

CHAPTER 3

ORDERS OF BUSINESS

OPENING AND CLOSING A REGULAR MEETING

PRIOR TO A MEETING

Mother Advisor should:

- Review any correspondence and bills received with the Recorder.
- See that the room is set up properly by the committee. All paraphernalia needed for the evening must be in place. Ensure the American Flag pedestal is in the proper position. The Pot of Gold and Color Station Ribbons should always be displayed to bring color to the room. The Pot of Gold must be empty during Open Meetings and Installations - to avoid curious people from discovering....
- Be sure the Altar is in the appropriate place allowing Hope and Charity to walk in a straight line from their stations to their positions behind the Altar.

The Worthy Advisor should

- Discretely call for "Line Up" just prior to meeting time; all Officers and Flag Bearers should retire quietly to the ante room and line up in the appropriate order (see Ritual).
 - South Door: Drill Leader, Recorder, Hope, Love, Religion, Nature, Immortality, Confidential Observer, Worthy Advisor.
 - North Door: Faith, Treasurer, Charity, Chaplain, Service, Patriotism, Fidelity, Outer Observer, Worthy Associate Advisor.

Note: The Choir Director marches in with the Choir, not with the Officers.

INTRODUCTION OVERVIEW

START ON TIME!

- See NOTE #1 and NOTE #2 below regarding initiation and elections.
- Flag Bearers enter the Assembly Room: American and Nevada from the North; Christian and Rainbow from the South. The Flag Tributes follow this Section.
- Opening (see Ritual)
- Introduction of dignitaries and visitors (Ritual - Dignitaries should be introduced (with or without honors) in this order during regular meetings. This list has been modified to include those who may visit an Assembly meeting in our State.)

[REVISIONS BASED ON DISCUSSIONS DURING THE 8/96 SCHOOL OF INSTRUCTION AND ARE NOTED IN BOLD.] During a "regular" meeting, all introductions are made without escort. See Chapter 4 for guidelines regarding formal escort.

1. Grand Worthy Advisor (because this is a girls' organization, the GWA will always be introduced first,
2. Supreme Officers
3. Past Supreme Officers
4. Past Supreme Deputies (Mrs. Norma Campbell, Mrs. Michelle Combs)
5. Grand Worthy Advisors from other jurisdictions

6. Past Grand Worthy Advisors
7. Nevada Grand Officers, Grand Representatives
8. Adult Members of the Grand Executive Committee,
9. Grand Deputies and Directors
10. State Rainbow Dad and Past State Rainbow Dads
11. Past Grand Officers (including Past Grand Representatives)
12. Past S. Grand Deputy, Past Grand Deputies and Grand Deputies Emeritus

[The following groups of guests are given the Sign of the Rainbow.]

1. Worthy Advisors
2. Mother Advisors
3. Past Worthy Advisors
4. Past Mother Advisors
5. Visiting Members of Rainbow
6. Advisory Board Members and Assembly Rainbow Dad
7. Girls of the Year for Membership and Service
8. Grand Choir Members
9. Worthy Grand Matron, Worthy Grand Patron, Most Worshipful Grand Master
10. (Grand) (Nevada) Presiding Officers of Affiliated Masonic Orders
11. (Grand) (Nevada) Past Presiding Officers of Affiliated Masonic Orders
12. Grand Officers of all Affiliated Masonic Orders
13. Worthy Matron, Worthy Patron, Worshipful Master
14. Presiding Officers of Masonic Affiliated Orders

REMEMBER, dignitaries are introduced ONCE, by their highest CURRENT (OR "HIGHEST") Rainbow title; OTHER TITLES MAY FOLLOW AS APPROPRIATE (8/96) but we don't need to list every position ever held by an adult!

For example,

- Mrs. Susie Rainbow, Mother Advisor of ___ Assembly #__, AND PAST GRAND WORTHY ADVISOR IN NEVADA, International Order of the Rainbow for Girls;
- Mrs. Sally Service, Worthy Matron of ___ Chapter # __, Order of the Eastern Star, State of NV. and Past Grand Faith in Nevada, International Order of the Rainbow for Girls.

