

*Instructions
For
Officers and Members
Of Odd Fellow Lodges*



Independent Order of Odd Fellows

Grand Lodge
Of
California
Updated 2013



PREFACE

This BOOK OF INSTRUCTIONS is designed to help promote undefined uniformity of actions and procedures within the Lodges of California.

It has been compiled with the purpose of providing our officers and members with a reference and guide. The precedence of authority for government in Odd Fellow Lodges is as follows: first, the Odd Fellow Ritual; second, the Code of General Laws; third, the code of California Laws; fourth, the Constitution and Bylaws of the lodge that is meeting; fifth, Robert's Rules of Order (parliamentary procedures), Newly Revised; sixth, decisions by the Grand Lodge; seventh, decisions by the District Deputy Grand Master of his/her respective district.

Should any difficulty arise, the Noble Grand is to refer to those sources of authority and if the situation cannot be resolved at this level, then provide the question, in writing, to the District Deputy Grand Master of that respective district.

This book has been approved by the Judiciary Committee of the Grand Lodge of California.

There are twelve diagrams in the last part of this book showing the recommended floor work for some of the different items of lodge work.

PERSONAL APPEARANCE

Your personal appearance when attending a lodge meeting adds much to the dignity of your meeting. Odd Fellows should dress as well when attending a lodge meeting as when they attend church or other public gatherings where they expect to make a favorable impression. It will help the member look the person whom they want others to believe they are. Clothes do not make the person, but they certainly affect their presence.

EXAMINATION OF A VISITOR

Doors Open. If a visiting member from another Jurisdiction is present before the lodge room doors are closed, they may present their Official Certificate or unexpired Withdrawal Card to the Noble Grand who may then appoint an examining committee and if after examination, the committee is satisfied, the member may remain in the lodge room during the opening and be introduced by the committee after lodge is declared open.

After opening, the Noble Grand must formally appoint said examining committee.

Doors Closed. Should the visitor arrive after the doors have been closed, the members' unexpired Withdrawal Card or Official Certificate is to be given to the Outside Guardian. If the card or certificate is within date, they will admit the visitor to the anteroom. The Outside Guardian will then pass the card or certificate to the Inside Guardian, who will hand it to the Vice Grand. After the lodge has been declared open, the Vice Grand will report to the Noble Grand the presence of a visitor(s), reading from the card or certificate, giving the members' name, rank (if any), name and number of their lodge and the jurisdiction that they are a member. The Noble Grand will ask the Warden to bring the card or certificate to their station. The Noble Grand will appoint an Examining Committee of three third degree members of which one must be in possession of the Annual Traveling Password. The Noble Grand will say "I appoint Brothers/Sisters _____, _____ and _____ to examine and introduce Brother/Sister _____ from the Jurisdiction of _____." Add other visitors if there are more to be examined.

The chairman, first member named, will pick up the visitor's card or certificate, and if necessary the Annual Traveling Pass Word, from the Noble Grand, another member of the committee to receive from the Secretary the Visitors' Register and a writing pen. All three committee members are to meet in the center of the floor and retire to the anteroom in form.

Should there be any other visitor in the anteroom, the examination of each is to be done in a manner to avoid having anyone else hearing. As a guide for this examination, the work "ASK" may be used with the following procedure: "A"=Asking for the ANNUAL TRAVELING PASSWORD which is communicated as per the instructions in the Initiatory Degree; "S"=Sign the VISITORS' REGISTER, the committee comparing the signature with that on his/her Withdrawal Card or Official Certificate; "K"=Finding out what the visitor Knows about the ORDER. When the examination is concluded and is satisfactory, the examining committee is to see that each visitor is in proper regalia.

Should any visitor be visiting on an unexpired Withdrawal Card, they can only be examined in the Annual Traveling Password of the year in which the card was issued. A visitor with a card more than one year old may not be admitted under any circumstances.

If the visitor in the anteroom is a member in good standing from another lodge in California who is without the current term password, the Noble Grand is to ask if the Noble Grand or Vice Grand of the visitors lodge is present (only if there is a possibility). Should one of these officers be present, the Noble Grand will ask the Noble Grand, if present, if not the Vice Grand, to retire to the anteroom to communicate this password to the member.

If the visitor is from another jurisdiction and is not in possession of the Annual Traveling Password, the Noble Grand will retire to the anteroom and give the visitor the Annual Traveling Password.

With either of these conditions, the visitor is entitled to receive such passwords according to the statement printed on the backside of every Official Certificated.

PASSWORDS

The Term Password, Annual Traveling Password (A.T.P.W.) and Inter-fraternal Password for a new term are communicated to the newly installed Noble Grand and Vice Grand by the District Deputy Grand Master of that district. The presiding officer is then to communicate said passwords to those members of their lodge qualified (in good standing) to receive them before the next meeting and any time throughout the term. No member is authorized to communicate the current term password to anyone, unless specially directed to do so by the Noble Grand.

Prior to the Warden taking up the passwords from the members, they are to receive the term password and the password of the Initiatory Degree from the Noble Grand. Should the Noble Grand appoint the Conductor and/or other member(s) to assist the Warden, the Warden will examine these members before examining the others. Every member will stand, unless physically unable, while communicating the passwords. The warden or any assistant, are not to communicate the passwords to any member. As soon as the Warden, or any assistant is satisfied the member may be seated. All members who are without the term password must be reported to the Noble Grand, and any member so reported must remain standing while the Warden or any assistant reports: "Noble Grand, Brother/Sister _____ of this lodge without the term password – or – Brother/Sister _____ of the Jurisdiction of _____ who has (or has not) visited out lodge before". If the member be one of this lodge own members, or a visitor who has been previously examined and introduced and whose Official Certificate or Withdrawal Card he/she knows to be still in date, the Noble Grand says, "You will pass the Brother/Sister." The Warden or any assistant, will receive the password of the degree from this member. If the member be a visitor from another lodge in this jurisdiction without the term password or from a lodge from another jurisdiction, who has not been previously examined, the Noble Grand will request the visitor to retire to the anteroom until the lodge is open. The Warden or any assistant follows after the visitor who retires. It is the duty of the Warden after taking the passwords from the members in the room to retire to the anteroom and receive from the Outside Guardian, the passwords. Should there be any other member in the anteroom; they will receive from each of these the term password only, reporting to the Noble Grand the names of those who are not in possession of the term password.

FLAG CEREMONY

The instructions for presenting and retiring the flag shall be followed per the Ritual.

In addition to the instructions found in the Ritual, the following information will be of some benefit to the members.

When the Inside Guardian opens the inner door to admit the flag detail, the one bearing the flag enters first and waits for the escort(s). In forming a line in the lodge room, the Color Bearer will be in the middle with the escorts on each side. Should the Warden be carrying the flag, the escort will be to the right of the Warden.

Should there be a limited height of the doorway, the flag needs to be draped to keep the flag from touching the floor and be undraped after clearing the doorway.

As the flag detail starts to march the Noble Grand calls up the lodge and all will stand, unless physically unable, at attention without anything in the left hand and with their right hand over their heart. The flag detail will march to a point in front of the Vice Grand's station, turn and march towards the Noble Grand's station. (Note, the floor is to be free of any object as per the **DIAGRAM OF A LODGE ROOM** in the Ritual). They are to stop far enough in front of the Noble Grand's station to permit the one bearing the flag to march to the flag standard to post the flag. (Refer to Diagram #1 or #3). After the flag has been posted, the members may drop their hand to their side. The Pledge of Allegiance is given right after the one bearing the flag has returned to be in line with the escort(s). After the Pledge of Allegiance has been completed the flag detail returns to their seats. It is the duty of the Noble Grand to see that all Brother/Sister who owe allegiance to the United States of America conform to our flag code.

The retirement of the flag is done in reverse (Refer to Diagrams #2 and #4) and the flag detail re-enters the lodge room without form.

Should the lodge's bylaws provide for a Color Bearer and that officer is absent and no one pro tems the office, the flag must be posted prior to taking up the passwords. Should this be the case the Pledge of Allegiance is given after the Warden has returned to his/her station after reporting "Noble Grand, all present are Members."

DUTIES OF OFFICERS

As the Noble Grand calls up each officer to state his/her duty, each will rise, state his/her duty and remain standing until all officers have stated their duty as per the Ritual. The Noble Grand will seat the officers after the officers have completed reciting their duties. It is customary for the Right and Left Supporters of the Noble Grand and Vice Grand to rise when the Vice Grand is asked to state his/her duty

THE HOLY BIBLE AND PRAYERS

The Bible is required to be present at the Chaplain's station and open during every lodge meeting. The opening and closing prayers are those prescribed in the Ritual.

BOOKS

The Noble Grand is solely responsible for the Rituals. It is his/her duty to report to the lodge near the close of each meeting the number in his/her possession, also, if unable to deliver to the District Deputy Grand Master of his/her district at the installation of his/her successor the number receipted for at the beginning of his/her term he/she shall report to that officer the Rituals that were missing.

The Noble Grand is to have present at every lodge meeting the code of General Laws, Roberts Code of California Odd Fellow Laws and the Cipher to the Unwritten Work.

Members may purchase copies of the Code of General Laws, Roberts Code of California Odd Fellow Laws, Charge Book, Cipher Book, and Book of Instructions through the lodge secretary.

The Secretary or Secretaries and the Treasurer are custodians of the books of their respective offices until such time as their successors are installed. It is the duty of every officer who has custody of lodge books to see that same are in the lodge room at the time of opening.

ROLL CALL

After the lodge has been declared open, sufficient time should be given for all members who may have arrived late, and be in the

anteroom, to work their way into the lodge room before the roll is called. Each officer will rise as his/her name is called and will remain standing until completion of the Roll Call, after which, the Noble Grand will seat the officers. Pro tem officers will remain seated.

The Outside Guardian, or other officers temporarily absent from the lodge room in performing their duty, are to be reported present at Roll Call.

ESCORT AND INTRODUCTION OF VISITORS

The procedure for admitting a visitor from another jurisdiction (or a visiting Brother/Sister from the same jurisdiction who is without the current term password) shall be followed as per the Ritual under the page heading of VISITING.

In addition to the instructions in the Ritual the following information will be of assistance.

If the examination of a visitor was prior to the lodge doors being closed and the Brother/Sister is passed by the Noble Grand when Warden or assistant(s) took up the passwords, under the order of business heading "Introduction of visiting Brother/Sister", the Noble Grand states that he/she has on his/her desk a Withdrawal Card or Official Certificate of visitor from another jurisdiction. He/she then asks the examining committee to introduce the visitor. The chairman of the examining committee will receive the visitor's card or certificate from the Noble Grand while the other members of the committee will escort the visitor to the center of the floor. The chairman, from the center of the floor, will introduce the visitor by reading the necessary information from the visitor's card or certificate. If his/her card or certificate has been acknowledged as visiting this lodge previously by the secretary, the chairman gives the card or certificate back to the visitor. Otherwise his/her card can be given back to the visitor at the close of the meeting.

