BY-LAWS
AND RULES OF ORDER

OF

Yakima Lodge, No. 318

OF THE

BENEVOLENT AND PROTECTIVE

ORDER OF ELKS

of the United States of America

1920
BY-LAWS
AND RULES OF ORDER
OF
Yakima Lodge, No. 318
YAKIMA, WASH.
OF THE
BENEVOLENT AND PROTECTIVE
ORDER OF ELKS
OF THE
UNITED STATES OF AMERICA

Published by authority of the Grand Lodge,
B. P. O. Elks
BY-LAWS.

To the Subordinate Lodges of the Benevolent and Protective Order of Elks:

Section 173, Grand Lodge Statutes, provides as follows:

"Each Lodge shall have authority to enact By-Laws for its own local government, not contrary to the Constitution and Laws of the Order."

"The Committee on Judiciary shall prepare and file with the Grand Secretary a form of By-Laws for use, as a guide, by Subordinate Lodges. The Grand Secretary shall have a sufficient supply of such forms printed, and shall furnish the same on application. No By-Laws shall take effect until submitted to the Chairman of Committee on Judiciary of the Grand Lodge and be approved by him."

The following form of By-Laws was prepared and filed with the Grand Secretary in 1907 by the Committee on Judiciary of that year and has been revised and brought down to date by the undersigned Committee. The Grand Secretary will cause them to be printed in proper form, suitable for distribution and use upon request. They contain changes made necessary by amendments to Grand Lodge Statutes, which should be made in the By-Laws of every Lodge.

It is not imperative that Lodges shall adopt this form of By-Laws without alterations or additions. They should, however, follow the prescribed form as closely as local conditions and exigencies will permit, for the best interests of the Order require the utmost uniformity it is possible to attain in the rules which control their immediate government.

BY-LAWS.

They may add to, but take nothing from, the By-Laws herein set out, but such additions must only be those that are deemed necessary for local government, and that are not inconsistent with Grand Lodge Statutes.

The booklet containing this form of By-Laws should be used by the Lodges, and its contents not transcribed upon other paper, or put into different form. Spaces are provided for filling in such matters and figures as are optional with the different Lodges, and should be used therefor.

Every Lodge should provide itself with a liberal supply of copies of the Grand Lodge Statutes, which may be procured from the Grand Secretary. They are issued under a separate cover from the By-Laws, but the two must be jointly used and consulted if the business of the Subordinate Lodge is to be properly and legally conducted. A moment's examination of our Statutes, or the By-Laws, will frequently prevent the taking of illegal actions, and save your time and that of some Grand Lodge officer or committeeman to whom you may write for information.

Dated at Watertown, S. D., September 1, 1920.

J. G. McFarland, Chairman,
R. E. Umbel,
J. F. Malley,
Robert E. Evans,
Howard A. Swallow.
Committee on Judiciary
ORDER OF BUSINESS

(Section 110, Grand Lodge Statutes).

The Order of Business must be as follows, with the exception of numbers seven to sixteen inclusive, which may be transposed with the consent of the Lodge:

1. Opening.
2. Calling Roll of Officers.
3. Reading Minutes of Previous Session.
4. Sickness and Distress; (always in order.)
5. Reports of Committees (by seniority.)
7. Initiation.
8. Reading Communications.
10. Reports of Committees on Applications
11. Unfinished Business.
13. Good of the Order.
14. Bills Against the Lodge.
15. Receipts of Session.
17. Closing.

BY-LAWS.

ARTICLE I.

NAME.

Section 1. This Lodge, under the provisions of its dispensation and charter, shall be known as Yakima Lodge, No. 318, of the Benevolent and Protective Order of Elks of the United States of America.

ARTICLE II.

MEMBERSHIP.

Section 1. The members of this Lodge shall be all persons who have been, or may hereafter be, regularly initiated into or affiliated with it.

Sec. 2. Applications for membership shall be received only from white male citizens of the United States of America, of sound mind and body, of good character, not under the age of twenty-one years, who are in possession of the five human senses, and who believe in the existence of a Supreme Being.

Sec. 3. No brother shall improperly solicit or seek to persuade any person to become a member, nor shall any prize, premium, or anything of value be given to anyone for securing applications for membership.

Sec. 4. Any person desirous of membership shall make application in the manner provided by the Grand Lodge Laws.
BY-LAWS.