LEARN OTHER TITLES CORRECTLY:

- Mrs. _____, Worthy Grand Matron of the Grand Chapter, Order of the Eastern Star, State of Nevada
- Mr. _____, Worthy Grand Patron of the Grand Chapter, Order of the Eastern Star, State of Nevada
- Mrs. _____, Worthy Matron, _____ Chapter No. __, Order of the Eastern Star;
- Mr. _____, Worthy Patron, _____ Chapter No. __, Order of the Eastern Star;
- Mr. _____, Most Worshipful Grand Master of the Grand Lodge, State of Nevada, Free and Accepted Masons;
- Mr. _____, Worshipful Master, _____ Lodge No. __, Free and Accepted Masons.

THE INSTRUCTIONS BETWEEN THE WORTHY ADVISOR AND THE DRILL LEADER WHEN VISITORS ARE ESCORTED ARE:

NOTE: All guests, except a Supreme Inspector, Supreme Officer or Supreme Member of the House of Gold, are escorted behind the Bow for introductions. These Supreme Officers are escorted behind the altar (but this listing does not include a Supreme Deputy.)

WA: "SISTER DRILL LEADER, YOU WILL PRESENT (title) FOR INTRODUCTION."
(The Worthy Advisor's instruction does not indicate where that presentation will occur, i.e., behind the bow. The Drill Leader should be instructed in these locations prior to escort.)

DRILL LEADER: "IT IS MY HONOR TO PRESENT (title) " if the guest will receive Supreme or Grand Honors or "IT IS MY PLEASURE TO PRESENT (title) " if the guest will receive the Sign of the Rainbow.

WA: " (Introductory remarks...) SISTER DRILL LEADER, YOU WILL ESCORT THE (title) TO THE EAST.
(As the Drill Leader and Guest arrive at the northwest or southwest corner and turn toward the East.)

IT IS MY HONOR (or PLEASURE) TO PRESENT _____(name and title), IN NEVADA, INTERNATIONAL ORDER OF RAINBOW FOR GIRLS.

SISTERS, PLEASE JOIN ME IN GREETING THE (title) with (Supreme or Grand) HONORS (or the Sign of the Rainbow) AND A _____ WELCOME."

WA: "SISTER DRILL LEADER, YOU WILL ESCORT OUR GUEST TO HER SEAT."
(The Assembly is seated with 1 rap of the gavel; the guest is seated by the Drill Leader.)

WORTHY ADVISOR:

"SISTER RECORDER, MAY WE HAVE THE ROLL CALL AND READING OF THE MINUTES?"

The Recorder stands at her desk to read the roll call and minutes.

WORTHY ADVISOR:

"ARE THERE ANY CORRECTIONS TO THE READING OF THE MINUTES AND ROLL CALL? ... HEARING NONE, STAND APPROVED AS READ."

or "THE MINUTES AND/OR ROLL CALL STAND APPROVED AS CORRECTED."

Note: A soft rap of the gavel is appropriate between Orders of Business, and at the conclusion of action such as the approval of the minutes.

The Drill Leader immediately leaves her station and carries the Minutes to the Worthy Advisor for signing. This is the official record of your Assembly; do not draw pictures, etc. (See Chapter 7, Sample Minutes of an Assembly Meeting, for guidelines regarding Minutes.)

WORTHY ADVISOR:

"SISTER TREASURER, MAY WE HAVE A TREASURER'S REPORT?"

..... THANK YOU." (A Treasurer's Report must be given at least once each month. See Chapter 7, Sample Treasurer's Report, for guidelines.)

WORTHY ADVISOR:

"UNFINISHED BUSINESS"

1. projects/activities, status reports
2. reports of committees
3. business discussed at an earlier meeting which needs further discussion
4. visiting reports (*report of functions Members attended since the last meeting*)

WORTHY ADVISOR:

"NEW BUSINESS"

1. upcoming projects and/or events not previously discussed
2. election of officers (*at the appropriate meeting*)

WORTHY ADVISOR:

"MISCELLANEOUS BUSINESS"

1. WA: "Sister Recorder, may we have the reading of the bills and correspondence. (*The Recorder should read loudly and clearly.*)
2. all other items

WORTHY ADVISOR:

"SISTER RECORDER, HAVE WE RECEIVED PETITIONS FOR MEMBERSHIP?"

