

HIGH TWELVE INTERNATIONAL



PROTOCOL GUIDE

Prepared for:

High Twelve International

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FOREWORD

Please refer to the index for a listing of subjects on which you are seeking an answer on “How To Do it” whenever the situation arises concerning Protocol as suggested for High Twelve activities. On these pages, you will find what the High Twelve International Committee for protocol has reviewed and found to be the best solutions and suggestions for most situations requiring proper control. It does not mean that they must be followed explicitly, but are given as a “rule of thumb,” due to the fact that all places where installations for example, are not the same as to table arrangement, room layout and people capacity. Some presiding officers may have their own way, or method, in conducting a meeting or ceremony and may wish to follow a certain pattern, or “what has been done in the past,” which is acceptable as long as the appropriate rules of protocol are followed. This book has been prepared for your use and it is the desire of High Twelve International to have a guidebook for all High Twelve to follow in order to have some “uniformity” in our ceremonies and meetings.

REMINDERS

This information may not be necessary but is included as it could be very useful to those who have not had the opportunity to serve as a leader or speaker at a High Twelve function very often. Most of these “reminders” are mentioned in the following pages, but are given here since they are considered to be important to the success of a meeting.

1. Good room, well-ventilated, comfortable temperature, and of adequate size and seating.
2. Proper equipment: Microphone and sound; Lectern and lights; Appropriate Flags; Guest sign-in books; Badges and other Club equipment.
3. Time schedule; Publish time, place, and dates of ALL meetings and events. If a program speaker is used, courteously inform him of how much time he has (available) to speak.
4. Give extra special attention to special events such as installations and Charter Parties. Send out invitations for any occasion where it is planned to invite High Twelve and other Dignitaries. Do this well in advance of the Event.
5. It is always in good taste to give credit to the Restaurant or Hotel where an activity has been held and to thank all those who helped do the work for any event.
6. When the ladies are to be in attendance, make sure that they are made comfortable. Follow the rules on protocol as this means a great deal to them.
7. If you are gifted with a special talent that could be applied to making the ceremony artistic or very interesting, do not be afraid to do so, it will enhance your leadership characteristics.

HEAD TABLE COURTESY

If the meal is a “sit-down” event, remember, that those seated at the head table are **ALWAYS SERVED FIRST**.

If the meal is a “buffet” ... always arrange for those seated at the head table to go first, with the honored guest first in line. This is just a common courtesy.

WHEN TO PICK UP THE MEAL “TAB”

If the State President visits your Club for lunch or dinner as an invited guest, the Club **ALWAYS** picks up the tab for his meal and for his Lady if she is in attendance.

On many occasions, a Past State President, or other State Officer, may be invited to serve as an Installing Officer, or to take part in the installation. It is proper and fitting for the Club to pay for his meal and that of his Lady.

Furthermore: If you invite a High Twelavian to drive a considerable distance to serve as Installing Officer, Chaplain, or Marshal, his meal should also be taken care of.

OPENING PRAYER

The opening prayer, or invocation, is always given first at the opening of all High Twelve functions. Bear in mind it **ALWAYS** precedes the Pledge of Allegiance. The opening prayer should always be given with deference to all faiths. **NEVER** conclude (for example) “In Jesus’ name we pray.”

PRINTED PROGRAMS, TICKETS, ETC.

It is in direct violation of many Masonic Jurisdictions for anything to be printed on tickets, invitations, letters etc., being distributed by any Club with reference to the effect that the item was donated or supplied by a company or commercial establishment. Such commercial acknowledgement is considered to be advertising and is prohibited. (Check the Masonic Code or Law for your jurisdiction.)

REFERENCE TO ALCOHOLIC BEVERAGES

Invitations, Brochures, and Tickets (any form of printed materials) SHOULD NOT have reference to “Cocktails,” “Liquor,” “Wine,” “Champagne,” etc. The words “Social Hour,” or “Refreshments” may be used.

CHECKLIST FOR CHAIRMAN, OR SGT-AT-ARMS:

- Always check to see if the appropriate flags are in the meeting room and if so, it should be in its proper position ALWAYS placed at the right of the speaker as he faces the audience.
- Immediately upon arriving at the meeting room, check the microphone(s) to be sure they are in proper location and operable. Also that they are at a proper level.

