



Ensuring the Timeless Vitality of Freemasonry in Ontario

## *PROTOCOL & ETIQUETTE ESSENTIALS*

Prepared by the Grand Lodge P. & E. Committee

**Issue No. 39 – July 2016**

### **Greetings from Your P. & E. Committee**

Welcome to the July issue of “*P&E Essentials*”. These informative and easy-to-read educational newsletters are typically published three or four times a year, normally between January and June. Our thanks are extended to those brethren who have let us know they found past issues helpful and who have encouraged us to continue publishing them.

“*P&E Essentials*” is intended to be an interactive instrument, designed to help you make an advancement in Masonic knowledge. It will hopefully also assist you to achieve high quality in the delivery, comprehension and insight of the lessons communicated on the floor of the lodge. The Committee welcomes questions and/or suggestions for topics that could be addressed in future issues.

### **Note Of Appreciation**

As this is the last Issue of *P&E Essentials* for the Masonic year which ended on July 21<sup>st</sup>, I would like all members of **last year’s** P&E Committee to know how much their invaluable contributions were appreciated. Those exceptional members were:

Art DiCecco (*Team Leader for 2015-2016*); David Purvis (*Secretary*); Howard Adams; Saliem Khoury; Michael Litvak; George McCowan; Bryan Middleton; James Pearson; George Pohle; Kennard Pratt; and David Stevens.

Most sincerely,

Gordon Crutcher  
*Chairman*

### **BALLOTING and LODGE ELECTIONS**

#### **Excerpt from the Report of The Discipline Committee – Our 2014 Proceedings – Page 96:**

*“The Committee also had its attention drawn to instances of irregular balloting procedures being practiced in a number of lodges. These could lead to serious consequences for the lodges involved. The Constitution is clear on the proper procedure and we would also commend to you the discussion of the topic in the Protocol and Etiquette Newsletters which set out the correct procedure to be followed.”*

*R.W. Bro. David E. Jacklin*

### **CONDUCTING LODGE ELECTIONS: A PRACTICAL GUIDE**

Two prior Issues of *P&E Essentials* (#18 and #30) outlined some important background and Constitutional considerations pertaining to lodge elections. These Issues highlighted actions that are not permitted.

**Now we provide suggestions how to actually conduct a lodge election in accordance with our Constitution and our established protocols and customs.**

*The invaluable assistance of R.W. Bro. Robert Kliaman in developing this Issue is gratefully acknowledged.*

**Please share this newsletter with other members of your Lodge – and your Masonic friends**

## PLANNING FOR ELECTION NIGHT

At least 45 days in advance of his lodge's Election Night, the Worshipful Master should:

- Arrange for three impartial brethren from other lodges to serve as Scrutineers. Ideally they would all be Installed Masters. The most senior in rank could be appointed as the "Teller", (the one who announces the election results) – or alternatively, all three Scrutineers could take turns announcing the results.
- Ensure that all Master Masons who may be considered for an office have proved their proficiency in the Third Degree in open lodge. (See Section 218 of the Constitution.)
- Arrange for balloting material. (See page 6 below for a sample "master" ballot form for all the elected positions in that particular lodge.)
- Ask the Secretary to provide some extra printed copies of the lodge's Summons, for any member who may need to refresh his memory and review the names and positions of current officers – and also the names of the lodge's Past Masters.
- The Worshipful Master should also examine his Lodge Bylaws so he is in no doubt which officers are to be **elected** and which are to be **appointed**.

## QUESTIONS & ANSWERS PERTAINING TO LODGE ELECTIONS

- Q. If campaigning and electioneering are not permitted, is a discussion among members about an officer's performance and his suitability for a particular office also prohibited?
- A. There are avenues available for members to determine who the best-suited individuals would be for various offices. For example, both "officer performance" and "officer progression" would be appropriate topics of discussion at a Past Master's meeting.

Another possibility is for the Worshipful Master to appoint an Officer Progression Committee to conduct individual performance reviews of the other officers. Their report could be presented to a meeting of the Past Masters, or directly to the Worshipful Master.

However, a discussion about "officer performance and "officer progression" would not be appropriate in open lodge.

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- Q. Who is eligible to be a lodge officer?
- A. As per Section 218, no brother shall be eligible to be an officer of a lodge unless he is a member thereof in good standing and has proved his proficiency in the Master Mason Degree in open lodge. (See also the provisions of Section 228 with respect to who is eligible for the office of Master of a lodge.)
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- Q. What are the "progressive offices"?
- A. **Progressive office** refers to a series of offices within the lodge, culminating in the office of Worshipful Master. Ideally, a Mason starts at the most junior office and "progresses" to the next in line each year. The exact composition of the progressive officers may vary slightly by lodge, but will typically finish with the series: Junior Deacon, Senior Deacon, Junior Warden, Senior Warden, and Worshipful Master.