Should the examination have taken place in the anteroom after the doors were closed, and the examination has been completed to the satisfaction of the committee, they will proceed to enter the lodge room. After giving the necessary alarm, the committee chairperson will report to the Inside Guardian, "The Examining Committee with the visitor(s)." The Inside Guardian reports to the Vice Grand, "The Examining

Committee with the visitor(s) is/are ready to enter.” (As a matter of courtesy, the visitor(s) should not be kept waiting to enter a moment longer than is necessary). The Vice Grand will report to the Noble Grand at the earliest possible moment, "Noble Grand, the examining committee with the visitor(s) is ready to enter." The Noble Grand will say, “Vice Grand, you will admit them”. The Vice Grand will say, “Inside Guardian, you will admit them”. (Under no circumstances will the Inside Guardian admit the committee with the visitor(s) until he/she is instructed to do so.) The Inside Guardian will open the Inner Door and announce that they have permission to enter. The Chairman of the Examining Committee enters first, followed by the visitor(s), and march single file to a point in front of the Vice Grand’s station, turn, then march to the center of the floor. (Refer to Diagram #5)

VISITING AS A BODY

The portion of signs and words when a lodge visits another lodge as a body shown in the INSTRUCTION section of the Ritual under the title of ALARMS is quoted as follows: “When a lodge, accompanied by the Noble Grand or Vice Grand, shall attend another lodge, as a body, either officer may give the necessary signs and words for the entire body and the visiting lodge is admitted. If an examination is required, either officer may be examined and if found correct the entire body may be admitted without further examination.”

The following additional instructions from that listed above is for your information.

When the officers and members of one lodge desire to visit another lodge as a body, the Noble Grand (or Vice Grand, if the Noble Grand is not present) shall ascertain that all who are to enter are, in proper regalia and qualified to sit in the lodge meeting. When ready to enter he/she will give the alarm at the inner door, announce to the Inside Guardian: “The Noble Grand (or Vice Grand as the case may be) and members of _____ Lodge No. _____ located at _____ are visiting as a body.” This announcement is repeated to the Vice Grand, who, as soon as possible, will repeat the request to the Noble Grand. Noble Grand will say, “Vice Grand, you will admit them”. Which the Vice Grand repeats to the Inside Guardian. The Inside Guardian opens the door, the Noble Grand calls up the lodge, the visiting Brother/Sister march in by twos, with their Noble Grand on the left, and the Vice Grand (if present) to his/her right,

marches to a point in front of the Vice Grand's Station, turns left, separates into two single lines to form a "V" stopping at a line between the Chaplain's and Past Grand's stations and addresses the chair with the proper sign. The visiting lodge's Noble Grand, if present, (if not, the Vice Grand), says "Noble Grand, I take pleasure in presenting to you the officers and members of _____ Lodge No. _____.

The presiding Noble Grand, in his/her own words, extends a cordial welcome in behalf of his/her lodge, and invites the visitors to be seated. When the visitors have reached their chairs, the Noble Grand will seat the lodge.

It is not permissible for a lodge to visit as a body, unless accompanied and introduced by either the Noble Grand or Vice Grand.

No other Brother/Sister who is not a member of the visiting lodge may enter with them. Therefore, it is recommended that those Brother/Sister who are not members of the visiting lodge be permitted to enter first.

ESCORT

Refer to the INSTRUCTION section of the Ritual under the page heading VISITING, in the section titled "HONORS OF THE ORDER."

In addition to the above, the following additional instruction is for your information.

Grand Master's Official Visit. The Grand Master (or an elective officer of the Grand Lodge when making an Official Visit), will go to the center of the lodge room right after roll call has been taken (verifies a quorum is present), giving ample time for visitors in the anteroom to enter the lodge room. Here he/she will state his/her name, title and the purpose of his/her visit. He/she then invites all elective and past elective officers of all Grand Bodies (and others as desired) to retire with him/her. They retire to the anteroom in form.

The Grand Master will announce his/her presence to the Inside Guardian from the anteroom, this is repeated to the Vice Grand, who in turn reports to the Noble Grand. The Noble Grand will, if the Grand

Master is accompanied by his/her Grand Marshal, request that officer to retire, receive and introduce the Grand Master and other dignitaries.

If the Grand Master is unaccompanied by his/her Grand Marshal, the Noble Grand may then ask the Grand Conductor, if present; if not present, one of the other appointed officers present to be the escorting officer. If none of the above are present, the District Deputy Grand Master, if present, if not the lodge Conductor will be the escorting officer.

The escorting officer will retire in form. When ready to re-enter, after giving the necessary alarm, he/she will give his/her title to the Inside Guardian and say, “The Marshal (or title as the case may be) escorting the Grand Master and other dignitaries”.

The Inside Guardian repeats this announcement to the Vice Grand, and the Vice Grand to the Noble Grand. The Noble Grand will say, “Vice Grand admit them”. The Vice Grand will advise the Inside Guardian to admit them. The Noble Grand calls up the lodge when they enter the lodge room. (Refer to Diagram #6)

After all have addressed the Noble Grand, the escorting officer will introduce the escorted dignitaries commencing with the Brother/Sister on his/her far right. The escorting officer says: “Noble Grand, I have the honor and it is with a great deal of pleasure that I present to you and the members here assembled Brother/Sister _____ and Sister _____” (giving each Brother/Sister and sister’s name and title in full).

Immediately following the introductions, the Warden, having taken a position nearly in front of the Noble Grand station, will step directly in front of said station, and lead the members in extending the Honors of the Order as per the Unwritten Work of the Initiatory Degree to those entitled to receive them. The Noble Grand then welcomes them, and directs the escorting officer to escort them to seats at his/her right. (It would be expected that the only Brother/Sister seated on the Noble Grand’s right would be the Grand Master, others would return to their seats.)

Grand Master’s Social Visit. At social visits, the Grand Master does not retire unless invited to do so by the Noble Grand and he/she does not announce him/herself at the inner door. The Noble Grand will request the escorting officer (one previously established) to retire,

receive and introduce the distinguished guest. Upon entering the lodge room, the procedure is the same as for an Official Visit.

Escorting From The Sidelines. The Directors of the Grand Lodge, Youth Camp, Odd Fellows Homes of California, Odd Fellow-Rebekah Children's Home, Trustees of the Odd Fellows Foundation, and the Grand Trustees of the Grand Encampment are escorted from the sidelines by the escorting officer.

If those being escorted are to be seated to the Noble Grand's right, the escorting officer will begin at the far left of the Noble Grand, bow and proceed around the hall until all are to be escorted are in line. The Noble Grand calls up the lodge when the escorting officers bow to the last Brother/Sister to be escorted. The escorting officer will then proceed to the center of the floor and march in a straight line to the Noble Grand's right, when he/she is at a point in line with the Wardens and Conductor's stations, he/she will stop, turn left, step back two steps, bow to each as they proceed to shake hands with and be welcomed by the Noble Grand (Refer to Diagram #7). It is protocol for the Noble Grand to invite the Grand Master to introduce these Brother/Sister and sisters. It would be expected that those being escorted at this time and after introduction would return to their seats. Should anyone be escorted to the left of the Noble Grand, the line of march would be in the opposite manner. The escorting officer is to use his/her own discretion on where he/she should stand when introductions are being made so as not to stand right in front of those being introduced.

The appointed officers of all Grand Bodies are escorted from the sidelines by the District Deputy Grand Master of the district, if present, if not by the lodge Conductor to seats of honor to the Noble Grand's right. It is protocol for the Noble Grand to invite the Grand Master to introduce the appointed officers.

District Deputy Grand Masters and District Deputy Grand Patriarchs are escorted by the lodge Conductor to the Noble Grand's left. The Noble Grand will introduce the District Deputy Grand Master for his/her district and the others will introduce themselves.

District Deputy Grand Mater's Visit. The Official Visit and Social visit of the District Deputy Grand Master procedure and line of march is the same as that for the Grand Master, except his/her Deputy Grand Marshal will escort the District Deputy Grand Master. Should

his/her Deputy Grand Marshal not be present, the lodge Conductor will be the escorting officer.

Installation. At any installation, except for a dinner installation, the installing District Deputy (ONLY) is escorted by his/her Deputy Grand Marshal. Any other Deputy is escorted by the lodge conductor. Escort at a dinner installation is left to the discretion of the District Deputy Grand Master of the district where the installation is being held.

When the District Deputy Grand Masters exchange installation of officers, it shall be the duty of the District Deputy Grand Master of the district where the installation is being held, to escort all those entitled to escort prior to the installation ceremony. This visiting District Deputy Grand Master is there for the purpose of installing the officers of the lodge(s) only.

MINUTES

When the secretary shall have finished reading the minutes, the Noble Grand will say, "Brother/Sister you have heard the minutes of our last (or special) meeting held on _____. Are there any corrections or additions?" He/she waits for a reply. Hearing none, he/she continues, "Hearing none, the minutes stand approved as read", he/she raps the gavel once.

Should any corrections or additions be ordered, the minutes that have been read must not be altered through erasures or changes of any kind, but a notation is to be made on the margin of any corrections or additions ordered and the corrections or additions is noted in the minutes of the meeting being held.

The lodge will refuse to approve minutes until they have been written in the Minute Book.

Minutes of special meetings, including those of district meetings will be kept and read at the next regular meeting by the secretary of the residing lodge.

MEMORIUM

At the first regular meeting after information has been received of a death of a member of the lodge, the Noble Grand shall announce the

passing of the member. The lodge shall be called up and remain standing in reverence until the sound of the gavel. Some lodges place a black crepe drape over the charter for thirty (30) days in a deceased member's memory.

BILLS AND FUNDS

BILLS. To avoid confusion and uncertainty, a lodge must require that all bills and claims be presented in writing showing the date, purpose, amount and should require the receipt for said goods or service.

It is the duty of the Finance Committee to examine and report on all bills previous to their being voted upon by the lodge. This includes stipulated payment for rent, salaries, etc. It is permissible, also advisable, that the bills be referred to the Finance Committee before the opening of the meeting, or as soon as possible after being received.

FUNDS. Two (2) signatures shall be required for all the withdrawal of the lodge funds from all checking or saving accounts; each account shall require not less than three signatures on file, as per Chapter IV-B, Sec. 1, K, (4), (f), of the Roberts Code of California Odd Fellow Laws.

The funds of a lodge shall be devoted to the payment of its legitimate and proper lodge expenses, tax or other obligations to the Grand Body having jurisdiction over it, the discharge of its fraternal obligations under the law to its afflicted members and the discharge of such additional obligations as may be necessary or proper to carry out and exemplify the spirit of Odd Fellowship.

All funds raised in the name of the lodge shall go into the General Fund unless the bylaws of the lodge or special dispensation that they are for a special fund, such as Entertainment Fund, Refreshment Fund, a Grand Lodge project, and etc.

COMMUNICATIONS

Communications shall be read by the Secretary in the following order:

1. The Sovereign Grand Lodge
2. The Sovereign Grand Master
3. Grand Lodge
4. Grand Master

5. Rebekah Assembly
6. President of the Rebekah Assembly
7. District Deputy Grand Master
8. Lodges
9. Members
10. Advertisements, etc.