LECTERN VS. PODIUM

Do you know the difference between the words PODIUM and LECTERN? The correct usage of the word lectern seems to be fading out and everyone uses the word podium for both. A Lectern is what you place your notes on while speaking. While a podium is the platform you stand on while speaking.

CLUB VISITATIONS BY STATE OR INTERNATIONAL OFFICERS

When invited or if making a previously announced visit. You should be seated at the head table. Don't fuss if you are NOT. If you are to be the main speaker, determine the Club's time schedule and ALWAYS remain within that time frame. Nothing is perhaps more appreciated than a speaker who gives his message and retires.

If you are not the main speaker but are asked for remarks, keep them just that...remarks. Five (5) minutes maximum.

If you are attending in order to conduct business with the Club's officers, do so BEFORE or AFTER the scheduled meeting, NOT DURING THE MEETING.

DROP IN VISITATION

All Clubs are pleased when “Brass” attends. However, you do not want to become “Brassy.” Unless SPECIFICALLY invited by the presiding officer to sit at the head table, find a seat among the Brethren. Remember, they would all like to get to know you better. We all return to the level at some point. If asked out of courtesy to make some remarks, do so with extreme brevity. The Club’s schedule for the day is already filled through advance planning.

Please remember you are representing the State or International Association and your actions should bear that in mind. Your visitations should be a time for Masonic Fellowship, not problems.

INSTALLATION OF OFFICERS

Obviously, the incoming President should confer with his past presidents, regarding the procedure, due to their experience. REMEMBER at the time of Installations, there are usually so many scheduled that our international and State Officers attend only those to which they have been invited to participate, as either Master of Ceremonies, Installing Officer; Chaplain, or to give the “Charge.” If you have invited a participant to attend and they are miles away, remember they incur considerable expenses, so do not forget to arrange complimentary dinners for them.

PROCEDURE:

When inviting any State or International Officers, they should be invited as part of the Installation Team. DO NOT expect them to be able to attend your function merely as spectators unless they happen to be members of your own club.

The outgoing president opens the meeting by calling on the Chaplain for the Opening prayer, or invocation. This is followed by the Pledge of Allegiance to the Flag of the Country under which the meeting is being held (*The international Pledge may be used here if the situation calls for it*). It is at this point that the meeting is usually turned over to the Master of Ceremonies (M.C.). The M.C. will introduce the visiting Dignitaries, Lodge Masters, High Twelve leaders etc. (NOTE: *see section covering introductions.*) The M.C. DOES NOT introduce the Installing Team, only the Installing Officer.

It should be the practice, that the Incoming President picks the Installation team, not the outgoing. This is a special night for both the outgoing and incoming, however, the one getting installed is the Incoming – so allow him to pick who installs him into office.

PROGRAMS ENTERTAINMENT ETC.

It is suggested no special program be planned for the evening of the Installation of Officers. If it is really desired, KEEP IT BRIEF! Perhaps a soloist, piano solo or something professional in nature. Not lengthy because it will make the evening late.

ROOM LAYOUT

It is the duty of the Installing Officer (upon his arrival) to discuss the plans for the installation with the members of the installing team to see that sufficient space is provided for the ceremony of installation. This means that there should be ample room between the tables of the audience and that of the closest head table for the Marshal to do his work.

