

**ADDENDUM “E”
GPAM 2017**

**FINAL
SUBORDINATE PARLOR
FORMAL MEETING
SCRIPT**

May 2017

FORMAL MEETING FOR A SUBORDINATE PARLOR

A Formal Meeting is a regular or special meeting at which a quorum of five or more Members in good standing of the Subordinate Parlor is present. Guests of Members are welcome. During a Formal Meeting a Subordinate Parlor conducts all business that may legally be brought before it. This Meeting Script is designed for a Subordinate Parlor that conducts meetings in spaces large enough to accommodate formal floor work and marches, but may be used by any Subordinate Parlor.

Each Parlor Officer is to wear the Regalia of her office, and the following Parlor property will be displayed and utilized during a Formal Meeting: the Parlor Charter or Charter Certificate, Holy Bible, and United States and California Bear Flags. Banners will need to be displayed and utilized for an Initiation Ceremony.

The Order of Business is found on Page 2 of this Meeting Script. The Script may be modified by a favorable two-thirds vote of the Members present, and there are seven items of business that may be applicable and twenty-two items of required business. All Signs (Voting Sign, Sign of the Order, Answering Sign, Door Signal) and Ceremonies are used at a Formal Meeting, and all Members in good standing are entitled to vote.

Decoration of the room is determined by the Subordinate Parlor, and the date, time, and place of the Formal Meeting are specified in the Subordinate Parlor By-Laws.

The Marshal has sole charge of the property of the Subordinate Parlor, and before the meeting begins it is her duty to prepare the room by placing the appropriate Regalia at each Officer's station and arranging for the placement of the Altar, Holy Bible, Flags, and Banners.

The Banners of the Officers are as follows:
First Vice President, "California"
Second Vice President, "Great Seal of State"
Third Vice President, "California Poppy"
Past President, "Pioneers".

FORMAL MEETING ORDER OF BUSINESS

Items with * are subject to modification by motion

Items with ** are utilized when applicable

Opening March
Opening Ceremony – Escort **
Opening Prayer
Pledge of Allegiance to the Flag and National Anthem
Opening Ode*
Draping of Charter**
Obligation of Reinstated or Transfer Member(s)**
Roll Call of Officers
Presentation of Minutes
Applications for Membership
Report of Membership Committee**
Balloting for Candidates**
Announcements and Communications
Presentation of Bills
Report of Trustees
Recess**
(May present the Bills and Report of Trustees at this time or after New Business)
Requests for Transfer
Report on Members
Coin March
Deprivation of or Restoration to a Vote
President's Procedure for Calling for a Vote
Report of Special Committees
Report of Standing Committees
Report of Trustees' Quarterly Audit**
Unfinished Business
New Business
Presentation of Bills
Report of Trustees
Recess**
(If not presented after Announcements and Communications, the Bills and Report of Trustees may be presented at this time.)
Good of the Order
Receipts of the Meeting
Closing Ode*
Closing Prayer
Closing Ceremony

FORMAL MEETING SCRIPT

OPENING MARCH

(The Opening March of the Officers is held at all Formal Meetings. If there is a time when that is not possible, the President opens the meeting with the Opening Ceremony.)

(The Marshal places the appropriate Regalia at each Officer's station. Officers assume their Regalia before the Opening March. The Deputy Grand President assumes her seat of honor. The Second and Third Vice Presidents supervise the line-up of the Officers in their respective lines, see that each Officer has her Regalia, and notify the President of vacancies. The President fills the vacancies, and the Second Vice President indicates to the Chairman that the Officers are in place. The Parlor is called to order by a Chairman appointed by the President.)

THREE RAPS – *(calls the Parlor to order)*

CHAIRMAN: The Officers will retire and prepare for formal entrance.
(Refer to Diagram - Opening March in Subordinate Parlors in the Manual of Instruction.)

Order of Officers in Line for Opening March

<u>Left Line</u>	<u>Right Line</u>
Second Vice President	Third Vice President
Outside Sentinel	Inside Sentinel
First Vice President	Past President
Trustee	Junior Past President
Trustee	Senior Past President
Trustee, Chairman	Financial Secretary
Recording Secretary	Treasurer
President	Marshal

(When Officers are prepared to enter, the Chairman raps up the Parlor.)

ONE RAP

(When all Officers are at their stations, the Marshal returns to her station.)
(Refer to the Manual of Instruction.)

