand Lecturer, the Grand Treasurer, the Grand Recorder and the Grand Trustees. However, if the Grand Master himself is present, the Grand Line will enter with the Grand Marshal and form two lines, West of the Alter, through which the Grand Master will approach the East.
- 12 - If the District Deputy Grand Master is not the presiding Officer, he will be formally received at this time. The Escort will announce his entrance as previously outlined.
- 13 - Should there be a special representative, or emissary, appointed for this occasion at the pleasure of the Grand Master, he will be received at this time in the same manner prescribed for the District Deputy Grand Master.

Memo C - contd.

- 14 - The Grand Master, himself, will be formally received in manner previously prescribed.
- 15 - Should the Current Grand Master of the Grand Lodge be present, he would be received at this time in manner prescribed for the reception of our own Grand Master, including under the escort of a Grand Marshal. Remember that all Masonic orders in this Grand Jurisdiction of Grand Lodge, exist at the will and pleasure of the presiding Grand Master of Grand Lodge. He will be formally received by the highest ranking Companion present (the Grand Master, the Grand Master's Special Representative, the District Deputy Grand Master, the presiding Illustrious Master, the Deputy Master of the constituent Council in the absence of the Illustrious Master, etc.). He will be accorded Private Grand Honors as prescribed by Grand Lodge. The presiding Officer is always privileged to tender him the Gavel of _____ (Council name and number, Festival of Cryptic District No. ____ of the Grand Council, R. & S. M., State of New York or the Grand Lecturers Convention of Cryptic District No. ____, etc., or the Grand Council of etc.)

On the matter of Private Grand Honors, you will note that Grand Honors have been accorded everyone, with the exception of our Grand Master and the Grand Master of Grand Lodge, including the heads of other Grand bodies. Other than Lodge and Chapter,

Memo C - contd.

it is questionable whether all present would belong to all of the other orders represented. Furthermore, this is a Council Assembly. However, in regard to the Grand Master of the Grand Lodge, our Order exists at his will and pleasure, his presence is always Official and we salute him with the Private Grand Honors prescribed by Grand Lodge.

On the occasion of the Official Visit of the District Deputy Grand Master, or a special representative of the Grand Master, should the Grand Master himself be present, the Grand Master would be received last. The District Deputy Grand Master, or the Special Representative of the Grand Master, has the prerogative of seating the Companions, after receiving the Gavel of the Council, and formally receiving the Grand Master or returning the Gavel to the Illustrious Master so that he may have the privilege of formally receiving the Grand Master in his own Council. On this occasion, the District Deputy Grand Master will sit on the right of the Grand Master and the Illustrious Master will sit on the left of the Grand Master. On such an occasion, the Grand Master will most likely close the Council in short form. The presiding Grand Master is the only one possessing the authority to so close a Council or any Cryptic Assembly. However, should the Gavel be returned to the Illustrious Master, the Grand Master will assume the chair on the immediate right of the Illustrious Master and the District Deputy Grand Master will move one chair to the right.

Memo C - contd.

It should be here noted that an unusual circumstance will occur should the Grand Master ever be present on the occasion of the Official Visit of the District Deputy Grand Master. However, on the occasion of an Official Visit of the Grand Master, you will normally find the District Deputy Grand Master present. On such an occasion, the District Deputy Grand Master will never be formally received, as will no one else. However, he will be received in the East as explained under "Recognition" and sit on the left of the Illustrious Master.

In like manner, it will be an unusual circumstance for the Grand Master to be present on the occasion of the Official Visit of a Grand Line Officer, without authority. On this occasion, the District Deputy Grand Master will be formally received, in manner previously prescribed, and be seated on the left of the Illustrious Master. After the according of Grand Honors to the Official Visitor, the presiding Officer will not tender him the Gavel but invite him to a seat in the East. The Official Visitor will sit two chairs to the right of the Presiding Officer. Inasmuch as he is a guest, it is not his privilege to receive the Grand Master into this Council. This is the privilege of the Presiding Illustrious Master, unless the District Deputy Grand Master usurps the privilege. Of course, the Grand Master may designate which may have the privilege if it be his pleasure. The Grand Master will, upon seating the Companions and greeting them, tender the Gavel to the Official Visitor, or he may return the Gavel so the Illustrious Master may have the pleasure of tendering the Gavel to his own Guest.