Sec. 5. It shall be the duty of the members to report and change of residence as soon as possible to the Secretary of the Lodge.

ARTICLE III.

LIFE MEMBERSHIP

Section 1. The Lodge may, by a majority vote, elect by ballot, any of its members to life membership, upon the payment by him of the sum of five hundred dollars in advance.

Sec. 2. The Lodge may, by a two-thirds vote, after giving written notice to each member, and for services rendered thereto, elect by ballot, any of its members to honorary life membership, without the payment of any fee; and any member so elected shall thereafter be exempted from the payment of annual dues for life.

ARTICLE IV.

SESSIONS

Section 1. The regular sessions of this Lodge shall be held on second and fourth Thursday evenings in each month throughout the year, except that on all meetings subsequent to the last meeting in May and previous to the first meeting in September in each year, regular sessions may be omitted; but sessions shall be held on the fourth Thursday in June, July, and August.

Sec. 2. The regular hour of meeting shall be 8:00 o'clock p.m., but at any time, however, when convenience requires, the regular session may be held at an hour to be determined by vote of the Lodge to that effect at the previous session; provided, that written notice of such change of meeting hour shall be given to all the members.

Sec. 3. Social sessions may be held in accordance with the Grand Lodge Laws. The proceedings thereof shall be characterized by true gentlemanly decorum, and no vulgarity, profanity, or indecent conduct shall be permitted under penalty of discipline to offenders. The members of the committee in charge of such social session shall be held responsible for the proper conduct thereof.

ARTICLE V.

ELECTIVE OFFICERS AND DUTIES

Section 1. The elective officers of this Lodge shall be an Exalted Ruler, an Esteemed Leading Knight, an Esteemed Loyal Knight, an Esteemed Lecturing Knight, a Secretary, a Treasurer, a Board of Trustees consisting of three members, and a Tiler; and no member can be eligible to or hold more than one office in the Lodge, elective or appointive.

OF THE EXALTED RULER

Sec. 2. It shall be the duty of the Exalted Ruler to preside at all sessions of this Lodge; call special sessions when necessary; appoint all committees created by the By-Laws or by vote of the Lodge; have general supervision over all matters appertaining to the Lodge; and see that harmony is preserved, and the Laws of the Order enforced, and perform such other duties as may be re-
required of him by the Laws of the Order and the By-Laws of his Lodge.

OF THE ESTEEMED LEADING, LOYAL, AND LECTURING KNIGHTS

SEC. 3. It shall be the duty of the Esteemed Leading Knight, Esteemed Loyal Knight, and Esteemed Lecturing Knight to assist the Exalted Ruler in the performance of his duties as above stated, and to officiate for him in his absence, in the order of their rank named in the Constitution; and they shall each be invested at such times with his full powers and prerogatives, and subject to his duties. In the absence of the Exalted Ruler, the officer next in rank shall organize the Lodge and designate the brothers who shall fill the vacancies during the session, or until the absent officers appear, when the latter must take their official places in the Lodge. They shall also perform the duties pertaining to their offices, as provided by the Laws and Ritual, and any other duties imposed upon them by the Lodge.

OF THE SECRETARY.