OPENING CEREMONY ** (WHEN APPLICABLE)

ESCORT

PRESIDENT: Worthy Marshal, please escort our Worthy _____ to the Altar. Sisters, it is with great pleasure that I present to you _____, our Worthy _____, from _____ Parlor No. _____ of _____. (Give location.)

(Change the wording to suit the individual being escorted. Refer to Manual of Instruction, Diagram - Seats of Honor for Officers and Grand Officers.)

ORDER OF ESCORT

- | | |
|-----------------------------|--|
| 1. Grand President | 8. Grand Outside Sentinel |
| 2. Jr. Past Grand President | 9. Past Grand Presidents <i>(Refer to Manual of Instruction)</i> |
| 3. Grand Vice President | 10. Supervising District Deputy Grand President |
| 4. Grand Marshal | 11. Deputy Grand President |
| 5. Grand Secretary | 12. Parlor Organizer(s) <i>[optional]</i> |
| 6. Grand Trustees (5) | 13. Charter Members <i>[optional]</i> |
| 7. Grand Inside Sentinel | 14. Permanent Members <i>[optional]</i> |

(The President raps up the Parlor (ONE RAP) for the escort of the Grand President, only. The President presents the gavel to the Grand President as she reaches her seat of honor, and the Grand President immediately returns the gavel to the President. The President seats the Parlor (TWO RAPS) when the Marshal returns to the Altar. In the absence of the Grand President, the Deputy Grand President is escorted in the place of the Grand President, and takes precedence over the Grand Officers and the Supervising District Deputy Grand President.) (Refer to Manual of Instruction, Diagram - Seats of Honor for Officers and Grand Officers.)

PRESIDENT: If there are any visiting Supervising District Deputy Grand Presidents present, please stand and state your name, Parlor name, number, and location, and District number and location.

PRESIDENT: If there are any visiting Deputy Grand Presidents present, please stand and state your name, Parlor name, number, and location, and the name, number, and location of the Parlor to which you are assigned.

PRESIDENT: If there are any State Chairmen present, please stand and state your name, Parlor name, number, and location, and the Committee(s) you chair.

PRESIDENT: Will the Parlor President or a representative of each visiting Parlor, stand, state your name, Parlor name, number, and location, and number of Members present.

PRESIDENT: Sisters, we are ready to open this Parlor.

PRESIDENT: Worthy Inside Sentinel, *(Inside Sentinel stands and nods in response.)* to avoid disruption, please permit no one to enter nor leave the room during the Opening Ceremony.

(The Inside Sentinel nods and is seated.)

PRESIDENT: Worthy Marshal, please attend to your duty at the Altar.

ONE RAP

(The Marshal approaches the Altar, opens the Holy Bible reverently, and returns to her station.)

OPENING PRAYER

PRESIDENT: We shall bow in reverent devotion to Almighty God.

(Music may be played as the Past President proceeds to the Altar, but not during the prayer.)

PAST PRESIDENT: Benign Father, grant us Thy favor that we may direct our thoughts to Thee. Humbly do we invoke Thy Grace upon this Parlor and all our Sisters. We pray Thee to guide our deliberations as we work for the continued success and progress of our Parlor and Order. Give us inspiration that we may cleave to Truth. Instill in us the virtues of Honesty, Charity, Loyalty, and Patriotism so that we may be of service to all mankind. Amen.

PARLOR: Amen.

(The Past President leaves the Altar and returns to her station.)

PLEDGE OF ALLEGIANCE AND NATIONAL ANTHEM

PRESIDENT: Worthy Marshal, please lead us in the Pledge of Allegiance to the Flag and the singing of our National Anthem.

(The Marshal advances from her station, along the sideline toward the front of the room, faces the flag, places her open right hand over her heart, her left hand empty and at her side, and begins the Pledge with no further command. Refer to the Manual of Instruction.)

PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the Flag of the United States of America
And to the Republic for which it stands,
One Nation under God, Indivisible,
With Liberty and Justice for all.

THE STAR SPANGLED BANNER

O! Say can you see, by the dawn's early light,
What so proudly we hail'd at the twilight's last gleaming?
Whose broad stripes and bright stars, thro' the perilous fight,
O'er the ramparts we watch'd were so gallantly streaming;
And the rocket's red glare, the bombs bursting in air,
Gave proof thro' the night that our flag was still there.
O!, say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

(The Marshal remains standing, facing the Flag until the completion of the Pledge and the singing of our National Anthem, then returns to her station.)

