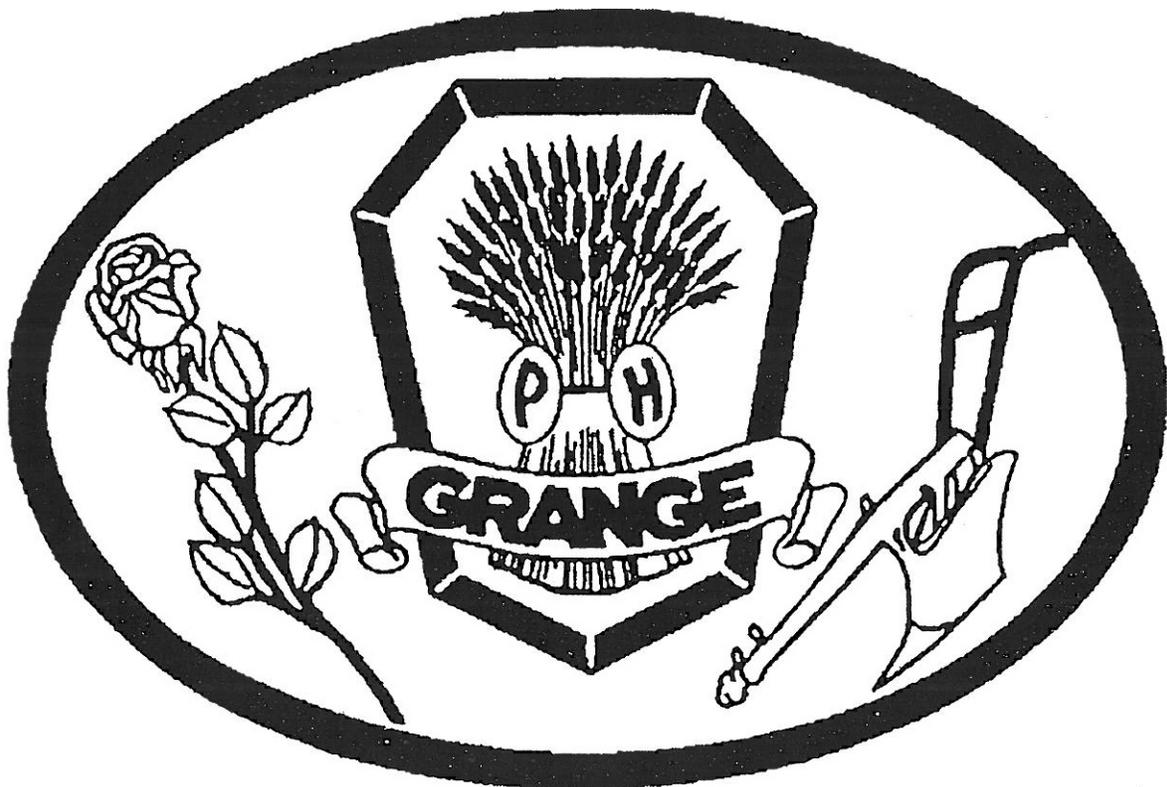


Oregon State Grange Floorwork Handbook



Subordinate/Community, Pomona, and Junior

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Updated 2017

Floorwork Handbook

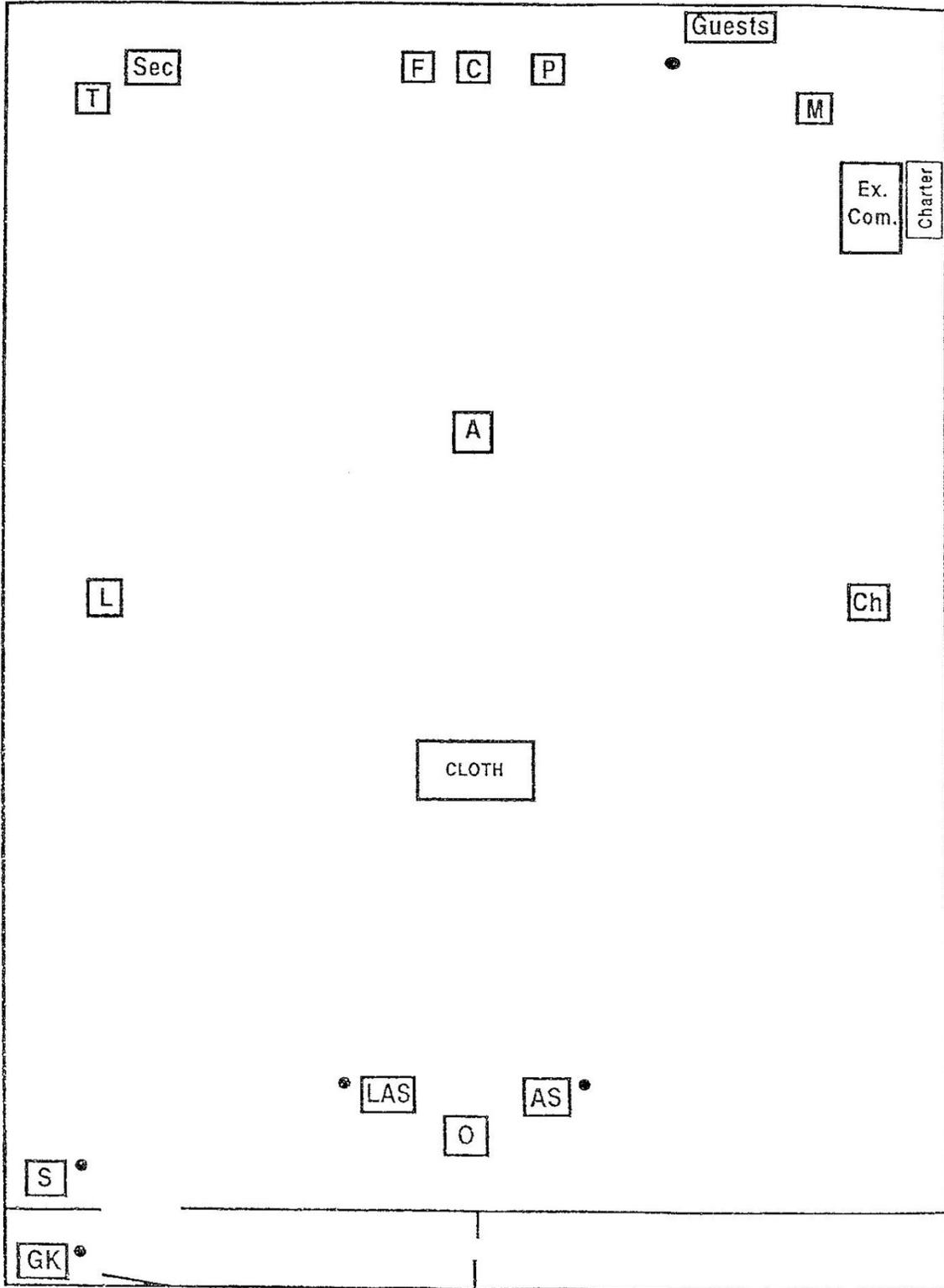
This handbook is prepared with the hope that it will be useful in perfecting Grange ritual and floor work. It is in no way intended to replace the Grange manual or the Grange Digest.

Those who desire to do efficient floor work should not rely entirely upon this publication but should familiarize themselves with the manual and the Digest.

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Plan of Subordinate Grange Proper Floor Setup for Meeting



Arrangement of Grange Hall

In setting up or arranging the hall prior to a Grange meeting, care should be taken to see that everything is in the proper place. This will add to the impressiveness of your Grange and does a great deal to make members feel at ease.

The Steward with the aid of the Assistant and Lady Assistant Steward is responsible for arranging the Grange hall before the meeting is called to order. The previous page shows the proper hall arrangement.

The Altar and the Cloth (rug) should divide the floor space between the Graces' stations and the Overseer's station in three equal parts. The Lecturer's station and the Chaplain's station should divide the floor space in two equal parts.

The floor space is considered as the space from the front of the Graces' stations to the front of the Overseer's station, lengthwise, and from the front of the Lecturer's station to the front of the Chaplain's station, crosswise.

The Altar should be in position, one-third the distance from center Graces' station, and should have the Bible upon it. (The Bible may be placed on the Altar as part of an opening seating drill, but must be on the Altar prior to the opening of Grange.)

The Cloth is where the salutation shall be given by those who arrive late or leave early.

Right and left sides of the hall are reckoned from the Overseer's station and according to the officer's right or left when filling the station.

The stations of the Treasurer, Secretary, Graces and Master should form an arc or curve across the front of the hall. There should also be at least two chairs placed to the left of the Master's station so if guests are present or should arrive after the meeting has started, the chairs will be there for the presentation of the guests.

If the flag is not being presented, it should be placed on a staff between the Graces and the Master. The flag standard should be placed in position before the meeting when arranging the hall.

For the Subordinate Grange, the implement case is to be on the Master's station. The case should contain the following miniature implements: ax, plow, harrow, spade, hoe, pruning knife, sickle and a polished agate.

