

THE WORKMAN



Richard W. Bullard, GHP Grand Chapter of Royal Arch Masons of California

NOVEMBER 2020

Vol. XII No. 4

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Grand High Priest's Message

Companions,

November? How can it be November? Seems like it was only the first weekend of March and San Diego Royal Arch Chapters and Councils had just completed Royal Arch and Cryptic Degrees. What a great weekend! 17 new Royal Arch Masons and 20 new Council members. Then a week later, the door slammed shut. We have all made a tremendous effort since then to remain in contact and develop new ways to meet and remain true to our Royal Arch commitments.

Let me share a phrase known to all of us:

"Behold, how good and how pleasant it is for brethren to dwell together in unity!"

Aren't these ancient words more relevant today than ever? Here we are in 2020 and this year has not been what any one of us ever envisioned. What to do? Since

Installation of Officers in July the Exec Committee's first priority was to make sure we could stay in contact with each other. We have been successful in this effort. Now the next effort is Officer Elections as well as Installation following closely behind. I offered my home Chapter, San Diego 61, as a test for an Election procedure as that Chapter meets the 4th Thursday of the month and are thus dark in November and December. San Diego 61 was able to hold elections in September successfully and installed those officers in October. We have developed this procedure and it will be attached to this edition of the Workman.

Many chapters will be able to hold elections; however, some Chapters won't be able to do so for various reasons, such as poor internet connections, power outages and other reasons. Some Chapters may need to simply install one or two positions. Please work with your Department Grand Officer, Department Grand Lecturer and Inspector with any issues and concerns. They will be well versed in the procedures I mentioned. Remember that the Election Reports and Installation reports with the names, addresses, phone numbers and emails of the Installed dais officers will still be due to the Grand Chapter office as required. The Grand Secretary will provide further guidance.

Installation should follow the procedure in the Manual of Ceremonies which is also on line in the Grand Chapter Documents section of the Grand York Rite website. It is easily adaptable to Virtual presentation. We have provided a Power Point that can be modified for your use.

Companions, I thank each of you for your patience during these trying times. I am looking forward to the Virtual East Bay Reception on November 7th @ 7:00PM and the Research Chapter presentation on November 30th.

I wish you all a Happy Thanksgiving. Be safe and enjoy the time with family.

Fraternally,
Richard W. Bullard, KYGCH
166th Grand High Priest
Royal Arch Masons of California

GENERAL GRAND CHAPTER **TRIENNIAL**

The General Grand Chapter will hold its 71st Triennial, 2017-2020, on November 21st. It is possible that you may still register after the November 1st deadline, but go to www.YRTriennial2020.com and click on the red REGISTRATION button at the upper right. Do so immediately if you

wish to attend, as available slots may fill up quickly.

RECEPTIONS

Near the end of this newsletter you will find guidelines for putting on a Virtual Reception for the Grand Presiding Officers. You are not obliged to follow these guidelines, but they will prove useful to you as a planner if you have never staged such an event before.

The Palo Alto, Siminoff and North Bay bodies have already hosted Receptions. These events are a great opportunity for you and our overall membership to meet and greet the Grand Officers, including the Grand Master, on occasion.

If you wish to attend the East Bay reception, please see the flyer at the end of this newsletter. The link to register to attend the Zoom session is included.

GRAND SESSIONS 2021

Grand Sessions for 2021 are now scheduled for May 15-20, 2021. Grand Council will meet on Monday the 17th; Grand Commandery on Tuesday the 18th; and Grand Chapter on Wednesday the 19th. The Corporation will meet the morning of the 20th.

GRAND LECTURER

Companions All

Another month has passed and we are slowly making progress! This month, we should be able to ballot on next year's officers via Survey Monkey with the guidance given by the GHP in hand. We are more restrained by the new Grand Master on bringing in new members through the Lodge than before; so we can no longer use the Lodge as a place to virtually bring in new members for the time being. We will be watching for opportunities to bring in new members in the future; so be patient for now! Qualification of Officers for advancement will also be a challenge since we can't use the Lodge to meet for Officer qualification. I recommend a face-to-face meeting at a safe and secure

location (a home perhaps?) to perform the ritual for advancement!? Please coordinate with your ritual staff for ways to complete the qualification process prior to installation next month and January. The Chapter still has the option to retain its current officers through next Capitular year if they so choose!? I am confident that we can yet overcome this set back as well; so be Safe and stay well!

Your Most Humble Obedient Grand Lecturer

Steve

GRACE DEE MUSEUM

Enjoy a relaxing day and take a moment to visit the Grace Dee May Museum Instagram site, Facebook page and website to learn more about Masonic labor leader Uriah Stephens.

<http://www.facebook.com/gracedeemaymuseum>

<https://www.gracedeemay.org/what-s-on>

A new online gift shop has been created, and the information about it is included at the end of this edition.

COMPTCHE-2021

The Festival at Comptche, was unfortunately cancelled this year. But now is the time to begin planning for next year, with the hope that the onerous lockdowns will be lifted by then. Bring a busload of candidates, family and friends and set up tents in the common area.

See the picture below to see how much space is available for parking, RVs, tents, and so forth.



Be sure to put Comptche on your Calendar for 2021. The Capitular Festival will be on June 26th, 2021.

SECRETARY ESSENTIALS

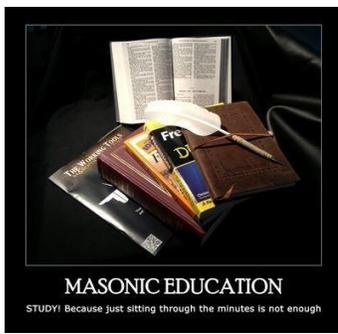
Secretaries new and old: near the end of this newsletter you will find a two-page document that serves as guidelines for Secretaries and Recorders – especially new ones.

Another good source of information for the Secretary can be found in the Grand Chapter Forms and Documents folder, called Chapter Secretary Desktop Procedures, at:

<http://www.yorkriteusa.org/cagyr/forms/Chapter>

If you are prompted for a username and/or password, call your Inspector, or anyone in the CONTACTS section below.

GOLDEN STATE RESEARCH CHAPTER



Companions,

The next Research Chapter meeting has now been scheduled by HP Dave Sokol for Monday night November 30th at 7:00 pm. You do not need to be a member to attend!! But we will be happy to read your petition at the time. A blank petition is provided at the end of this newsletter. Please complete and send to Bob at bpmorrison@sbcglobal.net.

A paper entitled “Who was Moses” will be presented, and Questions & Answers will take no more than one hour. Please see the flyer at the end of this newsletter for the Zoom parameters.

Respectfully Submitted,

Robert A Morrison, Secretary

CHRISTMAS OBSERVANCE

For those of you who are Knights Templar (and there are many of you who are not!), Sacramento Commandery #2 is celebrating Christmas on December 12th with the standard annual observance program, however this time via Zoom. See the flyer at the end of this newsletter for particulars.

GRAND CHAPTER SCHOLARSHIPS

The application period for the Royal Arch Scholarships for 2020 is now closed. Applications for 2021 Scholarships are now available at:

<http://www.yorkriteofcalifornia.org/royalarch/rara.html>

The Masonic Family has a large number of scholarships available to our youth, but

how many of those in need of assistance really “KNOW” they are available?

California Royal Arch \$1,000 Scholarship requirements:

- A member of the Masonic Family (ie: Rainbow, Jobs Daughter or DeMolay)
- A US Citizen
- A California Resident
- A 3.0 Grade Point Average
- Enrolled or Accepted at an Educational Institution

The deadline to apply for the 2021 Scholarship Program is March 2, 2021. Submissions can be forwarded to the Office of the Grand Chapter Secretary at

Grand Chapter, Royal Arch Masons
 Attn: Grand Secretary
 1123 J Street
 Sacramento, CA 95814
 Telephone: (562) 924-6500 x 1123
 E-mail: sec-rec@yorkriteofcalifornia.org.