Memo C - contd.

It should here be noted that the Gavel is always tendered to the Official Visitor immediately following Grand Honors. The only exception would be on the occasion of formally receiving the Grand Master before the Official Visitor is tendered the Gavel.

This can be your "big night" of the year so build it up. Write personal letters to the other Illustrious Masters of your District inviting them to attend and urging publicity of the visit in their Council and through their Bulletin.

As soon as the name of your Official Visitor is known, you write him suggesting the best dates for your Council. This is based on your program and area Masonic activities. Give him more than one date. Make sure the night selected does not conflict with any "big night" in the local Lodge, Chapter or Commandery.

When the date is confirmed, write the Official Visitor again and let him know what you customarily do in your Council. Do you have a preassembly dinner? Is it limited to the Officers or Past Masters? Will ladies attend the dinner if the Official Visitor's wife can attend? Would it be more convenient for you to take him to your home for dinner and an opportunity to go over Council problems?

Find out how he customarily travels--train, car or plane. If by car let him know the street address of your Temple and its location in the city. If he comes by plane or train let him know who will meet him at the station or airport. Inquire if he plans to stay overnight and, if so, does he want a hotel or motel reservation made for him.

Memo C - contd.

Make sure there is a suitable room at the Masonic Temple for the Official Visitor to change into his "black tie." Treat your distinguished visitor as you would an honored guest in your own home and not as either a rich uncle or poor relative. Remember, he is taking time, putting forth effort and spending considerable money to make this Official Visit. If your aim is to make him glad he did, then the mutual fellowship that will prevail will provide him with a memorable occasion and will mark your year with a degree of success.

Memo D "Petitions for Presentation"

Read Section 38.1 through 38.8 of the Constitution.

The minimum fee for degrees, permitted by the Constitution, is \$10.00. This is not to be construed as your ceiling. The actual amount is determined by the respective Council as a part of its By-Laws.

There is no minimum fee required by the Constitution for Affiliation. The fee, if any, is determined by the respective Council as a part of its By-Laws.

A Petition may be received only at a Stated Assembly unless a special dispensation is granted by the Grand Master through the Grand Recorder. It is permissible, under Grand Council regulations, to receive, ballot upon and confer the degrees in the same evening.

Memo D - contd.

In presenting the Petition, the Recorder should read it in its entirety so that all may hear. He should announce the amount of fee received with the Petition. After reading, the Recorder should say, "Illustrious Master, I move this Petition be received and a committee appointed." Then he should pass the Petition to the Illustrious Master. After the motion is seconded, ask for discussion. If there is none, call for the vote. Thereafter, the Illustrious Master appoints the Investigating Committee.

Try to make it your business to know of all petitions in advance of opening so as to have your committees picked out. This should not drag due to unpreparedness.

Read your Council By-Laws.

Memo E "Reports of Standing Committees"

Committees are useless unless they function. Therefore, appoint as Chairmen only those who believe in and will follow through on the purposes of the Committee they will head.

Sit in on some or all of the Committee Meetings, ex officio, as I.. Master. Request that all reports be in writing and that you receive a copy before it is presented to the Council in Assembly.

A small committee usually functions best. Non-titled Companions should not only serve on committees but should be encouraged to be Chairmen. This frequently reveals good Officer

Memo E - contd.

material and will do much toward spreading involvement in Council affairs among the Companions. Some Standing Committees are:

Audit and Finance - to audit Recorder's and Treasurer's books and records and report on same in the Annual Assembly. This audit should also include those records in the hands of the Trustees. Together with the I.. Master, Treasurer and Recorder, this Committee should assist in drawing the budget.

By-Laws Committee - This is a Standing Committee appointed for the purpose of reviewing the By-Laws with current year conditions in mind. The By-Laws should never be changed for the sake of change. The By-Law Committee will do well to compile a file on the various matters arising that are affected by the By-Laws including legislation pending in Grand Council. Eventually, with this compiled information, a By-Laws Committee will be in a position to recommend constructive and meaningful changes, on an all-encompassing basis, when sufficient need arises to affect a change.