Please note that not all offices are considered progressive, e.g. the Secretary and Treasurer.

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- Q. What is the typical order of progression for lodge officers in our Grand Jurisdiction?
- A. In order to provide lodges with sufficient flexibility in planning their own officer progression, there is no provision in our Constitution which mandates a specific order of progression. However, as our Constitution is the only recognized reference source available to all members, (regardless of their rank), it is recommended that the order stated in Section 217 be followed whenever possible, i.e. The Master, Senior Warden, Junior Warden, Treasurer, Secretary, Senior Deacon, Junior Deacon, Inner Guard, Senior Steward, Junior Steward and Tyler, etc.
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- Q. Can anyone other than the Worshipful Master conduct the balloting for an election of officers?
- A. There is no mandate that it must be the Worshipful Master who conducts the balloting for an election of lodge officers. The Worshipful Master could invite any Installed Master, (whether a member of his lodge or not), to assume his chair

for that purpose. That Installed Master would then become the "Presiding Officer".

Indeed, when the Worshipful Master is desirous of serving another successive term, in the interest of fairness and equality, (as some of the brethren may wish to elect someone else), the Worshipful Master should appoint a Presiding Officer.

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Q. During the Ceremony of Installation and Investiture, why is reference made to the minutes of the meeting at which the officers were elected?

A. Primarily to fulfill the requirements of Section 252 of the Constitution.

The Minutes of the meeting at which the elections were held are quite significant. To be complete, these Minutes would include the report\* of the Committee of Scrutineers and list the names of all members elected to an office, (in accordance with Section 223), including the Tyler, two Auditors and a Examining Board.

\* All three Scrutineers must sign their report.

It should especially be noted that at the next regular meeting of the lodge following the election of the Master, (i.e. **on the Installation night itself**), Section 252 requires that the Election Night Minutes must have been read and approved before the Master-elect can be installed.

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Q. When there appears to be only one candidate for a particular elected office, must a formal ballot still be held?

A. In order to comply with the provisions of Section 223, please note there cannot be an acclamation for an elected office. A formal election must be conducted. Only a majority vote of the members present can confer an elected office upon a member.

Also, Section 225 prohibits the lodge from passing a motion empowering the Worshipful Master to cast a single ballot for the election of a member to office.

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Q. When several candidates have been proposed for a particular office, how many times can a ballot be held before one of them is declared elected?

A. There can only be two ballots conducted for a particular office.

If no candidate has a clear majority of the votes cast after the first ballot, (i.e. 50% of the members voting plus 1 vote), then only those brethren who placed first or second on the original ballot shall be eligible as candidates on the second ballot.

*(See the discussion about "majority rules" in Robert's Rules of Order, Chapter 13, Section 44, Paragraph 1.)*

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Q. Is it necessary for a member to make a motion (and have it seconded) to close nominations from the floor for an elected office?

A. According to Robert's Rules of Order, in **very large bodies** it is customary for a member to make a motion to close nominations. Otherwise, when nominations are taken from the floor, usually the presiding officer simply closes the nominations by unanimous consent.

Motions to close nominations are usually unnecessary in a Masonic Lodge because the nomination process simply continues until no one wishes to make further nominations. When the nominations stop, the Worshipful Master just declares nominations closed, after making sure that no more nominations are forthcoming. Customarily, (although it is not required), the Worshipful Master accomplishes this by calling three times for any more nominations.

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When balloting in a lodge, there is a very appropriate old phrase frequently recited by the Worshipful Master:

