

## GUIDANCE FOR THE RESUMPTION OF MEETINGS – CRAFT

### General

1. As Lodges emerge from suspension or lockdown, the Secretary of any Lodge that was due to meet during the period of the suspension or lockdown, but was unable to do so, must enter into the Lodge Minute Book a statement substantially in the following form: “As a result of [the suspension of Masonic meetings][and/or][Government restrictions], owing to the Coronavirus pandemic, the Lodge was unable to meet during the period from ..... to .....”

2. The Book of Constitutions provides that there is no power to cancel a regular meeting of a Lodge. Unless a Lodge has placed itself into voluntary suspension under paragraphs 1 to 4 of the Temporary Emergency Measures for Covid-19, from 17 May 2021, a summons must be issued in accordance with the Lodge’s by-laws for every meeting that falls to be held after that date.

NOTE: If, when the summons has been issued, it becomes clear to the Secretary that the number of apologies is such that a quorum will be unattainable, there will be no point in Brethren making an unnecessary journey. He should therefore tell the members so, and then at the moment when the Lodge is due to be opened he may presume a lack of a quorum and treat the meeting as abandoned. However, the Secretary must not merely assume that the members of the Lodge do not wish to meet.

3. Paragraphs 5 and 6 of the Temporary Emergency Measures allow for certain administrative business to be transacted by an audio/video conferencing facility during the time that a validly opened physical meeting has been called off. The provisions of those paragraphs must be followed strictly.

### Missed Installations and Elections

4. Because of successive suspensions or lockdowns, and periods during which at least some Lodges were able to meet, this position may be complicated and therefore, in cases of doubt, specific guidance should be sought from Province. The following paragraphs, however, should cover most situations. It is important not to lose sight of the fact that the Officers of a Lodge are appointed or elected to hold office for the period of one year only, from one Installation meeting until the next.

### Election held – no Installation

5. A Master Elect must be installed on the day named in the Lodge’s by-laws (though that day may be moved by not more than 28 days). If the Master Elect could not be installed on the day for which the Lodge was or should have been summoned (e.g. because the meeting had to be abandoned) Rule 108(a) will have allowed a further meeting to be held within five weeks for him to be installed – failing which the outgoing Master continued in office until the next regular date of Installation (Rule 108(b)).

6. At the first meeting held, after the resumption of meetings, a continuing Master **must** invest Officers for the then current year and an Installation Return for that year must be submitted for both Province and UGLE. If necessary, a Treasurer and a Tyler must be elected and invested with the other Officers. If a whole year has passed without any Officers being invested, only Officers for the then current year should be appointed/elected and invested.

### **Missed Election Meeting – Installation Meeting able to take place**

7. If an election meeting could not be held, the provisions of Rule 106 must be followed and a Master elected, after notice on the summons, who (unless he is the outgoing Master, and cannot therefore be installed) must be installed at a further meeting held within five weeks. If, however, there is sufficient time, the second paragraph of that Rule allows an emergency meeting to be held not less than three weeks before the date of the Installation meeting for the purpose of electing a Master, who can then be installed on the normal date.

### **Both Election and Installation Meetings missed**

8. If the missed Installation Meeting was due before 1 March 2021 the normal Rules will apply and the current Master will continue in office.

9. If the missed Installation Meeting was due on or after 1 March 2021, and the effect of the normal operation of the Rules was that the Master would be serving a third or subsequent year, a Lodge may have a dispensation under paragraph 8 of the Temporary Emergency Measures to elect and install a new Master at the same meeting. That meeting should be the first held after the resumption of meetings and may be either the next regular meeting or an emergency meeting held for that purpose.

10. If the missed Installation Meeting was due on or after 1 March 2021, and the outgoing Master had died or otherwise ceased to be a member of the Lodge, the Lodge may have a similar dispensation under paragraph 9 of the Temporary Emergency Measures to elect and install a new Master at the same meeting (as in 9 above).

11. If a Lodge is content for the Master to serve a third or subsequent year by the automatic operation of the Rules, it cannot be compelled to seek a dispensation to elect and Install a new Master.

12. The Master installed, and any Warden invested at the meeting referred to in 9 or 10 above will be deemed, at the date of the next Installation meeting, to have served for a full year in that office.