Those requiring action shall be brought before the lodge under their proper order of business. When presented to the lodge for action, they should not be passed over lightly, but each and everyone should be presented for discussion and disposition.

Those which require no action by the lodge should be ordered “filed” by the Noble Grand.

It is the duty of the Secretary to read all communications addressed to the lodge and it is for the lodge to decide what action shall be taken thereon, except, no communication requesting a donation of funds without the endorsement of the Grand Master, shall not be read by the Secretary.

MEMBERSHIP FEE

The fee that accompanies the application for membership which has been given to the Secretary, kept by the Secretary or is given to the Financial Secretary if there be one. If the candidate is rejected, the lodge returns the amount of the fee to the petitioner.

VOTING

The Voting Sign is used in voting on any motion before the lodge and in granting a request for a Withdrawal Card.

It is obligatory upon all members present in his/her own lodge meeting and in good standing to vote and ballot unless excused by the lodge.

The Noble Grand may vote on any question before the lodge. The Noble Grand is required to cast a ball and / or paper ballot.

If a member wishes to be excused from voting or balloting, he/she shall rise and say, “Noble Grand, I wish to be excused from voting (or balloting as the case may be)”. The Noble Grand will say, “Brother/Sister _____ wishes to be excused from voting (or balloting). If there is no objection, he/she is excused by the lodge”. If an objection appears, then a motion to excuse is in order, and if the motion fails to carry, the member must vote (or ballot) or retire.

Members may not, through one request, be excused from balloting upon more than one application (unless it be a collective ballot) the same evening. They must ask to be excused from balloting for each application.

BALL BALLOTING

Voting on an Application for Membership is the only time that a ball ballot is used.

A ballot box with a “hood” should be used so that the ballot may be kept secret. Black cubes should be used instead of black balls to lessen the chance of mistakes.

There should be sufficient number of both black cubes and white balls to permit all to vote as they desire.

In preparing for a ball ballot, the Warden shall place a pedestal in the center of the floor on which the ballot box will be placed for balloting and after the balloting is completed, the Warden shall remove the pedestal.

The Warden prepares the ballot box (examines both compartments), takes the box and marches to the Vice Grand’s station, places the box on the Vice Grand’s podium for inspection (Refer to Diagram #8). The Vice Grand rises and examines both compartments of the ballot box, then is seated. The Warden returns with the ballot box along the same line of march to the Noble Grand’s station, and places the box on the Noble Grand’s podium. The Noble Grand examines the ballot box and says, “Brother/Sister and Sisters, we are about to ballot on the application of _____ to become a member of this lodge by initiation (transfer or deposit of card, as the case may be). Remember your obligation and vote for the Good of the Order. White balls elect and black cubes reject. Look well

to your ballot". The Noble Grand ballots. The Warden takes the ballot box to the Vice Grand, who rises, casts his/her ballot and is seated, after which the Warden takes the box, marches in a direct line and places the box on the pedestal in the center of the floor (Refer to Diagram #9). The Warden ballots, steps about six (6) feet back and stands facing the pedestal. The Noble Grand then says, "The members will step forward and ballot". The Noble Grand shall not use the gavel to call up the members for balloting. It is suggested that the members rise simultaneously, take two steps out from the front row of seats, proceed as shown in Diagram #10 to the ballot box.

The supporters to the Noble Grand lead both lines. (Refer to Diagram #10) They will turn and walk to the side nearest to them, walk down the sidelines to the back of the room, members to follow the supporters to create a voting line, the supporters continue down the sideline then turn towards the center, walk to the center of the room in front of the Vice Grand station, stop at the position to face their station, walk towards the center of the room to the side of the Warden.

The members will ballot alternately from the two lines, beginning with the line on the Wardens left, which is the Right Supporter to the Noble Grand. After balloting, the members return to their seats and are seated.

When the Noble Grand observes that there are no members in line to ballot, he/she will say, "Have all balloted who are entitled to ballot?" After a pause, he/she says, "If so, I declare the ballot closed."

The Warden carries the ballot box on a direct line to the Vice Grand's station (Refer to Diagram #11) and places the box on the Vice Grand's podium with the drawer towards the Vice Grand. The Vice Grand rises, examines the ballot and remains standing. The Warden marches, with the ballot box, to the Noble Grand's station. Places it on the Noble Grand's podium with the drawer towards that officer. The Noble Grand stands, examines the ballot, and if he/she finds the ballot to be favorable, he/she shall announce the result by saying, "I find the ballot to be favorable. Vice Grand how do you fine the ballot?" If there is less black cubes, the Vice Grand will reply, "I also find the ballot favorable." The Noble Grand then says, "Officers and members, by your ballot, you have elected _____ to become a member of this lodge by initiation (transfer or deposit of card)." The Noble Grand will destroy the ballot.

Should they find a majority of black cubes in the ballot, they will report the ballot as being unfavorable. Should this be the case, to verify the ballot and guard against possible errors, the Noble Grand may immediately call for a second ballot. Should the second ballot be unfavorable, the candidate must be declared rejected as a ballot may be retaken only once.

If there are no more applications to be balloted upon, the Warden places the ballot box on the floor alongside the Noble Grand's podium, removes the pedestal from the center of the room and the three(3) officers are seated.

Two (2) or more applications may be balloted upon collectively (at the same time). The same procedure is used when balloting as individually, except, that should the ballot be unfavorable and announced as such by the Noble Grand and confirmed by the Vice Grand, the Noble Grand will state, "We will now proceed to ballot upon the applications separately."

As soon as possible following a favorable ballot on an application, the Secretary shall notify the applicant of such acceptance and the date that he/she should appear for being admitted into the lodge.

It is recommended that on a degree night that the first order of business following roll call, any accepted candidate for membership should be admitted, whether it be by initiation, card or certificate.

CONFERRING OF DEGREES

All degrees shall be conferred as per the Ritual. The applicant's lodge should confer the Initiatory Degree on their own candidate, if possible.

For Other Lodges. Upon a written request, under seal of the lodge, a lodge may request another lodge to confer any of the Odd Fellow Degrees upon their qualified candidate(s).

Should the request be for the Initiatory Degree the requesting lodge's Secretary should send the Members' Register and a copy of the lodge's

bylaws for each candidate with the Noble Grand or with another member from the requesting lodge.

As soon as possible after conferring of the degree(s), the Secretary of the lodge that conferred the degree(s) should report to the requesting lodge that the degree(s) were conferred as requested. The report, under seal, shall stipulate the name of the Brother(s) / Sister(s), degree(s) conferred and dated conferred.

MEMBER JOINING BY CARD, ETC.

The ceremony and instructions in the INSTRUCTION section of the Ritual, under the title ADMISSION TO MEMBERSHIP BY DEPOSIT OF CARD, ETC., regarding the admission of members by deposit of Withdrawal Card, Dismissal Certificate, Transfer Certificate, etc., should be carefully observed, and it is recommended that the floor movements as shown in Diagram #12 of this book be followed.

DUES

The annual dues for a contributing and associate member of a lodge is found in the Bylaws of the Lodge.

In whatever manner in which a member is admitted, dues begin on the date of signing the Members' Register. The dues can be pro-rated to fit the financial needs of the lodge. The Financial Secretary, should there be one, if not, the Secretary, is the officer to whom the dues should be paid, and should dues be paid to any other officer or member, such payment shall not take effect until the money is placed in the hands of the Secretary/Financial Secretary. A member has the right to pay dues at any time. It is the duty of the Secretary/Financial Secretary to accept such payment whenever tendered and to receipt for the same.

Upon termination of membership, any unused dues shall be refunded, either to the Brother/Sister or in the case of death, to his/her widow or to a member of the family to whom he/she was depended upon. Dues refund shall never be paid to an estate.

REPORTS OF COMMITTEES

When a committee, which has been appointed to carry on some duty or benefit of the lodge, the chairperson (first one appointed is chairperson), if he/she be present, shall make the report. In the absence of the chairman, the Noble Grand may ask one of the other committee members, if present, to make the report.

Any request for additional assistance by the committee may be granted and appointed by the Noble Grand. Any request for finances or material belonging to the lodge must be requested from the lodge by a motion and approved or rejected by the lodge.

It is recommended that a senior member be appointed as chairperson of any committee. After fulfilling their duties, the Noble Grand should discharge the committee with thanks.

MOTIONS

There are six (6) steps for making and acting upon a motion.

1. A member in good standing must obtain the floor by standing, addressing the Noble Grand and then wait until he/she has been recognized by that officer. The member then is permitted to make a motion by saying, “Noble Grand, I move that _____ (state the motion in full).”
2. Another member seconds the motion. This Brother/Sister or sister does not have to obtain the floor to do so. The motion must be recognized by the Noble Grand.
3. The Noble Grand response by saying, “It has been moved by Brother/Sister _____ and seconded by Brother/Sister that _____ (repeat the motion in full)”. The Brother/Sister who seconded the motion does not need to be stated in the minutes.
4. The motion is now pending making it open for debate (if debatable). The Noble Grand will continue by saying, “The motion is now open for discussion”. The maker shall be given the first opportunity to speak. When all discussion is apparently over, the Noble Grand is to proceed by asking, “Are there any further remarks?” Hearing none he/she shall proceed to the next step.

5. The consideration of the motion now takes place by the Noble Grand saying, “All those in favor of _____ (state the motion in full) will use the voting sign. Down hands. Those opposed use the same sign.
6. The result of the vote is then so stated by the Noble Grand. If the vote is favorable, he/she is to say, “The motion is carried and we shall _____ (state the intent of the motion)”. Should the vote be not favorable, he/she shall say, “The motion is defeated.” Refer to the latest edition of the Robert’s Rules of Order, Newly Revised for the other action regarding motions (i.e. amending, division and reconsideration, etc.)

NOMINATIONS OF OFFICERS

Nominations of officers and trustee (providing the bylaws so provide) for the ensuing term shall be held on the two (2) meetings prior to the election of the officers.

The nominations for trustees (providing the bylaws so provide) should be so that one term expires each year. Should there be another vacancy; a trustee shall be nominated for the unexpired term of that trustee. In nominating a trustee, the length of the term must be specified.

ELECTION OF OFFICERS

Election of those nominated shall be held on the first (1st) meeting in November for a term commencing in January and/or the first meeting in May for a term commencing in July.

Election of those nominated shall be by paper ballot, except where there be but one (1) nominee for an office they may be elected by acclamation, collectively or separately. Election by acclamation shall be held prior to any balloting by paper ballot.

By Acclamation Collectively. When there is more than one office to fill, with but one nominee for each office, a member may move to “That we elect by acclamation collectively”. The motion must be unanimously carried. If a single negative vote is cast, the motion to be elected by acclamation collectively is defeated and each nominee must

be elected separately. Upon adoption of a motion to elect by acclamation collectively, the procedure is as follows:

The Noble Grand will ask the Secretary to read the names and office (and trustee to which there is but one nominee). After the Secretary reads the names and office, the members will say “yes”, all those opposed say “no”. Should the vote be unanimous, the Noble Grand will say, “By your vote, you have elected Brother/Sister _____ to the office of _____, Brother/Sister _____ to the office of _____.” This is continued until all, where there is but one nominee, has been declared elected.