Once chosen, the award of \$1,000 is renewable for a total of 4 years, as long as the requirements are maintained. Do you know a Rainbow Girl, Job’s Daughter or DeMolay that could benefit by knowing this information? What are you waiting for – make that call!



THE CLOTHES LINE

A line of Jackets for our York Rite bodies continues to be available at MP.

ENTERPRISES. The price for red and blue is great -- \$115.00 plus shipping, for sizes 34 to 49 in short, regular and tall; and \$125.00 plus shipping for sizes 50 to 59, also in short, regular, and tall; and \$135.00 plus shipping, for sizes 60-69. Also available are Men’s and Ladies’ vests, tuxedos and shirts, pins, patches, and flags, and OES T-Shirts. Contact Max Luy at (510) 502-3224; or at his website: www.mpenterprises.weebly.com; or directly to his email at maxluy@hotmail.com.

ENCOMPASSER

The **October** 2020 edition is now available on the website. If you must have hard-copy, please call the Grand Secretary’s office at the contact numbers listed below. http://yorkriteofcalifornia.org/encompasser%20issues/Encompasser_April_2020.pdf

GRAND HIGH PRIEST’S CALENDAR

NOVEMBER 2020 – MAY 2021

Date	Event	Location
Last Monday	OSI, 921 Masonic District	7:00 pm
Second Tuesday	Past Masters Meeting	11:00 am to 1:00 pm
Second Tuesdays	Exec Comm	Virtual at 6:00 pm
Second Tuesday	San Diego Commandery	7:00 pm
First Wednesday	San Diego Scottish Rite	6:00 pm
Fourth Thursday	San Diego Chapter and Council	7:00 pm
First Friday	San Diego Lodge #35	6:00 pm to 9:00 pm

Nov 7, 7pm	3-Way Reception	East Bay Virtual
Nov 21	General Grand Chapter Triennial	Virtual at Noon PDT
Nov 30	Research Chapter	Virtual at 7:00 pm
March 12 – 13, 2021	Officers’ Conference	Visalia
May 16, 2021	Grand Banquet	Visalia, 6:00 pm
May 17, 2021	Grand Council	Visalia, 8:00 am
May 18, 2021	Grand Commandery	Visalia, 8:00 am
May 19, 2021	Grand Chapter	Visalia, 8:00 am
May 20, 2021	Grand YR Corporation	Visalia, 8:00 am

GRAND CHAPTER CONTACT INFORMATION

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WWW.YORKRITEOFCALIFORNIA.ORG

GOLDEN STATE CHAPTER OF RESEARCH
Website:

WWW.GOLDENSTATECHAPTER.ORG

GRAND SESSIONS, FORMS & SCHEDULES
Website:

WWW.CA-GYRS.ORG

If you would like to attend any of these events and need to know particulars about where and when and cost, please call any of the contact numbers below, or go to the Grand York Rite website calendar at:

<http://www.yorkriteofcalifornia.org/royalarch/gphpcalendar.html>

TAX REPORTING

Robert Wellington of Orange County Chapter No. 73 is willing to assist Chapters with guidance to restore their tax exempt status, if needed. If you would rather speak to a brother, Companion and Sir Knight, than an IRS or FTB agent, feel free to contact Bob at 714-396-0846, or rozekroy@gmail.com

SECRETARY and/or RECORDER ESSENTIALS

Forms and Documents you will need are located at the Grand York Rite website, which is: www.yorkriteofcalifornia.org.

Scroll down and click on "York Rite Forms and Documents." Then click on the appropriate logo. A window opens where you enter the userid, which is "cagyr" and the password, which is "brio"

Scroll down to Officers Manual, which has information for the Secretary, and print that out. Many concepts in the Grand Chapter manual are relevant to the Councils and Commanderies.

Priorities are as follows:

1. **Dues Collection** – You should send out dues notices no later than October, with payments from members due by December 31st.
2. **Membership control** -- Especially important is the very last item, “Royal Arch Monthly Report.” This is relevant to you as a Secretary/Recorder if you do not yet have a userid for access to MMS – Masonic Membership Solutions. If you fill the paper report out each month, whenever you encounter changes to the membership, you will find it much easier at the end of the year to produce the year-end report, which is used to compute the amount of per capita the Chapter needs to pay. That payment is due by Jan 15th each year. Important changes to your membership include new members, demits, remits and deaths. Maintain e-mail addresses for members and you can easily then forward the monthly newsletter, The WORKMAN, to them.
3. Do not cavalierly suspend members for non-payment of dues. There is a Constitutional process that should be followed rigorously in order that members, who may have moved and not received your dues notice, are treated fairly. See the following sections of the relevant Constitution in order to learn about this process:

Chapter: See Section 201 in the Constitution at <http://www.yorkriteusa.org/cagyr/forms/Chapter/ROYAL%20ARCH%20Constitution%202018%20Rev1.pdf>

Council: See Section 30-10 in the Constitution at <http://www.yorkriteusa.org/cagyr/forms/Council/Grand%20Council%20Constitution%202018%20Rev1.pdf>

Commandery: See Section 347 in the Constitution at <http://www.yorkriteusa.org/cagyr/forms/Commandery/GRAND%20COMMANDERY%20Constitution%202018%20Rev1.pdf>

4. **Per Capita** -- The Per Capita payment, due each Jan 15th, does not require action by the Chapter to be paid. You will need good, up-to-date end-of-

year number of active members that is crucial for us when we compute your per capita payment. Without good data you will most likely overpay your per capita requirement. It is sensible to begin your process near the end of the CY, as soon as possible. It is also sensible, if you have access to the Grand Lodge database, to check each member to see if they are still alive. But most important is getting a userid to utilize MMS.

5. **Insurance** -- The Insurance payment, due each July 15th, does not require action by the Chapter, Council or Commandery to be paid. You will be billed for the payment by the Grand Secretary-Recorder.
6. **Lodge Book of Marks** – Maintain this up-to-date, or perhaps arrange for a PHP to take on the responsibility of maintaining.
7. **Minutes** – Take good minutes, but don't over-do it by trying to capture everything that is said. Focus on having a clear representation of motions made and the vote count by which they passed or failed. In addition to keeping petitions in a separate file, it is good practice to replicate the basic petitioner information in the minutes. It is also a good practice to keep the names of attendees at each meeting in the minutes. If conferring a degree, keep a copy of the cast members and the candidate(s). Also, please send the candidate class names to the Grand Secretary.
8. **Grand Sessions** – Before the April meeting, remind the Dais officers they are responsible to attend, and arrange a stipend if your Chapter, Council or Commandery can afford it. Remind members who expect to attend to be sure to take their dues cards. If Dais Officers of the Chapter and Council cannot attend, they may issue a proxy, or they may elect a representative. This is true also for Commanderies, whose members cannot issue proxies. The appropriate forms can be obtained on the Grand York Rite website: Scroll to "Elected Representative and Proxy Credentials."
9. **Order of High Priesthood** – Be sure the current HP and PHPs know they are eligible to receive this Order. In fact, it is a Constitutional requirement! Share the petition with them and send to the Grand Secretary. This requirement does not appear to be true for the Thrice Illustrious Master Degree or the Past Commander's Association. Petitions for all three bodies are available at the secure website.



"THE COOLEST MASONIC MERCHANDISE"

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T-Shirts, Hats, Posters & More!

*Shop 'til you drop 24/7
and shipping is FREE*

www.gracedeemay.org/gift-ideas

The Grace Dee May Museum

Illuminates the

Legacy of the West

with apparel and gifts that showcase
the unique contributions of Freemasonry



You're invited to visit the newly opened Gift Shop and view exclusive items including: T-shirts, Ball Caps, Posters, Buttons, Mouse Pads, and more. Created just for you by the Grace Dee May Museum and as a special gift –
SHIPPING IS FREE!
Hold down the CTRL Key and click on the button below:

SHOP NOW

Guidelines for a VIRTUAL 3/4-Way Reception: How to do it well!

