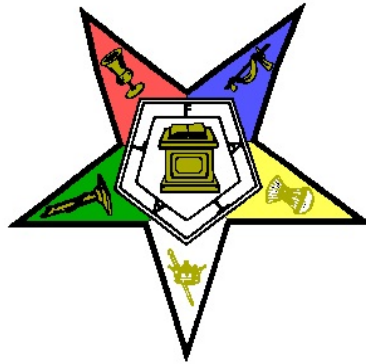


**SUGGESTED GUIDELINE FOR
ELECTION OF OFFICERS
IN SUBORDINATE CHAPTERS**



ELECTION OF OFFICERS

Note: The following is from the Green Book, Page 92, 92 A and 92-B Revised 2004-2008 and is reproduced for reference only.

Section 31. ELECTION

a. Election of officers shall be held annually in each chapter at the last or only stated meeting in February.

1. The officers shall be elected by separate and majority ballot provided that when there is but one nominee for an elective office, the Chapter may order otherwise. (Amended 2004)

2. It is not necessary that the members of the chapter be notified of the annual election.

3. The time and date of election cannot be changed by dispensation to any date prior to the second or only stated meeting in February.

b. **Procedure:** The Worthy Matron may request the Worthy Patron to preside. He should appoint the necessary tellers, naming the chairman, to distribute, collect and count the ballots. As the ballots are checked and counted, the name on the ballot must be called out audibly by the chairman of the tellers. The Secretary shall tally the counting of the ballots. Blank or incomplete ballots are not counted. If two or more candidates have the same given or surname, the full name must be written on the ballot or the ballot cannot be counted. A majority ballot is more than half the ballots cast, ignoring blanks. When the election is completed, the used ballots shall be sealed in an envelope, witnessed by the signatures of the Worthy Matron and Worthy Patron, and retained by the Secretary for not less than 60 days. If no action for recount is taken within that time, the ballot shall be final and the ballots may be destroyed.

1. Any voting member may present names of members eligible for an elective office to the Secretary or to the chapter, without remarks, immediately before the balloting for said office begins. Names presented to the secretary shall be read prior to the balloting for the office for which the name has been presented. Balloting shall not be restricted to names presented. A majority of all votes cast shall decide the election. If there is only one nominee for an office, the nominee may be elected when a majority of those eligible to vote in the election, vote in favor of a motion, made and seconded by voting members that the nominee be elected and that the election be by acclamation. (Amended 2004)

2. The Worthy Matron, Worthy Patron and Associate Matron may be elected when a majority of those eligible to vote in the election of

officers vote in favor of a motion(s) made and seconded by voting

members, that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron, the Conductress be elected Associate Matron and these elections be by acclamation. The motion(s) may be collective or singular. The Associate Patron will then be elected. The officers must be elected in proper order. (2008)

The Secretary will be elected, followed by the election of the Treasurer.

The Conductress may be elected when a majority of those entitled to vote in the election of officers votes in favor of a motion made and seconded by voting members that the Associate Conductress be elected Conductress and that the election be by acclamation.

The Associate Conductress will then be elected. (2008)

3. A chapter may elect an absent member to office; however, it is not usually advisable.

c. A Brother who is affiliated with a particular Lodge of Master Masons in Florida, or with a Lodge in another Grand Jurisdiction, holding fraternal relations with the Grand Lodge of Free and Accepted Masons of Florida, may be elected or appointed to office in the chapter in which he holds membership.

1. A Brother who holds a Demit from a Masonic Lodge shall not be elected or appointed to any office.

SUGGESTED GUIDELINE FOR ELECTION OF
OFFICERS IN A SUBORDINATE CHAPTER

If desired, the Worthy Matron may invite the Worthy Patron to preside and presents him with the gavel.

Worthy Patron or other presiding officer:

I hereby appoint _____ (Name) _____ Chairman,
_____ (Name) _____ and _____ (Name) _____ as tellers.
The Secretary will tally the results.

All members, including Dual and Plural members, of _____
_____ Chapter, please stand.

We will count off beginning with me and ending with the Worthy
Matron. Count off.

There are _____ present. If all ballots cast are counted, a
majority will be _____. Blank or incomplete
ballots are not counted.

Do all member have ballots? Tellers, please distribute ballots to
those who do not have them and pencils to those who need them and
then return to the Secretary's desk.

Do all members now have ballots? If so, we are now ready to proceed
with the election of officers for the next chapter year. When
writing the name of your choice, remember if two or more candidates
have the same given or surname, the full name must be written on the
ballot or the ballot cannot be counted. IF YOU USE A NICKNAME, BE
SURE TO WRITE THE LAST NAME ALSO. PLEASE DO NOT FOLD THE BALLOTS.

Read this Note: If any line officer does not wish to advance or be re-
elected as in the case of the Secretary and Treasurer, they should so
state at this time or at the time of election for the office held.

Note: In the event one or more of the first three officers desires not
to advance and they have announced that fact to the Worthy Patron, the
motion to elect the first three officers should be modified
accordingly.

Example: Should the Conductress desire not to advance and announces her
decision - then the motion would state that the Associate Matron to be
elected as Worthy Matron and the Associate Patron to be elected as
Worthy Patron and that these elections be collective and by
acclamation.

