



## PROTOCOL & ETIQUETTE ESSENTIALS

Prepared by the Grand Lodge P. & E. Committee  
Issue No. 8 – October 2010

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

Welcome to the eighth issue of "*P&E Essentials*". It is anticipated that these informative and easy-to-read newsletters will be published several times a year.

"*P&E Essentials*" is intended to be an interactive instrument, designed to help you make a daily advancement in Masonic knowledge. The Committee welcomes questions and/or suggestions for topics that could be addressed in future issues. Questions or suggestions not related to Protocol and Etiquette will be forwarded to the appropriate Grand Lodge Committee for response.

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#### Committee Members

The current Protocol & Etiquette Committee members are:

Gordon Crutcher (*Chairman*); William Elliott; Dennis Hawman; Terry Hornibrook; Jacques Lacourse Jr.; George McCowan (*Secretary*); Bryan Middleton; Jack Mittleholtz; Richard Morreau; James Pearson; Garnet Schenk (*Editor of P&E Essentials*); Brian Seaborn; David Stevens; and Terrance Van Horne.

**With appropriate advance notice, any member of the Committee would be happy to make a presentation about P&E in your lodge, or at a District Meeting.**

### PRONOUNCING GLOSSARY

DEIGN - DAYN

TENETS – TEN ETS

EXCELLENCIES - ECH SELL ENN SEEZ;

SANCTITY – SANK TIT EE

PIQUE – PEEK

#### A Master Mason's Basic Masonic Library

should consist of: *The Constitution (2010)*; *Meeting the Challenge (2007)*; *The Masonic Manual (2007)*; *Beyond the Pillars (1999)*; *Towards the Square*; *The Book of the Work (2009)*; and *Guidelines for Lodge Officers in the Mechanics of the Work (2004)*.

### THE BALLOT – Part Two

After he has seen the ballot and if it appears something is amiss, the W.M. may declare it null and void and direct the Deacons to destroy the ballot. He can then order another ballot to be taken, as per Section 347 of the Constitution.

Note that the W.M. can only declare the first ballot null and void provided he has not already declared the applicant rejected.

He cannot subsequently declare the second ballot null and void, (unless the first ballot was a collective ballot).

As Section 348 of the Constitution requires an unfavourable COLLECTIVE ballot to be taken again for each applicant separately, a collective ballot does not count as one of the ballots for each applicant. So, if the first ballot is a collective one and if it turns out to be unfavourable, it is possible that the Worshipful Master may declare the second (individual) ballot null and void, thus requiring the lodge members to ballot a third time.

If the Worshipful Master does not order a second ballot, after the three principal Officers have inspected the white ballot box, the Senior Deacon places it upon the altar for inspection by any member who wishes to do so. **(The box is not placed on the V.O.S.L.)**

Once the ballot box is on the altar, and before the Wardens have been consulted, the Worshipful Master shall say, "Would any member of the lodge care to examine the ballot?" This is a most important right, and should be exercised by the Brethren. (Book of Constitution, Section 345.)

The Worshipful Master then directs the following questions to the Wardens:

"Brother Junior Warden, how do you find the ballot in the South?" The Junior Warden's response is: "I find the ballot favourable (or unfavourable) to the applicant in the South, Worshipful Master."

"Brother Senior Warden, how do you find the ballot in the West?" The Senior Warden's response is: "I find the ballot favourable (or unfavourable) to the applicant in the West, Worshipful Master."

The Worshipful Master then states, "I too find the ballot favourable (or unfavourable) to the applicant in the East."

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

If the ballot is favourable, the Worshipful Master then declares the applicant “a candidate eligible for membership by initiation (or affiliation).”

The Worshipful Master then orders: “Brother Deacons, you will destroy the ballot.”

### Procedural Rules Concerning Applications

1. All applications, (either for initiation or affiliation), must be read out in lodge at the first regular meeting after its receipt.
2. A motion to accept an application is not made. [Book of Constitution, Section 316 (a).]
3. After it has been read in open lodge, each application shall be referred to a Committee of Inquiry of three or more Master Masons, appointed by the Worshipful Master.
4. Notice that the application has been received by the lodge shall be reported, together with names of the members recommending the applicant, in the summons for the next regular meeting of the Lodge. (Book of Constitution, Section 319.)
5. An application cannot be voted upon, or balloted for, unless notice has been given in the summons for the meeting at which the application is to be considered. As a minimum, such notice should state the applicant's name, his date of birth, occupation and residence address.
6. It is possible to both receive the (favourable) report from the Committee of Inquiry and to ballot upon an applicant at the same meeting, provided proper notice of that ballot has been given in the lodge summons (and the Grand Secretary has provided a report that the applicant is clear on the Grand Lodge records). (Book of Constitution, Section 323.)

### Some “What If’s”

(1) *If, after the ballot has been collected, it has been found to be unfavourable, what happens next?*

**The Worshipful Master may order another ballot to be taken. The Worshipful Master should take this action immediately after he has inspected the ballot. (Q & A booklet, Q68, page 13, 2004 edition.)**

(2) *What if it was a collective ballot?*

**The Worshipful Master SHALL call for the ballot to be taken again for each applicant separately. (Book of Constitution, Section 348.)**

(3) *What if there is only one black ball in the white box?*

**The Worshipful Master may declare the ballot favourable to the applicant, unless the By-laws of the Lodge call for unanimity. (Book of Constitution, Section 349.)**

### Questions & Answers

(Q) Can a Brother demand a second ballot?

**(A) No. (See Book of Constitution, Section 350.)**

(Q) Can the Worshipful Master call for a third ballot to be taken?

**(A) No, except in the case of an unfavourable result on the first collective ballot. (Book of Constitution, Section 351.)**

(Q) When do we vote and when do we ballot?

**(A) All voting in lodge is by a show of hands, except where the Constitution or the By-laws of the lodge requires a ballot. (Refer to the Book of Constitution, Section 291 and as specified by Section 223 during the annual election.)**

**A typical scenario as to how we handle voting or balloting could be as follows:**

1. The Lodge has an application for Initiation.
2. The Lodge has an application for Affiliation.
3. The Lodge has an application for reinstatement.

**Scenarios 1 & 2 require a ballot to be taken, which may be a collective one, with the unanimous consent of the brethren.**

**Scenario 3 can be approved by a majority vote after receiving a favourable report and providing that the application has been received within three years of his suspension.**

**If the applicant has been out of the lodge for more than three years, a vote by ballot is required as per Section 203 of the Constitution, preceded by a Committee of Inquiry report and all back dues being paid up.**

(Q) When balloting, from whom do the Deacons collect the ballot first?

**(A) Although there is no specific direction, most lodges collect the ballot from the Worshipful Master first, and then proceed clockwise around the lodge room, collecting the I.P.M.'s ballot last.**

(A) Can the ballot be collected at the altar?

**(A) The W.M. may require members to ballot at the altar. (Book of Constitution, Section 343.)**

The 2010 edition of the Book of Constitution is now available in a spiral bound format, for \$8 each, from the Grand Lodge Office.

**You can request a direct e-mail subscription to *P. & E. Essentials* from: [Gordon@Crutcher.ca](mailto:Gordon@Crutcher.ca)**