- **Host must arrange, develop the Virtual invitation and distribute to all guests.**
- **Expected dress: Appropriate Jackets, Term ties, lapel pins, Collar and Jewel. Communicate this in the invitation!**
- **Prepare the agenda and distribute with the invitation electronically at least 1 week prior to the Actual Meeting date.**
- **Meeting Host check waiting room for virtual admission and verification of guests. Plan at least 30 minutes prior to the beginning of the Reception.**
- **Master of Ceremonies – Welcome and statement of purpose for the reception.**
- **Honorary Chaplain - INVOCATION – No altar or Bible is required for the reception!**
- **Designated Officer - PLEDGE OF ALLEGIANCE OR National Anthem (Ensure that you have a picture of the flag of our country with 50 stars that can be displayed onscreen!)**
- **Master of Ceremonies or his Designated Officer introduces non-Grand York Rite Officers in attendance, e.g. special guests, Eastern Star, Scottish Rite, Shrine, White Shrine, Youth Group leaders, etc.**
- **Master of Ceremonies – introduce first Grand York Rite Head of Body to all OR (preferred) the Grand Officer in charge of introductions for that Grand Body (note that this is a Requirement for introductions of the Grand Master of Masons)! Order of speaking should be either Royal Arch, Council, Commandery and Grand Master OR Council, Commandery, Royal Arch and Grand Master as desired by the Master of Ceremonies. Please inform the Grand Heads of Bodies which order they will be speaking Before the Reception begins!**
- **Grand Head of Body Speaking - should ask one of his Grand Officers (usually one of the Grand Marshals in attendance) if not already recognized by the Master of Ceremonies to do the introduction of the Grand Head of Body Speaking After introducing the Current and Past Grand Officers present along with the DGLs and Inspectors (ritual staff as appropriate) in attendance either Before his remarks (preferred) or After his remarks (also OK). Don't forget to do these introductions!! Grand Head of Body Speaking then proceeds to deliver his remarks in full.**
- **Master of Ceremonies – After thanking the speaker, he can ask for questions for that Grand Head of Body and/or Introduces the presiding officer of each sponsoring constituent body present (including Blue Lodge Masters when it is**

the GM turn) and calls upon each one in turn with the host constituent bodies last in each group to make whatever virtual presentation (arranged IN ADVANCE) they have for the Grand Head of Body Speaking. Don't forget to include the Grand Master in these presentations! This would include charitable donations to the charities of that Body if appropriate AND gifts for the lady of the Grand Head of Body Speaking if desired.

- **Grand Head of Body Speaking** – makes his presentations (virtually) back to each presiding officer and his spouse (if present or otherwise desired) or the senior officer present from that constituent body and his lady (if present). Once all exchanges have been made virtually, he announces that his part is complete.
- **Master of Ceremonies** – Introduces the next Head of Body Speaking or the Grand Officer in charge of introductions for that body (preferred). Repeat the procedure above for each Grand York Rite Body present. If there is a musical interlude, the Master of Ceremonies will introduce the interlude per the announced agenda and ask for appreciation of the performers. If the Grand Master of Masons is speaking (not just in attendance as a guest), then ensure that all thanks and acknowledgements for putting on the event are done Before the Grand Master is introduced!
- **Master of Ceremonies** – wraps up with thanks for the folks that made the reception possible, don't forget the Host of the virtual meeting IF the Grand Master of Masons is Not speaking (otherwise done before the introduction of the Grand Master of Masons). Finally, introduce the Chaplain for the Benediction. Adjourn!

Notes:

- **Dress Code:** The invitation will set the appropriate dress code for the event. The Master of Ceremonies should be dressed for Blue Lodge unless he is presenting as the presiding officer of one of the constituent bodies in attendance. All presenting officers should be dressed as the Grand Head of Body they are supporting prescribes. Changing coats and ties for each segment of the program is acceptable if desired, but not necessary unless presenting on behalf of that body. The Grand Officers and presenting Officers should be dressed as prescribed by the Grand Head of Body they are representing; coat, tie and jewel to match the Grand Head of Body's desires. All other officers and members will wear the respective coat and tie of the constituent body they wish to represent. It is desirable to change coat, tie and uniform if presenting for more than one constituent body.
- **Setup of Lodge Room** if utilized for pictorial ceremonial purposes will be with **Constituent Body Banners** (Chapter, Council, Commandery, Blue Lodge, as desired, AMD, etc.). Altar will be draped with an altar cloth with a Closed Bible surmounting, (if desired for viewing).

ANNUAL EAST BAY GRAND YORK RITE RECEPTION



HONORING



Most Excellent Companion
Richard W. Bullard, KYGCH
166th Grand High Priest
Royal Arch Masons of California



Most Illustrious Companion
Robert A. Morrison, KYGCH
160th Grand Master
Cryptic Masons of California



Sir Knight
Cirilo P. Marquez, KYGCH
162nd Right Eminent Grand Commander
Knights Templar of California

**SATURDAY, NOVEMBER 7TH, 2020
7:00 PM**

York Rite Bodies of the East Bay

Ancient Chapter #31 in Pittsburg

Oakland Chapter #36 in Oakland

Doric Chapter #66 in Lafayette

Oakland Council #12 in Alameda

King Solomon's Council #29 in Vallejo

Oakland Commandery #11 in Oakland

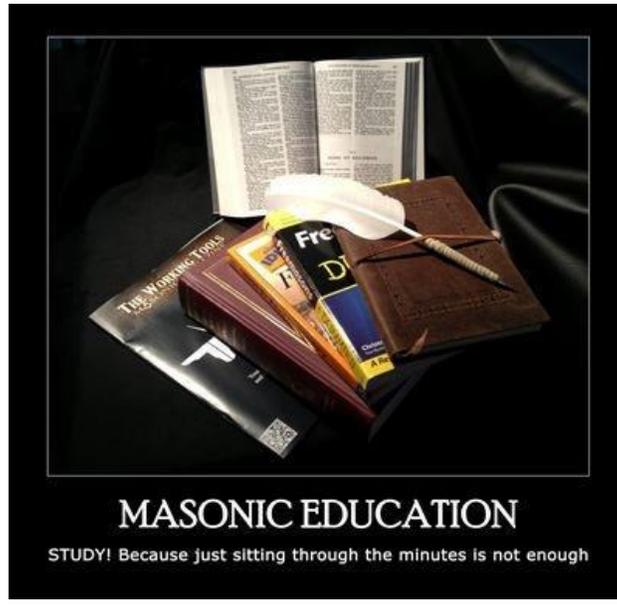
Join the Virtual Meeting via Zoom link or phone:

<https://us02web.zoom.us/j/82483148407?pwd=cUyTy9TVGxsTFRIWVBjMHRMOXMzdz09>

Meeting ID: 824 8314 8407 Passcode: 882802

If you have any questions, and/or to confirm the Zoom Meeting, please contact Enrico Garcia at enricobgarcia@yahoo.com or the Secretary/Treasurer Fred Baclig, Jr. at waipahu6870@gmail.com.

GOLDEN STATE RESEARCH CHAPTER



The next meeting of the Research Chapter will be virtual on the last Monday of November, the 30th, at 7:00 pm. Following are the connection parameters:

Golden State Research Chapter is inviting you to a scheduled Zoom meeting.