Membership - The I.. Master should appoint a personable Companion to represent his Council in each of the Lodges, Chapters and Commanderys in his Council's drawing area. Be certain to place new Companions on this Committee, along with some of the old faithfuls. It is through the new Companions that you will reach others not already known or spoken to. Instruct

Memo E - contd.

the members of this Committee to keep the Council advised of special events or degree work in their respective Lodges, Chapters or Commanderies, thereby permitting Council cooperation and participation. Also instruct him to keep Lodge, Chapter or Commandery advised of Council interest and cooperation and also of Council events.

Additional Standing Committees may be appointed at the pleasure of the I.*. Master and the report of each Standing Committee should be submitted on the occasion of the Annual Assembly.

Memo F "Report of Special Committees"

The Special Committee will usually last until the next Assembly or until its purpose has been accomplished. These are the Committees on which those "too busy" Companions, who are just not available, may find some time to serve.

Most all of the new business, if issues are involved or information is to be obtained, will be referred to a Special Committee.

You may appoint a Special Committee to consider and make recommendations on any matter of subject that may arise. Some of the most common are: Petitions, Sickness and Distress, Special Events, Anniversary and Refreshments.

Memo F - contd.

A Special Committee that every I.*. Master should be certain to appoint is the Entertainment Committee. It will be responsible to bring about some social or recreational activity in the Council during your term. Suggestions are: dinner, ladies' night, theater party, musical, covered-dish supper, family picnic or something of this nature during the Council's year.

Use your sideliners and especially your new Companions. Afford all of the Companions an opportunity to become involved. From your standpoint, as I.*. Master, this will serve to strengthen your Council and to support you in your efforts for a successful Council Year.

Memo G "Balloting on Petitions"

Read Section 39 of the Constitution.

The Ballot protects the Council against those not deserving the title of Companion. No one may be excused from the duty of casting his ballot. No Companion will permit his vote to be influenced by selfishness, prejudice or anger, nor will he divulge his vote, even when questioned about it.

Balloting, once begun, must be completed without interruption or postponement. The Ballot for degrees must be unanimous and secret. The doors should be closely tiled, of course.

When about to Ballot, the I.*. Master orders the Captain of the Guard to prepare the Ballot Box. He in turn directs the

Memo G - contd.

Conductor of the Council to, "Prepare and present the Ballot Box." Whereupon the Conductor of the Council inspects the Ballot Box to make certain that it is perfectly clear from the presence of ball and cube, and that there is nothing involved that might malfunction. He then presents the Ballot Box to the I.°. Master for his inspection. The I.°. Master will request the other two Council officers to inspect it with him.

With inspection concluded, the I.°. Master declares the Ballot to be open and again announces the petitions on which the Ballot is to be cast. He will ballot first, followed by the Deputy Master and the Principal Conductor of the Work. He then directs the Conductor of the Council to place the Ballot Box on a table West of the Alter, for the balloting of the Companions. This done, he directs all Companions to cast their ballot, specifying "White ball elects, black cube rejects."

All members present having balloted (not just all those who wish to ballot), the Sentinel, if a member^o of this Council, should be relieved and instructed by the I.°. Master before balloting.

The balloting, being declared closed by the I.°. Master, the Conductor of the Council then carries the Ballot Box to the East for the inspection of the Principal Conductor of the Work, Deputy Master and the I.°. Master, in this order.

It is the prerogative of the I.°. Master to reballet twice before announcing the results.

The I.°. Master then calls for the report of the other

Memo G - contd.

two Council Officers--i.e., "How does the Principal Conductor of the Work find the Ballot?" The answer is either "Clear" or "Cloudy." He will repeat with the Deputy Master. The I.°. Master then states, "And I find the Ballot to be _____ in the East and, therefore, declare _____ (name the petitioner) to be duly elected to receive this Council's degrees." (or, to be rejected.)

A Ballot, once declared, cannot be reconsidered. Read Section 38.5 of the Constitution.

A collective ballot may be taken on several petitioners at the discretion of the I.°. Master, with the approval of the Companions.

The Ballot must be destroyed by the I.°. Master. He may not delegate this duty to any other Officer.

