

SCHEDULE E

RULES OF DEBATE AND PROCESS

These are the rules governing the Business Session at Communications, Annual Communications and Special Communications when Remits are being discussed and voted on.

Remits

Remits must have both a proposer and seconder at the meeting. In the absence of a seconder being present at the meeting the Remit will not proceed.

Speaking

The proceedings are being recorded, and some attendees are online. For this reason, there will be microphones available for those attending in person, which must be used.

Any brother who wishes to speak must either move to one of the static microphones or stand and await the delivery of a roving microphone. Where a static microphone is used, seats will be reserved by the microphone for speakers, so quietly move forward and await your turn to speak, which will be indicated by the Grand Master. **If attending by Zoom, used the raised hand option until you are called upon by the Grand Master to speak.**

When asked to speak, commence by first stating your name, then the name and the number of your Lodge. Please speak clearly and not too quickly.

Rule 200 relates to the Order of Debate. The mover of an original motion, but not an amendment to a motion, has the right of reply. No other member may speak twice to the same motion except in explanation. The Executive Officers may be called upon as required to advise Grand Lodge. Every member who speaks shall rise and remain standing in addressing himself to the Grand Master. He shall not be interrupted unless any brother shall address the Grand Master on a point of order or the Grand Master shall himself see fit to call the speaker to order.

Voting

Voting is covered specifically by Rule 201.

Each Craft Lodge is entitled to one vote. The Lodge vote will be exercised by its Commissioned Representative or Proxy. Remember, there is no individual member entitlement and only the Lodge's Commissioned Representative or Proxy will be entitled to vote. Plural voting by the same lodge, either physically or online, is a masonic offence.

On any resolution, the matter is to be determined by ballot. Ballot papers will be distributed by the Grand Secretary in the weeks prior to the meeting. If you do not receive a ballot paper and consider you are entitled to one, please ring the grand Secretary prior to the meeting.

On the first ballot, Commissioned Representatives and Proxy holders please ensure that you use the coloured voting card marked "A" at the top of the form. The voting card has been modified and you will note the perforation on the card as to voting 'FOR' or 'AGAINST'. Separate the 'FOR/AGAINST' vote and **only** place in the ballot box your preference.

For example, if voting in favour of the motion, place the 'FOR' vote tab in the ballot box and **destroy the against part** (tear it in two). The reverse is the case if you vote 'AGAINST'.

Zoom

Those authorised Commissioned Representatives attending by Zoom will be issued a unique code which can only be used by them. It can not be forwarded or transferred.

Commissioned Representatives will be in their own Zoom Room and others attending by Zoom in another Zoom Room.

Collected Ruling 25

Speaking is covered by the provisions of Collected Ruling 25.

As previously explained, speakers should move quietly to the static microphones or stand for a roving microphone and wait until called upon to speak.

- ❑ The speaker shall not be interrupted except on a point of order.
- ❑ A member may only speak to a motion once.
- ❑ The mover of an original motion has the right of reply.
- ❑ The mover of a motion may speak for five minutes.
- ❑ No other speaker to any motion shall exceed three minutes.
- ❑ The Grand Master may grant an extension of up to three minutes, and any further extension may only be granted by a vote of the Brethren present and assembled.

To assist you, there will be a bell to help indicate the times that are available. When one minute of your allotted time remains the bell will ring once. When you have spoken for your allotted time the bell will ring twice, and you are requested to conclude with the sentence you are speaking and remain standing until the Grand Master indicates whether he wishes to give an additional amount of speaking time.

General Business

Only the business listed on the Agenda can be transacted.

Comfort

If any brother **urgently** requires a comfort break or for any other compelling reason, quietly move off as necessary. You do not have to formally ask to retire.

Scrutineers

The Grand Master will appoint Scrutineers under Rule 202 of the Book of Constitution. All Votes cast both at the Communication and Online will be counted and the results announced as they become available.

Lodges unable to vote

Lodges are reminded of Rule 203 a. vi. This may apply if a Lodge has not met its constitutional obligations prior to the Communications, Annual Communication or Special Communication as applicable. The inability to vote does not prevent attending the Business Session and participating in the discussion.

The Grand Master as chair of the Business Session has the final decision on all matters or process and procedure particularly when points of order are raised.