(The Mother Advisor will previously instruct the Recorder regarding the reading of petitions.)

WORTHY ADVISOR: (AFTER the petitions have been read...)

"THE FOLLOWING PETITIONS HAVE BEEN PRESENTED FOR THE DEGREES (*read names*). IF THERE ARE NO OBJECTIONS, THESE PETITIONS WILL BE RECEIVED AND REFERRED TO THE INTERVIEW COMMITTEE..... (*Identify both the adult and girl membership of the committee.*)

SO ORDERED."

WORTHY ADVISOR:

"SISTER RECORDER, HAVE WE BALLOTING?" (*If so, follow the instructions in the Ritual, and in this Handbook.*)

WORTHY ADVISOR:

"SISTER RECORDER, HAVE WE CONFERRING OF DEGREES?"

NOTE #1: When an Assembly has candidates awaiting Initiation, the Worthy Advisor will state PRIOR to Introductions: "IF THERE ARE NO OBJECTIONS, WE WILL DISPENSE WITH THE NORMAL ORDER OF BUSINESS AND PROCEED WITH INITIATION." This is done to shorten the time the candidates await their initiation and to expose them to our business meeting sooner. Additionally, the Assembly is encouraged to not do any introductions at Initiation meetings, or minimally to introduce everyone appropriate at one time, without honors.

NOTE #2: If an Assembly must conduct elections on the same night as Initiation, elections and initiation must be completed under the proper orders of business.

WORTHY ADVISOR:

"GOOD OF THE ORDER "

- Birthdays, anniversaries, fines
- Coin March: The Worthy Advisor should state what the Coin March collection is for; this information should be noted in the minutes. The Recorder should also report the amount collected during the coin march in her minutes.
- Appointment of Big Sisters for new initiates
- Presentations
- Sunshine and rain/happiness and thoughtfulness
- Officers' report
- speeches (lecturer's speech following Initiation); the Worthy Advisor can give a special message or her farewell speech at her last meeting. (All messages and speeches must be approved by the Mother Advisor in advance, of course.)
- Adults in the East (visiting dignitaries and Grand Deputy) may speak
- MOTHER ADVISOR IS THE LAST TO SPEAK UNDER GOOD OF THE ORDER.

WA: "Closing." (Soft rap; see Ritual.)

WA: "MARCH OUT. PLEASE JOIN US IN THE RAINBOW PRAYER AND RAINBOW DREAMS." *(and for refreshments in the dining room if appropriate)*

NOTES:

When it is necessary for the Assembly to vote on something, the following basic dialogue should occur:

- WA: The Chair will entertain a motion to
- Member from the floor: Worthy Advisor, I move we
- Member from the floor: Worthy Advisor, I second that motion.
- WA: It has been moved and seconded that we Is there any discussion?
- WA: All in favor of this motion will signify by saying "aye" ... all opposed will say "no" ... motion carried (or motion failed for lack of a majority)

If there is concern whether the motion passed or failed, the Worthy Advisor should call for a showing of hands. A record of all motions and their outcome must be included in the Minutes.

- If a discussion arises which will require a vote, and the matter has not been discussed by the Advisory Board, the Worthy Advisor will "table" the motion or business, indicating this matter will be considered at a later meeting. The Mother Advisor should take note of this matter and ensure the Board considers it at their next meeting and that it is placed on the Assembly's agenda at a future meeting.
- Bills and other expenditures which have been approved through the approval of the budget need not be voted on a second time when the expense occurs. These bills should be read into the record, and the Worthy Advisor should note this expenditure was approved in the budget process; no further action is required.