Should there be one “no” vote, the Noble Grand will say, “the vote to elect by acclamation collectively is defeated and each nominee will have to be elected by acclamation separately”.

By Acclamation Separately. When the vote to elect by acclamation collectively has been defeated, the Nobel Grand will proceed without any further motions, as follows:

The Noble Grand says, “Election of _____ (name the office) is now in order. Secretary will read the name of the nominee.” The secretary will say, “Noble Grand, Brother/Sister _____ has been nominated for the office of _____ (name the office).” The Noble Grand says, “All those in favor of Brother/Sister _____ elected to the office of _____ will say “yes”, those opposed say ”no””. Should the vote be unanimous the Noble grand will say, “Brothers and Sisters, by your vote, you have elected Brother/Sister _____ as _____ (name the office)”. Should each vote be unanimous, the procedure above shall be followed until all, where there is but one nominee for the office, has been declared elected.

Should there be one “no” vote on any vote for an office, the election shall be by paper ballot. See also “Unopposed” Chapter IV-B, Sec. 1-M, (9) Roberts Code of California Odd Fellow Laws.

Paper Ballot. It is suggested that the Secretary make ballots prior to the meeting of the election with each office to be filled by balloting with the office title and the name of nominees for each office and a “()” after each nominees name in which the members may pace an “X” for voting for the nominee of their choice for each office. This will save time and

confusion, especially in the proper spelling of names. Should printed ballots not be prepared, each office will be voted on separately.

The Noble Grand appoints the Warden and two tellers (one of which shall be the Conductor, per Chapter IV-B, Sec. 1, E, Roberts Code of California Odd Fellow Laws) to assist the Warden in canvassing the ballots. While the Warden and Conductor are passing out the ballots, the third teller places a pedestal in the center of the floor with a receptacle in which to place the ballots.

The Noble Grand may request the Financial Secretary, if there be one, if not the Secretary, to read the names from a previously prepared list, the names of those members whose dues are paid to date, therefore, are entitled to vote.

The Warden take his/her place on the Past Grand's side of the pedestal, the Conductor about six (6) feet to the rear of and facing the pedestal and the third member alongside the pedestal opposite the Warden. The Conductor will control the flow of members casting their ballot.

The Noble Grand will say, "I now declare the election of officers open". The Noble Grand marches to and joins the Vice Grand in front of this station his/her station. They march to the pedestal from the rear, Noble Grand deposits his/her ballot first, then the Vice Grand, Warden, Conductor and the third teller, in that order. The Warden counts aloud the number of ballots cast, and is verified silently by the third member. After the Warden announces the number of ballots cast, the Noble Grand will say, "There has been _____ (number) ballots cast, it will take _____ (number) to elect. (must be a majority)".

After the Noble Grand returns to his/her station, he/she will say, "Members will step forward and deposit their ballot". The members will follow the same line of march as in a ball ballot (Refer to Diagram #10) and in turn, deposit their ballot.

Each member must deposit his/her own ballot, or be excused, as it is not permissible for one member to deposit another's ballot. When it is obvious that the balloting has been completed, the Noble Grand will say, "Have all balloted who are entitled to ballot? (pause). If so, I declare the

ballot closed”. The Conductor will now step forward so as to be immediately behind the pedestal to witness the counting of the ballots.

The Conductor will pick up the ballots, hand the Warden each ballot after silently reviewing each, the Warden reads each name of each nominee for each office as shown on each ballot, he/she then hands each ballot to the teller opposite him/her and is silently verified by that teller. The Secretary tallies the ballot as read by the Warden, repeating the names aloud and the count (in groups of five) for each name.

The Secretary will report the result of the ballot to the Noble Grand in writing. The results are announced to the lodge by the Noble Grand. The Noble Grand, after the announcing the results, will say, “By your ballot, you have elected Brother/Sister _____ to the office of _____ (name the office)”. This is repeated for each office on the ballot.

Should the Secretary not prepare a printed ballot, each office shall be balloted on separately, and declared elected prior to proceeding to the next office for balloting. The same procedure is followed with regard to all elective officers/trustee where there is more than one nominee for an office, the Noble Grand in each case stating the name of the office being balloted upon.

After the results of the election has been declared, the Warden will deliver the ballots to the Noble Grand, by whom they will be destroyed, or cause to be destroyed.

No member who has been nominated, for any office that is being balloted on, may act as the Warden or a teller during the balloting. Should there not be a majority on a ballot, balloting must continue until a majority is declared. The Noble Grand should be governed by the bylaws of his/her lodge as to whether any nominee is to be dropped after each ballot, should a majority not be obtained on a ballot.

Nominees may decline on the night of nomination or at any time prior to the balloting. A member who declines is not in nomination. At election of officers in a lodge, all ballots cast for other than those nominated shall be counted as blanks and shall be tallied as such.

REPRESENTATIVES TO THE GRAND LODGE

Each lodge shall, at the last regular meeting in February of each year, elect Representatives to the Grand Lodge of California as provided in Chapter IV-A, Article V111, Sec. 3, Roberts Code of California Odd Fellow Laws. The Grand Secretary notifies each lodge as to the number of Representatives they are entitled to elect.

Any absent Past Grand is eligible to be elected providing he/she has so indicated in writing. No further nomination is necessary.

The following is a suggested format by which a lodge may elect their Representative: The Noble Grand will ask all Past Grand's to rise, and if unable stand, they are to raise their hand. After all have done so, the Noble Grand will ask those who do not wish to be a Representative, to please be seated. The Noble Grand will request the Financial Secretary, if there be one, if not, the Secretary to verify if all standing are in good standing. Should there be the same number standing that the lodge is entitled to have as representatives, their election may be by acclamation and voice vote. Should there be more standing than what the lodge is entitled to have as Representatives, an election by paper ballot is necessary.

As many names may be written on the ballot as there are Representatives to be voted for, but the name of the same person must not be written twice on the ballot. Other procedures shall be the same as outlined in "Balloting for Officers".

There are no proxies, and no one will be seated as a Representative unless the Secretary of the lodge has submitted to Grand Lodge a list of the elected Representatives.

DISTRICT DEPUTY GRAND MASTER

The qualifications and their duties are found in Chapter III, Sec. 11 of the Roberts Code of California Odd Fellow Laws. Study them well.

Duties. Prior to installation the District Deputy Grand Master shall examine all officers in the several charges in the opening and closing ceremonies of their respective office (Refer to Chapter IV, Sec. 1, K, (7), (a) of the Code of General Laws).

In addition to the above paragraph, the Noble Grand elect and Vice Grand elect must commit to memory and recite in open lodge, without the use of aids, all Unwritten Work of the Odd Fellow Degrees and all instructions pertaining to their respective office in conferring the Initiatory Degree (Refer to Chapter IV-A, Article VII, Sec. 4, Roberts Code of California Odd Fellow Laws).

It is the duty of the District Deputy Grand Master to see that the requirements in the two previous paragraphs have been met and it is his/her duty to refuse to install any officer who has not complied with them.

District Deputy Grand Masters are required to carefully examine the annual report of each lodge before proceeding with the installation and then send it to Grand Lodge. In addition to receiving the reports, he/she shall receive from each lodge a check, for the per capita tax, in the amount shown on the report.

Recommendation. As per Chapter IV-A, Article VIII, Sec. 4, Roberts Code of California Odd Fellow Laws, a lodge is limited to the election of one of its own members for recommendation for appointment as a District Deputy Grand Master. A lodge may not recommend a member of another lodge but may endorse the other lodge's recommendation for this appointment.

Where there is more than one nominee, the election must be by paper ballot, following the same procedure as outlined in "Balloting for Officers". Where there is one nominee, the election may be by acclamation and voice vote.

A lodge which desires to have one of its own Past Grand's for recommendation for appointment as District Deputy Grand Master for his/her district for the ensuing term, shall, at the first meeting in November, nominate and elect one of their Past Grand's to be recommended for such an appointment. It is the duty of the recommending lodge's Secretary to notify the other lodges in the district of such of a recommendation and ask for their endorsement.

An unwritten, but generally satisfactory, tradition observed is nearly every district having more than one lodge that each lodge shall take their turn in recommending a District Deputy Grand Master. It is

recommended that where there is more than one lodge in a district that a rotation of recommending a District Deputy Grand Master be established numerically by lodge number. Should a lodge be added in a district, the lodge number be added at the proper number sequence. Should a lodge pass the opportunity of recommending a District Deputy Grand Master, the turn would automatically pass onto the next higher lodge number in sequence.

BYLAWS

An established bylaw cannot be suspended under any circumstance; it can only be amended or repealed in the method established in the lodge's bylaws.

The lodge bylaws shall be re-written every five (5) years. There should be three members to discuss and present the new bylaws to the lodge.

New Lodge. As soon as a new lodge has been instituted, the Noble Grand shall appoint a committee of three (3) third degree members, whose duty shall be to prepare and to submit to the lodge for its approval at the earliest possible moment, a set bylaws for the government of the lodge. Said bylaws must conform to the rules and regulations of the Odd Fellow Ritual, Roberts Code of California Odd Fellow Laws and Code of General Laws.

The bylaws must be presented in writing to the lodge for consideration by a resolution signed and dated by the committee.

After reading the resolution and the bylaws to the lodge (without discussion) during a regular meeting, the Secretary shall send to each member of the lodge a copy of the proposed bylaws and a letter stating that the bylaws committee has presented these bylaws to the lodge for adoption, the date of the second reading (at least fourteen [14] days between readings) with discussion and voting to follow on the recommended bylaws. The bylaws must be adopted by a two-thirds (2/3) affirmative vote of the members present. Any change to the bylaws as read must be made by a motion and adopted by a two-thirds (2/3) affirmative vote of the members present.

After the discussion has been completed, a motion is in order to adopt the bylaws either as printed or as amended, whichever is the case. The bylaws may be considered as a whole or section by section.

A guideline for writing up a new set of bylaws is to use the “Sample Bylaws” available from the Grand Secretary, adding to as needed and must conform to the regulations found in Chapters IV-A and IV-B, Roberts Code of California Odd Fellow Laws.

After the lodge has adopted their bylaws, there shall be three (3) sets of copies made of the resolution and the bylaws as adopted. One (1) set to be retained by the lodge. Two (2) sets to be mailed to the Grand Lodge office. The resolution and the last page of the bylaws must contain the following information:

1. The date of the first reading
2. Date of the second reading
3. Date of the vote
4. Number present and voting
5. Number voting in the affirmative
6. Number voting in the negative
7. Signature of the Secretary and the Noble Grand
8. The seal of the lodge
9. Signatures of the bylaws committee

The adopted bylaws are not effective until approved by the Grand Lodge Committee on Bylaws review and an approved copy has been returned to the lodge.

Amending Existing Bylaws. No change can be made in existing bylaws of a lodge, except by a written resolution, signed and presented by one or more members of the lodge (or a bylaws committee appointed by the Noble Grand), and the exact wording as it will appear when amended.

The effective date of any adopted amendments is not effective until the lodge has received an approved copy from Grand Lodge or at a later time as stated in the resolution.