Care should be taken not to confuse "Implements" with "Regalia" or "Emblems." "Implements" refers to the case of symbolic tools intended to be in position on the Master's station when the Grange is open in form. "Regalia" refers to the sashes worn by the officers. "Emblems" refers to the emblems of office such as the stave and gavel.

The stations of the Graces should each have the emblem of the office: grain with a miniature sickle for Ceres, fruit for Pomona and flowers for Flora. In Subordinate and

Junior Granges, Ceres sits in the center with Flora on the left (from the Overseer's perspective) and Pomona on the right. In the Pomona Grange, the Pomona sits in the center with Flora on the left and Ceres on the right.

The emblems of the Stewards and the Gatekeeper should be mounted on one inch staves, six feet long, painted black and varnished. Holders should also be available and placed at the respective stations.

The Steward should be provided with the Spud; the Assistant Steward with the Pruning Hook; the Lady Assistant Steward with the Shepherd's Crook and the Gatekeeper with the Owl.

Regardless of the construction of the hall, the Steward when taking part in any floor work should always use the left rear corner of the hall as his\her starting point.

The position of the Assistant Steward's and Lady Assistant Steward's chairs should be so that the backs of their chairs will be in line with the front of the Overseer's station. There should also be ample space left so that it will be possible for the Assistants to easily pass between their chairs and the Overseer's station.

The position of the Assistant Steward's staff (Pruning Hook) is on the right and to the front of his/her chair. The Lady Assistant Steward's staff (Shepherd's Crook) is to the left and at the front of her chair.

The staff of the Assistant Steward and Lady Assistant Steward should always be carried so they will open toward the back.

When the Assistant Stewards leave their station to participate in presenting guests or other floor work, excepting Flag Presentation, the Lady Assistant Steward does not cross in front of Assistant Steward but marches on the inside nearest the Altar.

Opening of Grange

An officer's seating drill can add considerably to the opening ceremony and every Grange is urged to have a drill of some kind. (A drill of this kind should be well rehearsed and should not be of such nature as to waste time.)

It Is Very Important that Every Grange Meeting Open on Time

The traditional opening ceremony consists of opening the Bible, taking the password, and presenting the flag. If flag presentation is not possible, members sing the National Anthem or recite the Pledge of Allegiance. The Alternative Manual omits the opening examination (taking the password).

All officers should thoroughly familiarize themselves with the proper opening procedure as well as memorizing the various charges. When the Master says "Worthy Overseer," he should hesitate until the Overseer rises to his feet before continuing. Likewise the Overseer when addressing the Steward should hesitate for the Steward to rise and take his staff and then continue with his instructions.

Traditional Manual: After the Worthy Master says "Worthy Overseer, are all present correct?" the Overseer instructs the Steward, who in turn directs the Assistant Stewards to make the examination. They first open the Bible and then take the password.

Alternative Manual: After the Worthy Master says "Worthy Overseer, are we ready to being?" the Overseer instructs the Steward, who in turn directs the Assistant Stewards to open the Bible upon the Altar.

Immediately the Assistant Steward and Lady Assistant Steward will rise, take their staves, which should always be carried erect in the right hand, the bottom of the staff four inches from the floor. (The Lady Assistant Steward will pick up her staff in her left hand and then pass it to her right hand.)

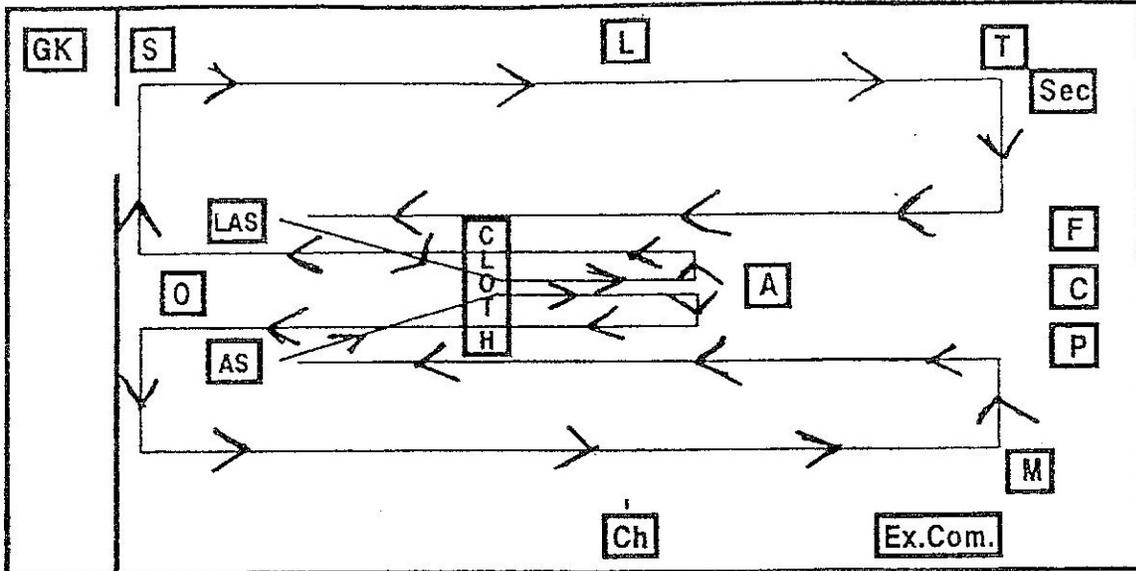
The Assistants will then march straight to the Cloth where they will meet, then proceed shoulder to shoulder until two steps from the Altar, where they will turn so that they are facing each other. The Assistant Steward will pass his\her staff to the Lady Assistant Steward who will hold it in her left hand.

The Assistant Steward will then turn facing the Altar taking two steps until he is at the Altar. He will open the Bible, placing it in the center of the Altar and in such a manner that it could be read from the position that he is standing. Whether the Assistant Steward lifts the Bible from the Altar in opening it, or leaves it resting on the Altar is left to his judgment. It is important that the ceremony be done reverently and with all due respect to the Bible and that which it represents. The musician can add to the impressiveness by playing an appropriate hymn during the Bible opening ceremony.

The Assistant Steward after opening the Bible will step back two steps and turn to the left and take his\her staff from the Lady Assistant Steward. Now the Assistant Steward

will turn squarely to right, while the Lady Assistant Steward turns squarely to her left, so that both are facing the Overseer's station. If using the Alternative Manual, they return to their chairs.

Opening of Bible and Taking Up of the Word



For the traditional opening, the Assistants then pass between their chairs and the Overseer's station, stopping when they are shoulder to shoulder with the Overseer. The Overseer will whisper the password(s) first to the Lady Assistant Steward and then to the Assistant Steward. For the Subordinate Grange, the Overseer gives first the annual word and then the Fourth Degree word. For the Pomona Grange, the Overseer gives the Subordinate annual word, the Pomona annual word, and the permanent Pomona word.

During the time of the actual taking up of the words there should be silence. Each member and officer must rise (one at a time) and give the words in a whisper. (The words are not taken from the Master.)

The Lady Assistant Steward will proceed from the Overseer's station taking up the words on the left side of the hall; the Assistant Steward will do the same on the right side of the hall. Upon reaching the station of the Graces the Assistants will each take the words from the Grace on their respective side, and the Assistant who reaches the Grace's station first will take the words from the Grace in the center.

When both Assistants have completed taking up the words on their respective sides, they will meet at the Graces' stations and in a direct line with their respective chairs, they will then walk two abreast, still in a direct line to their chairs stopping in line with the Cloth. The Assistants will then report to the Overseer using the language of the unwritten work. (Lady Assistant Steward, "A o t l a c W O." Assistant Steward, "T s o t r W O.")

Then they immediately return to their respective chairs, each turning out and remain standing holding their staves until the Overseer makes his report to the Master. (The Assistants place their staves in their holders when the Master calls the officers up; the Assistant Steward placing his directly with his right hand, the Lady Assistant Steward taking her staff in her left hand and placing it in the holder.)

The Master, Overseer, Steward, Assistant Steward, Lady Assistant Steward and Gate-keeper should remain standing in the opening ceremony, after they have risen to their feet while speaking. The Master will seat the officers and members at the conclusion of the ceremony.

When the Master says "Patrons in F, in H, in C, and with F, this Grange is now opened in ample form in the Fourth Degree." he opens the implement case. He will then proceed with his charge "Worthy Overseer, please proclaim it accordingly."

Official Flag Ceremony

Adopted by the National Grange ... 1946
Adopted by the Oregon State Grange ... 1960

Presentation of the Flag

Grange Law prescribes that no Grange can be legally opened unless, in addition to the open Bible upon the Altar, the American Flag is properly displayed in the Grange room. The position of the Flag is thus defined by Grange law: If possible, the Flag shall be placed on a staff, between the stations of the Master and the Grace's station (Pomona for Subordinate and Junior Granges and Ceres for Pomona Granges). If placed on the wall, the flag should be directly behind and above the Graces, the stripes in either case pointing towards the Master's station.

In Granges having no piano or for some other reason it seems impracticable to make the official Flag presentation, it may be omitted. (It is earnestly recommended that the Flag presentation be given at the opening of every Grange meeting.) In these instances the Flag should be placed in the proper position before the meeting is called to order. The singing of the National Anthem or reciting the Pledge of Allegiance must not be omitted in any case.