- While the girls have the right and responsibility to expend the funds they have raised, the Mother Advisor and Advisory Board should assist them in making fiscally sound decisions.
- Color Station pedestals should be used at all meetings. If they are electrically lighted, they may be turned on prior to the beginning of the meeting; if they are not lighted before the meeting starts, they may not be turned on during the meeting.
- The back of Faith's chair is to be in line with the front edge of the Altar. When seated, Faith's fingertips on her right hand should be able to touch the center FRONT of the altar. Faith's chair is not moved prior to the Officers' march out.
- The altar is placed so that Charity and Hope walk directly from their stations to their position behind the Altar during opening. Hope and Charity always leave their stations to the West of their pedestals.
- The Worthy Associate Advisor always leaves her station to the North of her pedestal.
- During opening, the Mother Advisor picks up the Worthy Advisor's gavel, continuing to hold it until the Worthy Advisor is in the East and assumes her position.
- When the Mother Advisor addresses the Drill Leader, the Drill Leader turns (her feet) 1/4 turn to the north, while turning her head sufficiently to make eye-contact with the Mother Advisor and awaits her instruction. She does not turn her back to the altar.
- When the Drill Leader presents the Flag in the East, she stands on the same level as the Worthy Advisor, to the right of the Chaplain, forming a straight line with the Worthy Advisor and Chaplain. When carrying the flag, the Drill Leader does not give the Pledge nor sing. She begins returning the Flag to its position as soon as the members begin singing "America."
- Hope and Charity should approach the Worthy Advisor's station close enough when receiving and returning the "Word" that no movement other than turning to face the west is necessary. No additional steps should be taken to be close enough to the Worthy Advisor so that the "Word" is transmitted in a whisper.
- No one should use her hand to shield her mouth when whispering the "Word."
- When Hope enters the Bow (at Love's Station) to open or close the Bible, all present should lower their heads reverently and look at the Bible. (Ritual)
- The Altar light is to be turned on as Hope opens the Bible and later turned off as she closes the Bible.
- During the opening and closing prayers, the Chaplain and the Mother Advisor step forward, turn to face the Worthy Advisor; the Worthy Advisor remains facing West. All members "hold" the Sign of the Rainbow until the prayer is finished. The three have formed a triangle.
- Charity WILL take the "Word" from the Choir Members to give them the experience of giving the Word (agreed to at MA/GD meeting 11/94). When the "Word" is being taken by either Charity or Hope, the entire row stands together; they sit down together when the entire row is finished.
- The Outer Observer should remain at her Station outside the closed doors during the entire Opening Ceremony. She may then return to the Assembly Room at the request of the Worthy Advisor. A female adult should be in the ante room anytime the Outer Observer is outside the closed doors.

- The Worthy Advisor and Mother Advisor do not leave their stations during meetings, unless absolutely necessary. Someone must be asked to fill these stations in their absence.
- Whenever "Rainbow Dreams" is sung, the Members form a bow behind the Bow Stations, swaying in unison to the right on the word "rainbow;" during the entire song, members will not kick or move their feet. "Rainbow Dreams" is part of our beautiful ritualistic work - not the beginning of fun time!

Rainbow Prayer

We pray to you, our gracious Father
 To be your true and loving daughters.
 To live our lives happy and free
 To be the ones you wish us to be.
 To give our lives to active Service
 And fulfill our dreams so deserve-ith.
 Bless our Rainbow with its many hues,
 The ones we love so very true.
 And, when all has been said and done,
 We pray you bless us, each and every one.

Rainbow Dreams

My Rainbow Dreams are calling me,
 And leading me away.
 They have a magic spell that thrills,
 And holds me day by day.
 I wonder if I'll find you there,
 Some time, some happy day...
 When all my Rainbow Dreams come true,
 Before they fade away.

FLAG TRIBUTES

AMERICAN FLAG (The American's Creed, Ritual)

I believe in the United States of America as a government of the people, by the people, and for the people, whose just powers are derived from the consent of the governed; a democracy in a republic, a sovereign nation of many sovereign states, a perfect Union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and their fortunes.

I, therefore, believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies.

CHRISTIAN FLAG

Once again, as we present this Christian Flag, let us dedicate ourselves to the task of growing in the understanding of the Eternal Kingdom for which it stands. As we place this flag in a place of prominence in our Assembly Room, let us also remember to keep the Cross of Christ in a prominent place in our hearts.

NEVADA FLAG

We salute thee, Flag of Nevada, silver star on a field of blue.
Sprays of sage from Nevada's desert, and gold from her mountains too.
Our battle born flag of Nevada, we shall call you an emblem of peace.
Spanned by our Rainbow of Promise, may you help effect war's release.
We salute thee, Flag of Nevada, in our hearts a fervent prayer,
That war shall be banished forever and peace the whole world may share.

