

**The following information is furnished to assist Granges in fully understanding the basic rules and laws of the Order. (Information is from the Grange Deputy Handbook) Robert's Rules of Order is also helpful in understanding parliamentary procedure; however when there is a conflict between Grange law and Robert's Rules of Order on a particular item, Grange law should be followed.**

1. When calling the Grange to order, the Master should (A) rise to his feet, (B) give one rap of the gavel, (C) use the language of the Manual.
2. The proper language to be used by the Master in disposing of the minutes is (A) "Are there objections of corrections to the minutes?" and (B) "If not, they will stand approved as read." If the minutes are corrected, the Master will say, "If there are no further corrections, the minutes will stand approved as corrected."
3. If there are disagreements concerning a correction of the minutes, it will be settled by a vote of the grange.
4. There can be no nominating speeches for any office in the Grange.
5. To present a motion a member (A) must rise, (B) address the chair, and (C) be recognized by the chair.
6. A motion must be properly seconded and stated by the chair before it can be opened for discussion.
7. The "chair" refers to the Master.
8. The correct opening statement in presenting a motion is, "I move that....."
9. A motion may be seconded without obtaining the floor and, in small assemblies, without rising. However it is better to rise so that the Secretary can see who is speaking.
10. The following motions are not debatable: (A) to close debate, (B) to lay on the table, (C) call for orders of the day, (D) withdraw from the decision of the chair, and (E) to withdraw a motion.
11. In stating a motion, the chair will say, "It has been moved and seconded that...(state motion). Will you discuss it?"
12. A motion may be withdrawn with consent of the second before it is stated by the chair.

13. After the motion has been stated by the chair, it can be withdrawn only by consent of a majority of the Grange.
14. When the chair asks, "Is there any further discussion?" he/she means, do you understand the motion and are you ready to vote?
15. When the question is called for, the chair will say, "The vote is on the question...(state motion or resolution). All in favor will manifest by the voting sign of the Order." After the count, he/she will say, "All opposed will manifest by the voting sign of the Order."
16. A vote goes into effect immediately upon announcement by the chair.
17. It is important that the chair be definite in announcing the result of the vote.
18. A motion may be amended by (A) inserting or adding a word, phrase, sentence or section (B) striking out some particular word, phrase, sentence or section, or (C) striking out some particular part or inserting instead some other word, phrase sentence or section.
19. An amended motion is voted on by first voting on the amendments in reverse order, and then on the original motion as amended.
20. An amendment to an amendment cannot be amended.
21. When referring to himself/herself, the Master should say, "The Chair,"
22. A motion to reconsider must be made by one who voted on the prevailing side, and is debatable only if the question to be considered is debatable. If, however, the subject upon which the vote was taken shall have been announced by authority and gone out of possession of the Grange, a motion to reconsider will not be in order.
23. If a vote results in a tie, there is no majority and the motion is lost.
24. The minutes of a meeting shall become the legal record of the organization when they have been adopted and signed by the secretary.
25. No business shall be conducted at a *special* meeting except such as is mentioned in the call for such meeting.
26. A Grange must hold at least one meeting per month; more if prescribed by the by-laws of the Grange. However, only one meeting, regular or special, can be held within 24 hours.
27. Unless a larger is prescribed in the by-laws of the Subordinate Grange, seven members shall constitute a quorum. A quorum of a committee is a majority of its members present.
28. The Master shall stand at all times when addressing the meeting, presenting a motion, or introduction, but need not stand during the entire meeting.

29. In the absence of the Master, the vacancy shall be filled by the next ranking officer, who shall be vested with all the authority of the Master while presiding. The courtesy of the chair may, at any time, be extended to a Past Master or visiting Master, or the Master may call upon any member to preside. Such presiding officer, occupying the chair through courtesy, shall not communicate the Annual Word.
30. There are two kinds of committees in the Grange – Standing and Special.
31. The Altar shall be placed one-third the distance between the stations of Ceres and the Overseer.
32. The Cloth should be placed one-third the distance from the Overseer's station to the Graces.
33. The color of the Subordinate Grange is national blue; Junior Grange is dark red; Pomona Grange is green; State Grange is pink; National Grange is gold.
34. In voting by ballot, any ballot found to be blank shall not be counted. If the word "Blank" is written, it shall be counted in determining the total number of votes cast, and the number necessary to determine a choice.
35. When two of more members rise at the same time, the Master shall allow the floor to the one farthest away from the chair; providing however, that the Master shall prevent the abuse of the rule. Every member shall rise from their seat to speak, and shall address the Master.
36. The Master of a Grange may declare the Grange at ease when deemed desirable to suspend temporarily a regular Grange meeting. The salutation and voting sign of the Order cannot be used when the Grange is at ease. All officers remain at their stations unless otherwise directed by the Master.
37. A new member does not pay dues to their subordinate grange for the fractional part of the quarter in which they are initiated, but from the first of the subsequent quarter.
38. No person can be admitted into the Grange membership for free.