*"Look well to your ballot and vote for the good of the Order."*

**SUGGESTED PROCEDURE FOR THE WORSHIPFUL MASTER  
TO FOLLOW ON ELECTION NIGHT**

1. **W.M.:** "Brethren, we shall now proceed with the election of the officers of this lodge for the ensuing year. Bro. Junior Warden, you will invite all members to enter as we are about to proceed with the election of officers."
2. **W.M.:** "I will ask W. Bro. .... to act as Teller, and W. Bros. .... and ..... to act as Scrutineers."
3. **W.M.:** "Bro. Secretary, you will read from our Bylaws the list of officers of this lodge that are to be elected by written ballots."  
*(Secretary reads the list of officers, such as Worshipful Master, Senior Warden, Junior Warden, etc.)*
4. **W.M.:** "Bro. Senior Deacon, you will count the number of members of the lodge, including the Tyler, who are eligible to vote and report the result."
5. **W.M.:** "Bro. Deacons, you will distribute the ballots to all members of this lodge, including the Tyler. You need not carry your wands while assisting with the ballot." *(Deacons distribute the Ballots.)*
6. **W.M.:** "Have all members of the lodge been supplied with ballots? All members present must vote."
7. **W.M.:** "Bro. Secretary, you will read the names of all members **who are eligible** for election as Worshipful Master of this lodge."  
*(Secretary reads the names of all eligible Past Masters, the Worshipful Master and the two Wardens, [if both are eligible], having served for twelve months as a Warden in a lodge in this Jurisdiction. An affiliated Past Master who has not served for twelve months as a Warden in a lodge in this Jurisdiction is not eligible. **To be eligible for an elected office that brother must be present, or must have provided the lodge with his written consent to serve, if elected, prior to the elections.**)*
8. **W.M.:** "Brethren, you will now mark your ballots for Worshipful Master. It will expedite counting if you do not fold them."
9. **W.M.:** "Bro. Deacons, you will collect the ballots."
10. **W.M.:** "Have all members voted, including the Tyler? If so, I declare the ballot closed, ( . ). Bro. Deacons, you will deliver the ballots to the Teller and Scrutineers."
11. **W.M.:** "Bro. Deacons, you will distribute the next ballots."  
*(If individual ballot forms are being used, the Deacons now distribute the next ballots, to save time.)*
12. *When the count of the ballots is completed the Teller announces the result.*
13. **W.M.:** "Bro. ...., do you accept the position of Worshipful Master elect of this lodge?"
14. **W.M.:** "I declare Bro. .... duly elected Worshipful Master of this lodge, ( . )."
15. **W.M.:** "Have all members been supplied with ballots including the Tyler?"
16. **W.M.:** "Brethren, you will now mark your ballots for the office of Senior Warden."
17. *Then proceed as in 8, 9, 10, 11, 12, 13 and 14*
18. *Follow the same procedure for each elective office where a written ballot is required.*

19. **W.M.:** "Brethren, you will now elect by open vote a Tyler, two Auditors and an Examining Board."  
"I will now receive nominations for the office of Tyler. The nominations need not be seconded."  
*(Nominations are received verbally from the members, as per S. 222.)*
20. **W.M.:** "Are there any other nominations?" *(The W.M. could ask this 3 times. Hearing none, he then asks each person nominated if he will stand for office if elected.)* "I declare the nominations closed ( . )."
21. **W.M.:** "Bro. Secretary, you will read the names of those members who have been nominated for the office of Tyler." *(Secretary reads the names. If only one nomination, the W.M. declares that member duly elected as Tyler ( . ).*

***If there is more than one nomination, then proceed as per 22, 23 and 24.***

22. **W.M.:** "Brethren who are voting for Bro. .... *(the first name nominated)* will do so by the usual Masonic sign. Bro. Scrutineers, you will count the vote."
23. **W.M.:** "Brethren who are voting for Bro. .... *(the second name nominated)*, etc."  
*(The same procedure as in 22). (And so on for each candidate.)*
24. **W.M.:** "Bro. Teller, will you please announce the result of the voting?" *(Teller makes announcement.)*
25. **W.M.:** "I declare Bro. .... duly elected as Tyler ( . )."
26. **W.M.:** "I will now receive nominations for two Auditors." *(Proceed as in 19, 20, 21, 22, 23, 24 and 25.)*
27. **W.M.:** "I will now receive nominations for the Examining Board composed of three Installed Masters, of whom the Worshipful Master may be one, to examine the Master-elect as to his proficiency."  
*(Proceed as in 26.)*
28. **W.M.:** "Bro. Secretary, you will now read the list of representatives and trustees of the lodge who are to be elected." *(Secretary reads the list. W.M. then proceeds with their election in turn, as in 19, 20, 21, 22, 23, 24 and 25.)*
29. **W.M.:** "Brethren, this concludes the election of our officers and representatives. I declare this order of business closed, ( . )"

## NOTES

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- A. A candidate for office must be a member of the lodge.
- B. The Worshipful Master-elect must not be in arrears at the time of his Installation.
- C. All members present must vote, including the Tyler. To receive his vote, the door of the lodge may be opened.
- D. No brother is permitted to enter or leave the lodge during the elections.
- E. Nominations are not permitted for elective offices for which a written ballot is required.
- F. No brother is permitted to speak in favour of, or against, any candidate unless it is to lay a charge of unmasonic conduct.
- G. Any brother may be permitted to announce that he is not a candidate for any office, or, if nominated under 19, 26 or 27, he may announce his withdrawal without giving reasons.