RAINBOW FLAG

Our Rainbow Flag is a symbol of all that we hold true;
A reminder of the lessons taught from each and every hue.
Red is for undying Love, and orange builds Faith that is strong.
Yellow give us Nature, and green, the promise that to God we belong.
Blue is truth and loyalty, and in indigo a patriot's heart.
Violet, the life of Service, that we promise to impart.
The hand of Faith; the light of Hope; the gift of Charity.
The contents of the Pot of Gold, Rainbow gives to you and me.
In a field pure and white, on a banner for all to see;
Our Rainbow emblem shines so bright, it will always be precious to me.

BIBLE BEARER

The Bible is a mirror in which man sees himself as he is. So be strong and have courage. Be not afraid, neither be dismayed, for the Lord your God is with you wherever you may go, and no cloud can overshadow a true Christian, but his Faith will discern a Rainbow over it.

BALLOTING

Typically, a Petition for Membership will be read at the Advisory Board's Meeting, then at the Assembly's regular meeting where an Interview Committee is assigned and performs its duties during the next two weeks, balloted on at the next meeting, and the candidate will be initiated at the third meeting. Typically this is a six-plus weeks process.

The Mother Advisor will not allow a Petition to be read and balloted upon during the same meeting unless there are extenuating circumstances, i.e. the petition comes from a Pledge Member, AND a dispensation has been requested and issued by the Supreme Officer.

In the Mother Advisor's closing comments, when a petition has been read, the Assembly Members are instructed to seek the Mother Advisor's counsel if they are concerned about the candidate who has petitioned the Assembly. If the Petition is read and balloted upon at the same meeting, the Members are not afforded this opportunity and may result in a candidate being "black-balled."

While not the best scheduling, an Assembly can ballot on a petition and initiate the candidate during the same meeting if she is elected to receive the degrees. Bear in mind, however, the potential for problems exists with this procedure. A Special Dispensation from the Supreme Officer is required in advance (Gold Book).

DETAILED instructions for Balloting are in the Ritual and the Gold Book.

Additional Notes:

- Prior to Balloting, ensure the ballot box is in place on the Treasurer's desk (or the piano), at the right of the Worthy Advisor's station.
- Only Assembly Members in good standing (dues are current) are permitted to ballot. If a member's dues are not current, she may not cast a ballot though she approaches the altar, give the Sign, and retires to her station. Likewise girls who are not members of this Assembly do the same thing (approach, give the Sign, and retire) so the order of officers remains consistent. This lessens the confusion factor when we have fill-ins or others not entitled to ballot.
- If the Outer Observer has been invited into the Assembly Room after opening, she should discretely step outside the doors; the Worthy Advisor can then invite her in "...for the purpose of balloting..."
- The Recorder should have the Petition in her possession during balloting; the Worthy Advisor should make note of the candidate's name prior to the meeting so she can access it easily.
- When Faith approaches the Ballot Box (on the Treasurer's desk) she should visibly inspect it to ensure the balls and cubes are in the appropriate compartment.
- Likewise, the Worthy Advisor and Mother Advisor inspect the ballot box together prior to the first ballot being cast.