The procedure from this point is the same as in adopting a new set of bylaws as shown previously.

PUBLIC INSTALLATIONS

A public installation is an open installation and a formal opening or closing of the lodge meeting are not appropriate. They may be held on the date, time and place as agreed upon by the lodge(s) being installed and installing District Deputy Grand Master. Signs, passwords and gavels will not be used at a public installation.

Should the installation be held on a regular meeting night, the lodge will open the meeting at an earlier time, conduct that business that is necessary, and then close the meeting for the purpose of the installation ceremony.

BONDS

A lodge must comply with the laws regarding Surety Bonds for those officers requiring same as stated in Chapter IV-B, Sec. 1, K, (7) and (8), Roberts Code of California Odd Fellow Laws.

LODGE COMMITTEES

At the beginning of each Noble Grand's term, the Noble Grand should appoint, as indicated in the Lodge Bylaws, and may include the following committees:

- a) Finance
- b) Visiting
- c) Youth Service
- d) Instructions in the Unwritten Work
- e) Membership
- f) Entertainment
- g) Any other committee that the lodge deems to be for the good of the lodge

At the first meeting following the annual Grand Lodge Session, the Noble Grand should appoint a committee chairperson to committees that correspond to the District Committee chairperson that is appointed by the

District Deputy Grand Master. These chairpersons are for the Grand Lodge year:

1. Arthritis
2. California Visual Research
3. Good Fellowship
4. United Nations Tour
5. Public Relations
6. Other committees as requested by the District Deputy Grand Master or Grand Lodge
7. Other committees as deemed necessary by the Noble Grand or lodge

CARDS AND CERTIFICATES

Complete information on Cards and Certificates may be found in Chapter XXIV in the Code of General Laws.

All Cards and certificates granted, should express the highest rank the holder has obtained in the Order, whether such rank has been obtained by service, election or appointment.

Official Certificate. An Official Certificate is issued upon payment of a member's dues.

Withdrawal Card. The purpose of a Withdrawal Card is to sever his/her membership from the lodge from which it was taken, but does not sever membership in other units of the Order for a period of one (1) year, providing he/she keeps his/her dues paid to date in the other units of the Order. He/she shall have the right to visit any lodge in this jurisdiction and other jurisdictions in connection with the Annual Traveling Password, for that length of time, when it will expire and no lodge shall have the power or authority to grant or issue a renewal of such card, either before or after the expiration of said card or certificate.

The holder of an expired Withdrawal Card may not apply for membership in any lodge by reinstatement. He/she must apply to a lodge for membership by deposit of such card upon such terms and payment of such fees as required in the lodge's bylaws.

Withdrawal Cards shall be granted upon request by motion and majority affirmative vote of the lodge. A fee as established in the lodge's bylaws shall accompany the request. It is permissible to vote on more than one request at the same time; however, if there is not a majority vote of the members present, then each request is to be voted on separately.

Transfer Certificate. A lodge may only accept an application for membership by transfer when it is accompanied by a fee of one dollar (\$1.00) along with his/her Official Certificate showing his/her dues paid not less than ninety (90) days in advance.

The applicant must continue to pay dues to the lodge in which he/she holds membership until he/she has been admitted and signed the Members' Register of the lodge into which he/she is transferring, when the certificate attached to the bottom of the Transfer Certificate, shall be executed by the proper officers and returned to the lodge from which the transfer was made. If the dues have been paid beyond the effective date of the transfer, such excess payment of dues shall be refunded to the member's new lodge.

If a member fails to sign the Members' Register of the new lodge within ninety (90) days, the certificate is void and the membership continues in his/her old lodge.

When another lodge requests a Transfer Certificate for a member who has been elected to membership by transfer, the certificate must be granted without lodge action providing the member is not under charges. Should the member be under charges and the lodge receives a request for a Transfer Certificate, it is the duty of the lodge, under seal of the lodge, to notify the requesting lodge of such charges.

Dismissal Certificate. A member may be suspended from his/her lodge should his/her dues become delinquent for more than thirteen (13) months, providing the lodge Secretary has mailed, by first class mail, to the member not less than two (2) notices for the payment of the dues to the member's last known address. A member who has been suspended for the nonpayment of dues, may request in writing, for a Dismissal Certificate by paying the fee prescribed in the lodge's bylaws.

Certificate of Resignation. A member may resign his/her membership at any time, however, a Certificate of Resignation may only

be issued upon a written request providing his/her dues were paid to date, He/she was free from all charges, assessments and/or any indebtedness to his/her lodge on the date of the resignation after paying the prescribed fee as established in the lodge's bylaws. Should the holder wish to regain membership, the Certificate of Resignation must be deposited in the same way as when application is made for membership by deposit of an expired Withdrawal Card. A Certificate of Resignation shall be written by the Secretary and under seal of the lodge, showing his/her rank thereon.

Defunct Certificate. A Defunct Certificate may be issued on application of a member of a defunct lodge who is not entitled to a Withdrawal Card, by the Grand Secretary, by paying the prescribed fee.

HOUSING, HOMES, CAMP

Listed are the housing, homes and camp that are authorized by the Grand Lodge and Rebekah Assembly:

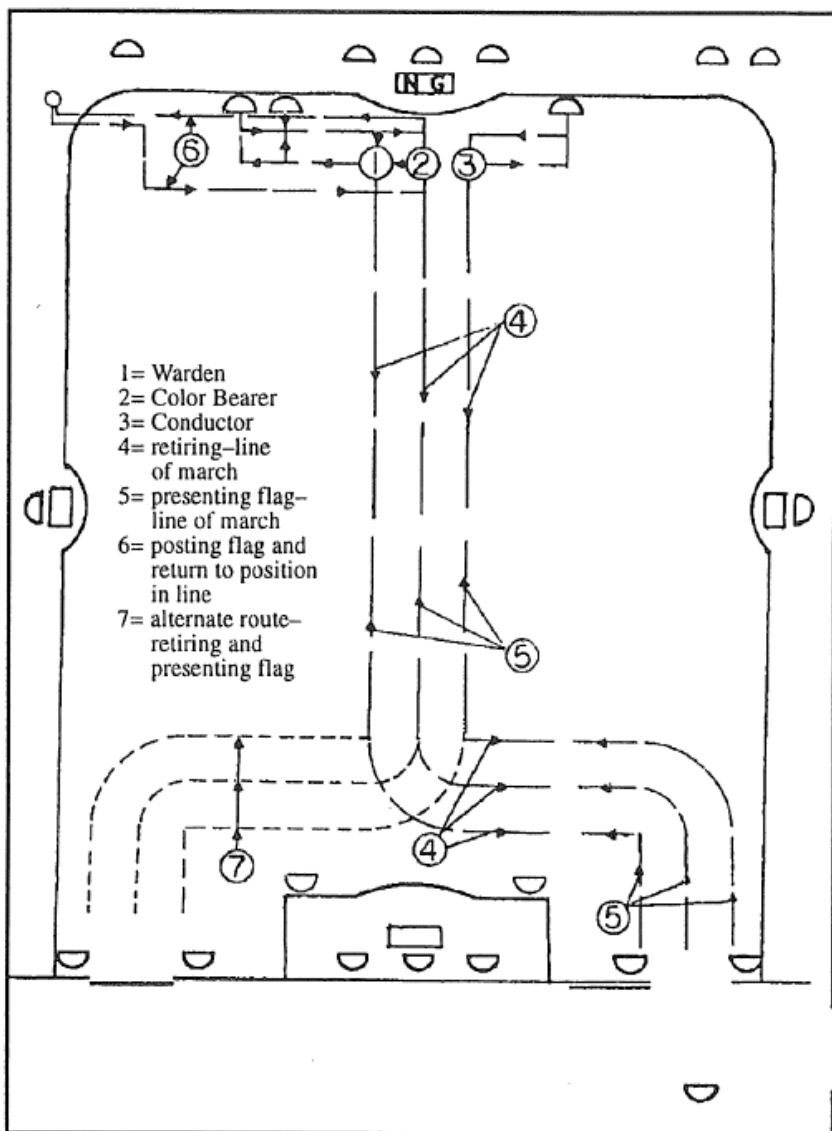
1. Saratoga Retirement Community
2. Rebekah Children's Services
3. Odd Fellow-Rebekah Youth Camp
4. California Odd Fellow Foundation (Fellowship Plaza)
5. The Meadows of Napa

Individual monetary donations to any of the above should be sent directly to the Grand Lodge of California.

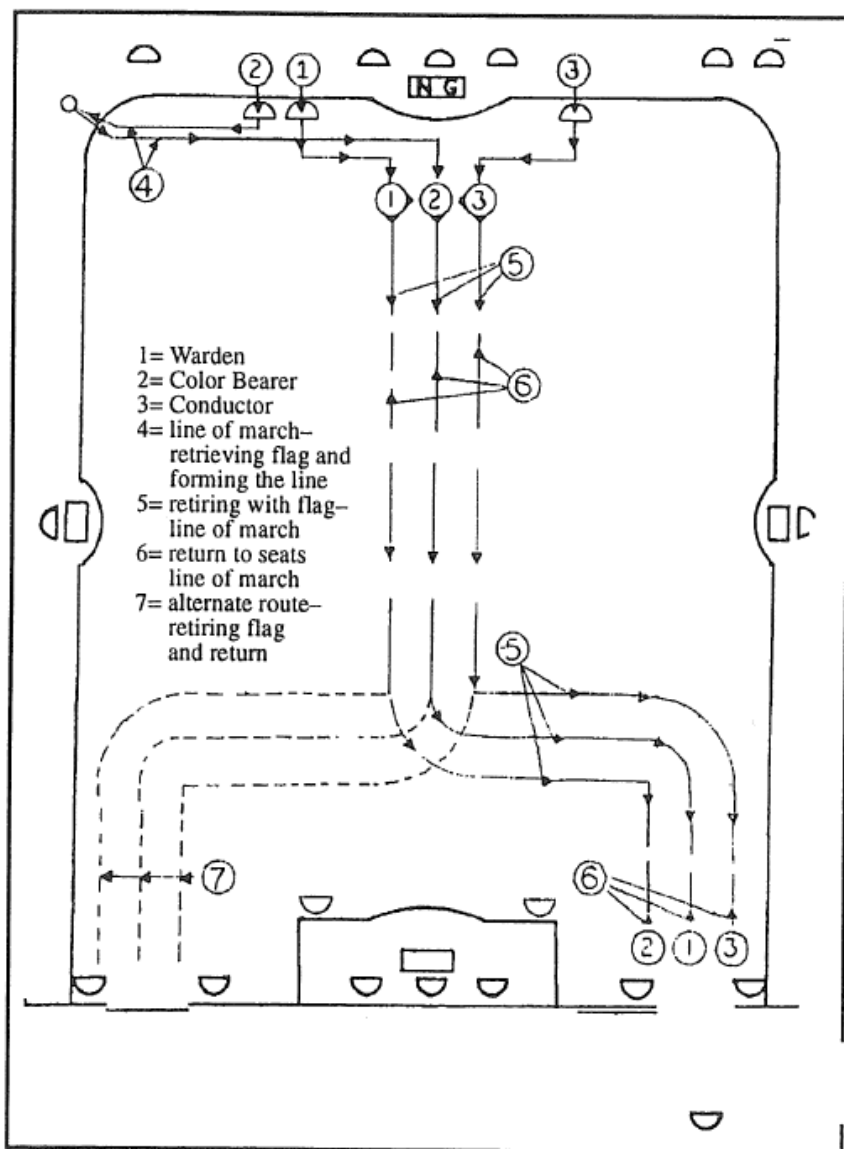
Donations, other than monetary, are sent direct to the housing, homes, camp administrator. The items must be properly labeled with your name and address so that a proper record may be kept and due credit given.