Topic: Golden State Research Chapter's Zoom Meeting
Time: Nov 30, 2020 07:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://scottishrite.zoom.us/j/87580370576?pwd=MUdVYTN4dHlxMkE2L2w1RXFCZUdWdz09>

Meeting ID: 875 8037 0576

Passcode: xWUt84

One tap mobile

+16699006833,,87580370576#,,,,,0#,,486550# US (San Jose)

+12532158782,,87580370576#,,,,,0#,,486550# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 875 8037 0576

Passcode: 486550

Find your local number: <https://scottishrite.zoom.us/u/kAxaaYeq2>

Petition for Affiliation

Golden State Chapter of Research Royal Arch Masons



To the Excellent High Priest, Officers and Members of Golden State Chapter of Research, Royal Arch Masons of California:

I, _____, respectfully represent that
(First Name) (Middle Name) (Last Name)

- I am / not a resident of the State of California but resident in _____
- I am a Master Mason in good standing of _____ Lodge No. _____, F.&A.M., under the jurisdiction of the Grand Lodge of _____;
- I am a Royal Arch Mason in good standing of _____ Chapter No. _____, R.A.M., under the jurisdiction of the Grand Chapter of _____;
- I desire to be affiliate with Golden State Chapter as a dual/plural member of your Chapter; and
- If elected to membership, I promise cheerful compliance with the Bylaws of Golden State Chapter and Constitution of the Most Excellent Grand Chapter of Royal Arch Masons of the State of California.

In connection with this petition, I provide the following additional information about myself:

Residence Address _____ City _____ State _____ Zip _____

Residence Telephone _____ Mobile phone _____ Email _____

Business Address _____ City _____ State _____ Zip _____

Business Telephone _____

Date of _____ Signature of _____
Petition _____, 20____ Petitioner _____

Recommendations:

The undersigned, member of Golden State Chapter, recommend the Chapter grant this petition:

1. Signature _____ Printed Name _____

SACRAMENTO COMMANDERY No.2

The soul is protected
by the armour of
faith, just as the
body is protected by
the armour of steel.

Cordially Invites
You, Your Family, and Friends
To Attend



The Knights Templar

Christmas Observance

and

Renewal of Knightly Vows

December 12, 2020 at 10:00 AM

Zoom Access Link

<https://scottishrite.zoom.us/j/84288870587?pwd=dUFRYU9Zc1lkVCtKMnIncFBIOXpQZz09>



Participation of:

- **REGC Cirilo Marquez, Grand Commander**
- **Reverend Sir Knight Raymond Davies, Grand Prelate**

*Merry
Christmas*

ELECTION PROCEDURES USING SURVEY MONKEY FOR ROYAL ARCH ELECTION OF OFFICERS

The Most Excellent Grand High Priest gave us permission to use the Survey Monkey platform to hold our Chapter election of officers. Survey Monkey is a free program that anyone can download and use to publish a ballot. The Companions voting do not have to have the program loaded on their device in order to vote. The purpose of this document is to guide Companions through how this process might work.

PUBLISHING THE SLATE OF OFFICERS

The first step is to publish the proposed slate of officers to the members of the Chapter. This list must include all the elected positions: High Priest, King, Scribe, Treasurer, and Secretary. This should be done by whatever means the secretary normally uses to communicate with the membership. The list should be published far enough in advance of the scheduled election for the members to see it and consider it. Preferably the list is published two weeks in advance of the meeting, but less is acceptable.

As part of publishing the slate of officers, clear instructions should be included as to how a Companion can nominate someone for an office who is not listed on the slate; i.e. "other nominations". The following is a recommended method for accomplishing this:

"Should a Companion wish to nominate someone other than those listed on the slate of officers, he must send his nomination to the High Priest at (insert email address) no later than (insert time) on (insert date). Additionally, it is the responsibility of the Companion wishing to make the nomination to contact the nominee and have the nominee inform the High Priest of his willingness to accept the nomination. This acceptance must also be received by the High Priest by the same date and time." NOTE: The due date and time *should* be the morning prior to the scheduled election so that the ballot can be created as needed.

RESULT OF PUBLISHING THE SLATE

If no other nomination is received AND accepted, it is not necessary to create a ballot and use the Survey Monkey program to vote. Someone not on the ballot can be selected to state at the meeting that "there being no other nominations I move the secretary cast the unanimous ballot for (name) High Priest, (name) King, (name) Scribe, (name) Treasurer, and (name) Secretary, of this Chapter for the upcoming Capitular Year." Anyone can second and a voice vote can then be held. The High Priest would then follow the normal procedures for asking Companions to accept their position.

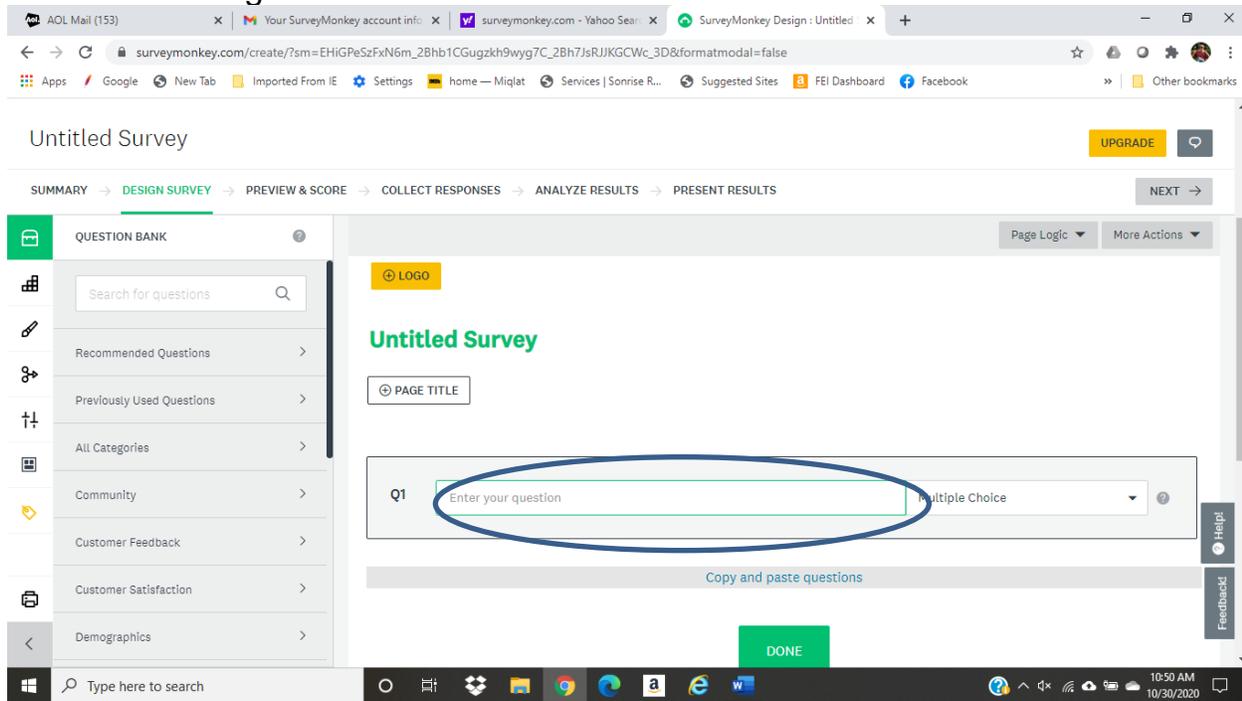
If he desires, the High Priest could create and disseminate a ballot instead of using the method outlined above.