- After the Worthy Advisor casts her ballot, Faith should carry the Box in a manner which protects the drawer wherein the ballot rests. That is, she should carry the Box so that her left arm/hand is under the Box with the drawer facing her. (8/96)
- When Faith places the Ballot Box on the podium for the Worthy Advisor, she should take one step down (or away) from the Box to ensure the Worthy Advisor's privacy in casting her ballot.
- The Worthy Advisor and Drill Leader remain standing during balloting.
- Hope and Charity stand about three steps to their respective sides of the altar to protect the Ballot Box during balloting.
- When officers ballot, they remain one arm's length apart. At all times, there should be an officer balloting, one standing beside Love facing North, and one standing on the marching line facing East, others lined up on the marching line, about an arm's length apart.
- Officers enter the altar area in a straight line, close enough to the altar that no additional step to the altar is necessary.
- After Love ballots, she returns to the bow, standing behind Service's station, facing the back of the chair. As each Bow Officer ballots, this progression continues. Bow Officers remain behind their chairs until seated by the Worthy Advisor.
- When Service is behind Immortality's station, Faith, Treasurer and Chaplain leave their stations to ballot. Chaplain is responsible for initiating this movement since Faith is unable to see behind her to know when to start. Faith ballots first, followed by the Treasurer and Chaplain.
- If your Assembly has a Choir Director and Choir Members, they fall into this line after the Chaplain. The Outer Observer steps into the line after the Choir Director and before the Choir.
- When the membership is conducted to ballot, the Drill Leader follows the line of march to the southwest corner of the room, stops in the line of march, turns facing south and bows. All members seated in this section (from Hope's station to the back of the room) stand together, and follow the drill leader into the line of march to ballot. The Drill Leader remains beside Love's station, facing East, while this section of members ballot. These members will return to their seats and remain standing until that section has balloted; they will sit together, while the Drill Leader proceeds to the next section of members. The Drill Leader does not seat each section. (The membership is conducted to ballot in this order: Southwest (Hope's station to the doors); Southeast (Hope's station toward the East, including the Flag Bearers); Northwest (Charity's station to the doors); and Northeast (Charity's station toward the East, including the American Flag Bearer).
- When all have balloted, the Drill Leader returns to her station.
- The Mother Advisor will ensure the Recorder mails notice to the candidate of her election to receive the Degrees and the date of her initiation. Be sure to use the Assembly's seal on this document (See Chapter 8, Notice of Election).
- The Mother Advisor should telephone the candidate's parent prior to initiation to ensure the candidate is prepared.

INITIATION

Prior to the date of Initiation, the Mother Advisor should telephone the candidate's parent to ensure she has obtained a formal gown, will be wearing appropriate shoes, etc., and to invite her parents and grandparents to attend Initiation.

The Grand Deputy and Mother Advisor should always review the Gold Book, specifically regarding Initiation, prior to practice, so information is current and fresh. Listed below are items meant to be helpful in a quick check list format.

Initiation Preparation:

- The Grand Deputy, with the Mother Advisor's assistance, will conduct a thorough practice to ensure each officer is prepared to present her initiatory work to the best of her ability. Ideally practices should be conducted several days prior to Initiation so girls and adults can identify where extra attention and study is needed.
- If you have more than one initiate, practice with that number of "candidates" so the girls are all familiar with rotating candidates and you can see the space available within your bow area for two candidates.
- It is best to conduct this practice from start to finish, having someone play the role of the candidate(s).
- Arrange to have an adult remain in the ante room with the candidate. She can re-enter the room, quickly and quietly, as the Drill Leader takes the candidate to the door of the Preparation Room.
- Be sure the By-laws are available for the initiate to sign.
- The Recorder should complete the initiate's dues card prior to her initiation; it is given to the initiate as she signs the By-laws.
- Check the Pot of Gold to ensure its contents are in proper order and sufficient number of Lambskin Aprons are available. The red ray of the Pot of Gold's cover should face the altar.
- Place the Signet in the East, near the Chaplain's chair, in a position where the initiates can see it when standing before the Worthy Advisor. The Chaplain is responsible for lighting the Signet at the appropriate times, i.e. as each Bow Officer says "...its color is"
- Place kneeling benches on both sides of the altar.
- Properly place the pedestals and ribbons.
- Place a small Bible on the altar for use by the candidate.
- Alternate Books of Faith (1) may be placed on the altar (closed) for Initiation if requested by the initiate or her family. The candidate should provide her Book of Faith.
- Faith and the Drill Leader arrange the initiation class "protecting" the class between them: Faith remains on the first candidate's left side while the Drill Leader remains on the right side of the last candidate.
- The Lambskin Apron is tied on the initiate's left wrist with the ribbon closest to the wrist.
- When Initiation is finished, Charity and the Bow Stations are instructed by the Worthy Advisor to recover the Pot of Gold and to retire the color ribbons; the Bow

Officers will retire their colors AFTER Charity recovers the Pot of Gold. The Bow Officers "split" both when kneeling for the Initiation prayer and when retrieving their color ribbons.