REGALIA AT FUNERALS

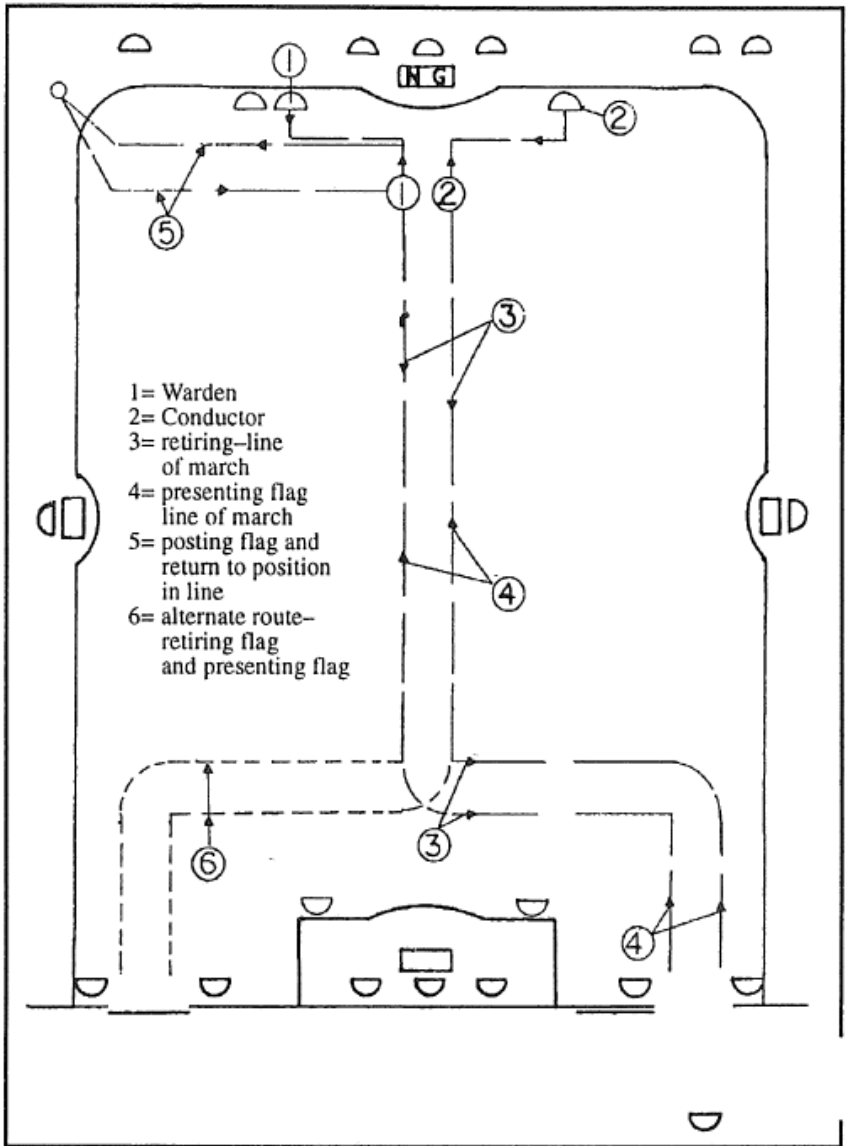
Regalia may be worn at a funeral for a member of the Order without a dispensation. Odd Fellows who are members of a Rebekah lodge may wear regalia (other than officer's regalia) they are entitled to wear at an Odd Fellow lodge meeting at a Rebekah Funeral.



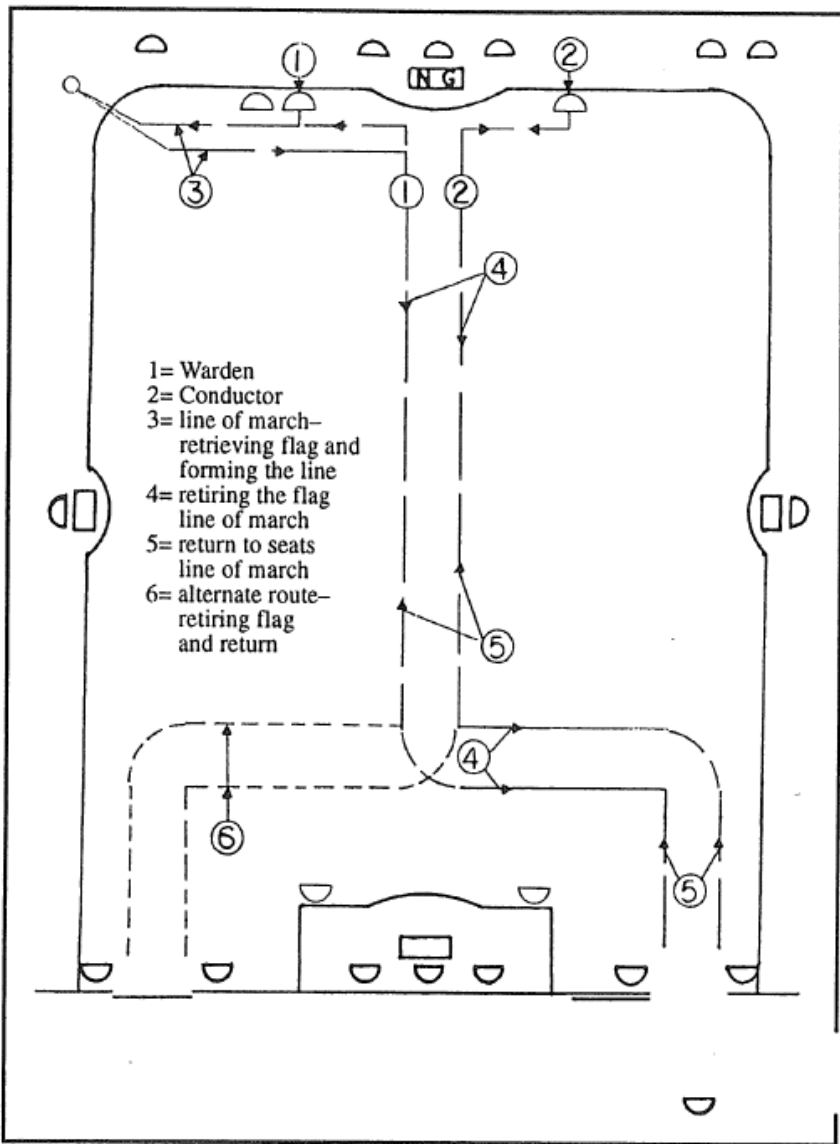
PRESENTING THE FLAG
 WITH THE COLOR BEARER
 Diagram #1



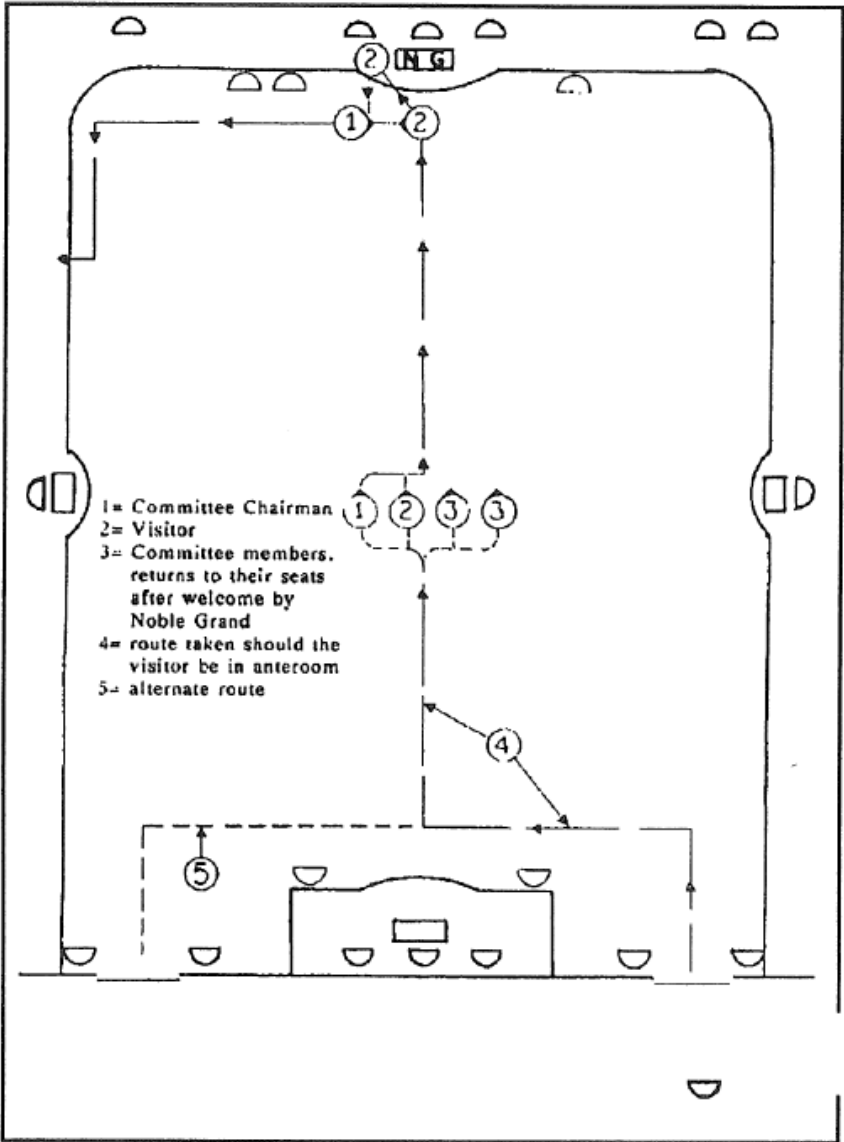
RETIRING THE FLAG
 WITH THE COLOR BEARER
 Diagram #2