PRESIDENT: Dear Sisters, let me remind you, as true Native Daughters, that only through harmony and cooperation can we attain our aims as an Order. May the spirit of true fraternity mark our every thought and word. Thus shall we promote the interests of our beloved California. *(Pause)*

We shall sing (recite) our Opening Ode.

OPENING ODE * (SUBJECT TO MODIFICATION BY MOTION)

Fair land of gold! Dear land of gold!
Full many a poet thy beauty has told.
Waked into life by the kiss of the sea
True is the love that our hearts bear to thee,
Ships from the uttermost parts of the world
Safe in thy harbor their flags have unfurl'd
E'en poets and sages thy charms have confest,
Lov'd California, land of the West.

DRAPING OF CHARTER ** (WHEN APPLICABLE)

PRESIDENT : Dear Sisters, our Charter has been draped in memory of our departed Member, Sister _____ . We shall stand with bowed heads in silent prayer. *(The Organist softly plays an appropriate hymn.)*

PRESIDENT: We have lost a loving Sister and a dear friend. We shall miss her presence among us.

PRESIDENT: I now declare this Parlor open.

TWO RAPS

PRESIDENT: Worthy Inside Sentinel, *(Inside Sentinel stands)*, please admit anyone waiting in the anteroom.

(The President waits for a few moments to allow time for those waiting in the anteroom to be admitted and for the Sentinels to be seated. This concludes the Opening Ceremony.)

OBLIGATION OF REINSTATED OR TRANSFER MEMBER(S) ** (WHEN APPLICABLE)

(Use the following for Reinstated or Transfer Member(s).)

PRESIDENT: Worthy Marshal, please escort _____ (name of Member(s)) to the Altar where she/he/they will be addressed by the Worthy Past President. *(The Marshal complies and remains at the Altar.)*

PRESIDENT: Worthy Marshal, please escort the Worthy Past President to my left. *(The Marshal escorts the Past President to a position halfway between the Altar and President's station, and steps back.)*

PAST PRESIDENT: Please place your open right hand upon your heart, your left upon your right, and repeat aloud after me, using your name where I use mine.

PAST PRESIDENT: I _____, declare --- that I am eligible to affiliate --- with the Native Daughters of the Golden West --- that I will honor the memories of the Pioneers--- ---be of service to my State and Country --- and uphold the honor and dignity of our Flag.--- I solemnly promise --- that I shall support the principles --- of the Native Daughters of the Golden West, --- promotes its interests --- and abide by the Parlor By-Laws --- and the Constitution and laws of our Order---To all of these vows --- I solemnly pledge --- my sacred honor. *(The Past President lowers her hand to her side and pauses.)*

PAST PRESIDENT: We bear testimony to your vows.

PRESIDENT: Worthy Marshal, please escort our Worthy Past President to her station. *(Marshal complies and returns to the Altar.)*

PRESIDENT: It is my pleasure to welcome _____ into our Parlor.
(Applause)

PRESIDENT: Worthy Marshal, please conduct our Sister(s) to her/his/their seat(s).
(Marshal conducts the Sister(s) to her/his/their seat(s) and returns to her station.)

PRESIDENT: We shall now proceed with our regular business.

ROLL CALL OF OFFICERS

PRESIDENT: Worthy Recording Secretary, please call the Roll of Officers. The following Officers are excused: _____
(The Marshal stands and answers: "Present", "Absent", or "Excused" as the Recording Secretary stands to call the roll.)

RECORDING SECRETARY: Worthy President, the roll has been called.

MINUTES OF THE LAST MEETING

PRESIDENT: Worthy Recording Secretary, please present the minutes of our last meeting.

(The Recording Secretary stands and reads the minutes, or the minutes can be distributed to the Members in advance.)

PRESIDENT: The minutes of the last meeting have been presented (distributed). Are there any corrections? *(Pause.)* If there are no corrections, the minutes stand approved as presented (distributed).

(OR, IF THERE ARE CORRECTIONS)

PRESIDENT: Are there any further corrections? If not, the minutes stand approved as corrected. *(The President signs the minutes after they are approved or at the end of the meeting. Refer to the Manual of Instruction.)*

APPLICATIONS FOR MEMBERSHIP

PRESIDENT: Worthy Recording Secretary, are there any Applications for Membership to be read?

RECORDING SECRETARY: Worthy President, there are.
(She reads the applications that have been submitted.)