Memo H

"Communications"

Written communications are essential. Courtesy requires a prompt reply. Be careful not to overload a Recorder by making him your personal secretary in regard to correspondence initiated by yourself. If you sign it, you write it.

Communications from the Grand Master, the District Deputy Grand Master and Grand Line Officers, when addressed to the I.°. Master, should always be read, in Assembly, by the I.°. Master. This is a phase of respect and protocol. The reply, to such

Memo H - contd.

communications, should also be made by the I.^o. Master, personally, with a carbon copy being sent to the Council Recorder.

Communications between Councils are usually conducted by the Recorders. However, communications between I.^o. Masters should not make a personal secretary out of the Recorder. It is proper for the I.^o. Master to request the Recorder to reply to inter-Council communications on his behalf, should your Council be so fortunate as to have a Recorder with the time to handle such communications.

It is wise for the I.^o. Master to be versed with all communications prior to the opening of the Assembly. He must remain in control, not to the concealment of anything, but that the reading of communications may not be permitted to drag on with trivia. Certain communications may be identified and described, rather than read, with the statement that it will be available after Assembly for anyone who wishes to read it. In addition, the I.^o. Master may be better prepared to cope with the deliberations that may result from some of the communications. Preparedness may provide the means for resolving a situation now rather than waiting until the ensuing Assembly.

Memo I

"Bills to Pay"

Most every Council is confronted with a certain amount of billing which could be classified as routine. Some may be

Memo I - contd.

repeated every month or perhaps just once during the Council year. The I.^o. Master, Recorder, Treasurer and Audit and Finance Committee should make a compilation of these routine expenses as being anticipated for the ensuing Council year. In addition to these routine expenses, thought should be given to other factors which may require expenditures of money. The end result may be called the Budget for your Council.

By dividing the sum total, of these expenses, by a figure representing the number of dues paying Companions in your Council, you will be able to observe that portion of dues which must be allocated for the purpose of paying expenses that are known will be incurred. Add, to this amount of allocation, the \$1.00 per capita tax to Grand Council, and observe how close this sum equals the amount of dues per Companion. For the purposes of continuity and preserving the strength of your Council, strive to maintain a minimum of \$1.50 margin above budgeted expenses and per capita tax.

Grand Council will release each Council from the \$1.00 per capita tax on any indigent Companion whose dues the Council finds it necessary to remit from payment. In each and all such cases it is definitely required that the Recorder, of such Council, attach to his Annual Report to the Grand Recorder the following particulars: name of Companion, his address, date of birth, date greeted in Council and the reason dues were remitted.

The bills of the evening are read by the Recorder, he then says, "I.^o. Master, these bills are in accordance with the

Memo I - contd.

approved budget for the Council, and I move the bills be paid." After a proper second and discussion, a vote is taken in accordance with Lodge protocol.

It is within the prerogative of the I.*. Master to say, "Companions you have heard the bills and the motion and the second, if there is no objection, I will order the bills to be paid." After a significant pause, if there is no objection, the I.*. Master may say, "So ordered." And rap the Gavel once.

From the preceding it may be concluded that the Audit and Finance Committee has submitted the "Budget" to the Companions, at their first Fall Assembly, for their approval. This is one of the items in which the District Deputy Grand Master will be interested on the occasion of his Official Visit.

Unless there are undue circumstances involved, no bill should be incurred, prior to approval by the Companions, that has not been provided for in the Budget. The Audit and Finance Committee should be contacted by all Committees and Officers who anticipate the need for funds beyond the Budget. This will enable the Audit and Finance Committee to properly present a detailed and consolidated request to the Companions at the next Assembly. It will also prewarn the Officers and Companions when to anticipate cash flow problems and in general facilitate good financial control.

For all bills approved for payment, the Recorder will draw an Order, as directed, for the signature of the I.*. Master, to which he will attest. This Order will be presented to the

Memo I - contd.

Treasurer who will issue the proper check in compliance with the Order. This is a matter that should be performed after the close of Council Assemblies so as not to consume time during the Assembly.

Memo J "Unfinished and/or Old Business"

For the most part, unless there was a matter previously "tabled," this topic will have been cleared under Reports of Committees.