If a nomination is received and accepted in a timely manner, then a ballot must be prepared and utilized. Survey Monkey provides a link to the ballot that the secretary can send out to all Companions in good standing. The link should be sent

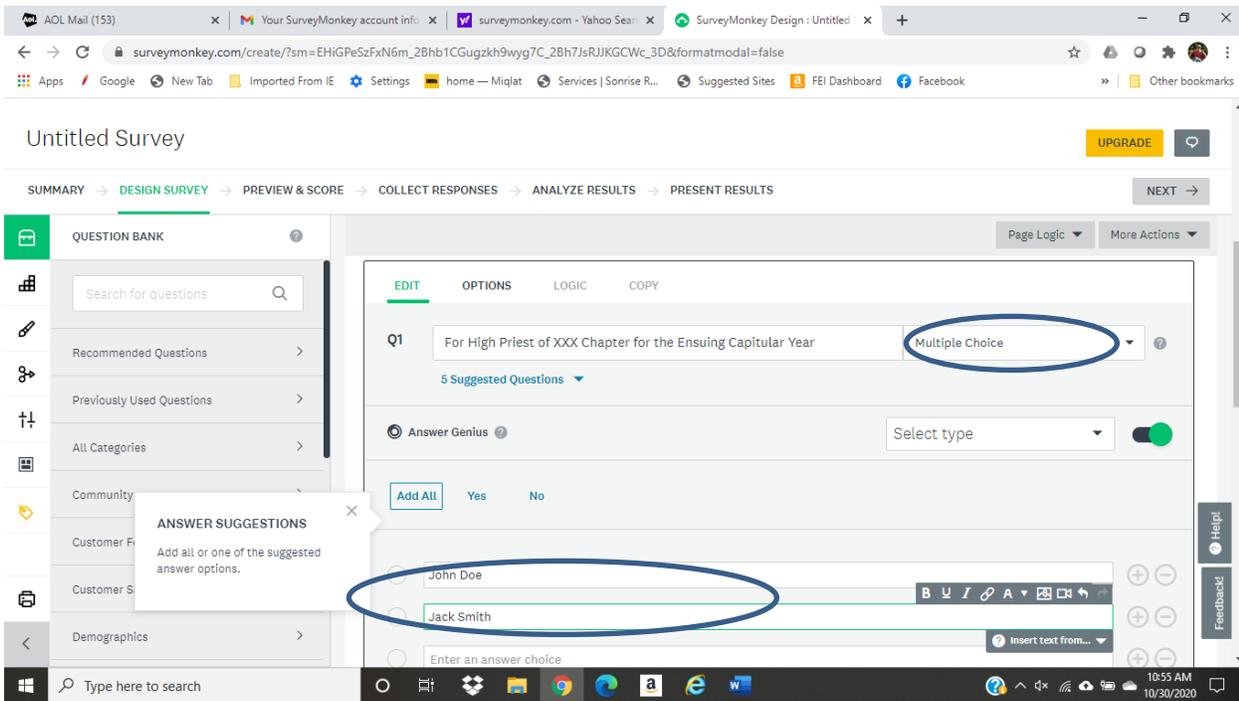
10 to 15 minutes in advance of the scheduled meeting where you plan to vote to ensure Companions have it in time to vote. In this communication let the Companions know that votes will be accepted from the time of receipt of the link to 30 minutes after the meeting opens. The purpose for this is to ensure Companions at least log in during the meeting time. After all, if we were having in person meetings they would have to be present to vote. The following is designed to help the Host set up and run the balloting in Survey Monkey.

CREATING THE BALLOT

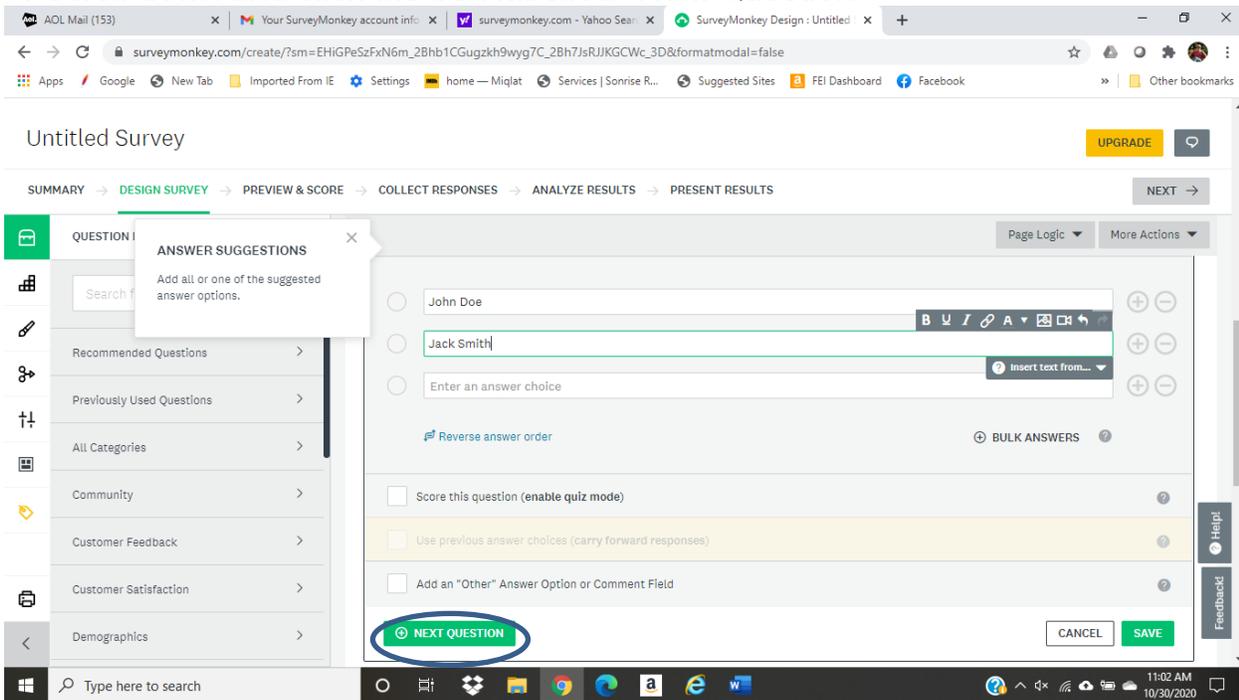
1. If the host does not have a Survey Monkey account, go to surveymonkey.com and click on the box “sign up free”. Follow the instructions and create an account. If the host has an account, go ahead and log in.
2. Once logged into your account click the button at the top of the page that says: “Create Survey” Under “Create a New Survey” click “Start from Scratch” You will see the following:



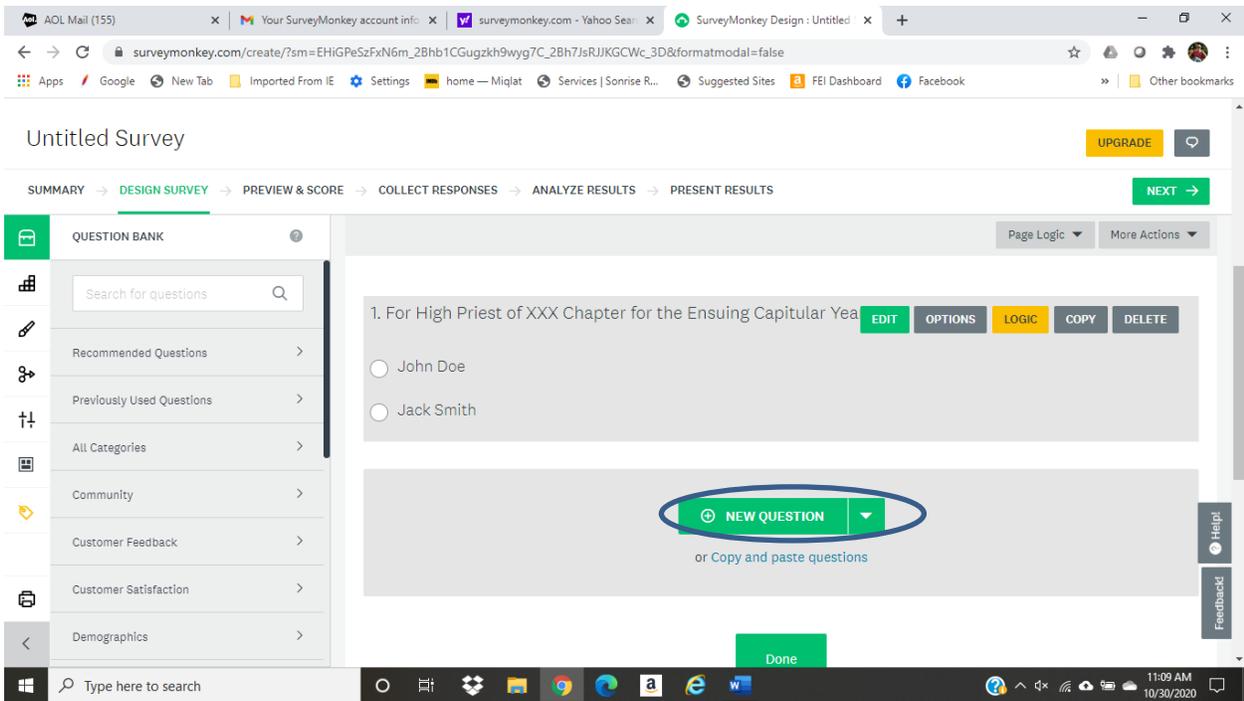
3. Where it says Q1 “Enter your question” (where the added circle is in the above photo) Type your first question. It could be something like “For High Priest of XXX Chapter for the Ensuing Capitular Year”
4. From the drop down box next to the question select “Multiple Choice”. NOTE: You must click on the drop down and select multiple choice even if that is what appears in the box already. You will then get a screen that allows you to fill in your nominees. Simply type in their names as shown below.