(OR, IF THERE ARE NONE)

RECORDING SECRETARY: Worthy President, there are none on the desk.

REPORT OF MEMBERSHIP COMMITTEE ** (WHEN APPLICABLE)

PRESIDENT: What is the report of the Membership Committee?

RECORDING SECRETARY: Worthy President, the report is favorable.

(If unfavorable, the President instructs the Recording Secretary to return the applicant's initiation fee and dues paid in advance, with a letter of regret from the Recording Secretary.)

(Refer to the Manual of Instruction.) (For an Initiation of Candidates, refer to the Ceremony of Initiation.)

BALLOTING ON CANDIDATES ** (WHEN APPLICABLE)

PRESIDENT: Worthy Marshal, please prepare the ballot box. Worthy Inside Sentinel, please allow no one to enter nor leave the room during the Ceremony of Balloting.

(Refer to Manual of Instruction, Diagram – Balloting March in Subordinate Parlors.)

PRESIDENT: We are about to ballot upon the application(s) of _____
(name(s) of candidate(s)). Remember that white balls elect; three black cubes reject. Exercise care in casting your ballot.

(The Marshal presents the ballot box to the President, who examines the contents to ascertain there are sufficient white balls and black cubes for the Ceremony of Balloting. The President then casts her ballot. The Marshal then presents the ballot box to the Organist and to any other Member unable to participate in the Ballot March. The Marshal then proceeds to place the ballot box upon the Altar. The Marshal returns to her station and is seated. The President raps up the Parlor.)

ONE RAP

(When it appears that all Members have balloted, the meeting continues.)

PRESIDENT: Have all Members voted? If so, I declare the ballot closed.

TWO RAPS

PRESIDENT: Worthy Marshal, please take the ballot box to the First Vice President.
(The Marshal takes the ballot box in her right hand and proceeds to the station of the First Vice President.)

PRESIDENT: Worthy First Vice President, how stands the ballot?

(The First Vice President stands and examines the contents of the ballot box to ascertain whether the ballot is favorable or unfavorable. Refer to the Manual of Instruction.)

FIRST VICE PRESIDENT: Worthy President, I find the ballot favorable.

(OR)

FIRST VICE PRESIDENT: Worthy President, I find the ballot unfavorable.

(The Marshal takes the ballot box to the President. Refer to the Manual of Instruction.)

PRESIDENT: I, also, find it favorable, and it gives me pleasure to announce that you have elected _____ (name(s) of candidate(s)) to become a Member or (Member(s)) of this Parlor.

(The President destroys the ballot. If the ballot is unfavorable, a second ballot immediately is taken. When balloting on more than one application, and the ballot is unfavorable, each candidate on the list must be balloted upon separately. Refer to the Manual of Instruction.

(After a second unfavorable ballot, the President makes the following statement:)

PRESIDENT: I regret to say that we have rejected the application(s) of _____ (names(s) of candidate(s)).

Worthy Recording Secretary, please enter the rejection in the minutes and notify the Grand Parlor Office, in writing, of the full name and address of the rejected candidate(s).

(Under New Business, a motion must be made to return the initiation fee and dues paid in advance to the rejected candidate(s), with a letter of regret from the Recording Secretary.)

ANNOUNCEMENTS AND COMMUNICATIONS

PRESIDENT: Worthy Recording Secretary, please read all announcements and communications.

(The Recording Secretary stands and reads all announcements and communications.)

PRESIDENT: If there is no objection, the announcements and communications will take the usual course.

PRESENTATION OF BILLS AND REPORT OF TRUSTEES

(The Bills and Report of Trustees may be presented at this time or after New Business. Whenever possible, the Trustees audit the bills before the Opening March.)

PRESIDENT: Worthy Recording Secretary, please present the bills listed on the warrant(s).

(The Recording Secretary stands and complies with the Present's request.)

PRESIDENT: Worthy Chairman of the Board of Trustees, please give your report.
(The Chairman stands and reports.)

CHAIRMAN OF THE BOARD OF TRUSTEES: Worthy President, the report is favorable, and I move the warrant(s) be drawn and the bills be paid.

(OR)

CHAIRMAN OF THE BOARD OF TRUSTEES: Worthy President, the report is unfavorable.

PRESIDENT: It has been moved and seconded that the warrant(s) be drawn and the bills be paid. Is there any discussion? If not, those in favor signify by the voting sign of the Order; opposed, the same sign. The motion is carried and so ordered.

(ONE RAP – indicates motion is carried.)

