

ORDER OF BUSINESS WITH COMMENTS

Refer to the Order of Business in the Ritual,
Please review the following suggestions for conducting meetings. "Colorado-isms" are included.

ALWAYS GIVE ONE RAP OF THE GAVEL BETWEEN EACH ITEM OF BUSINESS.

1) OPENING OF ASSEMBLY

- a. When Officers enter and are standing behind the bow, take one step back and turn immediately after the Worthy Advisor says "Officers, assume...stations."
- b. Worthy Advisor does not rap after Confidential Observer reports. Please invite Outer Observer in, per Ritual, if you have one. Then present Rainbow Flag in southeast corner of Assembly Room and sing Rainbow Song.
- c. The Rainbow flag is placed in the Southeast near the wall. It is presented by the Drill Leader following Opening and before introductions. The Drill Leader picks up the Flag and carries it out on the floor to a point just in front of and south of the Drill Leader's station. After the Rainbow song is sung, the flag is returned to its place in the southeast.
- d. Read any Special Dispensations

2) INTRODUCTION OF VISITORS

- a. Instructions for Introductions are covered in the Ritual and Gold Book. Colorado allows using modified Introductions and cards are provided in the Forms section of this notebook for assistance.
- b. The Drill Leader will not return to her station after each group has been introduced. She will remain on the marching line in the East corner, on the side of the room in which she finished the last order and waits for her next instruction. Drill Leader returns to her station only after the last person has been introduced and seated.
- c. Correct wording for Introductions:

W.A. "Sister Drill Leader, you will present (appropriate category) for introduction."

Drill Leader (*from back of the Bow with Guest*) "Worthy Advisor I have the pleasure (or honor) of presenting (appropriate category)."

W.A. (extends a greeting) then says, "Sister Drill Leader, you will conduct (appropriate category) to the East for Introduction."

W.A. "I have the honor to introduce Sister (*name and title using the appropriate salutations when introducing the guest, i.e., Mrs. versus Miss.*) Please join me in greeting (name) with (appropriate) honors and a hearty welcome."

W.A. (*after introduction*), "Sister Drill Leader, (appropriate category) will be seated (*in East or Assembly Room*)."

ORDER OF BUSINESS Introduction of Visitors - continued

- d. Honors (*signs*) are given only to those escorted to the East and are NEVER given to those remaining on the sidelines for Introduction.
- e. All Rainbow titles held by a person are given at the time of Introduction, starting with the highest title (*e.g.; District Deputy of District #___; Past Worthy Advisor of Assembly #___.*)
- f. A person should be introduced only once per meeting. It is not necessary to introduce dignitaries, Grand Family Members, Scholarship Representatives, Service Representatives, Membership Representatives and Covenant Reporters more than once during a Worthy Advisor's term. Modified introductions are used for Official Visits and can be used for regular meetings as well.

3. ROLL CALL

4. READ MINUTES OF PREVIOUS MEETING

- a. Refer to the Gold Book "Reading of Minutes"

5. TREASURER'S REPORT

6. UNFINISHED BUSINESS

- a. Worthy Advisor states "Under Unfinished Business, we have _____"
"_____".
- b. After the item(s) are discussed, the Worthy Advisor will ask, "Is there further Unfinished Business?"

7. NEW BUSINESS

- a. Election of Officers is held the first meeting in January and July if the Assembly is on 6 month terms and in January, May and September if the Assembly is on 4 month terms.
- b. Any regular business not discussed at previous meetings.

8. MISCELLANEOUS BUSINESS

- a. All bills must be approved for payment by the Advisory Board before being presented to the Assembly for a vote.

Bills--Worthy Advisor asks, "Sister Recorder, have we bills?"

It is then necessary to request a motion, second, discussion and vote, with results announced, "It has been moved and seconded that the bill(s) read will be paid. Is there any discussion? All in favor vote by the voting sign of the Order. Opposed, same sign. The motion has (has not) been carried."

CORRECT WORDING: "I MOVE"...**NOT**, "I MAKE A MOTION."
THE INDIVIDUAL SHOULD STAND WHEN MAKING THE MOTION.

ORDER OF BUSINESS - Miscellaneous Business - continued

- b. Correspondence
- c. Read requests for Demits
- d. Committee Reports: Proficiency; Ways and Means; Visitation of Other Assemblies; Covenant Reporter; Service, Scholarship or Membership Representatives; Illness and Distress, etc.

Committee reports may be in different order. There may be other committees that should be included. Always call on the Chairman or individual in charge of the committee. (See Gold Book, "Conducting Business" for proper committee report procedure)

9. RECEIVING APPLICATIONS

- a. After the application is read, an Investigating Committee composed of three (3) is appointed. Two (2) Rainbow girls and one (1) Member of the Advisory Board.) The Committee is instructed by the Worthy Advisor to make a visit to the applicant and her parents.
- b. Applications for affiliation are handled in the same way.

10. BALLOTING

- a. Study the Ritual and Gold Book for instructions.

11. CONFERRING DEGREES

- a. Study the Ritual and Gold Book for instructions.
- b. All active Rainbow members shall recite the Obligation with the candidate during initiation. Adults shall stay silent.
- c. Retiring Colors by Bow Stations:
 - To get out of chairs, first four move to the right, last three to the left.
 - In bow formation, march to Altar until Love and Service are two steps away.
 - Stop.
 - Love and Service go get their colors and back up to the previous spot, then Religion and Patriotism, etc.
 - Everyone backs in unison keeping the shape of the bow.
 - Worthy Advisor raps to seat Bow Stations and Charity.
- d. The conclusion of the "Conferring of Degrees" includes the retiring of the colors from the Altar, covering of the Pot of Gold and turning off the signet. This will be done prior to any other ceremonies or business.

ORDER OF BUSINESS - continued

12. GOOD OF THE ORDER

- a. Rose Ceremony
- b. New members received by affiliation sign the By-Laws and are welcomed.
- c. Majority Service
- d. Coin march, door prize, birthday acknowledgements, etc.
- e. ALWAYS ASK, "Is there anything further to be said for the Good of the Order?"
- f. Worthy Advisor, "There will be an outgoing march." She may also announce refreshments are available, and the location.

13. FORMAL CLOSING

- a. Study the Ritual and Gold Book for instructions.
- b. While singing "Bless Be the Tie That Binds" replace "Christian Love" with "Rainbow Love".
- c. After Mother Advisor gives the Benediction she should nod. The Assembly does a slight bow after responding.