After these two line officers have been elected, the floor is open

for nominations for the office of Associate Matron and she is elected by nomination and vote. (Or if there is more than one nominee, by written secret ballot. Balloting shall not be restricted to names presented.)

After the Associate Matron is elected, the Associate Patron will be elected.

WP: **We will now proceed with the election of officers.**

Election of Worthy Matron, Worthy Patron
and Associate Matron

WP: **"The Worthy Matron, Worthy Patron and Associate Matron may be elected when a majority of those eligible to vote in the election of officers vote in favor of a motion, made and seconded by voting members, that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron, the Conductress be elected Associate Matron and that these elections be collective and by acclamation."**

Note: If the Associate Matron, Associate Patron and Conductress wish to advance the following motion may be made. If not, the motion may be appropriately modified to elect the officers separately. The officers must be elected in the proper order. Nominations may be made and if there is more than one nominee for an office, the election shall be by written secret ballot.

Member: Worthy Patron, I move that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron and the Conductress be elected Associate Matron and that these elections be collective and by acclamation.

WP: **Is there a second to the motion?**

Member: I second the motion.

WP: **Sisters and Brothers, it has been moved and seconded that the Associate Matron be elected Worthy Matron, the Associate Patron be elected Worthy Patron, the Conductress be elected Associate Matron and that these elections be collective and by acclamation.**

**Is there any discussion? Hearing none, all in favor of the motion, please vote. Those opposed, please vote.
The motion is carried (or lost).**

Note: If the motion is carried, the Worthy Patron shall **ask each of those elected, if they accept.**

Election of Associate Patron

WP: **Nominations are now open for the office of Associate Patron.**

Sister Secretary have you received names of nominees for the office of Associate Patron?

Secy: Reads name of nominee(s)

WP: **Are there other nominations? Are there other nominations? Are there other nominations?**

Note: If there is more than one nominee, the election proceeds by written secret ballot.
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If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move the nominations be closed and that Brother _____ be elected as Associate Patron and that the election be by acclamation.

Another member seconds the motion

WP: **It has been moved and seconded the nominations be closed and that Brother _____ be elected as Associate Patron and that the election be by acclamation.**

Is there any discussion? Hearing none, all in favor of the motion, please vote. Those opposed, please vote.

The motion is carried (or lost).

Note: If the motion is carried, the Worthy Patron shall **ask the Brother if he accepts.**

Election of Secretary

WP: **Nominations are now open for the office of Secretary.**

Sister Secretary have you received names of nominees for the office of Secretary?

Secy: Reads name of nominee(s)

WP: **Are there other nominations? Are there other nominations? Are there other nominations?**

Note: If there is more than one nominee, the election proceeds by written secret ballot.

If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move the nominations be closed and that Sister/Brother _____ be elected as Secretary and that the election be by acclamation.

Another member seconds the motion

WP: **It has been moved and seconded the nominations be closed and that Sister/Brother _____ be elected as Secretary and that the election be by acclamation.**

All those in favor, please vote. Opposed, please vote.

The motion is carried (lost).

If carried **ask the person if she/he accepts.**

Election of Treasurer

WP: **Nominations are now open for the office of Treasurer.**

Sister Secretary have you received names of nominees for the office of Treasurer?

Secy: Reads name of nominee(s)

WP: **Are there other nominations? Are there other nominations? Are there other nominations?**

Note: If there is more than one nominee, the election proceeds by written secret ballot.
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If there is only one nominee - proceed as follows:

Member: Worthy Patron, there being only one nominee, I move the nominations be closed and that Sister/Brother _____ be elected as Treasurer and that the election be by acclamation.

Another member seconds the motion

WP: **It has been moved and seconded the nominations be closed and that Sister/Brother _____ be elected as Treasurer and that the election be by acclamation.**

All those in favor, please vote. Opposed, please vote.

The motion is carried (lost).

If carried **ask the person if she/he accepts.**

Election of Conductress:

WP: **We will now have the election for the office of Conductress.**

Member: Worthy Patron, I move the Associate Conductress be elected Conductress and that the election be by acclamation.

A member makes a second to the motion.

WP: **Are there other nominations? Are there other nominations? Are there other nominations?**

Note: If there is more than one nominee, the election proceeds by written secret ballot.
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If there is only one nominee - proceed as follows:

WP: **It has been moved and seconded the Associate Conductress be elected Conductress and that this election be by acclamation. Is there any discussion.**

All those in favor, please vote. Opposed, please vote.

The motion is carried (or lost).

If carried **ask the person if she accepts.**

Election of Associate Conductress

WP: **Nominations are now open for the office of Associate Conductress.**

Sister Secretary have you received names of nominees for the office of Associate Conductress?

Secy: Reads name of nominee(s)

WP: **Are there other nominations? Are there other nominations? Are there other nominations?**

Note: If there is more than one nominee, the election proceeds by written secret ballot.
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If there is only one nominee proceed as follows:

Member: Worthy Patron, there being only one nominee, I move the nominations be closed and that Sister _____ be elected as Associate Conductress and that the election be by acclamation.

Another member seconds the motion

WP: **It has been moved and seconded the nominations be closed and that Sister _____ be elected as Associate Conductress and that the election be by acclamation.**

All those in favor, please vote. Opposed, please vote.

The motion is carried (lost).

If carried **ask the person if she accepts.**