5. If there is only one nomination for the office the question should read: “For Companion John Doe to serve as High Priest of XXX Chapter for the ensuring Capitular Year”, and the answers should be “Yes” and “No”
6. Scroll down and click the box labelled “Next Question”



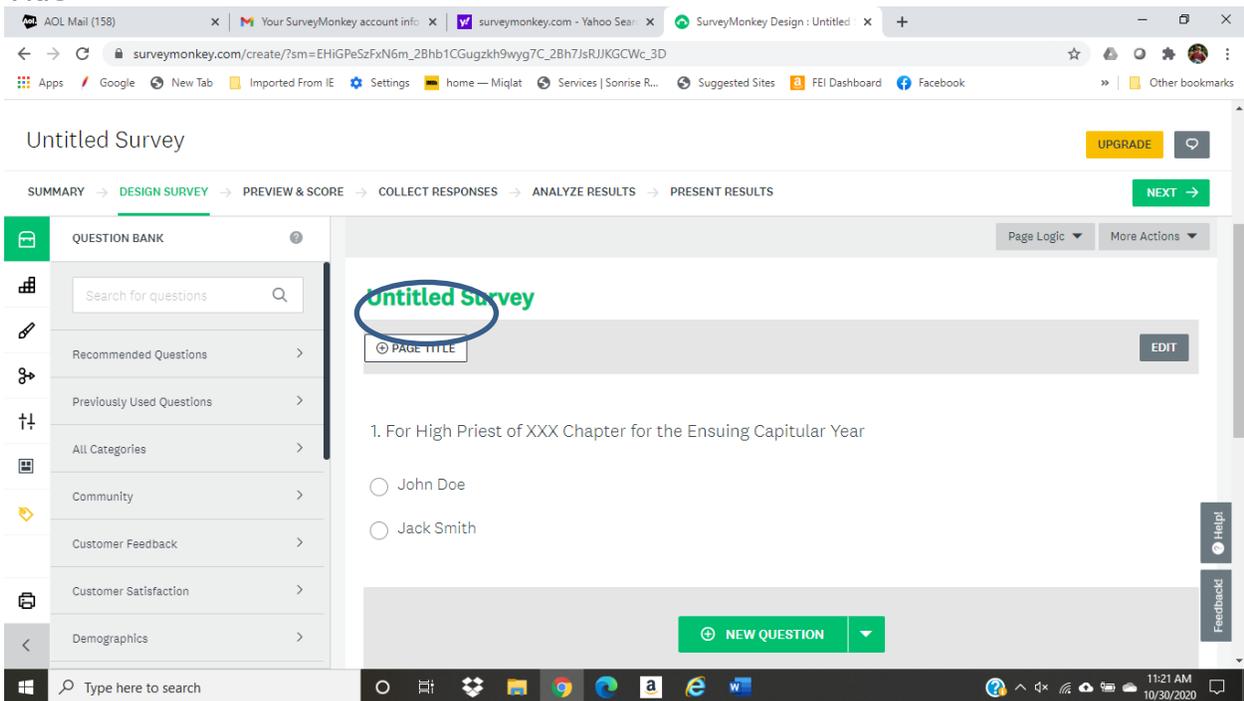
7. Repeat steps 3 through 6 for King, Scribe, Treasurer, and Secretary.
NOTE: If you click save before you are finished with all your questions it will bring you to the following page. In that case simply click on “New Question” and repeat steps 3 through 6 as needed.



The “Done” button at the bottom of the page is part of the survey, you need not use it to create your survey.

Once you have completed all five questions click on the “Save” button to get to the page printed above.

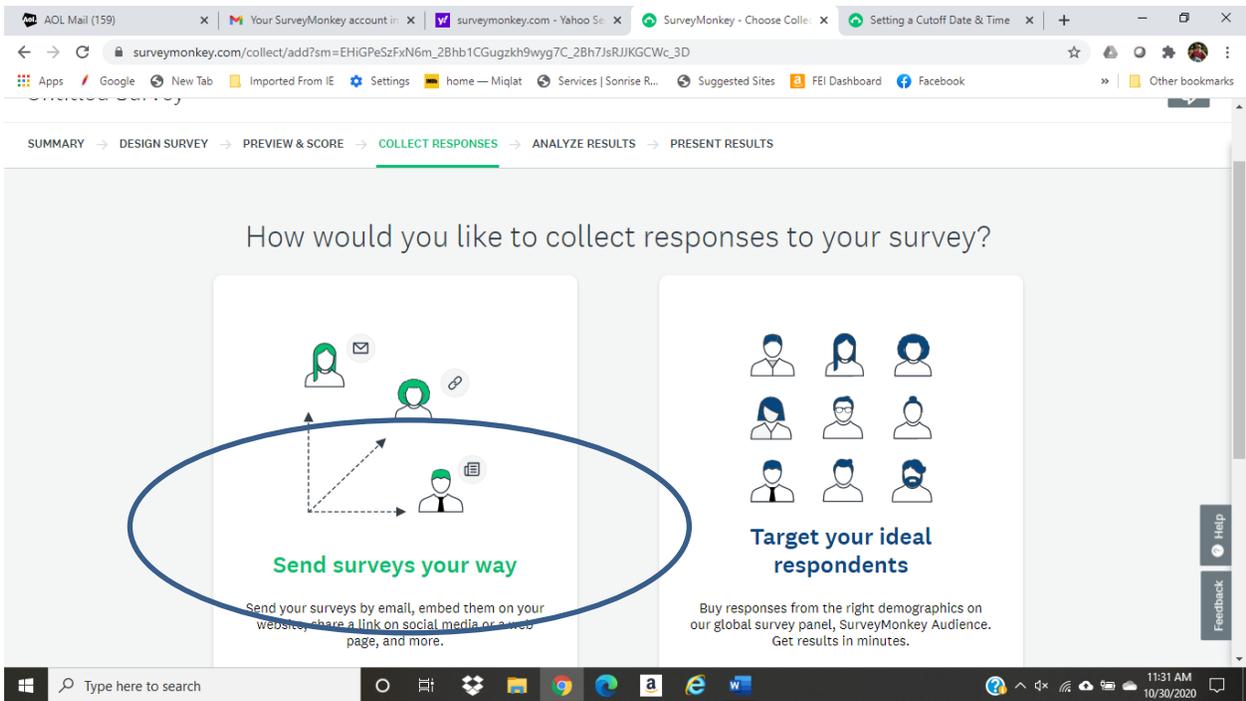
8. If you wish to give your ballot a title, go to the top of the page and click “Page Title”



You will get a drop down menu that allows you to enter a title and description if you choose. Hit save to return to the above page.

