

Native Daughters of the Golden West

Subordinate Parlor Concise Meeting Script

Adopted **June 2017**

CONCISE MEETING FOR A SUBORDINATE PARLOR

A Concise Meeting is a regular 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 Concise 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 private residences, restaurants, or small rooms, 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 or utilized during a Concise Meeting: the Parlor Charter or Charter Certificate, Holy Bible, and United States and California Bear Flags. Banners will be displayed and utilized during the Ceremony of Initiation.

The Order of Business is found on Page 2 of this Meeting Script. There are eighteen items of required business and seven items of business that may be applicable.

All Signs (Voting Sign, Sign of the Order, Answering Sign, and Door Signal) and Ceremonies are used at a Concise 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 Concise 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 or seat and arranging for the placement of the 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"

CONCISE MEETING ORDER OF BUSINESS

Items with ** are utilized when applicable

Call to Order

Opening Prayer

Pledge of Allegiance

Draping of the Charter**

Obligation of Reinstated or Transfer Member**

Deprivation of or Restoration to a Vote**

Roll Call of Officers

Presentation of the Minutes

Applications for Membership and Requests for Transfer**

Balloting on Candidates**

Announcements and Communications

Presentation of Bills and Report of Trustees

(May present the Bills and Report of Trustees at this time or after New Business.)

Report on Members

Coin March

President's Procedure to Call for a Vote

Report of Special Committees

Report of Standing Committees

Report of Trustees' Quarterly Audit**

Unfinished Business

New Business

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.)

Good of the Order**

Receipts of the Meeting

Closing Prayer

Closing Ceremony

CONCISE MEETING SCRIPT

CALL TO ORDER

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

PRESIDENT: Sisters, I now declare this Parlor open. Worthy Marshal, please attend to your duty with the Holy Bible.

ONE RAP

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

OPENING PRAYER

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

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 returns to her station.)

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. *(Pause)*

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

PRESIDENT: Worthy Marshal, please lead us in the Pledge of Allegiance to the Flag.

*(If possible, the Marshal advances toward the front of the room, or, if not possible, stands at her station or seat, faces the flag, places her open right hand over her heart, her left hand empty 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 Marshal stands facing the Flag until the completion of the Pledge, then returns to her station.)

TWO RAPS

PRESIDENT: We shall now proceed with our regular business.

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

PRESIDENT: _____, (name(s) of Member(s)) you are about to affiliate with our Parlor and Order. Please stand to be obligated.

PRESIDENT: Worthy Past President, please administer the obligation.

(The Past President stands at her station or seat and faces the Member(s) who is/are being obligated.)

PAST PRESIDENT: You will 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,---promote 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: It is my pleasure to welcome _____(name(s) of Member(s)) into our Parlor. *(Applause)*
(The newly-obligated Sister(s) and the Past President are seated.)

DEPRIVAL OF OR RESTORATION TO A VOTE ** (WHEN APPLICABLE)

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

FINANCIAL SECRETARY: Worthy President, all Members present are in good standing.

(OR)

FINANCIAL SECRETARY: Worthy President, the list has been prepared.
(The Financial Secretary hands the 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/are 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. Refer to the Manual of Instruction.)

ROLL CALL OF OFFICERS

PRESIDENT: Worthy Recording Secretary, please stand and 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 stand and 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 AND REQUESTS FOR TRANSFER
**** (WHEN APPLICABLE)**

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

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

(OR, IF THERE ARE NONE)

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

(For Balloting on Candidates, 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 the Manual of Instruction – The 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 and raps up the Parlor.)

ONE RAP

(The Marshal then places the ballot box at a designated location and returns to her station or seat. If possible, in single file, all Members entitled to vote approach the ballot box to cast their ballot and then return to their station or seat; or, the Marshal presents the ballot box to all Members entitled to vote, who stand to cast their ballot and then are seated. 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.)

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 _____ [(name(s) of applicant(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 applicant(s).

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

ANNOUNCEMENTS AND COMMUNICATIONS

PRESIDENT: Worthy Recording Secretary, please stand and 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 Call to Order.)

PRESIDENT: Worthy Recording Secretary, please stand and present the bills listed on the warrant(s). *(The Recording Secretary stands to present the bills.)*

PRESIDENT: Worthy Chairman of the Board of Trustees, please stand and 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 bill(s) 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 bill(s) 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.)

REPORT ON MEMBERS

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

COIN MARCH

PRESIDENT: Worthy Marshal, please attend to the Coin March.
(Starting with the President, the Marshal collects each Member's contribution. Following the Coin March, the Marshal delivers the collected funds to the Financial Secretary and returns to her station or seat.)

PRESIDENT'S PROCEDURE TO CALL 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. Refer to the Manual of Instruction.)

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.)

PRESIDENT: Worthy Recording Secretary, please stand and present the bills listed on the warrant(s). *(The Recording Secretary stands to present the bills.)*

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

CHAIRMAN OF THE BOARD OF TRUSTEES: Worthy President, the report is favorable, and I move the warrant(s) be drawn and the bill(s) 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 bill(s) be paid. Is there any discussion? If not, those in favor signify by the voting sign of 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.)

GOOD OF THE ORDER ** (WHEN APPLICABLE)

(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 stand and report the receipts of the meeting.

(The Financial Secretary reads the names of those paying, the amount and purpose of payments, and the total receipts.)

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

TREASURER: Worthy President, I have.
(The financial report as presented is included in the minutes.)

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 Holy Bible reverently and returns to her station.)

CLOSING CEREMONY

PRESIDENT: Worthy Marshal, please collect the Officers' Regalia.
(The Officers remove their Regalia, which the Marshal collects, returning to her station or seat, at which time she removes her own Regalia.)

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)

PRESIDENT: I now declare this Parlor duly closed.

ONE RAP