The presentation or salute of the Flag should not be announced, but immediately following the proclamation of the Overseer in the opening exercises and before the Master calls down, the pianist sounds a chord and follows with an appropriate march.

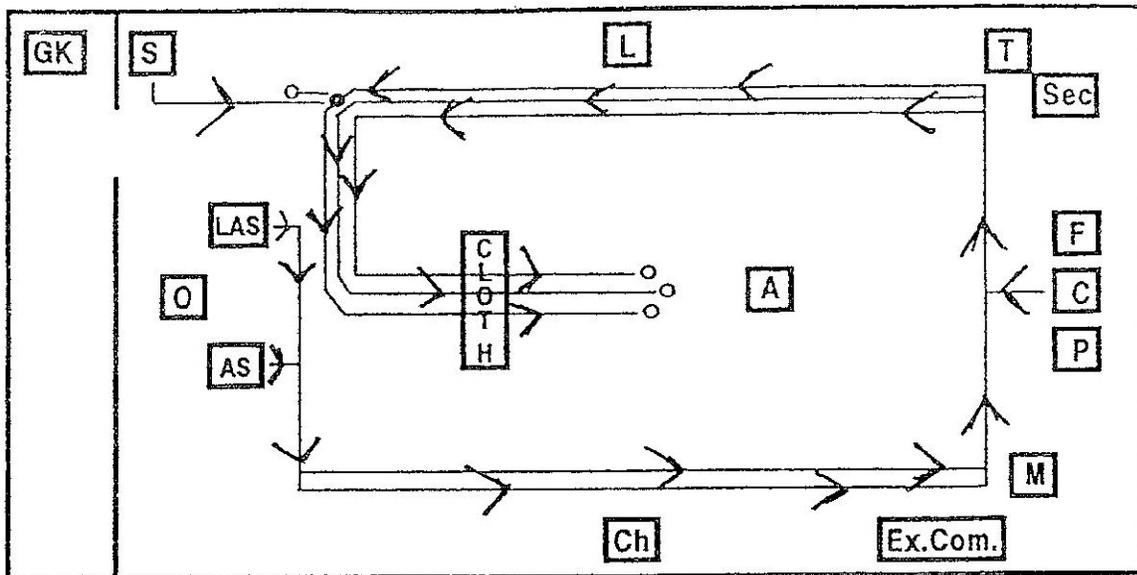
At the first note of the march the Lady Assistant Steward takes one step forward, faces to the right, and marches until about two paces beyond the station of the Assistant Steward. She then faces to the left, the Assistant Steward steps directly forward into line, and without pausing, the Assistants march abreast until they reach a position at the front of the hall, then facing to the left and marching in file to a position in front of the Secretary's station (the line of march being in front of the Graces' station and far

enough out so it will not interfere with the Secretary's desk); the Flag Bearer stepping into line between the Assistants as they pass her station. Facing to the left in unison, they now march abreast in close rank until they reach a line about three paces in front of the Assistant Steward's station, where the Steward in line with the Flag Bearer, has just completed unfurling the Flag. As the Escorts and Flag Bearer pause before the Steward he/she presents the Flag to the Flag Bearer in the proper position for her to carry it, then steps back three paces in line with the Assistant Steward's station and remains there at attention.

The marchers then pivot on the Lady Assistant Steward's position until abreast facing across the hall, march until in line with the altar, pivot again to the left, and march abreast until reaching a position which permits the Flag Bearer to take one step forward and display the Flag in its proper position in front of but not over the Altar, the Escorts assuming a position of salute. At the first note of the National Anthem all members turn toward the Flag, assume the position of salute with the right hand placed over the heart and join in singing the first stanza.

If reciting the Pledge, the Master begins and members join in.

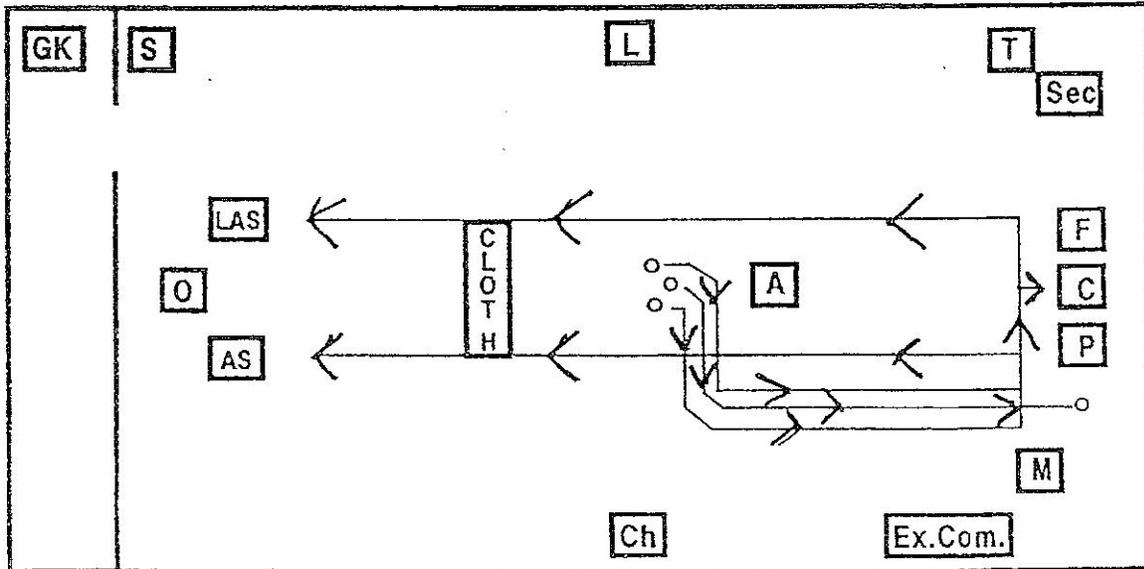
Presentation of the Flag



Following the singing of the National Anthem the members will drop their hands to their sides and remain standing at attention with all eyes on the flag.

As march music is resumed, the escorts step into line with the Flag Bearer, the marchers pivot to the right, march abreast until in line with the flag receptacle, pivot to the left, and proceed abreast to the line in front of the Graces' stations. While the Escorts halt without turning and the music continues, the Flag Bearer continues forward, places the Flag in its receptacle with the stripes pointing toward the Master's station and steps backward into line. The marchers now face to the left in unison and march in single file

until the Flag Bearer steps backward to her station while the Assistants march directly to their stations, passing the Altar on their respective sides. The Steward also returns to his station at this time.



At the first note of the presentation march, the Steward leaving his staff at his station carries the furlled flag to the position from which he is to present it to the Flag Bearer. As the Flag Bearer steps into line with the Escorts at her station, the Steward raises the staff to a horizontal position, upper end to his right and unfurls the Flag by rotating the staff with his left hand while supporting it with his right. He then lowers the end of the staff to present the Flag to the Flag Bearer in proper position to carry. Stepping back into line with the Assistant Steward's station, he remains there giving the salute at the proper time, until the Flag Bearer steps from the Escorts to resume her station, whereupon he returns to his station.

Flag Etiquette in the Grange

The Flag should never touch the floor.

The Flag should never be touched with the hands.

The Flag may be rotated in its standard by use of the staff, only.

The Assistant Stewards should never walk ahead of the Flag Bearer.

The Flag Bearer should never step backwards with the Flag.

General Procedure

The Flag may be presented and retired in the prescribed manner at each regular daily session of State, Pomona and Subordinate/Community Granges and at such other meetings or occasions as the presiding Master shall direct.

In case hall facilities or absence of regular officers will not permit presentation and retirement of the Flag with due grace and respect, the ceremony should be confined to the salute, the Flag being placed in its receptacle before the meeting is called to order.

The Grace occupying the center position at the Graces' stations shall be the Flag Bearer. The Assistant Stewards armed with the implements of their office shall be the Escorts and shall guard the Flag.

During the ceremony of presentation and retirement, no one shall be permitted to enter or leave the hall. All members not participating in the ceremony shall stand at attention throughout the presentation and retirement except, while saluting as prescribed.

Remarks

In large halls it may be desirable for the Assistant Steward in beginning the presentation and retirement marches to fall into line behind the Lady Assistant and march behind her farther toward the side of the room before turning toward the Master's station.

Depending upon the size of the hall, it may be necessary for the Steward to commence unfurling the Flag before the Flag Bearer joins the Escorts; he/she should complete the unfurling and be ready to present the Flag by the time the Escorts reach his/her position.

If the stations of the Master and the Graces are on a raised platform the Flag Bearer, after placing the Flag in its receptacle does not rejoin the Escorts, but proceeds by the most appropriate route to her station. The route followed by the Bearer in placing the Flag, and in joining the Escorts with the Flag during its retirement depends upon the placement of steps leading to the platform.

In carrying the furled Flag the Steward grasps the staff at the balance in his/her right hand and holds it diagonally across and in front of him/her, his/her left hand near the lower end of the staff.

In carrying the unfurled Flag, the Flag Bearer holds the right arm straight down by her side with the right hand grasping the lower end of the staff, and the left arm across the body with the left hand supporting the staff so that the Flag is carried at the side rather than in front, the staff inclined forward at an angle of forty-five degrees.

