

WILTSHIRE FREEMASONS



ORDER AND SUGGESTED WORDING FOR THE CRAFT AGENDA

The following is a list of items, in the order in which they should appear on the agenda of a regular meeting. Lodge Secretaries are advised to telephone the Provincial Office if they wish to include an item on their Lodge agenda that falls outside these guidelines.

1. To open the Lodge.
2. To read the dispensation(s) [if applicable]

Note: It is usual at this point in the meeting to mention any Brother who has passed to the Grand Lodge Above since the previous meeting and, after any eulogies which may be appropriate, to request the Brethren to stand in silent tribute to his memory.

3. To receive the Presiding Officer (on the occasion of an Installation meeting)
4. To welcome Grand Officers, and Acting Provincial Grand Officers, and to acknowledge the Lodge Visiting Officer [if applicable]
5. To take as read and consider for confirmation the Minutes of the [regular] meeting held on the.....and [if applicable] of the Emergency meeting held on the.....[This applies *only* to minutes which have been circulated to all Members of the Lodge]

alternatively

To approve the Minutes of the [regular] meeting held on theand [if applicable] of the Emergency meeting held on

6. To invest those Officers who were not present at the Installation Meeting.
7. To present Bro with his Grand Lodge Certificate [if applicable]

To propose Mr (name in full); Age; Profession or occupation (proper description - not simply Company Director, Civil Servant etc.); Private address; Business address; Proposer and Secunder. (To be balloted for at the next regular meeting otherwise the proposal lapses). **n.b. In this Province it is recommended that personal details of an Initiate be shown on an addendum to the Summons/Agenda.**

8. To ballot for and, if elected, Initiate (or state date of subsequent meeting, within one year) Mr (name in full); Age; Profession or occupation (proper description - not simply Company Director, Civil Servant etc.); Private address; Business address; Proposer and Secunder; Date Proposed in Open Lodge.). **n.b. In this Province it is recommended that personal details of an Initiate be shown on an addendum to the Summons/Agenda.**

Note: If both addresses are outside Wiltshire, enquiries under Rule 158 BoC *must* be made of the appropriate Masonic Authority, through the Provincial Secretary, before the Candidate is proposed in Open Lodge. This being done, the statement “Rule 158 complied with” should be inserted at the end of this item.

9. To propose for as a joining member (re-joining member), (W)Bro (Full name and Craft rank) of (Name and number of Lodge(s); Profession or occupation; Business and private addresses; Proposer and Secunder. To be balloted for at the next regular meeting otherwise the proposal lapses). **n.b. In this Province it is recommended that personal details of a joining member be shown on an addendum to the Summons/Agenda**
10. To ballot for as a joining member (re-joining member), (W)Bro (Full name and Craft rank) of (Name and number of Lodge(s); Profession or occupation; Business and private addresses; Proposer and Secunder; Date proposed in Open Lodge.). **n.b. In this Province it is recommended that personal details of a joining member be shown on an addendum to the Summons/Agenda.**

Note: The Brother’s Grand Lodge certificate should be inspected and clearance certificates obtained from every Craft Lodge of which he has ever been a member. Rule 175 BoC.

11. To Raise Bro (full name) Passed on (date) and/or Bro (full name) Passed on (date)
12. To Pass Bro (full name) Initiated on (date) and/or Bro. (full name) Initiated on (date)

Note: Reference 9 & 10. if there are more than two candidates waiting and there is doubt as to whether the first two will be available for the ceremony then the item can be worded to reflect this situation. If the degree is being done at the request of another Lodge, the wording should include “on behalf of (insert name and number of Lodge)”

13. To Initiate Mr (Full name) Elected on (date)
14. To elect for the ensuing year:
 1. The Master
 2. The Treasurer

Note: if only one nomination has been received for each office then the following wording is permissible.

The only nominations of which the Secretary is aware are of Bro..... as Master and Bro..... as Treasurer and, subject to the provisions of Rules 105(a) and 112 (a) of the Book of Constitutions, it is proposed to declare the ballot in their favour. Any member present at the meeting may, however, demand a ballot.

13. To elect for the following year the Tyler.

Note: The item to elect the Tyler *must* be included even if it is the practice of the Lodge to resolve that the Master be authorised to appoint a subscribing member to the office of Tyler.

14. To elect, in accordance with By-Law No., Brethren to serve on the Lodge Committee.
15. To elect, in accordance with By-Law No....., Brethren to serve as Auditors.
16. To Install (W)Bro (Full name and Craft rank) as Worshipful Master.

17. To Invest the Treasurer and the Tyler and to appoint and invest the other Officers.
18. To ballot for (W)Bro (Full name and Craft rank) as an Honorary Member. [See Rule 167 BoC]
19. Pursuant to notice of motion given in Open Lodge on the (date) (W)Bro (Name and Craft rank) will propose, and (W)Bro. (Name and Craft Rank) will second, that the Annual Subscription be increased to £... with effect from (date of commencement of next financial year of the Lodge)
20. (W)Bro (Name and Craft Rank) will propose and (W)Bro (Name and Craft Rank) will second that a Past Master's Breast Jewel be presented to W Bro (Full name) in recognition of his services as Master.
21. To consider a proposition by Bro Almoner, seconded by Bro Charity Steward, that the sum of £..... be transferred from the Lodge Relief Chest to the Master's Charity.
22. The Worshipful Master to announce that the Lodge is happy to learn of the **intention** of the Most Worshipful Grand Master to appoint/promote (W)Bro (name and Craft rank) to Grand Rank (state Office)
23. To receive a lecture/talk entitled.....by..... to be delivered by(W)Bro (Name and Craft Rank)
24. Bro Treasurer will propose, and Bro Secretary will second, a motion to exclude Brethren whose subscription, due on (insert applicable date) was still unpaid on (insert applicable date), in accordance with By-Law No. and Rule 181 B of C
25. To consider the accounts for the year.

Note: The correct form of proposition for the adoption of the accounts is "That the Accounts be received, adopted and entered in the Minutes". Under no circumstances shall the proposition be Proposed or Seconded by the Treasurer or the Auditors. If the accounts are presented at the Installation meeting then they must be considered **before** the Installation of the Master.

26. To receive the Almoner's report (or "To enquire if any Brother has ought to report on the health or welfare of any member or his family")
27. To receive the Charity Steward's report.
28. To close the Lodge.

Note: The Risings are considered part of the Closing Ceremony and need not be included on the agenda as a separate item. If it is the practice of the Lodge to include them it is suggested that the following form of words be used:

- Risings:
- First - To report the Proceedings of Grand Lodge
 - Second - To report on matters concerning Provincial Grand Lodge and to give notice(s) of propositions
 - Third - To attend to any other business