

Roberts Rules 101 - Making Motions

Basics of making motions

1. The mover/presenter rises at his seat and waits to be recognized by the Master Councilor,
2. Once recognized by the Master Councilor
3. States "I move _____". (states the motion).
4. The mover/presenter will then resume his seat.
5. A member of the Chapter will then second the motion.
6. Once motion has been moved and seconded the Master Councilor will call for discussion.
7. This is the opportunity for all members IN TURN to rise be recognized by Master Councilor to ask question or state their point of view remember that you only speak once, when all members have had the opportunity to speak the mover is allowed to speak last. The Master Councilor will then call for the vote.
8. All those in favor will say "aye" , (or all those in favor will raise their hand)
9. All opposed say "no". (hands down, all opposed, same sign)
10. The motion is then "carried" or "defeated".

Amending a Motion

At times, a motion that has been made, and seconded, may need to be changed to address a point not made in the original motion. A member may rise and offer an amendment:

"I move that the motion be amended to _____"

The mover/presenter will then resume his seat.

You will continue using steps 6-10.

The amendment must be acted upon before the original motion is voted on. Prior to final vote, the Master Councilor will restate the motion as amended.

Using "I SO MOVE"

The Master Councilor may not make motions but may state "I will entertain a motion that _____ (states the motion). The MC will then pause to allow a member to rise and state "I so move". The motion is now considered made and steps 4 to 10 may be completed.

Simplified Balloting Procedure

This is the simplified balloting process. It is shorter, and easier to conduct, than the "suggested" procedure in the DeMolay Leaders Resource Guide. This process accomplishes all the necessary tasks without wasting time.

The Master Councilor reads the name of the applicant and the key facts in his Application, and states if the application is for the Degrees, or for membership by affiliation. The Master Councilor will then report the results of the investigation committee either favorable or unfavorable.

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. *In Pennsylvania DeMolay it is NOT necessary to hold an Obligations Card to vote.* 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 membership in this Chapter."

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.)

(continued on back)

IF TWO BLACK CUBES APPEAR IN AN INDIVIDUAL BALLOT, the Master Councilor says: **“The application of _____ shall lie over until our 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.”**

Illinois DeMolay –Business Meeting Agenda

Illinois DeMolay Quorum for Chapter Business:

Conduct Business – 3 DeMolays & 2 Advisors

Create/Change Bylaws – 8 DeMolays & 2 Advisors

Gathering Activity – Lodge should be opened up 30 minutes before start time to review awards, work on Ritual or hang out with friends.

1. Opening – Using Standard Ritual or IL Basic Chapter Ritual
2. Reading of Minutes of previous session – To skip reading and save time, minutes may either be copied and handed out, or 1 advisor and 2 DeMolays (1 needs to be a Councilor) can review and minutes approved by audit.
3. Financial Report – Balance on Checking Account(s), approve/pay bills against the Chapter
4. Receive Membership Applications, Balloting, Obligating Ceremony
5. Committee Reports (Summarize, no planning should be done)
6. Communications. Can summarize communications unless from Illinois DeMolay or DeMolay International.
7. Unfinished (old) Business
8. New Business (MC to assign committee chairs to handle any suggested activities)
9. Introductions & Good of the Order (may also include Sickness & Distress)
10. Closing
11. Entertainment and refreshment

Chapters may insert various program elements (i.e. guest speakers) anywhere in the agenda to best accommodate guests.

Illinois DeMolay - Introducing Visitors

Introductions should not overshadow the meeting and should be used as a quick way to recognize and thank individuals for attending a meeting.

Who should be introduced?

- Executive Officer
- State Master Councilor
- Deputy State Master Councilor
- Visiting heads of Masonic bodies
- Visiting Master Councilors
- Others as determined by the ceremony (i.e. Installations, introduce parents)

The MC can choose to seat any guest in the East with him. DeMolay dignitaries should sit to the right of the Master Councilor, non DeMolay dignitaries to the right side of the MC.

INTRODUCING STATE DIGNATARIES – Altar & East

Any individual who holds a position of leadership in a State Masonic Body (EO, SMC or DSMC if SMC is not present, Grand Masters of Masons, etc.) should be escorted to the Altar, introduced by the Marshal then escorted to the East by the Master Councilor.

MC. Brother Marshal you will conduct the _____ (guest's title) to the Altar for introduction:

Mar Brother Master Councilor, it gives me pleasure to present to you and to the members of _____ Chapter, (Mr, Mrs, Dad, Mom, Brother) _____ who is the _____ (his/her title or position).

MC * * *

(MC leaves station traveling south, west then north to greet the guest. MC takes the guest by the forearm (using the Marshal escort) and conducts the guest to the East via the north. Once the MC and guest are in the East. As the MC and guest leave the Altar, the Marshal returns to his station via the South.)

MC Brethren, it gives me pleasure to re-introduce from the East, (Mr, Mrs, Dad, Mom, Brother) _____ who is the _____ (his/her title or position) please welcome him/her to our Chapter.

(MC hands gavel to guest who seats the room)

INTRODUCING OTHER GUESTS – Altar (option to East)

Other non Masonic body leaders (i.e. visiting Master Councilors) should be conducted to the Altar for introduction

MC. Brother Marshal you will conduct the _____ (state title or name) to the Altar for introduction:

Mar Brother Master Councilor, it gives me pleasure to present to you and to the members of _____ Chapter, (Mr, Mrs, Dad, Mom, Brother) _____ who is the _____ (state title or position).

(at the discretion of the MC, he may direct the Marshal to do one of two things. If the guest will only be introduced at the Altar, the visiting guest should be asked if they have any comments and present then at the Altar. If escorted by Mar to East, they can make their comments from the East and be seated next to the MC.)

MC Brother Marshal, you will conduct _____ (title or name) to the East.

-or-

MC Brother Marshal, you will return _____ (title or name) to their seat.

(Mar returns to his station)

OTHER GUESTS – Introduce at Chair

Any other guests can be introduced by the MC by asking the guest to rise, then asking if they have any comments. Seat the guest with one gavel rap.