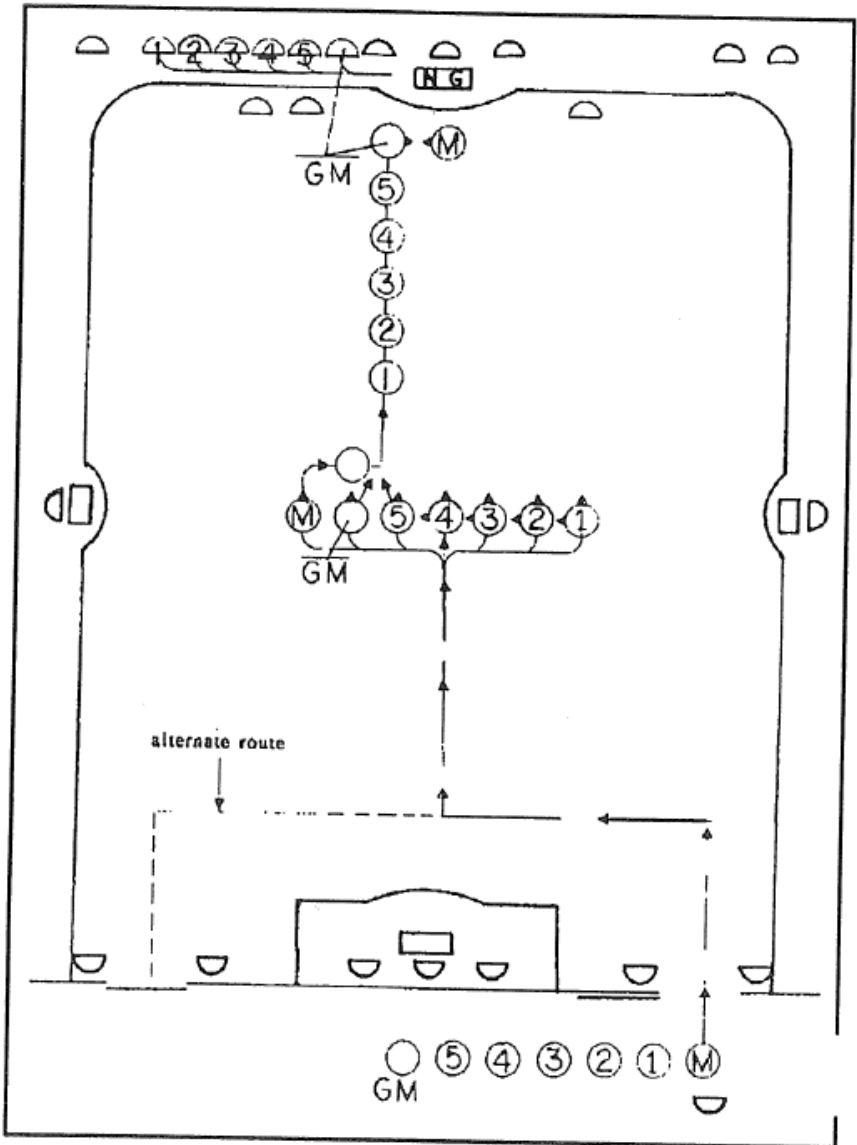
PRESENTING THE FLAG
 WITHOUT THE COLOR BEARER
 Diagram #3



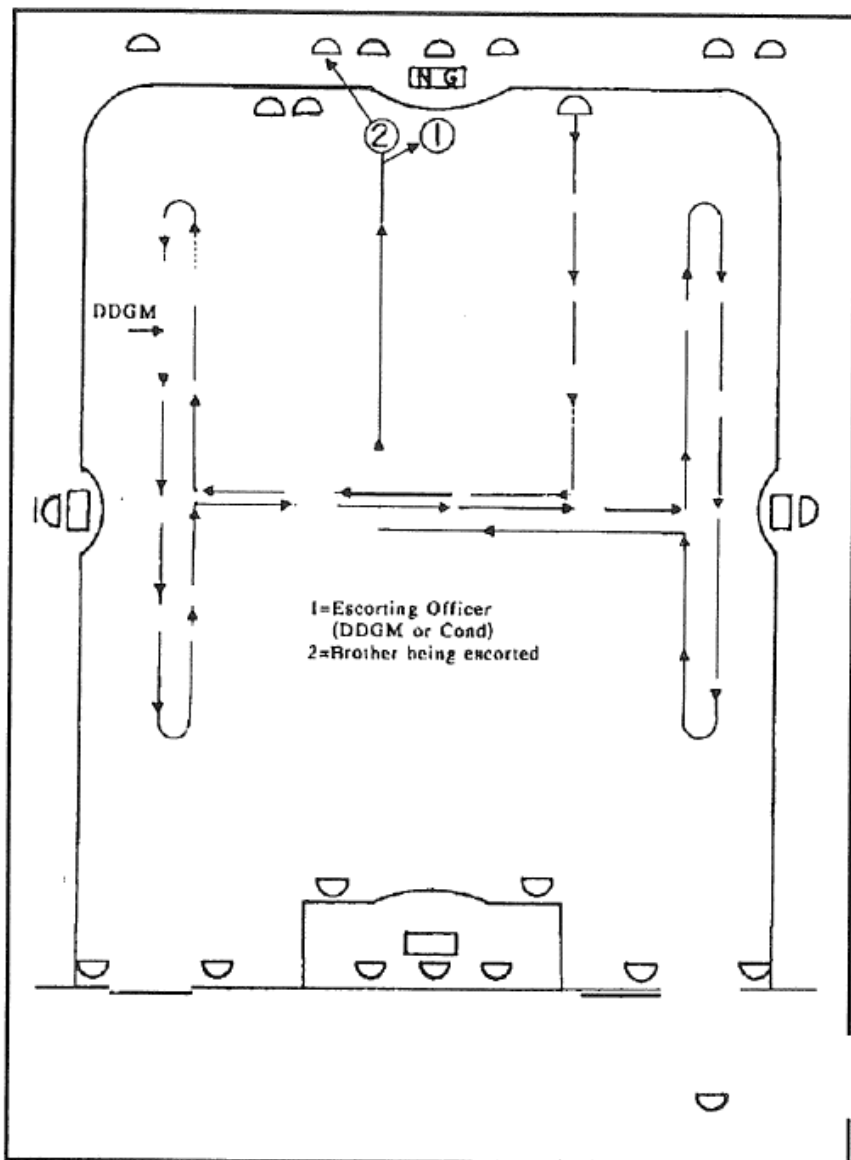
RETIRING THE FLAG
 WITHOUT THE COLOR BEARER
 Diagram #4



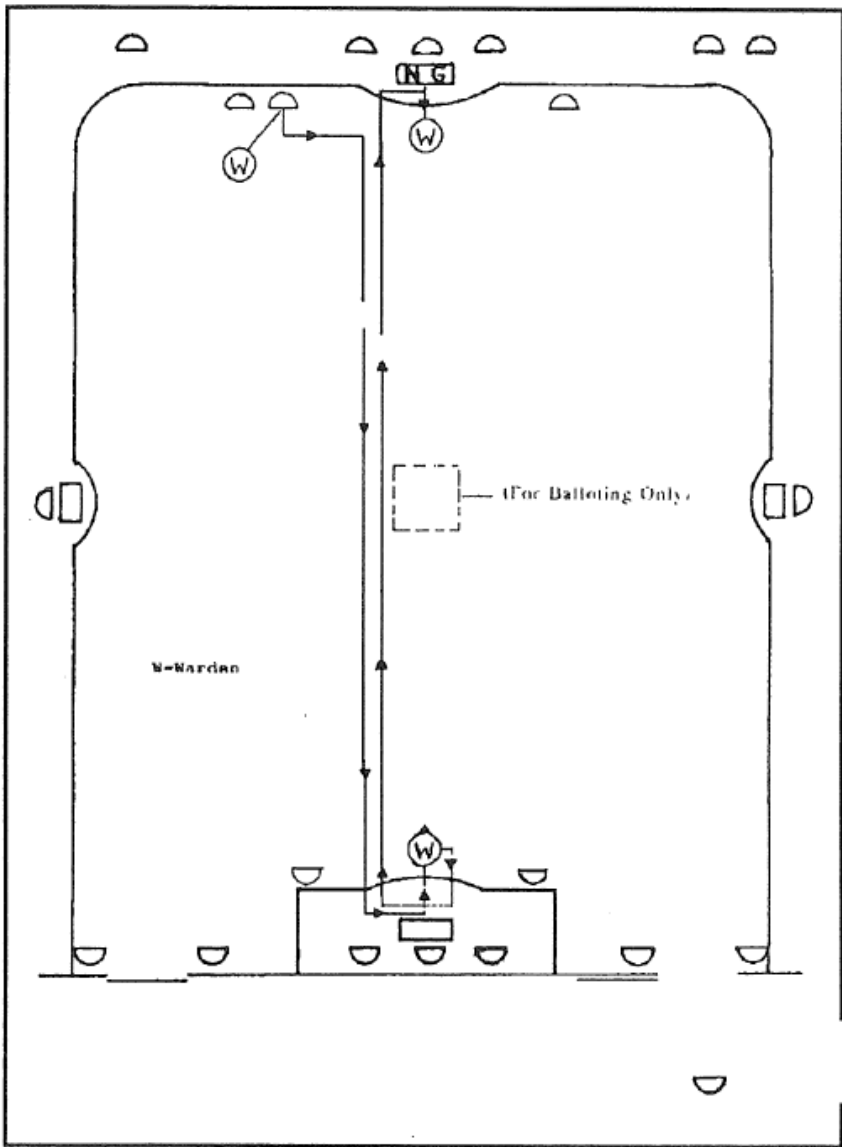
INTRODUCTION OF
 VISITING BROTHER/SISTER
 Diagram #5



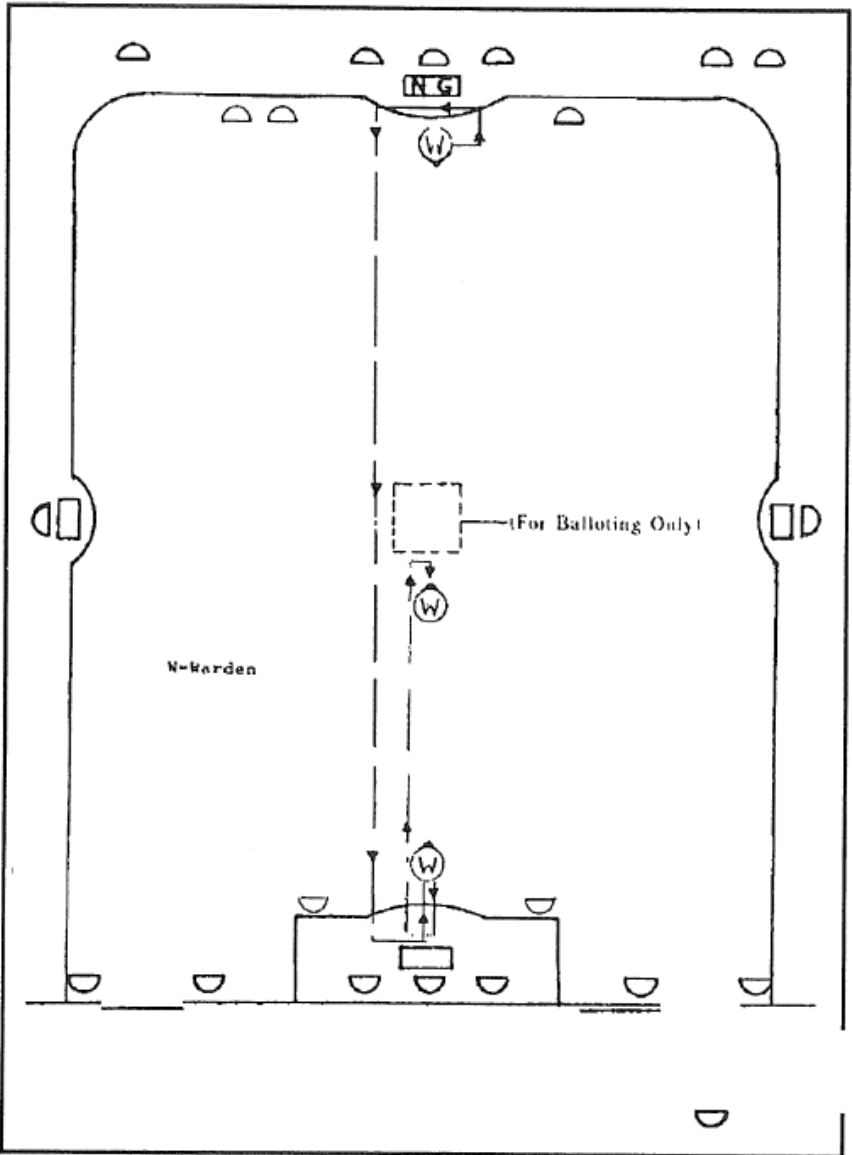
ESCORTING THE GRAND MASTER
AND OTHER INVITED GUESTS
Diagram #6