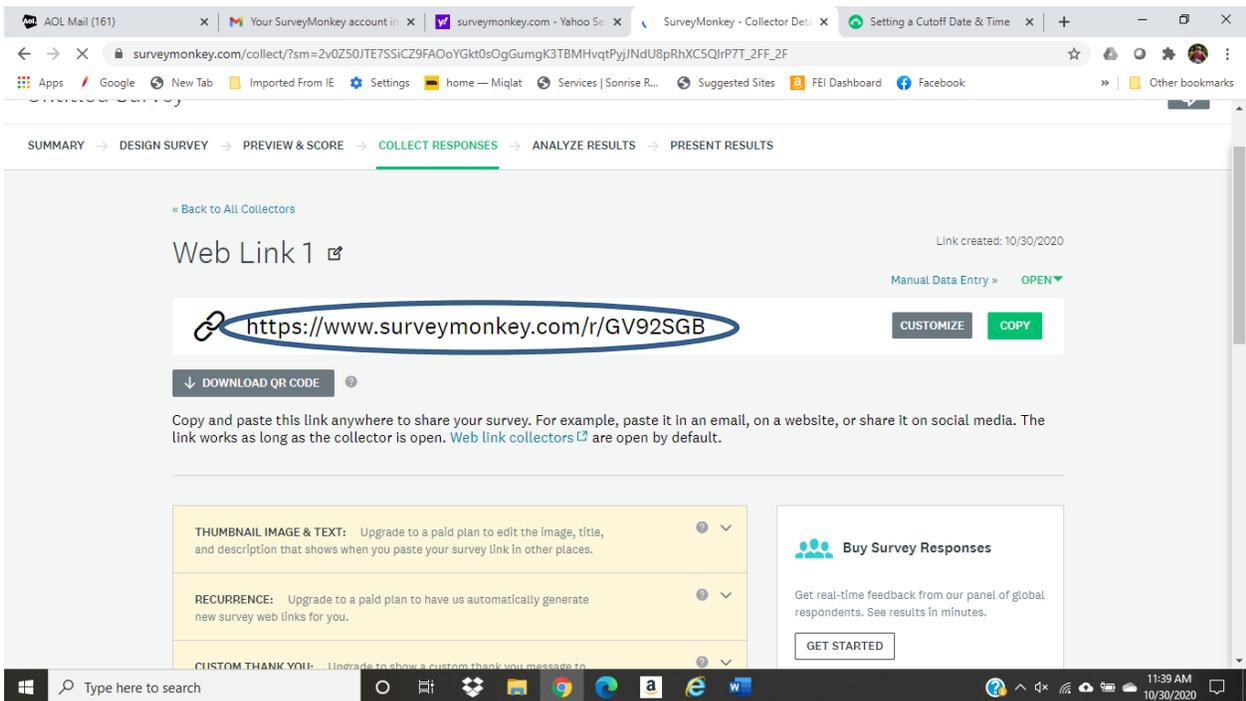
9. At the top of the page click “Next”, this will bring you to the Preview and Score page. Simply look over the page for accuracy and click “Next” again.

10. This brings you to the “Collect Responses” page.

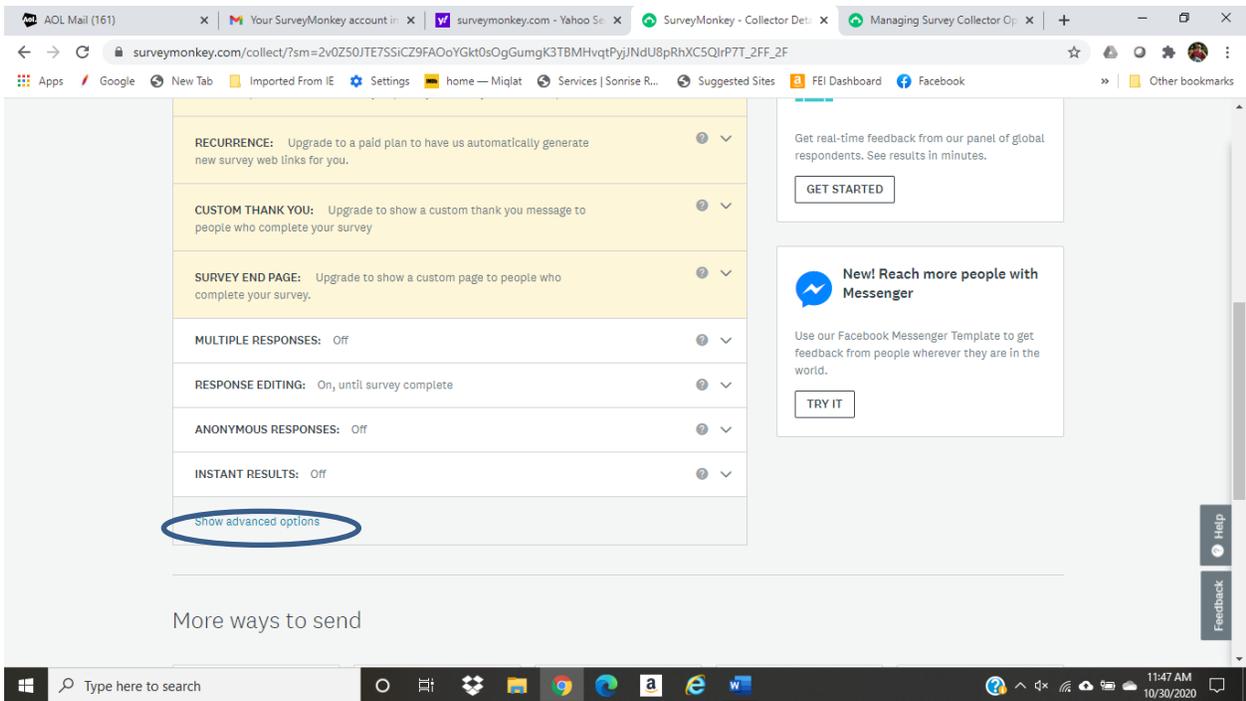


Click on “Send Surveys your way”

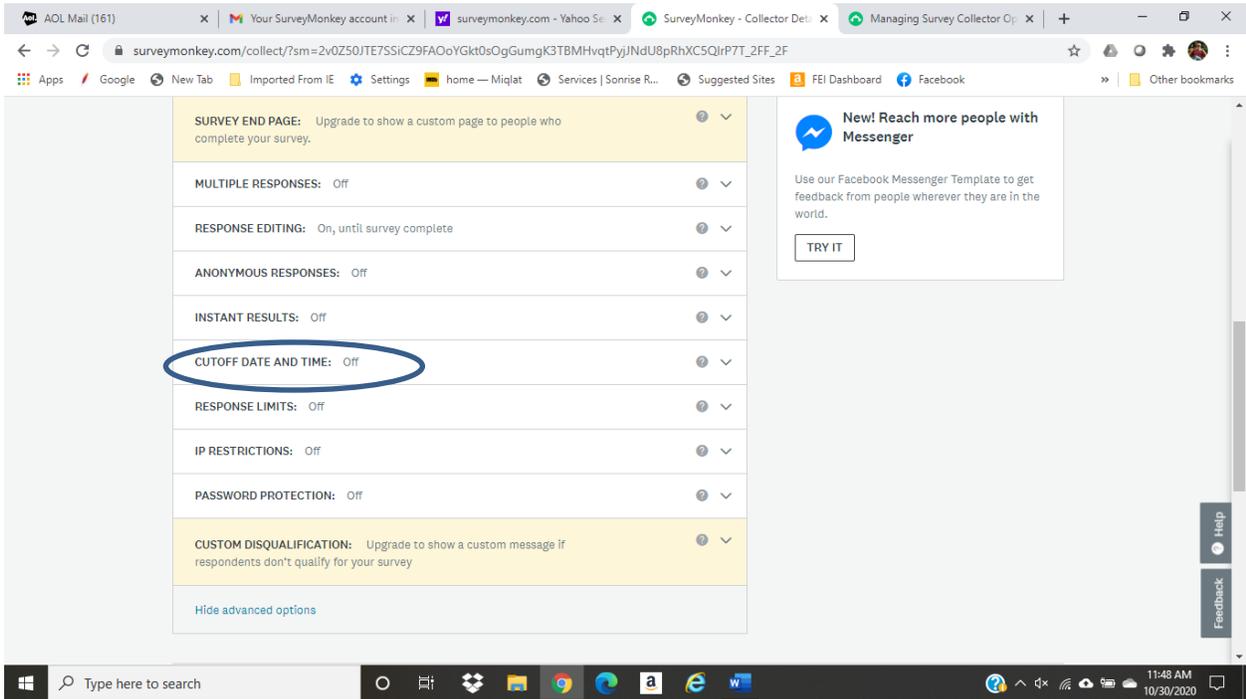
11. Click on “Get Survey Link/Share a Link”, this will give you a link to your survey. This link is what the secretary will send to those Companions eligible to vote in the election, and should be sent 10 to 15 minutes prior to the meeting.