(OR)

PRESIDENT: The motion is lost.

(ONE RAP – indicates motion is lost.)

(OR)

(If the auditing of the bills is not done prior to the Opening March, refer to the procedure below to call a recess for that purpose, then continue.)

RECESS ** (WHEN APPLICABLE)

PRESIDENT: Worthy Marshal, please attend to your duty at the Altar.

ONE RAP

(The Marshal closes the Bible reverently, and returns to her station.)

TWO RAPS

(The Trustees audit the bills at this time.)

ONE RAP

PRESIDENT: Worthy Marshal, please attend to your duty at the Altar.
(The Marshal opens the Holy Bible reverently, and returns to her station.)

TWO RAPS

REQUESTS FOR TRANSFER ** (WHEN APPLICABLE)

PRESIDENT: Worthy Recording Secretary, are there any requests for Transfer?

RECORDING SECRETARY: Worthy President, there are none on the desk.
(Or, she reads the request(s) for transfer that have been submitted.)

REPORT ON MEMBERS

PRESIDENT: Are there any reports on Members? *(Members stand to report on the health and well-being of Sisters.)*

COIN MARCH

PRESIDENT: We shall now conduct the Coin March.
(Refer to the Manual of Instruction.)

ONE RAP

(Following the Coin March, the Marshal delivers the collected funds to the Financial Secretary and returns to her station.)

DEPRIVAL OF OR RESTORATION TO A VOTE

PRESIDENT: Worthy Financial Secretary, is there a list of Members to be deprived of or restored to a vote?

FINANCIAL SECRETARY: Worthy President, the list has been prepared.
(The Financial Secretary hands the prepared list to the President.)

PRESIDENT: Sisters, _____ and _____ are _____ months in arrears, and are hereby deprived of a vote in the Parlor.
(Change names and numbers of months to fit the individual(s).)

PRESIDENT: I declare _____ is hereby restored to a vote, having cleared all arrearage.
(The President reads the list of Members in arrears and/or those to be restored to a vote, as prepared by the Financial Secretary. The list is then passed to the Recording Secretary and is included in the minutes.)

(OR, IF THERE IS NO LIST OF MEMBERS)

FINANCIAL SECRETARY: Worthy President, there is none.

PRESIDENT'S PROCEDURE FOR CALLING FOR A VOTE

PRESIDENT: It has been moved and seconded that _____.
Is there any discussion? If not, those in favor signify by the voting sign of the Order;
those opposed, the same sign. The motion is carried and so ordered.

(ONE RAP – indicates motion is carried.)

(OR)

PRESIDENT: The motion is lost.

(ONE RAP – indicates motion is lost.)

REPORT OF SPECIAL COMMITTEES

(The President calls upon the chairmen of Special Committees for their reports.)

REPORT OF STANDING COMMITTEES

(The President calls upon the chairmen of Standing Committees for their reports.)

REPORT OF TRUSTEES' QUARTERLY AUDIT ** (WHEN APPLICABLE)

(The President calls upon the Chairman of the Board of Trustees, who stands and reads the report, and action then is taken.)

UNFINISHED BUSINESS

PRESIDENT: Worthy Recording Secretary, is there any unfinished business?
(The Recording Secretary announces any unfinished business, and action then is taken.)

NEW BUSINESS

PRESIDENT: Is there any new business?
(New business is introduced, and action then is taken.)

PRESENTATION OF BILLS AND REPORT OF TRUSTEES

(If not presented after Announcements and Communications, the Bills and Report of Trustees may be presented at this time. Whenever possible, the Trustees audit the bills before the Opening March.)

PRESIDENT: Worthy Recording Secretary, please present the bills listed on the warrant(s).

(The Recording Secretary stands and complies with the President's request.)

PRESIDENT: Worthy Chairman of the Board of Trustees, please give your report.

(The Chairman stands and reports.)

CHAIRMAN OF THE BOARD OF TRUSTEES: Worthy President, the report is favorable, and I move the warrant(s) be drawn and the bills be paid.

(OR)

CHAIRMAN OF THE BOARD OF TRUSTEES: Worthy President, the report is unfavorable.

PRESIDENT: It has been moved and seconded that the warrant(s) be drawn and the bills be paid. Is there any discussion? If not, those in favor signify by the voting sign of the Order; opposed, the same sign. The motion is carried and so ordered.

(ONE RAP – indicates motion is carried.)

(OR)

PRESIDENT: The motion is lost.