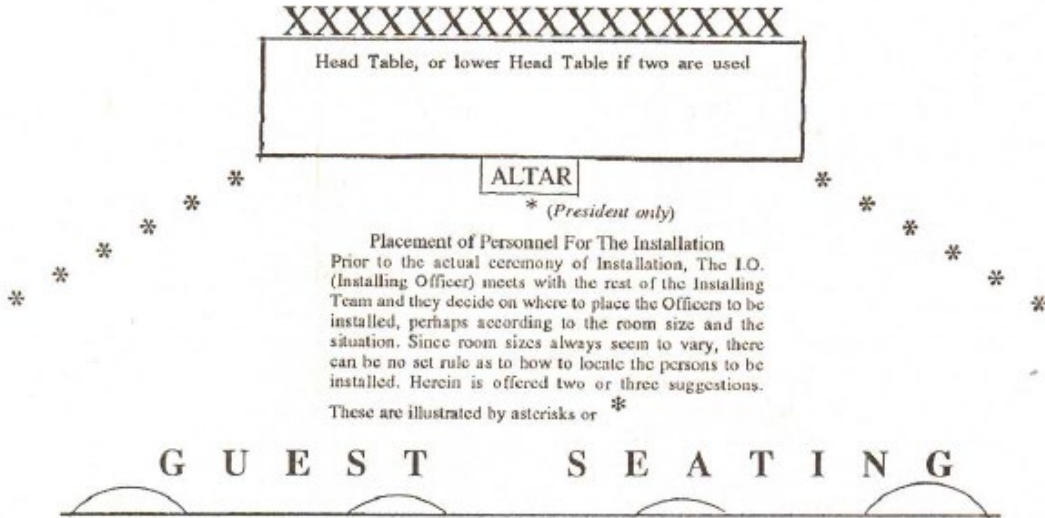
CEREMONY OF INSTALLATION

1. Meeting called to order by current President, (*Club Installation*) State President, (*State or Association Installation*), or International President (*International Installation*.)
2. Opening prayer, or invocation.
3. Pledge of Allegiance. (*Regular or International*)
4. Welcoming Remarks by President. (*Brief*)
5. Introduction of Master of Ceremonies. (*If being used.*)
6. Meal Time. (*It is suggested to watch for how long it takes for the meal to be served. This could have an effect on the ceremony.*)
7. Introductions. (*See section on Introductions. MC does not introduce Installing team, only Installing Officer.*)
8. The Installing Officer will ask the Outgoing Officers to rise. He will then thank them for their dedicated service to High Twelve and officially retire them.
9. Installing Officer introduces the Installing Team. They will take their places and the Installation Proceeds.
10. Installing Officer calls on the Installing Marshal to light the Lights (***) as he explains the significance of each color. He then instructs the Installing Marshal to open the Holy Bible as he recites its purpose. (*)
11. The Installing Officer then asks the Installing Marshal (s) to place the Officers (and Directors) to be installed before the Altar of High Twelve for installation as he reads the names of each, making sure ahead of time, that he has a correct list of names that are up to date.

12. After the Officers to be installed are in place, (*see the physical set-up for Installations*)
The Installing Officer calls upon the Installing Chaplain (not the Club Chaplain) to ask for divine guidance for each officer, both elective and appointive.
13. The Installing Officer ask those being installed to raise their right hand as he recites the “Obligation,” after which he installs all of the Officers according to ritual. (*see ritual for installation*)
14. After all Officers have been installed, it is customary “charge” be given followed by a proclamation stating: “...the Officers to be duly installed.” These are given by the designated Installing person. At the point of PROCLAMATION, the Installing Officer will raise the audience (***) while it is given. The Installing Officer then calls on the Installing Marshal to close the Holy Bible and extinguish the lights as the ritual is read by the Installing Officer.
15. I.O. (*). After the audience is seated, the Installing Marshal is then instructed to escort the newly installed President to his proper place at the lectern where he is presented with his gavel of authority. (Note: just before the I.O. seats the audience, he may present the newly installed officers to the group as this is the proper time to do it. Picture-taking should never be done during the ceremony, but prior to it. If the newly installed President has remarks to give, he should not give them until he has “thanked” the members of the Installing Team as well as the Master of Ceremonies. His acceptance remarks should be brief after which he turns the meeting over to the Master of Ceremonies who will call for any presentations. The closing prayer, or benediction, is to be given by the newly installed Club Chaplain, not the Installing, or previous Club Chaplain, unless for a special reason.

PHYSICAL SET-UP FOR INSTALLATION

(Sample for an International High Twelve installation)



State Association Installation

Clubs May Use Also



INSTALLATIONS CONT.

While the out-going President of the Club, State, or High Twelve International is still in charge and will remain as such until relieved of his office by the Installing Officer, courtesy demands that the incoming President be consulted along the way as to who the installing team should be. Also, who will serve as Master of Ceremonies? Too often thought is not given to securing a dining room with sufficient space between the head table(s) and the closest tables of the group. This should be at least 10 feet or more. Remember there must be enough space to allow for an altar but remember that not all rooms will allow the 10 feet. The Installation committee may have in mind, in fact even relate this to those in charge of setting up the dining room. However, inasmuch as restaurants are not used to this type of arrangement, they need to be reminded again on the morning of the function. Unless due caution is exercised, you may arrive at the banquet only to find that inadequate space has been provided.

