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 contact the Provincial Secretariat 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) and Officers of Provincial Grand Lodge.

Note: It is incorrect to state 'To receive the representative of the Provincial Grand Master.

4. To welcome Grand Officers, and Acting Provincial Grand Officers [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 confirm the Minutes of the [regular] meeting held on the .....and [if applicable] of the Emergency meeting held on .....

Note:- The use of the term 'Matters Arising' is not necessary. The words used by the Master ask for Confirmation that the minutes are a true and proper (or accurate) record of what then took place. There are no items that require comment or action.

6. To invest those Officers who were not present at the Installation Meeting.

Note: This not required but over time has become a 'tradition' in many Lodges.

7. To present Bro ..... with his Grand Lodge Certificate [if applicable]

Note: Whenever possible a Grand Lodge Certificate should be presented by a Grand Officer. The secretariat will nominate an Officer to undertake this duty.

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

Note: The BoC does not require details of a candidate being PROPOSED to be printed on a Summons. However, if the details are known before the Summons is produced it is good practice to include all details as shown on an addendum.

9. 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; Sponsor; Date Proposed in Open Lodge.

Note: The details of a candidate for Initiation MUST be included on the Summons for the meeting at which the ballot is to be held. In this Province it is recommended that personal details of an Initiate be shown on an addendum to the Summons/Agenda (see page 23). Vote can be taken - The method of voting is by Ballot.

Note: if a candidate for initiation has neither a permanent residence nor a regular place of business or employment in a state or country where a Lodge under the Grand Lodge meets, the matter shall be referred to the Grand Secretary in order that he may make such enquiries as he deems appropriate as to the candidate's suitability. A candidate coming within the provisions of this Rule shall not be proposed in open Lodge until the Grand Secretary shall have confirmed that there is no objection to the candidate. Rule 158 BoC as amended.

10. 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; Sponsor. To be balloted for at the next regular meeting otherwise the proposal lapses).

Note: In this Province it is recommended that personal details of a joining member be shown on an addendum to the Summons/Agenda.

11. 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; Sponsor; Date proposed in Open Lodge). Vote can be taken - The method of voting is by Ballot.

Note: 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. It is the Lodge Secretary's responsibility to make sure the Joining or Rejoining Brother is in good standing with any Lodges of which they are a member. A Clearance certificate should be obtained from every Craft Lodge of which he has ever been a member unless the Province is working with HERMES.

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

13. To Pass Bro (full name) Initiated on (date) and/or Bro. (full name) Initiated on (date)

14. To Initiate Mr (Full name) Elected on (date)

Note: Reference 12 to 13. 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 (a Degree by Request), the wording should include "on behalf of (insert name and number of Lodge)"

15. To elect for the ensuing year:

a). The Master

b) 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.

16. 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. A proposal to allow the Master to appoint a subscribing Member, without emolument must be made in Open Lodge.

17. To elect, in accordance with By-Law No. ……, ….. Brethren to serve on the Lodge Committee.

18. To elect, in accordance with By-Law No……., ….. Brethren to serve as Auditors.

19. To Install (W)Bro (Full name and Craft rank) as Worshipful Master.

20. To Invest the Treasurer and the Tyler and to appoint and invest the other Officers.

21. To ballot for (W)Bro (Full name and Craft rank) as an Honorary Member. [See Rule 167 BoC] Note: The Brother's name must appear on the Summons. Under Rue 167 BoC it is not necessary to have proposed the Brother (s) at a previous meeting. Vote can be taken - the method of voting is by Ballot.

22. Pursuant to notice 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). Vote can be taken - The method of voting is by a **show of hands.**

23. (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. Vote can be taken - The method of voting is by a **show of hands**.

24. 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. Note: the proposition either orally or on the summons should have been made at the previous meeting. Vote can be taken – The method of voting is by a **show of hands**.

25. 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)

26. To receive a lecture/presentation/talk entitled .....to be delivered by (W) Bro Name and craft Rank.....

27. Bro Treasurer will propose, and Bro Secretary will second, a proposal 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. Vote can be taken - The method of **voting is by Ballot** requiring two thirds of the members present to vote in favour.

28. To consider the accounts for the year. Vote can be taken - The method of voting is by a **show of hands**.

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 an Auditor/Examiner. If the accounts are presented at the Installation meeting then they must be considered **before** the Installation of the new Master.

29. To receive the Almoner's report

30. To receive the Charity Steward's report.

31. To close the Lodge OR The Risings.

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 the words 'To close the Lodge' should be omitted.

32. The Risings

First To report the Proceedings of Grand Lodge

Second To report on matters concerning Provincial Grand Lodge.

Third To attend to any other business. Apologies received, and to give notice of propositions that do not appear as a separate agenda item.

Note: Custom and practice held that most matters to be decided by a vote in the Lodge had to undergo a three stage process:

1. Notice of Motion.
2. Proposal.
3. Vote.

In the Province of Wiltshire the first element, Notice of Motion has been dispensed with. However, while an oral proposition (normally under the third rising is acceptable) the PrGM would prefer that all propositions are set out in the Lodge Summons at the meeting preceding the meeting at which the vote is taken. In simple terms the process is shortened to two stages.