(ONE RAP – indicates motion is lost.)

(OR)

(If the auditing of the bills is not done prior to the Opening March, refer to the procedure below to call a recess for that purpose, then continue.)

RECESS ** (WHEN APPLICABLE)

PRESIDENT: Worthy Marshal, please attend to your duty at the Altar.

ONE RAP

(The Marshal closes the Bible reverently, and returns to her station.)

TWO RAPS

(The Trustees audit the bills at this time.)

ONE RAP

PRESIDENT: Worthy Marshal, please attend to your duty at the Altar.
(The Marshal opens the Holy Bible reverently, and returns to her station.)

TWO RAPS

GOOD OF THE ORDER

(In the absence of the Grand President, the Deputy Grand President is called upon, then Grand Officer(s), Past Grand President(s), Supervising District Deputy Grand President, and others as may be appropriate. Topics for discussion include announcements, community activities, upcoming fundraisers or events within the District or Order, and Member or family activities.)

(If, under Good of the Order, a subject arises that requires action, it must be taken up by a preliminary motion to return to New Business, or the President may say:)

PRESIDENT: If there is no objection, we will return to New Business.
(Pause) Hearing no objection, I declare we are now under New Business.
(A motion then may be made and acted upon.)

RECEIPTS OF THE MEETING

PRESIDENT: Having concluded our labors for this occasion, we shall now proceed to close the Parlor. Worthy Financial Secretary, please report the receipts of the meeting.

(The Financial Secretary stands and reports, reading the names of those paying, the amount and purpose of payments, and the total receipts. The report is included in the minutes.)

PRESIDENT: Worthy Treasurer, have you received and receipted for the same?
(The Treasurer stands to address the Parlor.)

TREASURER: Worthy President, I have.

PRESIDENT: We shall sing (recite) our Closing Ode.

ONE RAP

CLOSING ODE *(SUBJECT TO MODIFICATION BY MOTION)

Until the time shall come again,
For us in filial love to meet,

May God in mercy o'er us deign
To guide aright our wand'ring feet.

May duty lead us like a star,
star whose light shall ne'er grow dim,
And turn us from all things that mar,
To Heaven's portal and to Him.

(OR)

CLOSING ODE *(SUBJECT TO MODIFICATION BY MOTION)

God bless our golden land, and may this native band
Prove true to Thee.
And with life's changing tide, wilt Thou with us abide,
And be our constant guide, eternally.

CLOSING PRAYER

PRESIDENT: Worthy Past President, please invoke the Divine Blessing.

ONE RAP

(As the Past President proceeds to the Altar, music is played but not during the prayer.)

PAST PRESIDENT: Great Sovereign of the Universe, we reverently thank Thee for this association of Thy daughters. We humbly ask for Thy continued guidance as we embrace in our hearts Love of Home, Devotion to the Flag, Veneration of the Pioneers, and an Abiding Faith in the Existence of God. Direct us by Thy light onto the paths that lead to Compassion, Generosity, and Respect so that our efforts may be of benefit to all. Amen.

PARLOR: Amen.

(The Past President closes the Bible reverently, and then returns to her station.)

CLOSING CEREMONY

PRESIDENT: Dear Sisters, as we part, let me remind you that the bond which unites us is as strong and sacred without as within the Parlor, and that the value of our membership lies in the sincerity of our conduct at all times. May God bless you always and may we all meet again. *(Pause)*

The Officers will form the Regalia March.

REGALIA MARCH

(Refer to Manual of Instruction, Diagram - Regalia March in Subordinate Parlors.)

(Officers remove their Regalia as the Organist sounds the chords. The Marshal proceeds to collect the Regalia of the President, Deputy Grand President, and the Organist, after which she marches to a position in front of the First Vice President.)

(Officers carry their Regalia with both hands, the right hand holding the loop end in an easy position slightly above the waistline, the medallion resting on the fingers of the left hand slightly below the waistline. Officers then conduct the Regalia March. The Marshal extends both hands to receive the Regalia.)

(Officers in the line led by the Second Vice President place their Regalia on the left hand of the Marshal. Officers in the line led by the Third Vice President place their Regalia on the right hand of the Marshal. Officers return to their stations.)

(The Marshal transfers all the Regalia cords to her right hand, the medallions to her left hand, and follows the last Officer. She returns to her station, at which time she removes her own Regalia.)

PRESIDENT: I now declare this Parlor duly closed.

ONE RAP