Of course, you want everything to go smoothly, for this is the one big opportunity to impress a Brother Mason who may be a guest, but not a member of High Twelve.

CHARTER PARTIES

It is suggested the International President be invited if he is in the immediate area at the time. Do not forget to arrange to have him met at the airport and provide meals for him and his lady. If the International President is not available, invite the International Zone Officer in the vicinity of the State where the function is to be held. If neither is available, check to see if a Past International Officer living nearby could attend and invite him and his lady.

Bear in mind whomever you succeed in getting to present the Charter, his and his lady's diner should be paid. Usually, this cost is covered through a banquet over-ride.

COMPLIMENTARY MEALS

Any State Association Officer who has been assigned the responsibility of attending an area conference should be considered a guest. He therefore should be entitled to a complimentary luncheon (meal) ticket for himself and his lady. When International and State Officers are invited to perform as Installing Officers, they should be considered a guest and furnished with complimentary meals. When ladies are also invited, those accompanying the installing team should also receive complimentary meals.

RESPONSE TO INVITATIONS

Invitations to a High Twelve Installation, for example, should be answered immediately, either by accepting or declining. This enables the Host organization to know how many places to prepare for and to arrange seating for special guest etc.

PUNCTUALITY

Punctuality is not something that has just come into vogue. Louis XVIII stated the maxim, “Punctuality is the politeness of Kings and the DUTY of all good people.”

INTRODUCTIONS

When introducing persons from the floor, it is suggested that you use this order: The highest-ranking person should be the last to be introduced. Start from the floor, then those seated at the head table(s). (if more than one is used.)

Head Table: If there are two or more Head Tables, start with those at the lower table(s) and work upward. The higher the rank of the Officer, and by proper protocol, he should be seated at the uppermost table. Again, the highest ranking individual should be introduced LAST.

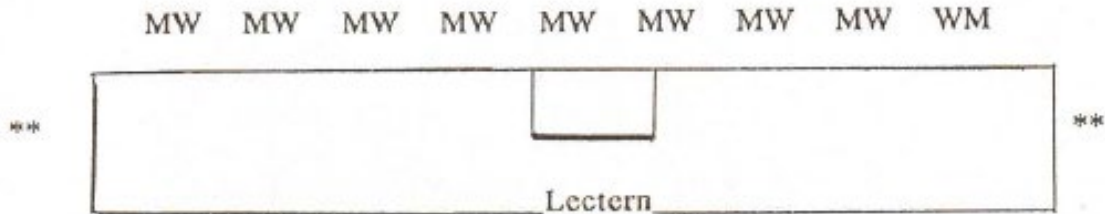
Suggested Procedure:

1. Past Club Presidents.
2. Club Presidents.
3. Convention Chairman.
4. State Officers
5. Past State Presidents.
6. State High Twelve President
7. Grand Lodge Committeemen and Board Members.
8. Grand Lodge Officers.
9. Wolcott Trustees.
10. Appointed International Officers.
11. Elected International Officer (*according to rank*)
12. Past International President(s)
13. Current Grand Master of Jurisdiction
14. International President

Always remember – the highest ranking individual is to be introduced LAST.

CORRECT SEATING AT THE HEAD TABLE OR SECONDARY TABLE

CORRECT SEATING AT HEAD TABLE OR SECONDARY TABLE



Starting with the lectern in the center (proceeding from left to right)....seat MAN then WOMAN until the last two spaces (seats)then seat WOMAN - MAN. Never seat a Woman at the end of a table. It is also poor taste to seat anyone at the straight ends of the table. (Indicated by **)

THE CORRECT USE OF PLACE CARDS:

If you use place cards at the banquet (you should) and if you want to be correct, DO NOT use the Lady's given name if accompanied by her husband.

CORRECT
Mr. John Jones
Mrs. John Jones

INCORRECT
Mr. John Jones
Mrs. Ruth Jones

In introducing the couple, the Master of ceremonies may correctly say, Mr. John Jones and his Lady, RUTH. To use RUTH JONES on the place cards, (or addressing an envelope) indicates she is either widowed or divorced.