The position of salute assumed by the Escorts at the altar is as follows: Incline the staff at arm's length, its lower end beside the right foot and its upper end pointing to the union of the Flag, eyes directed towards the Graces' stations. This position will be held during the singing of the National Anthem or Pledge if used.

Questions and Answers on the Flag Ceremony

Q – When should the Flag be retired?

A – Immediately after the salutation in the closing ceremony.

Q – How far should the Flag be from the Altar during the salute?

A – No specified inches, Flag to be displayed, "in front of, but not over the Altar".

The Flag Bearer and Escorts must be able to make their pivot in line of march without having to back up.

Q – Which way is the Flag furled and unfurled by the Steward?

A – It should be furled toward and unfurled away from the Steward.

Q – How should the Assistants stand during the Flag Salute?

A – They should not turn their body toward the Flag, but should face directly forward, they should stop one pace behind the Flag Bearer, their staves should be inclined at arm's length with the upper end pointing towards the union of the Flag and the lower end resting beside the right foot, eyes directed toward the station of the Graces.

Q – Should the Escorts and Flag Bearer sing the National Anthem?

A – They do not sing, but stand at attention.

Q – How does the Flag Bearer pick up the Flag for the Retiring Ceremony?

A – She takes it from the side or goes behind the Flag and comes forward with it.

Presentation of Guests

Each State Grange may provide the ceremony for receiving State and National officers in the Subordinate or Pomona Grange meetings.

The suggested ceremony for presenting guests to the Master's station in Granges in Oregon is as follows: "Distinguished Guests" are National or State Grange officer, members of National Grange Committees, Directors of State Grange Committees and National or State Grange Deputies; also National and State officials who are invited to speak at a Grange meeting, any non-member, and any others who have received distinction in the Nation, State or their community for outstanding achievements.

"Honored Guests" are County Deputies, Pomona and Subordinate officers, members of State Committees and any other person the Master may wish to honor as such.

The above is a suggested list of the honors due the various officers. But the Master in all cases designates whether the guest is an Honored or Distinguished guest, as stated in the wording of the Manual. So this recommended list may be changed in some cases if the Master feels that it should, depending on the meeting and occasion.

If an officer who is to be presented as a guest, appear at a Grange meeting after the meeting is completely opened and the Salutation has been given, the guest need not go before the Overseer and give the Salutation as the presentation takes the place of the Salutation. The guest should be asked to remain in the ante-room or in the rear of the hall until the time of the presentation.

If the guest is already in the Grange hall before the Grange has been called to order the Steward would ask the guest to be seated in the rear of the hall and if possible on the left side. The guest would also take part in the opening ceremonies the same as all

those present, giving the Salutation, etc. The presentation would then take place just following the presentation of the flag and just before the roll call of officers. The Master and the Steward should always have a thorough understanding prior to opening of the Grange, with respect to anticipated presentations.

Presentation of One Distinguished Guest

Immediately after the Master has called down and prior to the roll call of officers, the Steward will rise (always holding his\her staff in his\her right hand) and address the Master, "Worthy Master." The Master will recognize the Steward by saying, "Worthy Steward." The Steward will then proceed with his\her announcement. "Brother or Sister (giving the full name and title) is our guest and is in waiting." Following this announcement, the Master will say "Patrons, Brother or Sister (repeating the full name and title) is our distinguished or honored guest. Worthy Steward with the aid of your assistants, you will present our guest to the Master's station."

Note: The Master is the one who designates whether the guest is distinguished; NOT the Steward.

The Assistant Steward and Lady Assistant Steward, when addressed, will rise carrying their staves erect in their right hands four inches from the floor, will step out four feet from their chairs, then turn squarely to the right and go single file until they are directly in line with the Master's station. They then turn left and march two abreast, completely around the hall always turning square corners until they reach a position about four feet in front of and to the left of the Lady Assistant Steward's chair, where they will be met by the Steward who will be carrying his\her staff in his\her right hand and escorting the guest on his\her left. The Master calls up and the Assistant Stewards proceed in the lead two abreast as before, and are followed by the Steward and the guest until they reach a position slightly to the left and four feet from the Master's station.

The Assistant Stewards will now turn and face each other, crossing their staves and stepping back so they are far enough apart to allow the Steward with his\her guest to pass under, the Staves held high enough so the Steward and guest can walk erect. The Steward does not pass through but presents the guest to the Master, without speaking.

The Lady Assistant Steward, the Steward and the Assistant Steward are now standing in single file and will proceed by turning left, and marching in a straight line to a position directly in front of the Secretary's desk then turn left and march three abreast in a line with the Steward's station. The Steward proceeds directly to his\her station and the Assistants will turn left four feet in front of the Lady Assistant Steward's chair and march to a position in line with their respective chairs, now each will turn right and march directly to their chairs two abreast, each turning out. The Steward and Assistant Stewards will remain standing, holding their staves. The Master will now introduce or present the guest by name and/or title, and will then call down. (The Steward and Assistant Stewards will now place their staves and also be seated.) If the guest is expected to make his or her address at this time, the Master would call down before presenting the guest to the Grange.

The above is the more elaborate form and is used when presenting just one distinguished guest at a time. We suggest this form be used whenever possible in presenting a distinguished guest.

Presentation of Two or More Distinguished Guests

The Steward will proceed as in the first presentation, announcing the guest (giving full names and titles). The Master will then also announce the guests (giving full names and titles) saying; "Are our distinguished guests" and will close by saying, "Worthy Steward, with the aid of your Assistants, you will present our guests to the Master's station."

The Assistants Stewards will proceed as in the presentation of one distinguished guest, marching completely around the hall. The Steward will place the guests in position to join the Assistants at the left rear corner of the marching area of the hall, where they will march behind the Assistants who will continue shoulder to shoulder. If only two guests are to be presented the Steward will place them side by side, and if it be a brother and a sister, the brother will follow the Assistant Steward and the sister will follow the Lady Assistant Steward. If more than two guest are to be presented, the Steward will place them two abreast, sisters ahead and brothers following. They will march behind the Assistants (The Steward does not accompany the guests) to the Master's station where the Assistants will turn and face each other, crossing their staves and stepping back sufficiently to allow the guests to pass through and be received by the Master.

When the last guest has passed through, the Assistants will march in single file to a point in line with their respective stations then turn and march direct to their stations. The Master will then introduce or present each guest by name and/or title and then call down.

In any presentation of guests the Master should call up when the guests start to march.

Presentation of One Honored Guest

The Steward announces as in the previous presentation (giving full name and title) is our guest and is in waiting. The Master will then announce the guest (also giving full name and title) is our honored guest, and then will instruct the Steward as follows: (If the guest is a Brother) "Worthy Steward, with the aid of the Assistant Steward, you will present our guest to the Master's station." (If the guest is a Sister) the Master will say: "Worthy Steward, with the aid of the Lady Assistant Steward you will present our guest to the Master's station."

The Steward then places the guest in the proper place as in the previous form (and the Assistant Steward only if a Brother or the Lady Assistant Steward only if a Sister) marches around the hall as in the previous presentations passing behind the guest so that the guest is at his or her left. (The Steward should see that the guest is far enough out to allow the Assistant to pass behind the guest.) The Assistant then marches with the guest to the Master's station in the same manner as in the previous presentations, presents the guest to the Master, silently, and proceeds to his or her station on either side of the Altar

as the case may be. The Steward again remains at his\her position until the Assistant turns, in front of the Graces, both turning at the same time and returning to their respective stations.

Presentation of Two or More Honored Guests

Two or more Honored Guests shall be presented the same as two or more distinguished guests with these two exceptions:

- The Master will designate them as Honored Guests.
- The Assistants will step aside but not cross their staves at the Master's station.

Retiring Guests

When a guest desires to leave while the Grange is still in session, the Master will direct the Steward, with the aid of the Assistants, to retire the guest to the anti-room. The Assistants and Steward will rise carrying their staves in marching position. The Steward will march forward until he\she is about two steps in front of the Assistants' stations, turn right and when he\she is halfway between the Assistants' stations the Assistants Steward and Lady Assistant Steward will step forward in line with the Steward, all turn right and march in single file across the hall (Assistant Steward in lead, then the Steward and Lady Assistant Steward last.) All turn left and march three abreast in line with the Master's station. When they reach a position four feet from the Master's station the Lady Assistant Steward steps forward making a left turn, the Assistant Steward turns left in line with the Lady Assistant Steward (inverted corner); Steward marches forward facing the guest, takes guest by the arm, turns to his right and falls in behind the Assistants. Master calls up and Assistant Stewards proceed in the lead two abreast, followed by the Steward and guest until they reach a position to the right of and four feet in front of the Lady Assistant's station. The Assistants turn and face each other and cross their staves; the Steward with the guest continues on through and the Assistants then turn and march to their stations. Master seats the Grange.