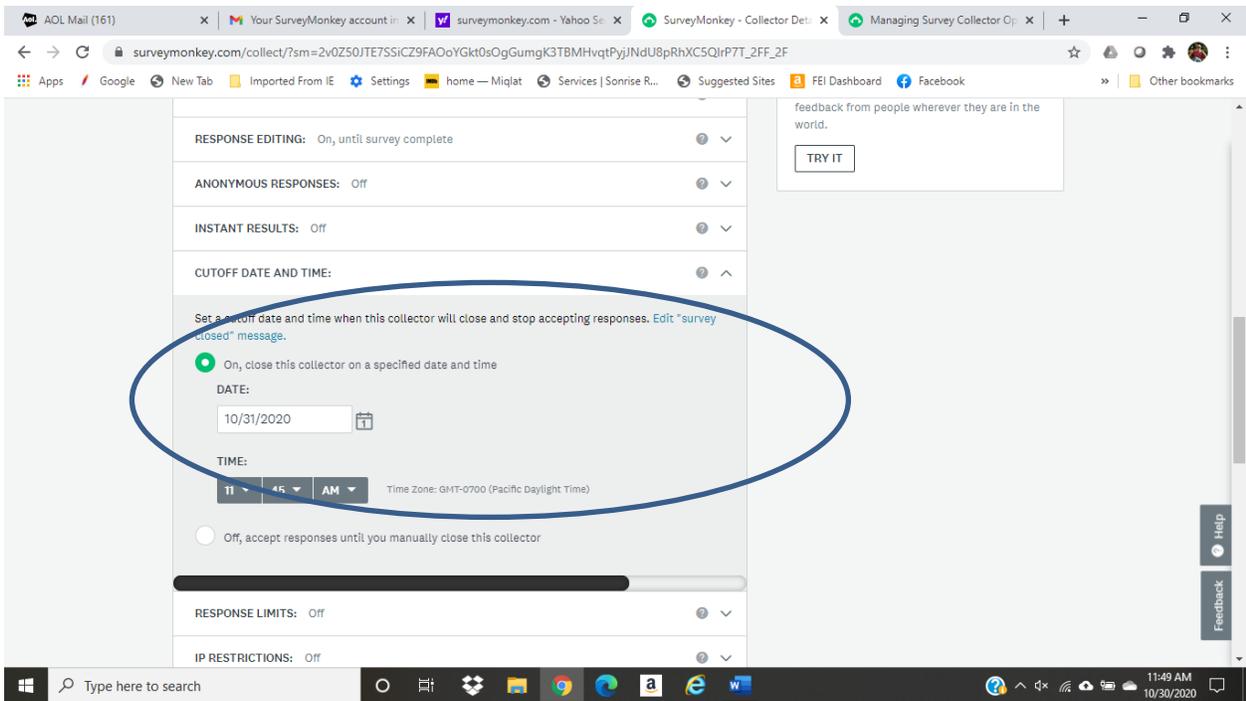
12. To set the automatic cut off time at 30 minutes past meeting opening, scroll down on this page and click “show advanced options.:



Then click “cutoff date and time”

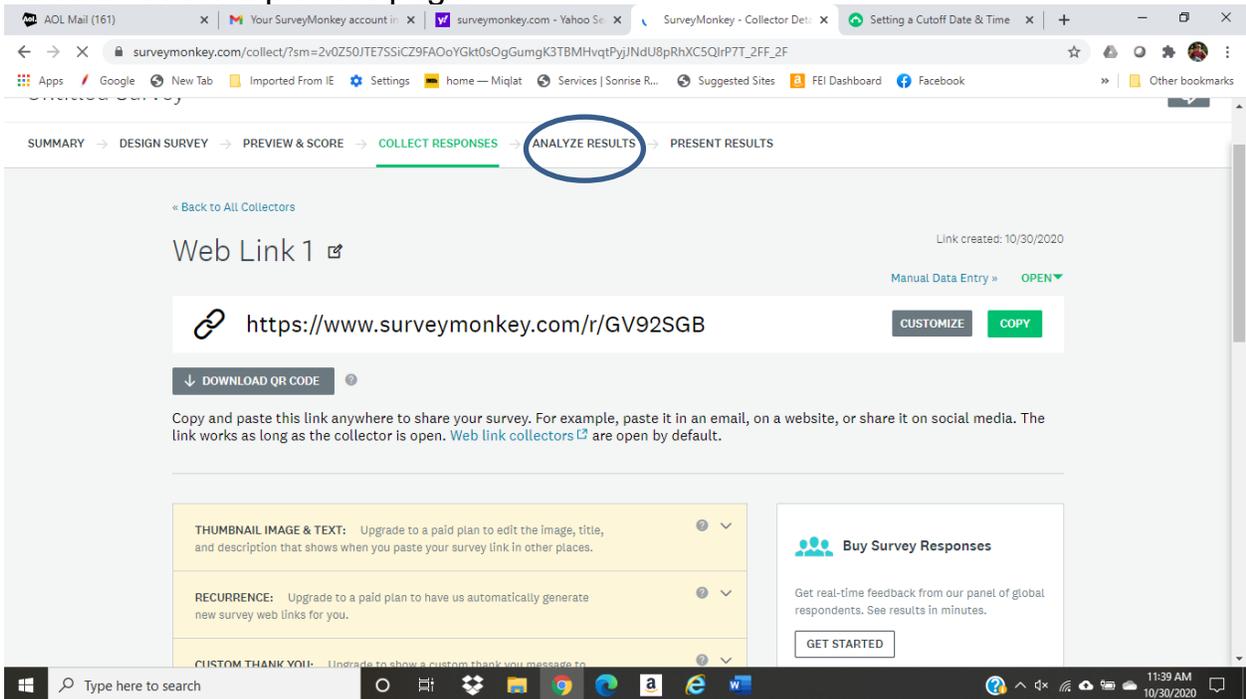


Select “On” and enter your required date and time.



Then click on “Edit survey closed message” and type in whatever message you want to give companions who try to vote after the balloting is closed.

13. The host will receive results as they come in. These are easy to read on the Analyze Results page which can be reached by clicking on the words “Analyze Results” at the top of the page.



14. The High Priest declares the balloting closed at 30 minutes after meeting opening, and the host privately contacts the High Priest with the results of the balloting. The High Priest announces results and asks the individual Companions if they are willing to serve. The High Priest declares the Companions elected and the process is complete. While this process is fairly straight forward, it is by no means fool-proof. Host are link strongly urged to do a test survey with the Dais officers prior to the live election.