

## Agendas for Masonic Meetings

Masonic Meetings have different characters based on what is planned for the work of the evening. Therefore, it makes sense to have several agendas that reflect the needs of these different kinds of meetings.

**Administrative Business Meetings:** These meetings are designed to address administrative issues necessary for the functioning of the Lodge. It is important to cover all essential items of business in an efficient manner. A way of moving this forward in an efficient manner would be to make minutes and a list of bills available prior to the meeting for review allowing them to be discussed and approved rather than read in their entirety during the formal meeting. In addition, communications can be summarized and made available for detailed review after the meeting rather than being read in their entirety.

Opening  
Introductions  
Reports from the secretary  
    Review/reading of the minutes, Review/reading of the bills, Petitions  
    Communications to the Lodge (summarized or read as required)  
Committee reports  
    Investigation Committees  
    Committees such as those planning events or projects for the Lodge.  
Reports of the Trustees/Temple Company  
Educational Presentation  
Old Business  
New Business  
Trestle board  
Good of the Order  
Closing

**Conferring of Degrees:** Meetings where degrees are conferred are special occasions and the mood of the Lodge should reflect this. The candidate and the Brothers in attendance will benefit from an agenda that allows the focus of the evening to be on the experience and lessons of the ritual and associated lecture. Therefore, the solemnity established during the opening ritual should be brought forward and not interrupted.

Opening  
Announcement of deferring of introductions.  
Conferral of degree  
    First Section, Lecture, Charge  
Introductions  
Educational program  
Administrative items requiring immediate attention (Edicts, petitions, balloting on candidates, etc.)  
Trestle board

Good of the order  
Closing

**Educational Presentations:** Meetings with a primary focus on Educational presentations and programs such as speakers, discussions, or other presentations should be structured to keep the program and associated lessons the focus of the evening.

Opening

Introductions

Educational Program of the evening (May be in a tiled lodge or at refreshment depending on the nature of the program and Masonic status of the presenter.)

Administrative items requiring immediate attention (Edicts, petitions, balloting on candidates, etc.)

Trestle board

Good of the Order

Closing