

Community Grange Meeting Guidelines

Community Grange meetings are where Grange activities and action are directed. Community Grange meetings are held at least monthly and allow the members to vote on business items as well as hear reports from committees and vote on their actions.

Each Subordinate/Community Grange meeting should be opened and closed with the appropriate Grange ceremony as contained in the Subordinate Grange Manual. The ceremonies are an opportunity for members to hear about the values we share as members of the same organization as well as bringing the members in attendance into the appropriate frame of mind.

All Grange meetings should follow the Order of Business prescribed in the Subordinate Grange Manual as follows:

1. Opening the Grange
2. Roll call of officers
3. Reading records of last meeting
4. Proposals for membership
5. Balloting for candidates
6. Obligation Ceremony, Welcoming Ceremony or Conferring of Degrees
7. Reports of standing committees
8. Reports of special committees
9. Report of Grange services
10. Communications
11. Have the reports to the Pomona and State Grange been duly and promptly made?
12. Bills and accounts/Treasurer's report
13. Unfinished business
14. New business
15. Is any member sick or in distress?
16. Lecturers program
17. Suggestions for the good of the Order
18. Reading and adopting the minutes [optional]
19. Closing the Grange

Each item of business is taken up individually and any necessary action is taken. All members should address the chair by saying "Worthy Master" or "Worthy President" before speaking or making any motions. When action needs to be taken on an item of business, a member should be recognized by the chair and then say "I move that/to/we...", another member seconds the motion, then the chair calls for any discussion. When discussion has ended the Master/President will call for the vote as follows: "All in favor of the motion to ___ will manifest it by the voting sign of the Order," after seeing the aye votes, the Master/President will say "All opposed to the motion to ___ will manifest it by the voting sign of the Order." The Master/President will then announce if the motion is adopted or rejected.

Here are helpful tips for any member that is presiding over a Grange meeting:

- The Master/President stands when they call the meeting to order and while they are addressing the Grange.
- Start the meeting on time.
- Insist on proper and impressive Grange Ritual.
 - Encourage each office to memorize or become familiar with their part to make the ceremonies impressive for all members in attendance.
- Follow proper parliamentary procedures.
 - Do not permit endless argument and discussion to delay the meetings.
 - For more information, see the booklet, Parliamentary Procedures for Grange Members, Roberts Rules of Order Newly Revised and Chapter 13 of the National Grange Digest of Laws
- Be firm, but always courteous. Accept decisions against you cheerfully.
- Members should rise and address the presiding officer as “Worthy Master” or “Worthy President”.
- The Master recognizes members by calling them “Brother” or “Sister.”
- Adhere to pre-arranged meeting schedule respecting allotted time for the Lecturer’s program.
- Close the meeting on time. Family attendance will be better if meetings are dismissed at a regular hour.