Retiring Two or More Guests

In retiring two or more guests, the Assistant Stewards will make the same march to the Master's station without the Steward. When four feet in front of the Master's station, the Lady Assistant steps forward making a left turn, the Assistant Steward turns left in line with the Lady Assistant Steward (inverted corner). The guests will follow the Assistants. Master calls up and Assistant Stewards proceed in the lead two abreast, followed by the guests until they reach a position to the right and four feet in front of the Lady Assistant's station. The Assistants turn and face each other and cross their staves: the guests will march on through, met by the Steward, who escorts the guests to the anti-room.

Roll Call of Officers

When the Master calls for the Order of Business, "Roll Call of Officers," the following procedure is recommended:

The Assistant Steward will rise, and pick up his\her stave.

The Secretary will then proceed to call the roll of officers by rank, and the chairman of the standing committees. The Secretary would read the office followed by the name of the member holding that office.

The Assistant Steward will answer present for those who are present or absent as the case may be; each officer standing when their name is called.

If an officer is absent and another person has been asked to serve pro-tem, the Assistant Steward answers by saying "Absent, Brother or Sister _____ pro-term". The pro-tem member would then also stand the same as the regular officers who are present. If the member were not recognized as a pro-tem officer, the member should still rise when the office is called.

Balloting for Candidates

All members of a Grange should be familiar with the proper procedure in balloting and especially the Master and Overseer should have their speaking parts committed to memory. (As the Master is the presiding officer, he\she need not ballot for candidates unless he\she so desires. But we urge the Master to exercise this privilege and in doing he\she shall precede Pomona.) Therefore, it is important that the Master and Pomona be thoroughly familiar with the prescribed march.

The instructions for preparing the Grange for balloting are found in the Manual. The following suggestions are in more detail and pertain mostly to the actual balloting march. (There must be an equal number of balls and cubes in the ballot box.)

Upon hearing the reply of the Secretary for those to be balloted on, the Master will say, "Patrons, we are about to ballot upon the application(s) of _____ to become a member of this Grange by initiation. Worthy Steward, prepare the ballot."

The Steward must call upon some patron to fill his\her station at the inner gate during his\her absence. The person thus acting as Steward will ballot in the Overseer's line, but when so doing will ask someone who has previous balloted in the Master's or Pomona's line to fill the Steward's station until his\her return. Thus during the balloting there would be someone guarding the inner gate at all times.

The Steward should rise, take his\her staff in his\her right hand and the ballot box in his\her left hand then proceed forward, marching to a point in line with the Cloth then turn right crossing on the Cloth until in line with the Master's station, turning left and march to the Master's station.

The Steward will then present the ballot box to the Master for inspection. The Master after having made sure the ballots are all in the proper compartment, will then return the box to the Steward, who will proceed marching towards the rear of the hall until again in line with the Cloth, he\she will then turn to his\her right and march to a point on the Cloth in line with the Overseer's station, where he\she will again turn this time to his\her left and march to the Overseer.

The Steward will then hand the ballot box to the Overseer, who also will examine the box and if found in proper order then return it to the Steward. The Steward will now turn, (about face) and march in a direct line to the Altar placing the ballot box on the upper-right corner nearest the Master's station. As is stated in the Manual, the ballot box must never be placed on the Bible, so if the Altar is too small to hold both the Bible and the ballot box, a table may be placed adjoining the Altar on the side toward the station of Ceres (during the balloting) on which the ballot box may be placed.

After placing the ballot box the Steward will return to the Cloth and stand facing the Altar where he\she will remain during the balloting.

When the Steward has placed the ballot box on the altar and assumed his\her position on the Cloth, the Master will before the Grange is called up say: "Patrons, we are about to ballot upon the application(s) of _____ to become a member(s) of this Grange. Balls elect and cubes reject. Be careful how you vote and remember your obligation." The Master will now call the members to rise. (The Master may excuse visitors from the call of the gavel.)

The Assistant Steward with the Lady Assistant Steward will march up the hall one on each side of the Altar, to a point four feet beyond it. They will then turn and stand facing each other four feet apart with their staves crossed. (Do not hook the staves together.) Each patron must pause at the crossed staves until the previous patron has balloted.

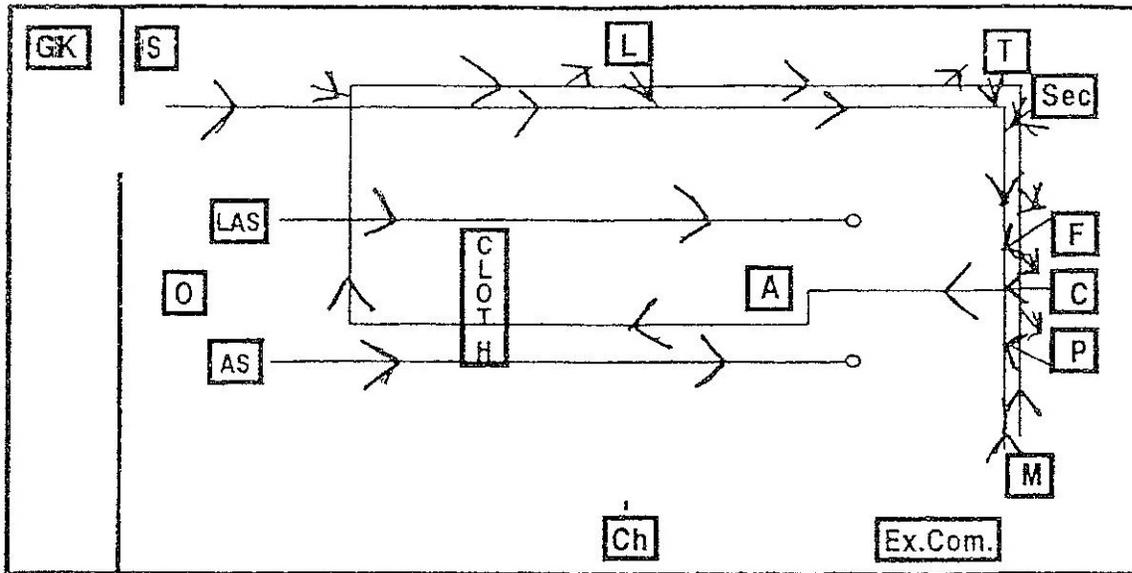
March for Balloting

The Master or Pomona will lead the line of march and will immediately pass under the crossed staves marching to a position directly in front of the ballot box, casting his or her ballot, then stepping to his or her left, passing the Altar and marching down the right side of the center of the hall until they pass the Cloth (upon which the Steward is standing) then turning right, cross the hall passing around behind the line of patrons who are waiting their turn to vote, again turning right and marching back to his or her station.

It is important that the members who are in line waiting their turn to vote step into the hall far enough to allow those who have already voted room to pass behind them to their respective stations or chairs. This refers to both the Master's and Overseer's line.

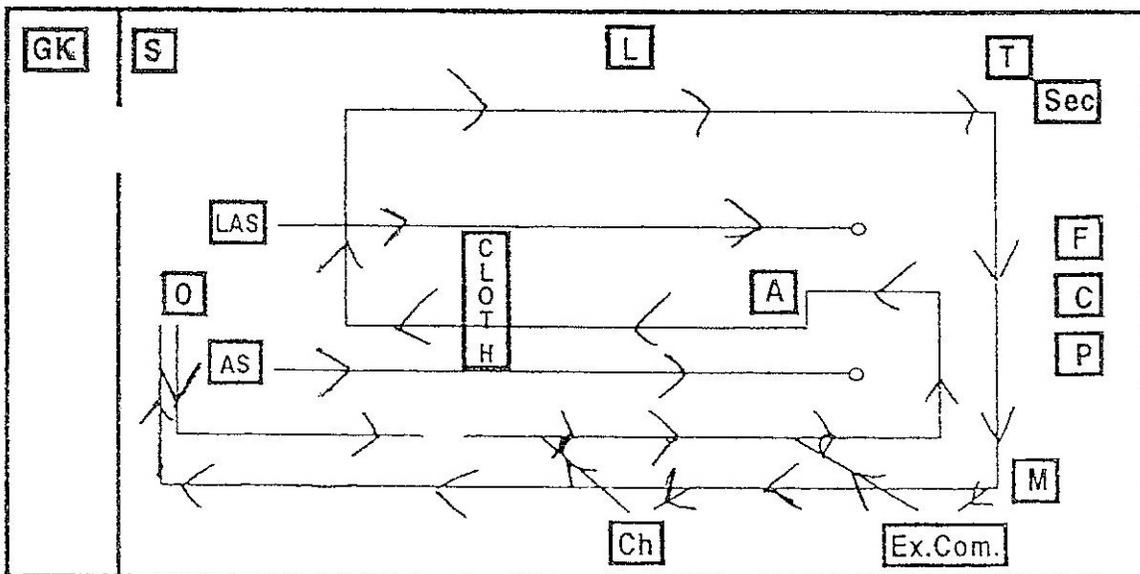
The Master's or Pomona's line as the case may be should include the three Graces and all those on the left side of the hall, down to but not including the Overseer.

Master's line



As the last one in the Master's line is pausing before the Assistant and Lady Assistant Stewards, the Overseer passes up the hall to the right, turns to the left at a point that will bring him about halfway between the Graces' stations and the Assistants where he makes the second turn to the left passing under the staves and proceeds to cast his ballot, followed by those in his line.