It must be moved, seconded and approved in order to remove a "tabled" matter to the floor for discussion. The parliamentary procedure on motions tabled at a previous Assembly should be carefully studied.

Generally a copy of Robert's Rules of Order, or any other book on parliamentary procedure, will suffice. It is recommended that, when the I.*. Master asks for "unfinished and/or old business," if there is a motion that has been laid on the table, the Recorder will announce that, "A motion to _____ was laid on the table at the last Assembly. I move that this motion be taken from the table for discussion and adoption." After a proper second and discussion, the I.*. Master will then ask for a vote, and, if favorable, will announce that the subject is now open for discussion. If the vote to remove from the table is negative, the matter continues to lie on the table.

Memo J - contd.

After proper discussion, the I.'. Master will call for a vote and announce the result accordingly. It is proper that a new motion may be made to lay on the table a second time. Such a motion takes precedence over the motion for adoption.

Most of the motions laid on the table will involve changes in the By-Laws or some item requiring considerable thought and discussion by the Companions.

The I.'. Master should always be clear on this Order of Business, with the Recorder, prior to opening the Council Assembly.

Memo K

"New Business"

The Council Business is important. Here is the opportunity for the I.'. Master to blend together the Companions in purposeful activity. The open floor seldom provides the full consideration a special committee will provide for a matter.

With a committee, Companions questions can be given courteous and careful consideration and also avoid deciding between conflicting viewpoints, in discussion, on the floor. For this reason, many Companions will venture to ask questions for committee consideration whereas a Companion may tend to shy away from a floor discussion in order to avoid prolonging or complicating matters.

The I.'. Master can eliminate involved discussion and/or dissension by appointing a committee. Be fair and appoint the

Memo K - contd.

outspoken Companions to it if they appear deeply concerned. Use non-Officers, even for Chairmen. Often, officer material will be revealed and most always you will see Committee members in attendance. Remember that you are not restricted to appointing from just those present. This could be a way to reactivate some Companions.

The proper procedure to handle any question on the floor is to, eventually, dispose of it. Normally, this is done by requesting a motion and a second. If a motion is not forthcoming, or if a second is not forthcoming, the matter dies on the floor and the I.'. Master should so declare and the minutes so state. If a motion is received with a second, the motion is then open for discussion, following which a vote is taken. There may be another motion made and seconded, if the previous one is voted down. There may also be an amending motion made prior to the vote on the motion open for discussion. The amending motion must be disposed of before the original motion can be voted upon.

Every motion should be open for discussion before calling for a vote. The I.'. Master may request a motion to refer back to Committee or to lay on the table. He may retain an existing Committee or appoint a new one. Here, the I.'. Master's leadership and diplomacy is important in effecting the results with harmony and progress consistent with his program.

The I.°. Master should take definite steps to see that preparations for the conferring of degrees are such as will avoid any waiting. Candidates should be prepared in sufficient time (during Assembly). Paraphernalia should be on hand, ready for rapid placing. A Director of Men and Paraphernalia should be stationed outside the secret vault to see that all moves in timely manner.

Memo M "Reading, Correcting and Approval of the Proceedings"

The Proceedings must be read and approved before the Council Assembly is closed. All Receipts, received since the last Stated Assembly, should be entered and included as part of the minutes of this Stated Assembly.

It is wise if the Recorder will include the Statement of the beginning cash balance plus receipts less disbursements equals the closing cash balance as part of the Minutes of each Assembly.

"Other Memoranda"

These last few pages are left blank for your convenience. We hope you will find this "Manual" to be of considerable guidance in preparation for "Your Year." It will become more so

Other Memoranda - contd.

because of the significant memoranda you enter on these pages during this and the next year.

The superscription on Council Communications should always be "Zealously yours."

Following your election and installation of I.°. Master of your Council, you must receive the T.°.I.°. Master's degree before you may preside over your Council, after the Assembly of Grand Council has closed. If you are unable to receive this degree at Grand Council, communicate with the Grand Recorder and your District Deputy Grand Master promptly.

As a T.°.I.°. Master, you will be a permanent member of the Grand Council and are urged to attend the Annual Assembly together with the mid-year Assembly in February of each year.

As I.°. Master, there is a wonderful Companionship experience ahead of you while visiting other Councils during your year.