

## STATED MEETING INSTRUCTIONS

Lord's Prayer- Officers in circle outside meeting room

Entrance of the Mother Advisor – Drill Leader and another officer (preferably Faith)

Mother Advisor picks up gavel – Drill Leader assumes her station

**M.A.** “All persons not members in good standing in the International Order of the Rainbow for Girls and our Sponsoring Orders, or who are not Majority members, parents, grandparents, or legal guardians of active or Majority members, will please retire.”

**M.A.** “Sister Drill Leader, you will invite the Officers of this Assembly to enter the Assembly Room.”

**M.A.** “Sister Drill Leader, you will conduct the Worthy Advisor to her station.”

**Ritualistic Opening** (1 rap)

**Conferring of Degrees** (1 rap) (If you are conferring degrees at this meeting. Otherwise it should be in the regular order of business.

**Introductions** (1 rap)

**W.A.:** We are happy to have guests and honored to have distinguished guests.

Sister Drill Leader, you will conduct the Supreme Deputy behind the bow for introduction.

**D.L.:** Worthy Advisor, I have the honor to present the Supreme Deputy in Pennsylvania.

**W.A.:** (read poem) Sister Drill Leader, you will conduct the Supreme Deputy to the East for introduction.

I have the honor to introduce Mrs. Helen Snedden, Supreme Deputy. You will join me in greeting Mrs. Snedden with Supreme Honors and a warm welcome (1 rap)  
(see ritual for order of introductions)

**W.A.:** Will all Advisory Board Members of \_\_\_\_\_ Assembly please stand and introduce yourself.

We are aware of your guidance and support. Thank you for coming. You will join me in greeting the Advisory Board members with a hearty welcome. (1 rap)

**W.A.:** Roll call of officers. Sister Recorder, you will call the roll of officers. Officers, remember to say present and state a service you performed since our last meeting.

**W.A.:** Sister Recorder, you will read the minutes of the previous meeting.

**W.A.:** You have heard the minutes of the previous meeting. Are there any additions or corrections? Hearing none, they are approved. (1 rap) sign the minutes (1 rap)

**W.A.:** Sister Recorder, have we any bills?

**W.A.:** You have heard the reading of the bills. Do I hear a motion to pay these bills? A motion was made by Sister \_\_\_\_\_ and seconded by Sister \_\_\_\_\_. Any discussion on the motion? All in favor? \_\_\_\_\_ Opposed? \_\_\_\_\_ Motion carried. (1 rap)

**W.A.:** Sister Recorder, have we any correspondence?

**W.A.:** Thank you (1 rap)

**W.A.:** Sister Recorder may we have the treasurer's report?

**W.A.:** Thank you (1 rap)

**Unfinished Business** (1 rap)

### **Reports of Events**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**New Business** (1 rap)

**Miscellaneous Business** (1 rap)

**Receiving of Petitions** (1 rap)

**Balloting** (1 rap)

**Conferring of Degrees** (1 rap) (If not done earlier in the meeting)

**Good of the Order** (1 rap)

Sunshine collection, remarks, etc.

**Announcements**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**W.A.:** Sisters \_\_\_\_\_ and \_\_\_\_\_, you will collect the sunshine collection.

**W.A.:** Mrs. Snedden may we hear from you?

**W.A.:** Mrs. \_\_\_\_\_ (Mother Advisor) may we hear from you.

**Ritualistic Closing** (1 rap)

After benediction:

**W.A.:** Please remain standing for our closing march.

**\*At each meeting there needs to be a cross formation and the Rainbow Song should be sung. It is at the discretion of each Assembly if it is done at the beginning or end of the meeting.**