SEC. 4. It shall be the duty of the Secretary to keep correct minutes of all sessions of the Lodge; to keep correct accounts between the Lodge and its members, and assign each member a number and place the same opposite his name on his visiting card; and to receive all moneys due to the Lodge, from any source whatever, paying the same to the Treasurer at the earliest practical moment, and taking his receipt therefor. He shall attend to all the correspondence, subject to the approval of the Exalted Ruler, and he shall promptly present all communications received by him to the Lodge, having first submitted the same to the Exalted Ruler. He shall issue all certificates appertaining to the business of the Lodge; shall inform persons elected of the fact, and notify rejected applicants. He shall mail notice in writing to all members of the Lodge of all applications for initiation, reinstatement, affiliation, membership, or life membership, giving the name and address of the candidate, his business, and the name of his proposer, if any, and the time when action will be taken, upon such application. He shall notify the members of all committees of their appointment, together with the subject given in their charge; copy reports in the minute book, when directed so to do; require members to pay their dues six months in advance, or to October and April of each year; send a written notice to all members in arrears for dues; attend to all duties required by the Constitution and Laws of the Grand Lodge, and all such other duties as may be legally imposed upon him by the Lodge, and are inherent in and pertain to the duties of his office. He shall have charge of the seal, books, papers and records of the Lodge, under the direction of the Exalted Ruler. He shall, on or before the first day of May of each year, return the blanks furnished by the Grand Secretary to that officer, properly filled out, with check or draft to pay in full all indebtedness of the Lodge to the Grand Lodge, and said report shall bear the signatures of the Exalted Ruler and Secretary, and an impression of the Lodge seal attached; and to certify to the Grand Exalted Ruler and Grand Secretary the vote of the Lodge upon all constitutional amendments, and to report annually to the Chairman of the Auditing Committee each separate amount remitted to the Grand Secretary for the credit of the Lodge. For the faithful performance of his duties he shall receive nine hundred dollars per annum, payable monthly. When he retires from his office he shall immediately deliver all the books, papers and other property in his charge belonging to the Lodge to his successor in office, or whomsoever the Lodge may appoint. He shall present a written report of the transactions of his office semi-annually, at the first regular session in the months of April and October. He shall be required to give bond to the Lodge in the sum of five thousand dollars for the faithful performance of his duties.
SEC. 5. It shall be the duty of the Treasurer to receive all the Lodge moneys from the Secretary, giving him a receipt therefor; pay all bills against the Lodge as ordered thereby on vouchers signed by the Exalted Ruler and Secretary; keep a correct account, under their proper dates, of the amounts and sources of receipts and the amounts and purposes of disbursements, taking proper vouchers for the various items thereof. He shall, at such times as the Lodge may direct or the Exalted Ruler require, present for examination all books, papers, vouchers, etc., that may be necessary to a proper auditing of his accounts. He shall also perform such other duties as are required by the Lodge, and are compatible with his office. Whenever the amount of unappropriated cash in his possession shall exceed one thousand dollars, he shall notify the Chairman of the Board of Trustees. He shall present a report at each session showing the condition of the funds of the Lodge, and shall present a written report of the transactions of his office semi-annually, at the first regular sessions in the months of April and October. He shall be required to give bond to the Lodge in the sum of five thousand dollars for the faithful performance of his duties.

OF THE TILER.

SEC. 6. It shall be the duty of the Tiler to attend at the outer door of the Lodge at all its regular meetings and special sessions, and permit no person to enter without being satisfied of his right to do so, nor without previous announcement through the Inner Guard and formal permission of the Exalted Ruler. He shall require all brothers to show their visiting cards, and in addition require visiting brothers to register their names in a book kept for that purpose. He shall remain at the Lodge rooms until the close of all sessions, whether business or social. He shall assume charge of all jewels, regalia, and other Lodge property, and be held responsible for the same, seeing that it is in proper condition for all sessions of the Lodge, whether business or social. He shall furnish all necessary paraphernalia by order of the presiding officer; have charge of the keys of the Lodge doors, and see that all property of the Lodge is stored in safety before leaving the Lodge rooms. For the faithful performance of his duties he shall receive eighteen dollars per annum, payable April first of each year.

OF THE TRUSTEES.

SEC. 7. The Board of Trustees, after each annual election, shall meet and organize by the selection of a Chairman and Secretary. Said Board shall have the following powers, subject to the control of the Lodge: they shall have control of the funds, investments, and property of the Lodge, whether real or personal, not otherwise provided for by law; they shall receive and collect the income and rents from said property, and pay the same through the Secretary to the Lodge, shall execute all leases, contracts, or other papers necessary or proper in the premises, and shall perform such other duties as may be required by the Lodge, and as are compatible with their office.

They shall, at the call of the Chairman, hold such meetings as may be required for the fulfillment of their duties, keeping correct minutes thereof. In addition to the minute book, they shall keep a separate record of such investments as they may from time to time make under the direction of the Lodge; and said record book shall show clearly the original cost of such investments, the dates and amounts of the receipts arising as interest or profit upon such investments, the dates and amounts of bank deposits made by them, and the dates and amounts of such drafts as may from time
to time be made from the bank by order of the Lodge. Whenever they may become aware, by notice or otherwise, that the amount of unappropriated cash in the hands of the Treasurer exceeds one thousand dollars, the Board of Trustees may demand and receive from said Treasurer all unappropriated moneys in excess of said one thousand dollars, giving their receipt therefor; and they shall deposit the same in one of the banks selected for deposit purposes by vote of the Lodge, or they shall invest the same in such manner as the Lodge may have otherwise directed.