Overseer's Line



The members who are on the right side of the hall should ballot following the Overseer. First they should step out far enough so that there is room for those who have already voted to return to their stations or seats. They should then march to the rear of the hall

making a turn to the right and then following the Overseer to the Graces' stations, passing under the crossed staves as each votes.

The Overseer and his/her line will proceed in the same manner as those in the Master's line. After casting their ballot, stepping to their left passing the Altar on its right side, then marching down and around the Cloth, then continuing around the hall until they again reach their stations or chairs. After balloting, the Overseer's line passes down the left side of the hall, across the front and back down the right side until they reach their former places.

The place for the Musician to vote in the balloting march is just following the last member in the Overseer's line. The Musician must pass under the crossed staves previous to casting her ballot, but may return to her station by the shortest route possible after voting.

After the Musician has returned to her station the Steward will proceed to cast his ballot, turning squarely to his left and marching toward the left side of the hall, then again turning this time to his right he will proceed in the same manner as the members did, passing under the crossed staves, casting his ballot and then returning to his place on the Cloth.

The Lady Assistant Steward votes next, casting her ballot and then taking a step to her left, marching forward and turning to her right, and marching between the Steward and the Altar until she is in a direct line with her chair, turning to her left and remaining there until the Assistant Steward, who votes next has cast his ballot. He will then step to his left until in line with his chair, then march in a direct line to the station being sure that the Lady Assistant Steward also marches with him (two abreast). Upon reaching their chairs both will turn out and remain standing holding their staves.

After the Assistants reach their chairs, the Master asks "Have all voted who desire to do so?" The Master says, "I declare the ballot closed," followed by one rap of the gavel. The rap of the gavel seats all except the Master, Overseer, and Steward. (The Assistant Stewards will place their staves and be seated.)

The Steward will now, without any further instructions, proceed to take the ballot box first to the Overseer who will inspect it, close the lid and return the box to the Steward. During the inspection by the Overseer and Master, the Steward will make a quarter turn to his left. The Steward will then turn and march to the Cloth, turn to his right and turn left when in line with the Master's station, then march to the Master's station. He now presents the ballot box to the Master who also inspects the ballot and then asks the Overseer: "Worthy Overseer, is the ballot Favorable or Unfavorable?" The Overseer replies "Favorable" or "Unfavorable" as the ballot appears.

Note: The ballot is favorable if a majority of votes cast are balls. It is unfavorable if a majority of votes cast are cubes.

No other language should be used in reporting the condition of the ballot. The Master says, "I too find the ballot Favorable." Before returning the box to the Steward, she

DESTROYS THE BALLOT. No one but the Master and Overseer should know the exact condition of the ballot. The ballot should not be destroyed until after the Master has openly declared it to be Favorable or Unfavorable.

The Master will now return the ballot box to the Steward, who again will proceed to march to a point even with the Cloth, turn to his right, march across the hall, crossing on the Cloth then again turning left and marches in a direct line to his station. The Master will say "Patrons, by your ballot you have elected _____ to become a member of this Grange by initiation" and give one rap of the gavel signifying the conclusion of the balloting ceremony.

In voting collectively on two or more, the first ballot may be cast for the entire group and if favorable all would be accepted. If a majority of votes cast oppose, each candidate must be balloted for separately.

When a single candidate is being balloted for and a tie exists, the Master must without interrogating the Overseer say, "Since it is possible that a member may have cast a ballot carelessly or by mistake, the ballot will be taken again", whereupon another ballot will be immediately taken. If a tie exists again, the candidate is rejected and the ballot cannot be reconsidered or repeated unless a member voluntarily declares a vote was cast by mistake. Upon receiving such advice, the Master may immediately order another ballot.

Paper Ballot

(Suggested Method)

When using the paper ballot, the Assistants Stewards do not carry their staves.

When instructed by the Master, to pass out the ballots the Assistant Stewards will rise and step out four feet from their chairs, turn squarely to their left and go single file until they are directly in line with the Secretary's desk. They turn right and march, two abreast to the Secretary's desk, receive the paper ballots then make an about face each turning out. (Lady Assistant Steward turns to her left and Assistant Steward turns to his right.)

The Assistants then return to the place of starting, only on reaching a point in front of the Overseer's station, instead of returning to their respective chairs, they will pass to the back of the hall one on each side of the Overseer.

They will now continue around the hall passing out the ballots to the members as they pass by. Upon reaching the station of the Graces, the Assistants will mark their own ballots. Then after a short pause allowing enough time for all to mark their ballots, the Master will instruct the Assistants to collect the ballots. They will then return along the same line of march as they did in passing out the ballots. When they have collected all the ballots on their respective sides they again will come up, one on each side of the Overseer's station and four feet in front, turn left march single file until again in line with the Secretary's desk, then again turn right march to the desk two abreast.

Upon reaching the desk, one of the Assistants will open and silently read the ballot and then hand it to the other Assistant who will read the ballot aloud. The Secretary will tally the ballots. The Secretary will then read the results of the ballots, but the Master will declare the results and the officer duly elected, or no election if a majority was not received by anyone.

This procedure would be repeated each time a ballot is taken when using paper ballots.

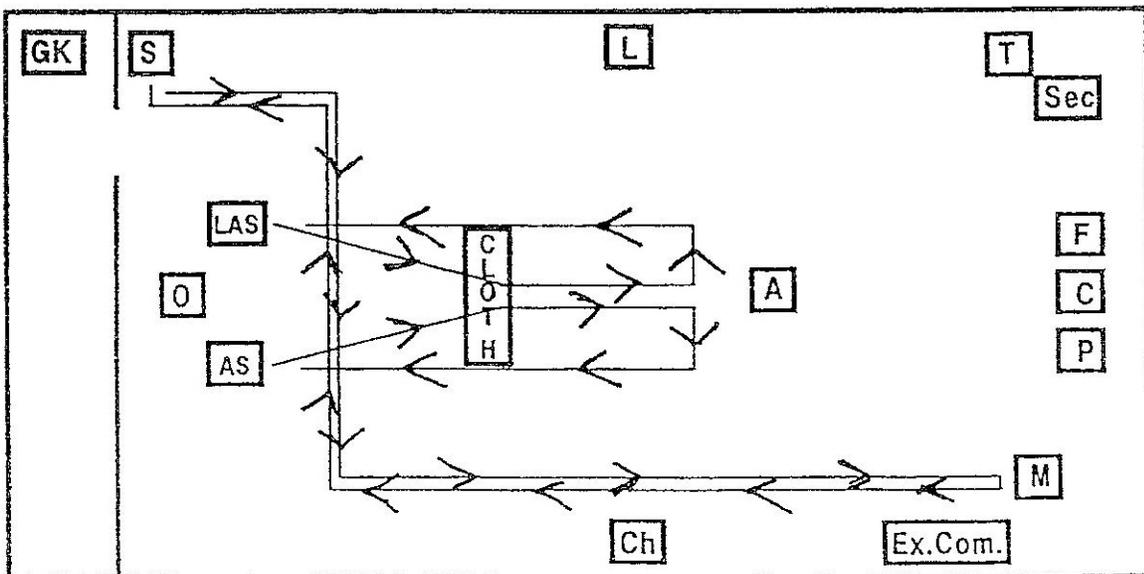
Closing Ceremony

In closing the Grange after the Master says, "As there is no more work for us today, the Steward will see that the implements are properly secured for the night," the Steward, Assistant Steward and Lady Assistant Steward will rise and take their staves in their right hands. (The musician will also at this time play a march.)

The Steward will proceed to a point four feet in front of the Assistants' chairs, then turn to his right, march across the hall until he is in line with the Master's station. (The Steward marches across the hall in front of the Assistants.)

The Assistants will march forward timing themselves so they will be in line with the Steward when he makes his turn towards the Master, then all will march three abreast. (The Assistant Stewards using the same line of march as in the opening.) The Steward's line of march is in a direct line to the Master's station. The Assistants stop at the Altar, while the Steward proceeds to the Master's station.