- H. The Teller/Scrutineer, in announcing the result, should not state the actual number of votes cast for each candidate. He may say, "*There have been ..... votes cast, of which Bro. .... received a majority.*"
- I. The elected candidate must receive a majority of the valid votes cast. For example, if 60 valid votes are cast, the elected candidate must obtain not less than 31 votes. If not, then another ballot or vote must be taken. If a second ballot or vote is required, then only the two individuals with the most votes participate.
- J. In the event of a tie vote for the election of an officer, on the second ballot the Worshipful Master and the Wardens shall each cast an additional ballot.
- K. Any member who has proved himself in the Third Degree is eligible to hold office in the lodge, subject to the Constitutional restrictions which pertain to the office of Worshipful Master.
- L. It is improper to pass a motion empowering the Worshipful Master or any other brother to cast a single ballot or vote for the election of a brother to office.
- M. It is irregular for one brother to hold two offices in the same lodge.
- N. A District Deputy Grand Master, during his term of office, cannot hold the office of Master of a lodge.

**SPECIMEN LODGE BALLOT**

**NOTE:** The only officer positions that can be shown in a "master" ballot form are those positions which are specified as **electd** positions in your Lodge Bylaws.

**Canada Lodge, A.F. & A.M. No. 532 G.R.C.  
ELECTION BALLOT**

Second Ballot	Secretary Second Ballot
First Ballot	Secretary First Ballot
Junior Steward Second Ballot	Treasurer Second Ballot
Junior Steward First Ballot	Treasurer First Ballot
Senior Steward Second Ballot	Chaplain Second Ballot
Senior Steward First Ballot	Chaplain First Ballot
Inner Guard Second Ballot	Junior Warden Second Ballot
Inner Guard First Ballot	Junior Warden First Ballot
Junior Deacon Second Ballot	Senior Warden Second Ballot
Junior Deacon First Ballot	Senior Warden First Ballot
Senior Deacon Second Ballot	Worshipful Master Second Ballot
Senior Deacon First Ballot	Worshipful Master First Ballot

**LODGE SUMMONS**

A typical Lodge Summons will show the names of both Past Masters and current officers.

**PAST MASTERS**

W.R. Madell* 1913-14	Gordon Brittain* 1986
H.F.E. Kent* 1914-15	Cecil Morris* 1987
O.P. MacGregor* 1915-16	Tom Dyer 1988
J.W. Houston* 1916-17	Tom Hansen 1989
J.H. Hamilton* 1917-18	Andrew McCrae 1990
J.S. Crofton* 1918-19	Frederick McCabe 1991
E.G. Hodgson* 1919-20	George McCowan 1992



J.E. James* 1936-37	Timothy Edwards 2008
R.C. Birkenshaw* 1937-38	Alan Donovan 2009
J.M. Macpherson* 1938-39	Tyrone Gilbank 2010
R.J. Haviland* 1939-40	Derek R. Down 2011
F.E. Burroughs* 1940-41	Harold Clarke 2012
A. Hulme* 1941-42	Darren Dunlop 2013
E.D. Renaud* 1942-43	Norman Mathie 2014
Percy Ballou* 1942-43	Kenneth McCowan 2015

**OFFICERS 2015-16**

W. Bro. Terence Flowers	W.M.
W. Bro. Kenneth McCowan	I.P.M.
Bro. Peter Stergiadis	Sr. Warden
Bro. Calin Androne	Jr. Warden
Bro. Mario Byll	Chaplain
Bro. Altan Altinada	Treasurer
R.W. Bro. George McCowan	Secretary
Bro. Justin Butler	Ass. Sec.
Bro. Mark Wilson	Sr. Deacon
Bro. Vince Mancini	Jr. Deacon
W. Bro. Derek Down	D. of C
Bro. Avery Babb	Sr. Steward
Bro. Suresh Melwani	Jr. Steward
V.W. Bro. Mark Drew	Organist
Bro. John McLaughlin	Inner Guard
W. Bro. Femi Adeite	Tyler
W. Bro. Timothy Edwards	Historian
W. Bro. Narvin Ramkissoonsingh	Auditor
R.W. Bro. Ralph Lewis	Auditor