They shall purchase all supplies ordered by the Lodge and all blanks, books and stationery required by the officers for the proper performance of their duties.

They shall receive and hold the bonds of the officers of the Lodge, and shall exercise a general supervision over the property of the Lodge, keeping an account of the same, which shall show in detail the estimated value of such property; and they shall make such additions thereto from time to time as the Lodge may order. They shall present a written report of their transactions semi-annually, at the first regular sessions in the months of April and October.

ARTICLE VI.

APPOINTIVE OFFICERS AND DUTIES.

SECTION I. After his installation the Exalted Ruler shall immediately appoint an Esquire, a Chaplain, an Inner Guard, and an Organist.

BY-LAWS.

OF THE CHAPLAIN AND INNER GUARD.

SEC. 2. The Chaplain and Inner Guard shall perform such duties as may be required of them by the Laws of the Order or the By-Laws of the Lodge.

OF THE ESQUIRE.

SEC. 3. The Esquire shall organize the Lodge, examine and introduce candidates and visiting brothers, superintend the secret work and ballot for initiation and affiliation, and transmit official messages within the Lodge, as directed by the Exalted Ruler, and in all public displays by the Lodge he shall officiate as Marshal. He shall perform such other duties as may be required of him by the Laws of the Order or the By-Laws of the Lodge.

OF THE ORGANIST.

SEC. 4. The Organist shall officiate at the opening and closing of the Lodge, and during initiations, as well as when otherwise required by the work of the Lodge. He shall receive for actual attendance at each session, regular or special, as well as each social session when his services are required, such sums as the Lodge may from time to time direct.

ARTICLE VII.

ELECTION OF OFFICERS.

SECTION I. At all elections for officers, the Exalted Ruler or a Past Exalted Ruler shall preside, unless the Grand Exalted Ruler or the District Deputy shall be present. He may appoint two members to act as tellers to receive, sort, and count the votes, and the ballot box must be placed in full view of the Lodge. The election shall be by written or printed ballot, uniform in size and color, which shall contain in regular order a list of the offices to be filled. If by written ballot, it shall conform to such other regu-
lations as the Lodge may direct; if by printed ballot, it shall contain, beneath the title of each office to be filled, the names of the candidates for such offices, and there shall be a blank space beneath each office for which no one has been nominated previous to the night of election. When printed ballot is used each member voting shall indicate his choice by a cross or an “X” placed opposite the name of each candidate he votes for, and the preparation and casting of each ballot shall be secret and without assistance, except in case of physical disability, and suitable arrangements therefor shall be made by the Lodge. No ballot shall be cast or counted other than the one provided by the Secretary. After all who are entitled to do so have voted, the ballot shall be declared closed; one of the tellers shall then examine each ballot singly, and pass the same to his associate, who shall read the name or names written or printed thereon, and the Secretary shall tally the same, from which tally list the presiding officer shall announce the result to the Lodge, and shall declare the candidates receiving a majority of the votes cast duly elected. When there is but one candidate in nomination, the Lodge may direct any officer to cast the vote of the Lodge for such candidate. No member who is in arrears shall be entitled to vote.

SEC. 2. An elective officer may present his resignation at a regular session, and should the resignation be accepted, an election to fill the vacancy shall be announced by the Exalted Ruler to take place at the next regular session in the same manner in which officers are elected at a general election.

ARTICLE VIII.
COMMITTEES.

SECTION 1. At the next session after that of his installation the Exalted Ruler shall appoint a standing Auditing Committee, consisting of not less than three nor more than seven members to hold office for one Lodge year.

It shall be the imperative duty of the Auditing Committee to audit and approve or disapprove the accounts of the Treasurer, Secretary, Board of Trustees, Officers of the Lodge, and all Committees, and report thereon, in writing, at the first regular session in the months of April and October, and at such other times as the Lodge may direct. They shall also examine into and report upon and act in such other matters of finance as the Lodge may from time to time direct.