Closing of Bible



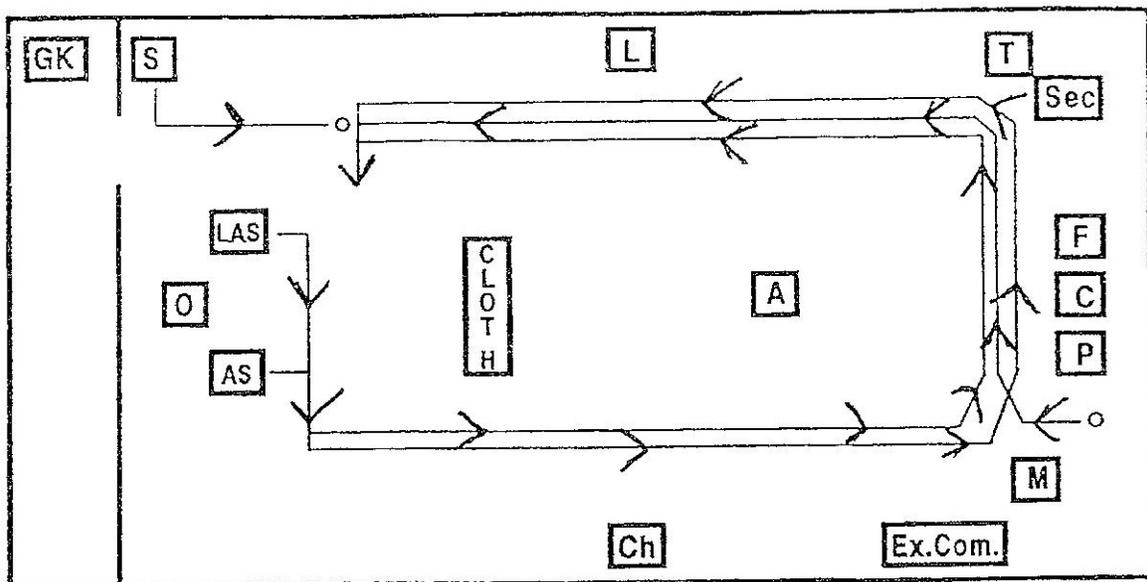
The Assistant Stewards will then follow the same procedure as in the opening, except the Assistant Steward will close the Bible this time. After closing the Bible the Assistant Steward takes his staff and both will turn out so they are in line with their chairs, remaining at the Altar until the Steward is again in line with them.

During the Bible closing ceremony the Steward will have received from the Master, the closed case of implements. (This should always be in position, open upon the station of the Master when the Grange is open in the Fourth degree.) The Steward will then proceed, marching towards the back of the hall until he reaches the position of the Assistants at the Altar. Then when in line with the Assistants they will all march three abreast until the Steward is again about four feet in front of the Assistant's chairs.

The Assistant Stewards will continue to their respective chairs, turn out and remain standing, holding their staves. The Steward will turn to his right and again crossing the hall until in line with his chair when he will turn to his left and march to his station (crossing behind the Assistants this time.) The Steward will then turn, still holding his staff and say to the Master, "All is secure, Worthy Master."

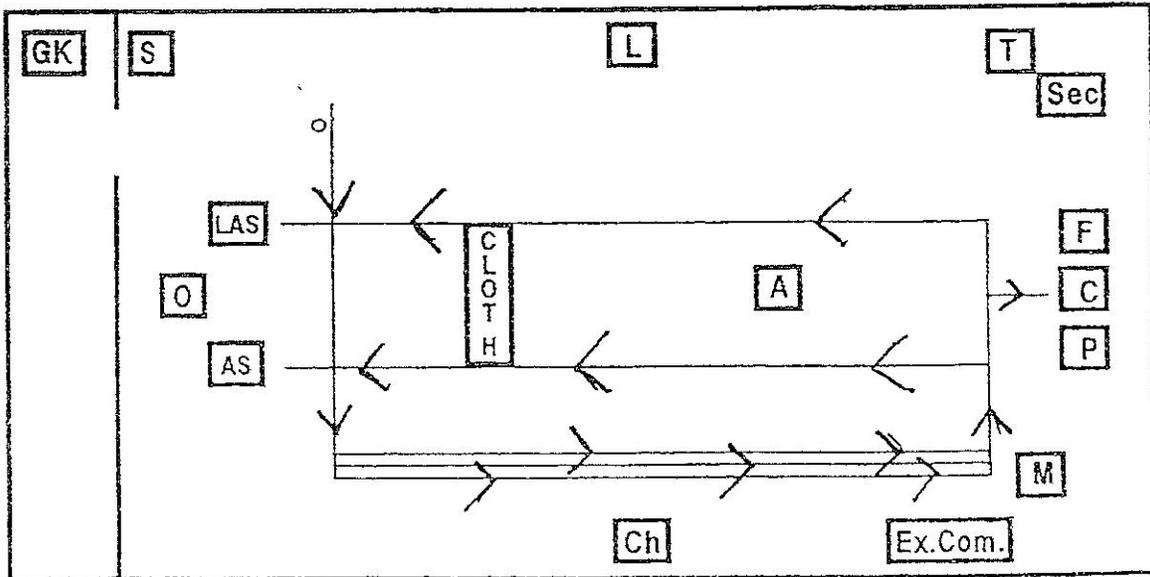
Retiring the Flag

The retirement of the Flag takes place without announcement immediately after the salutation in the closing exercise. The same line of march and facings are used as in the presentation of the Flag, the Escorts marching abreast when traversing the length of the hall and when the Flag is being carried and in file across the hall when the Flag is not being carried. Following a chord to announce the retirement march is played; at the first note the Lady Assistant Steward steps forward to retrace the route used in the presentation, the Flag Bearer leaves her station without escort to march to the Flag and the Steward commences his march to the position from which the Flag was delivered. The Flag Bearer steps forward with the Flag to a position in line with the Graces' stations and waits for the Escorts.

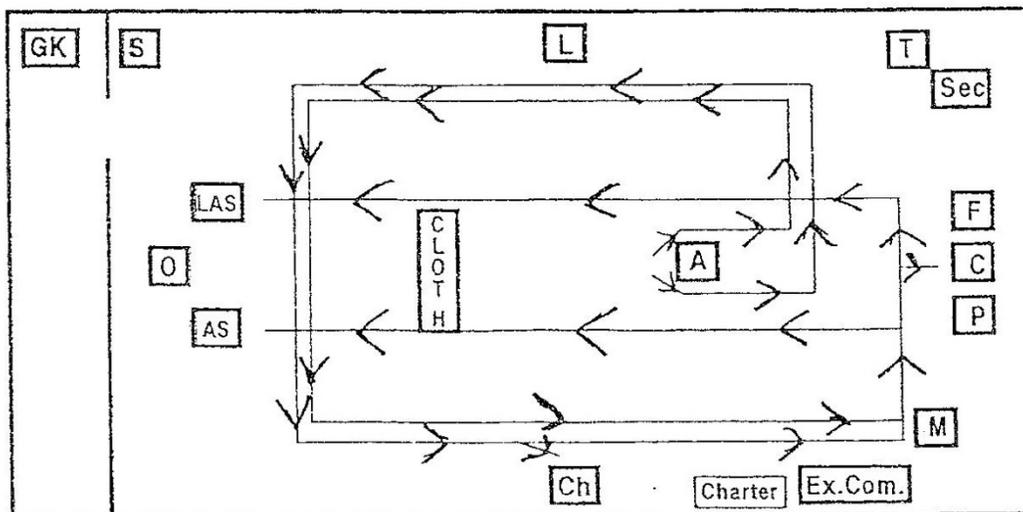
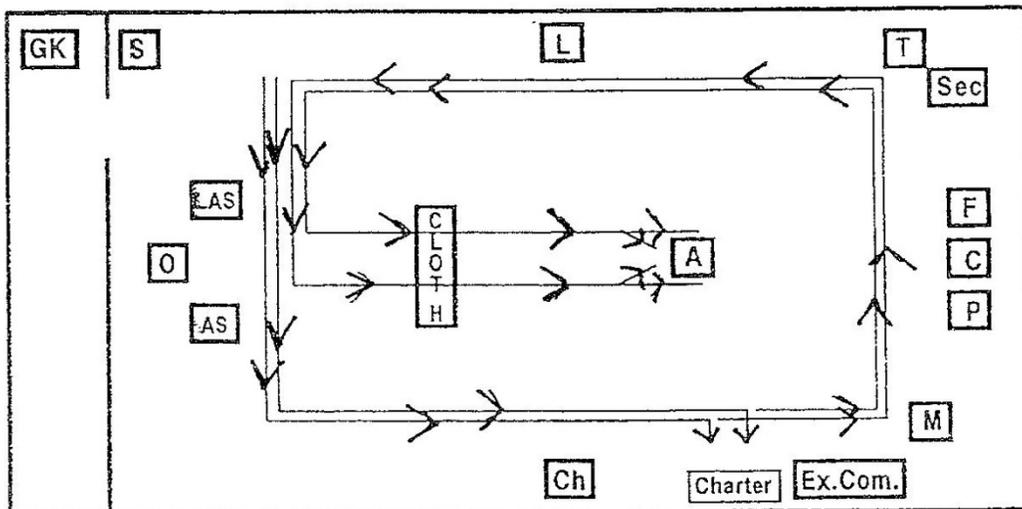
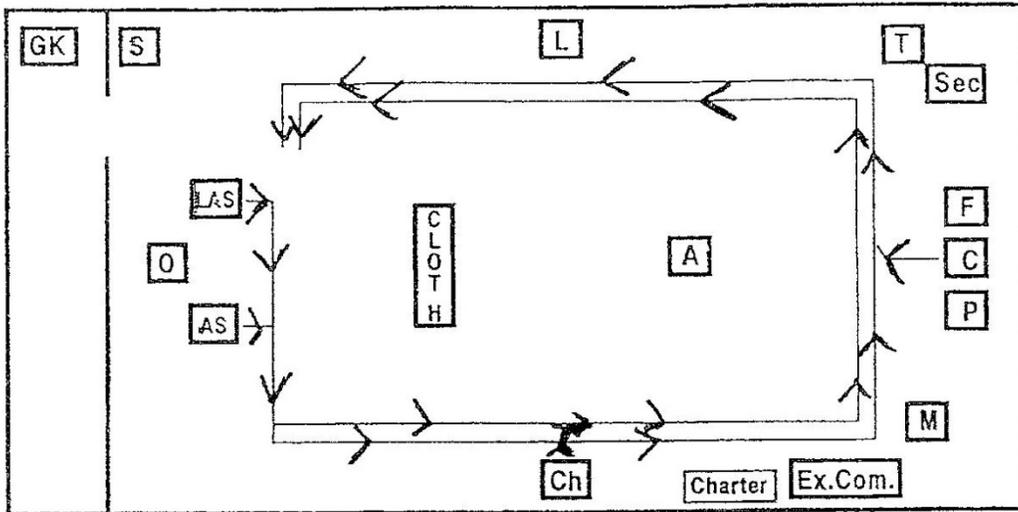


Reaching the Flag Bearer, the Escorts pivot as the Flag Bearer steps in front of the Lady Assistant Steward into line and they march abreast across the hall, pivot and continue abreast down the hall to the waiting Steward. Here they pause while the Steward receives the Flag, they face to the left and march in file across the hall, abreast to the line in front of the Graces' stations, in file to the Flag Bearer's station, then all face to the left and return to their stations as in the presentation ceremony.