- The active candidate will be determined through drawing.
- During Initiation, officers, such as Hope and Charity, wait until the candidate is in front of their Station to rise, and wait until the entire class has passed by to be seated. (Note in the Ritual, the exception for Hope and the WAA during their final speeches.)
- When the Bow Officers pick up their ribbons, they should imagine holding a pencil in each hand; that is, the hands are not palm down nor are they palm up.
- Songs for each Bow Station are sung before Faith and the candidate reach that station.
- The Choir does not stand to sing during initiation songs.

OBLIGATION - When the Worthy Advisor approaches the altar to invoke the Obligation to the candidates, we have agreed, as a jurisdiction, that all active members of Rainbow should repeat the obligation with the candidates. After the obligation, the WA will continue by instructing "All adults please remain standing. All members of the Rainbow please kneel....."

PATRIOTISM'S "Optional" lecture is not "optional" in Nevada. This officer should learn and present the entire lecture, disregarding the optional option.

DURING the *Book of Traditional Instruction* lecture given by the Worthy Advisor, Faith stands on the first step of the dais and demonstrates the signs. Faith DIRECTS the new sisters to give all the Signs as she demonstrates them a second time. The Drill Leader also makes the Signs with the new Sisters (Gold Book 2006).

Faith gives the grip to the Drill Leader during the explanation by the Worthy Advisor; if there is more than one new Sister, they give the grip to the new Sisters and return to their positions at the North and South ends of the line by going back of the line. If only one new Sister, the DL returns to her station following the explanation of the work, when Faith returns to the side of the new Sister. (Gold Book 2006)

TWO ACTIVE CANDIDATES: As exemplified at Supreme Assembly, 1996, if the initiation class is two, both may act as the "active candidate." Both are placed on the kneeling pad at the altar to take the Obligation; both are escorted through the entire initiation (with the Drill Leader). After each bow lecture, and after the Worthy Advisor has given instruction, Faith and Drill Leader "exchange" candidates (at the altar) and proceed.

ADDITIONALLY, a larger class of initiates can rotate being the "active" candidate with the assistance of the Drill Leader who would prepare the next candidate for her rotation as Faith and the candidate leave the bow area. Drill Leader gives her "Girls, when we have more than one candidate..." lecture. Careful practice is required in both instances

to ensure a smooth transition of the candidates without discussion during initiation between Faith and the Drill Leader. (8/96)

When there is more than one new Sister, both Faith and the Drill Leader seat them, following Initiation on the north side of the room, near Charity. They return to their stations via the normal marching lines and are seated together.

ELECTION OF OFFICERS

revised, January, 2004

The election of officers will occur at the first meeting in the months of January, May and September when the Assembly has three terms per year. (Supreme Statute) They will occur during the first meeting of January and July when the Assembly has two terms per year. If a vacancy occurs in the Line prior to elections, a Special Dispensation must be requested from the Supreme Officer and the entire Assembly membership must be notified that a special election will be held.

Prior to elections being conducted, sufficient paper and pencils should be distributed to each member entitled to vote. A container in which to collect the ballots should be available.

Only Members in good standing (dues are current) are permitted to participate by voting or to stand for election.

The Worthy Advisor will appoint two Assembly members to serve as Tellers and two Advisory Board Members (or other adults) to assist. One Teller and one adult will be seated at the Recorder's desk; the second Teller and adult will be seated at the Treasurer's desk.

The voting Members will "count off" to determine the number of votes required for majority. Majority is one vote more than half of those entitled to vote.

There are three methods for conducting elections:

OPTION #1 must be utilized for the election of Faith, Recorder and Treasurer

Sufficient blank paper is distributed to the members.

- The Worthy Advisor will announce who is eligible to run for the Station of Worthy Advisor. Typically only the Worthy Associate Advisor is eligible to progress.
- After the Members vote, the ballots will be collected and presented to the Tellers. The tellers will count the number of ballots collected prior to reading them. If there are either insufficient or excess ballots, the ballot must be re-cast.
- Teller #1 will read each ballot aloud while the adult teller observes the name being read.
- Teller #2 will make an appropriate check mark and repeat the name while the adult teller observes the tally being made.