SEC. 2. At the next session after that of his installation, and at the first regular session in October thereafter, the Exalted Ruler shall appoint a Visiting Committee, consisting of three or more members, whose duty it shall be for such time after their appointment as shall be designated by the Exalted Ruler, to visit such brothers of this Lodge, or of sister Lodges, temporarily resident in this city, as shall have been reported to them as ill, and report their doings, in person or in writing, at the first regular session after such visits shall have been made.

SEC. 3. Special Committees may be appointed upon any item of business, and may consist of as many members as the Lodge in its discretion may think proper.

SEC. 4. When fewer in number than five shall be appointed by the Exalted Ruler on a committee, the member first named shall be the chairman thereof. When five or more than five constitute the committee, the first named shall be the temporary chairman until such time as the members shall elect a permanent chairman.

SEC. 5. In case of the neglect of the Chairman to call a session in proper time, any member or members of a committee shall have power to call together as many members of the same as are accessible, and to consider the matter submitted by the Lodge; and they shall be empowered to report their conclusions to the Lodge, either jointly or individually.
SEC. 6. All members of committees or commissions, after notice of their appointment, shall give patient and diligent attention to the business entrusted to them, and report to the Lodge at the next stated session subsequent to their appointment, unless otherwise ordered by the Lodge.

All reports (except reports of progress) shall be made in writing, and signed by a majority. If a minority report be made it shall be presented at the same session with a majority report.

SEC. 7. Every committee or commission shall have authority and power to call for such books, documents, papers, and other articles as it may deem necessary to a correct understanding of the subject under consideration, or the business it shall have been charged with; and every member of the Lodge notified to appear before a committee or commission, or to produce books, papers or other articles in his possession or under his control, shall, unless excused by the committee or commission, attend at the time and the place specified, and continue his attendance until dismissed; and every witness who is an Elk called to testify in the matter shall give all information in his possession or be subjected to trial for contempt and violation of his obligation.

ARTICLE IX.

HOMES AND CLUBS.

SECTION 1. The Exalted Ruler shall appoint a House Committee, consisting of five members, whose duty it shall be to operate and manage the cafe, billiard and pool room, cigars, soft drinks and confectionery department and who shall regulate the use of all of the property of the Lodge and Club and who shall make and post rules regulating the conduct of the members of the Lodge when in, upon or about the Lodge or its Home, but nevertheless, the actions of the House Committee shall at all times be subject to the control and direction of the Lodge, the Trustees, however shall have exclusive power in regard to the insurance, preservation, repairs, acquisition and disposition of all property, real and personal, of the Lodge and Club.

ARTICLE X.

FEES AND DUES.

SECTION 1. The fee for initiation in this Lodge shall be fifty dollars; ten dollars must accompany the proposition, and the balance must be paid when the candidate presents himself for initiation.

Sec. 2. The regular Lodge dues shall be eighteen dollars per annum, payable in advance on the first days of April and October of each year. That a budget committee consisting of the Esteemed Leading Knight, one other chair officer, the Secretary, one member of the Board of Trustees, the Chairman of the Auditing Committee, the Chairman of the House Committee and one member from the membership at large shall prepare and present to the Lodge for adoption not later than the first regular meeting in March of each year a budget of operating expenses and such budget of operating expenses shall not exceed a sum equivalent
to twelve times the membership in good standing, exclusive of life members. The remaining portion of the apparent income, or a sum equivalent to six times the membership in good standing, exclusive of life members, shall be apportioned as follows: three dollars of the annual dues paid by each member shall be applied on indebtedness so long as any portion of such indebtedness remains unpaid, and three dollars of the annual dues paid by each member shall be appropriated for charity, welfare and other civic activities in such manner as the Lodge may from time to time direct.

SEC. 3. The fees for affiliation shall be a sum equal to the amount that the initiation fee of this Lodge shall exceed the initiation fee of the Lodge granting the dimit to the applicant for affiliation.

SEC. 4. The fee for reinstatement in cases where more than a year has elapsed between striking from the roll and application for reinstatement shall be twenty-five dollars.

SEC. 5. The dues of any member who is sick or in distress may be remitted by a majority vote of the Lodge.

SEC. 6. All dues from members shall be paid to the Secretary in person, or transmitted to him in registered letter, or by postal note, money order, or check, payable to his order, and the Secretary shall immediately acknowledge the receipt of the same.

ARTICLE XI.

HELP.