After the Flag Bearer and Escorts leave the Steward, he, without stepping back, raises the Flag staff to a horizontal position, upper end to his right, and furls the Flag by rotating the staff with his left hand, turning the upper side toward him. As the Flag Bearer leaves the Escorts to step to her station, the Steward, carrying the furled Flag, returns to his/her station.



Draping of the Charter



Draping of the Charter

The Draping of the Charter should take place at the first meeting following the death of a member, and should be carried out with dignity and reverence.

The proper place in the Grange order of business for the Charter Draping Ceremony is immediately after the third order of business (reading records of the previous meeting.) The Chaplain will rise and address the Master, using the words of the Manual as prescribed under the heading "Ceremony For Draping Grange Charter."

Ceres in concluding her charge will say, "Worthy Master, let us drape our Charter in loving memory of our Worthy (Brother) (Sister) _____."

The Master will then call up (three raps of the gavel). The Assistant Steward and Lady Assistant Steward will rise, taking their staves (which are always carried in their right hands) will step forward four feet, then turn to their right walking single file. Upon reaching the right side of the hall they will turn left and will march in a direct line toward the Master's station, marching two abreast.

When the Assistant Stewards pass the Chaplain's station the Chaplain will join the march, marching behind the Lady Assistant Steward.

The march will, without any hesitation continue around the hall. Ceres carrying the drape will join the march as it passes her station. When the Charter is placed on an easel, the line of march would stop in front of the Charter, and the Assistant Steward and Lady Assistant Steward would step apart allowing the Chaplain and Ceres to come between them. Ceres would then face and hand the drape to the Chaplain, and the Chaplain would step forward placing the drape on the Charter. Following the Draping Ceres then steps to the left behind the Lady Assistant Steward so that when the Chaplain backs to the right into line, they will have changed places. The Assistant Steward and Lady Assistant Steward would then step back into line and continue the march.

The place for the Charter, prescribed by Grange law is on the wall between the stations of the Master and the Chaplain low enough to be easily read. If it is low enough to be easily reached the Draping Ceremony can be done here also. But if there are benches or chairs in front of the Charter making it awkward to reach, it is recommended that the Charter be placed on an easel slightly in front of and between the stations of the Master and the Graces.

If the Charter is on the wall it is suggested that the Assistants march just past the Charter, stop and turn facing the Charter. The Chaplain would walk along side of Ceres, who will hand her the drape, she will then step forward placing the drape on the Charter. Then step back into line in the same fashion as with an easel, the Ceres and Chaplain switching positions. The Assistant Stewards would then turn towards the Master's station again and the march would proceed as before.

In either method the line of march would again be resumed following the draping ceremony, around the hall until reaching the Overseer's station then turning left still marching two abreast (LA and AS in the lead) the march will proceed to the Altar. At the Altar the Chaplain and Ceres will face the Altar while the Assistants take a position at either side of the Altar facing in.

The Chaplain will lead in the Lord's Prayer, all members joining. At the conclusion of the prayer, line is resumed, marching to the Graces' stations, turning left and continuing around the hall to the Chaplain's station. The Chaplain drops off at her station and Ceres steps forward in line with and between the Assistant and Lady Assistant Steward who have made room for her to assume that position, and the three then proceed to their respective stations in the same manner as after retiring the flag.

Appropriate music as suggested in the Grange Manual will add much to the impressiveness of this ceremony; also if the various parts are committed to memory.

It is not recommended that the Fourth Degree Charter Draping Ceremony be used in Pomona Grange. An appropriate memorial service, given once during the year is considered sufficient.

Undraping the Charter

(Optional)

The undraping of the charter should take place one month following its draping to recognize the death of a member, and should be carried out with dignity and reverence.

The proper place in the Grange Order of Business for the Charter Undraping Ceremony is immediately after the third order of business (reading records of the previous meeting). The Chaplain will rise and address the Master.

Chaplain: "Worthy Master, it having been more than one month since our Charter was draped in loving of our Worthy Brother/Sister _____ let us now remove the drape.

The Master will then call up the Grange (three raps of the gavel). The Assistant Stewards, the Chaplain and Ceres will join the line of march as described in the section Draping the Charter. The line of march will stop when it reaches the charter.

Master: "As we stand here now, so filled with love divine,
There'll be no fear of Father Time.
For we are told that God is love,
He holds us by the hand.
And he will surely care for us,
On the sea and on the land.
So, we are resting without fear,
Just trusting in His grace.

Someday we'll gather on the shore,
And meet Him face to face.

The Chaplain will remove the drape and step back in the line of march and hand the drape to Ceres. The line of march will proceed to the Altar as in the section Draping the Charter.

Chaplain: "Our heavenly Father, we thank you for the fellowship of our _____ Grange Brothers and Sisters. Most of all, we are thankful for a living God in whom we can place our love and trust. Our beloved patron has left this life, and while we linger, let us travel the narrow way that brings comfort for today and leads to joy eternal. Amen."

The officers will return to their stations as directed in the section Draping the Charter. The Master will seat the Grange.

Ceremony for Disposal of the American Flag (Optional)

At a site outside of the hall, the steward and his assistants have prepared a fire in a fire circle. Immediately following the roll call of officers:

Steward: Worthy Master.

Master: Yes, Worthy Steward.

Steward: As our old American flag is no longer a fitting emblem for display, I respectfully request that we take this time to dispose of it.

Master: Yes, Worthy Steward, I therefore put the Grange at ease. Patrons you will please join me at the fire circle.

(The Steward and his Assistants leave their staves in the hall. The Gatekeeper remains on duty at the outer gate.)

(With the fire circle in the center of the gathering, all officers take positions around the fire circle that would correspond to those of the stations in the hall. All other members take positions along the left and right sides behind the LECTURER and CHAPLAIN.)

Holding the folded flag, the Steward approaches the fire circle and stops in front of the Overseer (where the cloth would be located in the hall) and faces the fire. The Assistant Stewards accompany him or her.

Steward: I bring in my hands a folded flag, a piece of cloth, for presentation.

Flora: I bring to your piece of cloth the color RED. Red is the color of the blood of Americans who died for their country. Red symbolizes valor.

Ceres: I bring to your piece of cloth the color WHITE. White is the color of freshly fallen snow. White is the color of bridal gowns. White is the color of angel's robes. White symbolizes purity.

Pomona: I bring to your piece of cloth the color BLUE. Blue is the color of the sky and the oceans, whose mysteries remind us of a law that goes beyond the law of man. Blue symbolizes justice.

Steward: I hold in my hands not a mere piece of cloth, but a symbol of valor, purity, and justice. I hold the American flag!

(The Steward with the aid of his Assistants unfolds the flag and holds it up for all to see, the blue field being on the Assistant Stewards side.)

Chaplain:

Our flag though silent, speaks to us
Of men who braved the ocean depths
To find a land to call their own
-And freedom

Our flag, though silent, speaks to us
Of men who fought on battlefields
And died at York town or Bastogne
-For freedom

Our flag though silent, speaks to us
Of men who worked in schools and courts
In city streets and marble halls
-For freedom

Our flag though silent, pleads with us
That these shall not have strived in vain.
It calls to us, "Take up the dream"
Of Freedom.

(The Steward then cuts the field of blue carefully from the flag. The Assistants then fold the remaining flag in half lengthwise and then again ends together.)

Steward: We have removed the field from the flag. This cloth is no longer the symbol of our country. We may appropriately burn it.

(The Assistants then approach the fire each holding onto the flag place it in the center of the fire. Then taking one step back turning outward return to the cloth position next to the Steward.)

ALL: Sing America the Beautiful

Floorwork Handbook

(During the singing of America the Beautiful, the Steward advances to the fire and places the field of blue on the burning stripes and rejoins the Assistants at the cloth position. Upon completion of the song, all three return to the station positions.)

All: Sing Taps (or) Bugler: Play Taps.

Master: Raps gavel.

All: Return to hall.

Please Practice Fire Safety!