

GENERAL INSTRUCTIONS

Presiding Officer.—In the absence of the C.R., the Junior F.C.R. shall preside; if the Junior P.C.R. be absent, then the P.C.R. present who was most recently the C.R. shall preside; if there be no P.C.R. present who has occupied the C.R.'s chair, the Senior Honorary P.C.R., as defined in Section 152 of the Constitution and Laws of the Order, shall preside; if no P.C.R. be present, then the V.C.R. shall preside; and if the V.C.R. be absent, the officer of the Court who is next highest in rank shall preside. If no officer of the Court be present, then any member may call the Court to order, and a Chief Ranger *pro tem.* be chosen, who shall preside until an officer of the Court arrives. Through courtesy to a distinguished visitor of rank, the Presiding Officer may invite him to preside.

Absent Officers.—In the case of officers being absent, the Presiding Officer shall fill the chairs by *pro tem.* appointments from the members of the Court or visiting members present. Whenever a regular officer arrives he shall take his chair.

Voting.—The Presiding Officer shall not be entitled to vote when the vote is by sign vote or by yea and nay vote, but shall give the casting vote on such occasions in the event of a tie. When the vote is by written ballot or ball ballot the Presiding Officer shall cast his ballot the same as the other members, and shall not in that case be entitled to give the casting vote in the event of a tie. A visitor, though acting as C.R., has no vote, and in case of a tie shall declare the motion lost because it has not received the requisite majority of votes.

Balloting for Candidates.—When a candidate is to be balloted for, the C.R. shall instruct the S.W. to prepare the ballot-box, who will thereupon get the ballot-box and take out all ballots out of the compartment into which the ballots are to be cast by the members. The C. R. will then say to the Court, "We are about to ballot on the application of—for membership in this Court: white balls elect, black balls reject."