SECTION 1. All applications for help shall be referred to the Standing Relief Committee, who shall recommend relief according to the circumstances of the case.

SEC. 2. When a worthy Elk of this Lodge is destitute, unable to procure employment after diligent efforts, and actually without the necessities of life, he may make application in writing to the Lodge, or, during the intervals between the sessions of the Lodge, to the Standing Relief Committee (named in the Grand Lodge Statutes); and may, if found worthy, be assisted from the funds of the Lodge to a sufficient extent to provide him with the necessaries only.

SEC. 3. When a worthy Elk of this Lodge is in the condition described in the second section of this article, and in addition thereto is sick and in need of proper medicines, he may be provided with the same by the Standing Relief Committee, and in addition thereto be provided with necessary medical attendance.

ARTICLE XII.

POWER TO LOAN MONEY, ETC.

SECTION 1. This Lodge shall not have power to loan its funds to any of its members.
BY-LAWS.

ARTICLE XIII.

BILLS AGAINST THE LODGE.

SECTION 1. No orders for the payment of bills against the Lodge shall be signed by the Exalted Ruler and Secretary until such bills shall have been approved by the Committee on Finance.

SEC. 2. When bills against the Lodge shall result from the transactions of a committee, either standing or special, the items thereof shall, before being accepted by the Lodge, be approved by said committee and endorsed as correct.

ARTICLE XIV.

RULES OF ORDER.

SECTION 1. The Lodge shall be guided in its deliberations by the Rules of Order approved by the Lodge and annexed hereto. It shall be the duty of the Exalted Ruler to see that they are strictly enforced.

SEC. 2. "Robert's Manual" shall be the guide for any parliamentary rules not especially provided for in said Rules of Order.

BY-LAWS.

ARTICLE XV.

AMENDMENTS.

SECTION 1. All amendments to, substitutes for, or alterations of such portions of these By-Laws relating to time of meeting, price of initiation, etc., such as a Lodge has full power to change, must be proposed at a regular session, in writing, read before the Lodge, and laid over until the next regular session before a vote of this Lodge can be taken upon their adoption, when a two-thirds vote of all the members present shall be necessary to the final adoption of such propositions. But any action, statute or edict of the Grand Lodge altering these By-Laws shall have the effect of an amendment without any further action of this Lodge, and any article or section of these By-Laws requiring temporary suspension for the purpose of acting upon a dispensation granted by the Grand Lodge, or its properly authorized officer, shall be, without further action of this Lodge, considered temporarily suspended.

All proposed amendments to these By-Laws, in conflict with the Grand Lodge Laws, are void, and shall be declared out of order by the Exalted Ruler.

No By-Laws or amendments thereto, shall take effect until submitted to the Chairman of the Committee on Judiciary of the Grand Lodge, and approved by him.

The foregoing By-Laws are hereby approved this 7th day of August, 1920.

J. G. McFarland,
Chairman Committee on Judiciary.
RULES OF ORDER.

1. When the Exalted Ruler takes the chair, the officers shall take their positions and the members be seated, and at the sound of the gavel there shall be general silence. The Exalted Ruler shall then instruct the Esquire to organize the Lodge. That officer shall then see that the doors are properly closed and guarded, and the officers clothed in proper regalia, and report to the Exalted Ruler. The Lodge shall then be opened in due form.

2. The Exalted Ruler shall preserve order and pronounce the decision of the Lodge on all subjects; he shall decide all questions of order without debate, subject to an appeal to the Lodge by any member who may dissent from the same, which appeal must be seconded, when the question shall be: "Shall the decision of the chair stand as the judgment of the Lodge?" on which no brother shall speak more than once without special permission of the Lodge, which must be granted or withheld without debate. The question of an appeal, and all questions which arise while it is pending, shall be taken and announced or decided by the Exalted Ruler.

3. No question shall be stated unless moved and seconded, nor be open for discussion until stated by the Exalted Ruler; and when a question is before the Lodge the only motions in order shall be:

1. To lay on the table.
2. The previous question.
3. To indefinitely postpone.
4. To postpone to a day certain.
5. To recommit.
6. To refer.
7. To amend.

They shall take precedence in the order here arranged, and the first two shall be decided without debate.