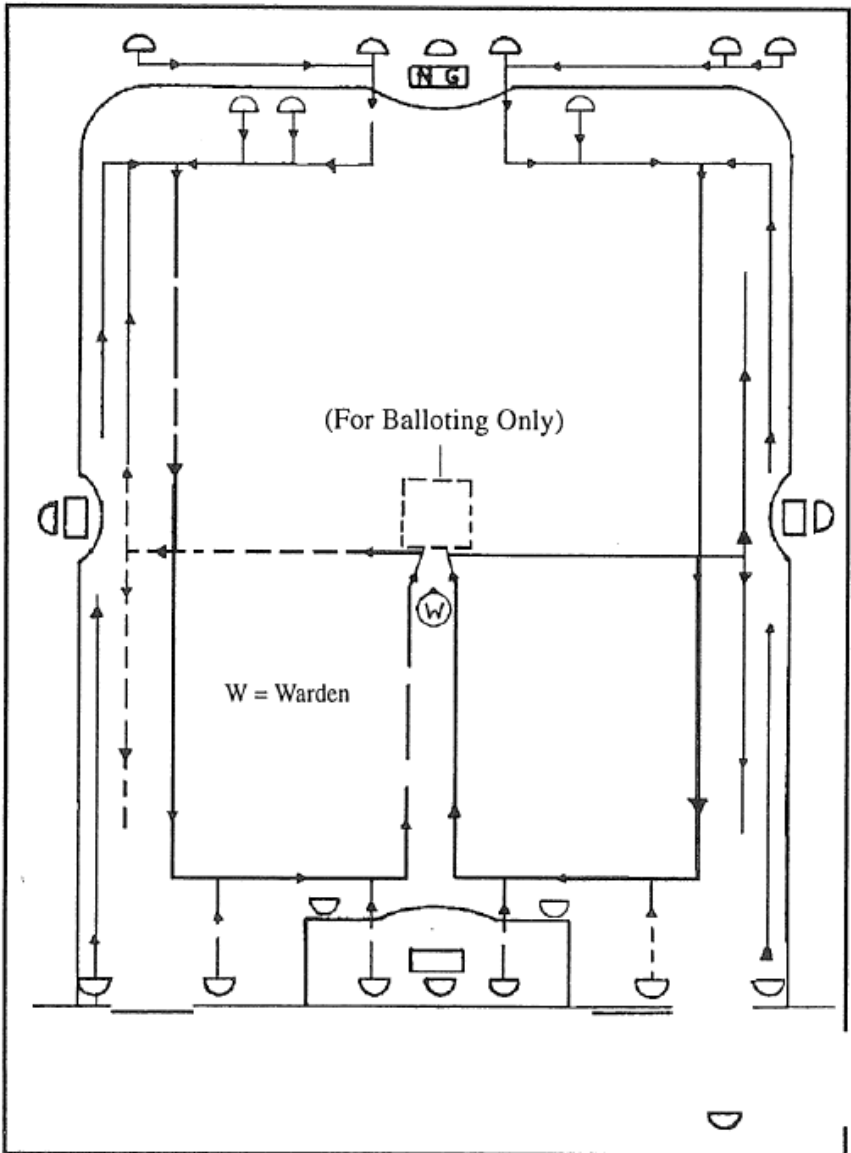
ESCORTING TO THE RIGHT OF
THE NOBLE GRAND
Diagram #7



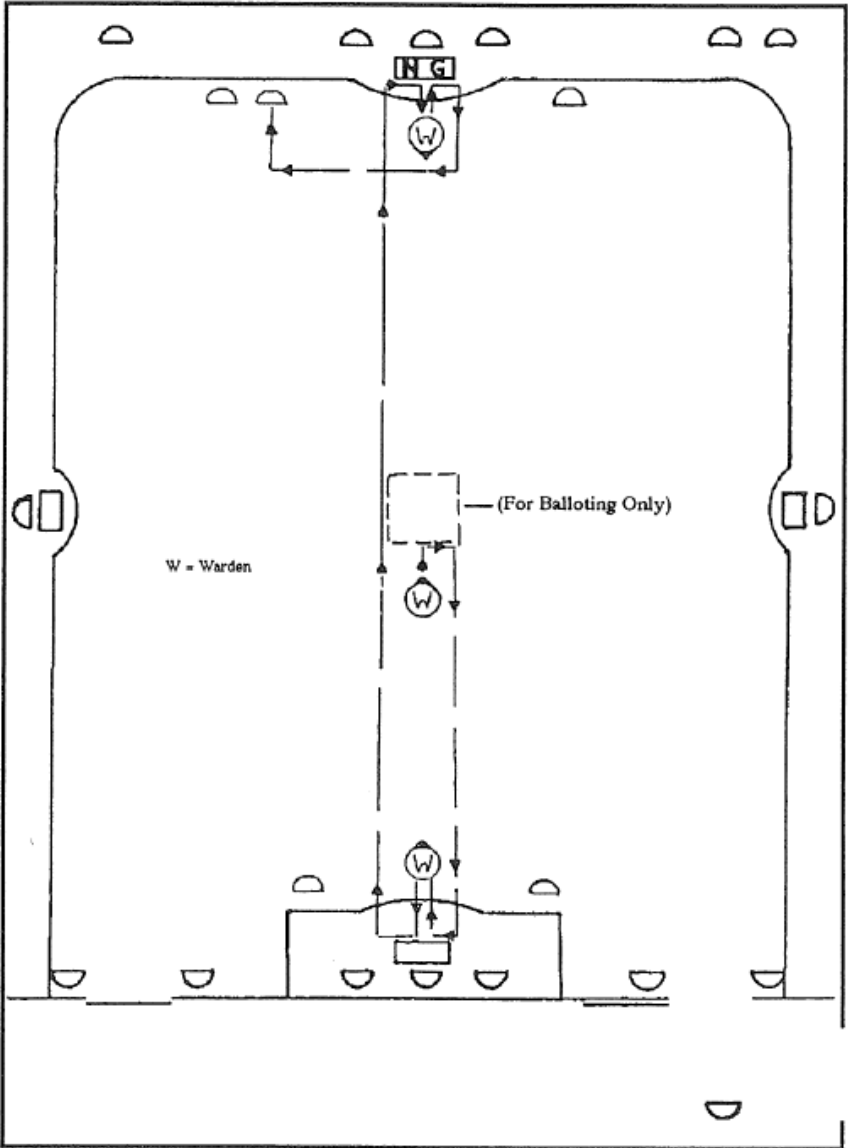
PREPARING THE
BALLOT BOX
Diagram #8



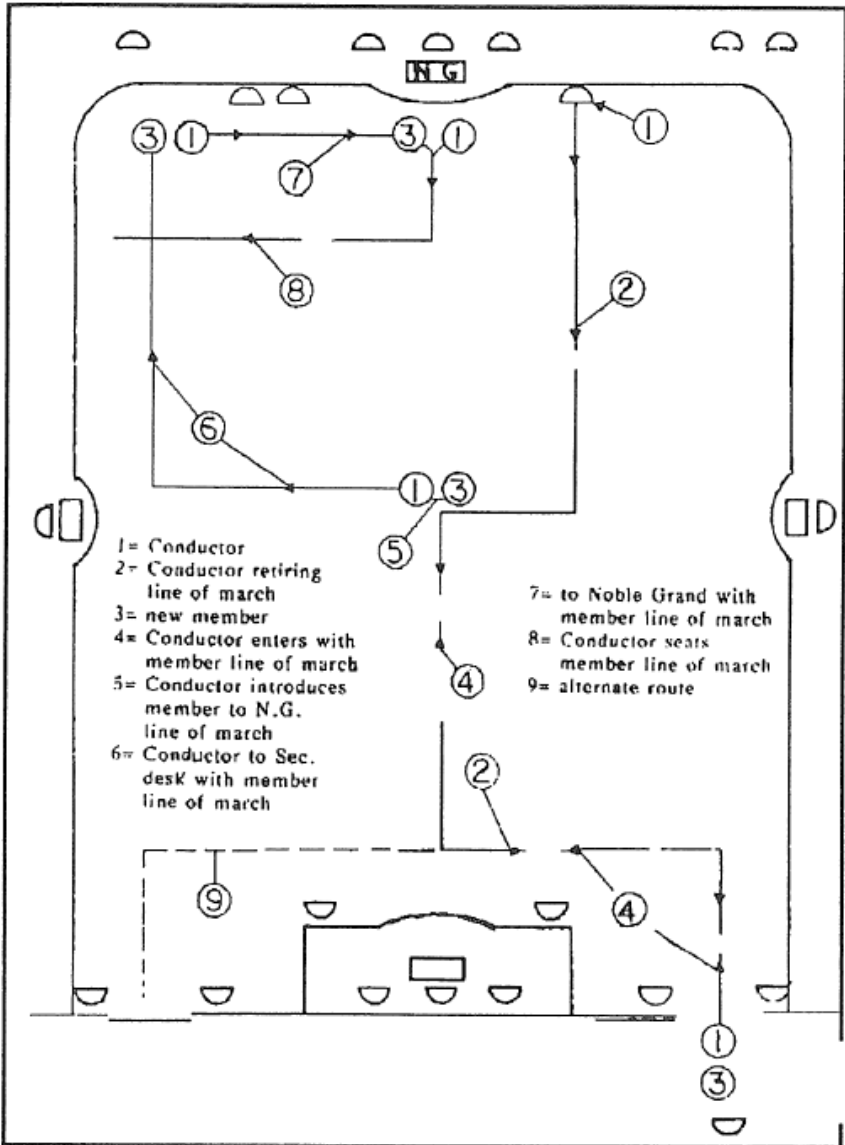
NOBLE GRAND, VICE GRAND & WARDEN
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Updated 2013

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File Name:

08062013_GL_Manual_Instructions_Officers_Members.docx