WHEN A HIGH TWELVE ACTIVITY REQUIRES A MODERATOR

A moderator, according to the dictionary, is one who presides.....one who exercises guidance, direction, or control over an assembly or group. His guidance, direction, or control is given to the thinking of the assembly or group, as it considers a particular issue or subject. If several issues are to be considered, each should be discussed separately. Arguments often arise when individuals in a group try to discuss different subjects at the same time. The following suggestions can be helpful to a moderator as he exercises his guidance and direction:

A moderator in opening his session should state only facts and material that are relative to the subject matter under discussion. His statement should be as brief as possible, guarding against talking too much. Above all, he should not be giving a speech.

The moderator asks questions that are directly related to the subject matter under discussion in order to stimulate responses from individuals in the group.

The moderator SHOULD tactfully limit individual responses to the subject matter under discussion. No one person should be allowed to dominate the conversation, or to speak more than once, until all have had the opportunity to speak.

A moderator should be alert and somehow control the "rambler" who wants to talk about his own club (State or District, whatever...) regardless of whether the material is relevant to the discussion.

If the discussion slows down, the moderator should not use his position to talk about himself (Club, State, or District, whatever...) unless what he reports IS relevant to the subject.

Sometimes the individual in the group who is most hesitant to speak, when stimulated to do so, has worthwhile ideas and helpful information. The easiest way to resolve differences of opinion in a discussion is to clearly define terminology. A good moderator knows that constructive thinking and planning require the deletion of irrelevant material, as well as the inclusion of helpful ideas and supportive material. The most successful moderator is one who brings out of the group over which he is presiding, the best thinking of each individual.

SUGGESTED “TEN-STEP” MEETING AGENDA

- OPENING:** * Always start on time. Gavel once to call attention. Be assertive in the use of the bell.
- GREETINGS:** The presiding officer gives the general welcome to those present. This is also an ideal time to use a “Thought for the Day”.
- OPENING PRAYER:** Remember, the Opening Prayer, or invocation, is optional according to your jurisdictional use and ALWAYS precedes the Pledge. (All remain standing for the Pledge and if there is a memorial for the departed Brother, this is the time it should be done.)
- PLEDGE:** The Flag (United States) is ALWAYS positioned at the right of the speaker as he (she) faces the audience. It is suggested that the leader say, “Will All citizens of the United States please join me in the pledge of allegiance to the Flag of our Country.” (For High Twelve International, the International Pledge may be used when directed to do so for International meetings.) * (Gavel once. The opening Prayer and Pledge should only be used once during the day.)
- MEAL:** The time for FUN-FOOD-FELLOWSHIP and Masonic get-togethers, DO NOT interrupt with business.
- AFTER MEAL:** When the meeting is resumed, extend a warm greeting to the first-time visitors, or those who have been away for a very long period of time. Invite them to return.
- ANNOUNCEMENTS:** Announce future activities (PLEASE DO NOT conduct Club business during the lunch period.) The Board meeting is for that purpose. This is a good time to advise members of any previous Board actions(s).
- INTRODUCTION:** As Program Chairman, remember you are NOT the speaker. Keep it BRIEF. They came to listen to the Speaker...Not You! Give interesting facts about the speaker, qualifications, etc. Also, PRESENT the speaker, NEVER, NEVER use “I give you so and so.” You PRESENT him to the members.
- PROGRAM:** Advise the speaker in advance of the time you, as president, adjourn the meetings. Check with each speaker as to the time required for his presentation. Usually, it is the program chairman who thanks the speaker. If you use a certificate of appreciation, make your presentation and return the gavel to the presiding officer.

CLOSING PRAYER: *** (Gavel thrice) Call upon your CHAPLAIN for the Closing Prayer or benediction to conclude your meeting. When this is done, declare your meeting closed and gavel once. *

This Protocol Guide has been revised several times and is subject to being revised again, however, in its present form, it is hoped that it will assist you in using proper protocol for any given situation. There will be times when you may wish to do things a little differently than what is suggested herein, but be wise in your judgment. Only deviate if necessary. It is well known from past situations that in all meetings and other High Twelve activities, there will not be any two alike. This guide is just that, a GUIDE. It is not meant to be a FIRM rule, but if used in a proper manner, it may surely answer many questions and make our ceremonies much more attractive and pleasant.