4. On the call of three members for the previous question, the Exalted Ruler shall put the question in this form: "Shall the main question now be put?" If the motion be carried, the vote shall first be put upon all pending amendments, after which upon the main question.
5. No motion shall be made by one brother while another is speaking. And no motion shall be made or seconded without rising and addressing the Exalted Ruler, and he shall not recognize a motion or second made contrary to this rule.

6. If, on taking a vote upon any question (except in balloting for officers), the members are evenly divided, it then becomes the duty of the Exalted Ruler to give the casting vote; in doing which he may, if he desires, give his reasons.

7. Any brother making a motion shall reduce the same to writing, at the request of the Exalted Ruler or any brother. Resolutions shall be presented in writing, signed by the brother offering the same; and in either case they shall not be before the Lodge until they are read or stated by the Exalted Ruler or the Secretary.

8. When any communication, petition or memorial is presented, a brief statement of its contents shall be made before it is read, and after it has been read a brief notice of its purport shall be entered on the minutes.

9. When the reading of any paper is called for, and an objection is made by any brother, it shall be determined by a vote of the Lodge.

10. No member shall be interrupted while speaking, except it be to call him to order, or for the purpose of explanation.

11. If, during a brother's remarks, any other brother should desire to give information pertinent to the subject and short in its nature, or to ask a question of the same character, to be answered by the brother having the floor, he must rise and request, through the Exalted Ruler, the brother having the floor for permission to that effect, and, if refused, shall immediately resume his seat, the floor still remaining in possession of the first mentioned brother; but no brother shall keep the floor for more than five minutes if any objection be made.

12. If a member, while speaking, be called to order, he shall, at the request of the Exalted Ruler, take his seat until the question of order is determined, when, if permitted, he will again resume.

13. When a brother has occasion to make any verbal communication to the Lodge, motion or otherwise, he shall rise in his place and address himself to the Exalted Ruler by his proper title, who shall thereupon announce the brother to the Lodge as having the floor by calling the name of the same. Until thus recognized by the Exalted Ruler no brother shall attempt to speak.

14. Brothers shall confine themselves to the question under debate, and avoid all personalities and indecorous and sarcastic language.

15. If two or more brothers endeavor to obtain the floor at the same time, the brother first addressing the Exalted Ruler by his proper title, and first heard by him, shall be adjudged the floor; and no member shall speak more than once on the same subject or question until all who wish to speak shall have had an opportunity to do so, nor more than twice, without the permission of the Exalted Ruler. Each member while speaking shall designate the officer or member spoken of by his proper title, according to his standing in the Order.

16. When a blank is to be filled, the question shall be first taken on the highest sum or number, and the longest time proposed.

17. Before putting the question, the Exalted Ruler shall ask, "Is the Lodge ready for the question?" when, if no member rises to speak, he shall rise and put the question, and after he has risen for that purpose, no further discussion or motions shall be entertained until the question has been decided. While the Exalted Ruler is addressing the Lodge, or putting the question, silence shall be observed in the Lodge.

18. After any question, except one of indefinite postponement, has been decided, any member who voted with the majority may, at the same or next session, move for a reconsideration thereof, but no discussion of the main question shall be allowed unless reconsidered. A motion to reconsider a vote to reconsider cannot be entertained.

19. A motion to rescind can only be carried by a two-thirds vote of all members present.
20. When a brother has been called to order for a manifestation of temper or improper conduct he shall not be permitted to speak again at that session upon the same subject, unless by permission of the Lodge.

21. In speaking on points of order, the Exalted Ruler shall have the precedence; but he cannot speak on any other subject, unless to state the facts within his own knowledge.

22. No brother shall retire without permission of the Exalted Ruler. During opening and closing the Lodge, reading of minutes and initiation the door shall be closed.

23. Any brother having made a motion may withdraw it, with the consent of his second, before it is debated, but not afterwards without permission of the Lodge.

24. When a majority report is followed by a report from the minority of a committee the former, after being read, shall lie upon the table until the latter has been presented; after which, on motion, either may be considered.

25. No motion to adjourn can be entertained; but when the regular order of business shall have been completed the Lodge shall be closed in due form.


The foregoing Order of Business, By-Laws and Rules of Order are hereby approved by the Committee on Judiciary.

J. G. McFarland, Chairman,
R. E. Umbel,
J. F. Malley,
Robt. E. Evans,
Howard A. Swallow.
Committee on Judiciary
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