

CONDUCTING REGULAR MEETINGS

This section is intended as a guide for conducting Local Lodge meetings. Text to be read aloud is shown in boldface type. Presiding officers should also have knowledge of the laws of the Order and Robert's Rules of Order

OPENING OF THE MEETING

(In order to start, rap the gavel once to command attention and silence.)

PRESIDENT: (*)

The assembly will now come to order. The officers will don their regalia and take their places. All members present will be seated. Please silence all cell phones and refrain from texting. (At this time, the President acknowledges visiting National Officers, State Officers and visiting guests.)

ROLL CALL OF OFFICERS

PRESIDENT:

The Recording Secretary will now call the roll of officers.

RECORDING SECRETARY:

(The Recording Secretary calls the Roll. The officers present will respond "present" and should stand. NOTE: The Roll Call will include the State Deputy assigned to the Local Lodge. The Recording Secretary will record the officers absent or excused.)

PRINCIPLES, PRAYER AND SALUTE TO THE FLAG

PRESIDENT:

The Vice President will now state the principals of our Order.

VICE PRESIDENT:

Our Order is based on the principles of Liberty, Equality, and Fraternity. The Order intends to unite in one organization all those of Italian birth, their spouses and descendants having requisites stated in the bylaws. The Order respects the religious, and political opinions of its members but requires that they do not profess any doctrines tending to disrupt the existing social order by unlawful means.

PRESIDENT:

(*) Brothers and Sisters, please give your attention to our Chaplain.**

CHAPLAIN –

(The following prayer is suggested; however, Chaplains may use any other prayer they may deem appropriate.): **Let us pray. Lord, we pray You guide us in our deliberations during this meeting so that we may conduct ourselves and perform our duties in direct accordance with the principles and laws of our beloved Order. We beseech Your blessing and comfort for all our members, and through Your mercy, we pray You grant life everlasting to our departed members. Amen.**

PRESIDENT:

Brothers and Sisters, please say with me “The Pledge of Allegiance.” “I pledge allegiance to the flag of the United States of America, and to the republic, for which it stands; one nation under God, indivisible, with liberty and justice for all.”

PRESIDENT:

Please face the Italian flag in honor of our heritage and in memory of our deceased members.

PRESIDENT:

Brothers and Sisters, in conformity with our bylaws, I now declare this meeting convened. (*)

APPLICATIONS FOR MEMBERSHIP

PRESIDENT:

Will the Recording Secretary read the applications for membership and the names of their sponsors.

Recording Secretary reads the name of the applicants and their sponsors.

PRESIDENT:

The chair will now entertain a motion for the applications to be approved.

(If there is an objection to the motion, the President shall table the motion for reconsideration.)

INITIATION OF NEW MEMBERS

Follow the ceremony for the Initiation of New Members.

READING OF THE MINUTES OF THE PREVIOUS MEETING

PRESIDENT:

The Recording Secretary will now read the minutes of the previous meeting.

RECORDING SECRETARY:

(If the minutes of the previous meeting were mailed, emailed or distributed as members arrive at the meeting, they need not be read unless the membership by majority vote requests it be done.)

PRESIDENT:

Brothers and Sisters, are there any errors or omissions in the minutes? *(If none, the President continues:)* **The chair, hearing none, declares the minutes approved as read.** *(The President and the Recording Secretary will both sign the minutes.)*

(If a question is raised on the accuracy of the minutes, the President will allow the question, providing the member was at the previous meeting, and the discussion will be limited to the question only, also providing the members discussing the question were present at the previous meeting. Corrections and/or additions, if approved, will be made by the Recording Secretary, as required.)

COMMUNICATIONS

PRESIDENT:

The Recording Secretary/Corresponding Secretary will now read the communications received.

(Following the reading of the communications, the President will entertain a motion for any "action" items to be discussed under new business." NOTE: Read only those communications which may be of general interest. Lengthy communications may be summarized.)

RECEIPTS AND DISBURSEMENTS

PRESIDENT:

The Financial Secretary will now present the financial report including any outstanding bills.

PRESIDENT:

Brothers and Sisters, the chair will entertain a motion to accept the financial report and to authorize the Financial Secretary to pay the outstanding bills.

PRESIDENT:

The Treasurer will now present the lodge's accounts on hand.

CANCELLATION OF MEMBERS

PRESIDENT:

The Financial Secretary will now read the names of the delinquent members.

PRESIDENT:

With the understanding that these members have been properly notified as prescribed by our bylaws, the Recording Secretary will list these cancelled members as part of this meetings' minutes, and notify the Grand Lodge of their cancellation.

REPORTS OF OFFICERS AND COMMITTEE CHAIRS

PRESIDENT:

We will now receive the report of the _____ Committee (Officer). The chair recognizes Brother/Sister _____. *(Repeat till all reports are received.)*

PRESIDENT - *(After each report):*

The report of the _____ is given. *If any "action" is required on a portion(s) of the report, then the chair entertains a motion.*

PRESIDENT - *(Before moving to Old Business)*

Are there any other committee reports to be heard?

OLD BUSINESS

PRESIDENT:

Brothers and Sisters, the chair will now entertain brief discussions on any old business to be considered by the assembly.

PRESIDENT - *(Before moving to New Business):*

Is there any other old business?

NEW BUSINESS

(New business is introduced for appropriate action. Any member of the assembly may present an item for discussion with appropriate action to follow (table, refer to council, accept, reject, etc.).

PRESIDENT:

The Recording Secretary/Corresponding Secretary will now present any actions requiring resolution.

PRESIDENT:

Are there any other items under new business?

GOOD & WELFARE

PRESIDENT:

Brothers and Sisters, we will now proceed to the Good and Welfare of the Order where any member or guest is invited to speak when recognized by the chair.

ADJOURNMENT OF THE MEETING

PRESIDENT:

Brothers and Sisters, before proceeding with the closing of the meeting, is there anything of importance which has not been discussed? *(If there is no response, continue below.)*

PRESIDENT: (*)**

Brothers and Sisters, please give your attention to our Chaplain.

CHAPLAIN - *(The following prayer is suggested; however, Chaplains may use any other prayer they may deem appropriate):*

Lord, make me an instrument of Your peace; where there is hatred, let me sow love; where there is doubt, faith; where there is despair, hope; where there is darkness, light; and where there is sadness, joy.

O Divine Master, grant that I may not so much seek to be consoled, as to console; to be understood, as to understand; to be loved, as to love; for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life.

ALL MEMBERS:

Amen.

PRESIDENT:

Having completed all business in accordance with our bylaws, I now declare this meeting adjourned.

(*)