- Once all ballots are read and counted, Teller #2 will hand the tally sheet to the Worthy Advisor who will review it with the Mother Advisor; the WA will make the following announcement.

A MAJORITY HAS BEEN REACHED. IT IS MY PLEASURE TO ANNOUNCE THAT YOU HAVE ELECTED _____ FOR THE OFFICE OF _____. _____, WILL YOU ACCEPT THIS OFFICE?

This process is repeated for every vacancy.

OPTION #2 - Assemblies may utilize the Australian or Collective Ballot for the election of Worthy Advisor, Worthy Associate Advisor, Hope and Charity, but not for Faith, Recorder, and Treasurer.

- Ballots are prepared in advance of the meeting listing the titles of those officers who will progress to another chair (by the Mother Advisor or her adult designee): Worthy Advisor, Worthy Associate Advisor, Charity, and Hope.
- The Worthy Advisor will appoint two Assembly members to serve as Tellers and two Advisory Board Members (or other adults) to assist. One Teller and one adult will be seated at the Recorder's desk; the second Teller and adult will be seated at the Treasurer's desk.
- The Worthy Advisor will announce the name(s) of those eligible for each office and instruct the membership to write their choices next to the appropriate office titles.
- The ballots are collected and given to the Tellers; the Tellers, after ensuring sufficient ballots have been collected, will read each ballot aloud, using one of the two formats below:

(A) Teller #1 announces: "Worthy Advisor _____; Worthy Associate Advisor _____; Charity _____; Hope _____."

Teller #2 will record each ballot as it is read. All ballots must be read aloud. The adult tellers observe as in the earlier example. or

(B) All votes for one office are read. The Tellers then continue with the next office.

- Once all votes are read, the Worthy Advisor will ask each newly elected officer if she will accept this office, as in Option #1.
- If an officer does not reach majority using this method of balloting, the ballot must be distributed again, but only for the office which did not receive a majority of votes.

OPTION #3 - Assemblies may utilize a form of balloting known as "voting by acclamation" which is a process of "acclaiming" an election victory, without balloting on the issue - because no one objected to the process. More simply stated, the following script outline should be used:

Mother Advisor: This evening we will be voting in a process called "voting by acclamation" for the offices of Worthy Advisor, Worthy Associate Advisor, Charity, and

Hope. A “yes” vote “by acclamation” simply means you, as members, are willing to cast a show of hands for those who should progress to the next highest office. A “no” vote does not mean you want to vote against someone; it simply means you would like to have a written ballot for a particular office.

Worthy Advisor: The Chair will entertain a motion to elect ____ to the office of [Worthy Advisor] by acclamation."

Member: Worthy Advisor, I move we elect _____ as [Worthy Advisor] by acclamation.

Second Member: Worthy Advisor, I second that motion.

Worthy Advisor: It has been moved and seconded that ____ be elected [Worthy Advisor] by acclamation. All in favor, signify by raising your right hand. [pause] All opposed, raise your right hand.

NOTE: An opposition or "no" vote at this time does not defeat the election of the officer; rather it is an indication that those voting prefer to have a written ballot taken. If a single "no" vote is offered, the members must proceed to fill this office by written ballot.

If the vote is clear,

Worthy Advisor: Motion carried. _____ you have been elected as [Worthy Advisor] of this Assembly. Do you accept this office?

Officer: Thank you, Worthy Advisor, I do – and I would like to thank the members of the assembly for their continued support (or some similar gracious comment).

Proceed with Option #1 to elect Faith, Recorder and Treasurer, utilizing the tally-team who are already in place.

NOTES:

- Those determined by the Advisory Board to be eligible to run for the office of Faith will be announced by the Mother Advisor.
- If too many or too few ballots are collected, the ballots must be destroyed without being read, and the members must vote again.
- A verbal running tally is not announced. Additionally, members and adults should not tally votes from their seats.
- At no time are the tally totals reported to the membership or included in the Minutes.
- Blank ballots are count as a "no vote" and reduce the number required for majority.
- Regardless of the method used to ballot, the Mother Advisor or Grand Deputy will personally destroy the ballots.
- To decrease confusion, the style of Option #1 must be used to elect Faith, Recorder and Treasurer.