

INSTRUCTIONS FOR MARSHAL

GENERAL INSTRUCTIONS

- ❖ The Marshal, along with the Associate Matron, Associate Patron, and Associate Conductress, has charge of the paraphernalia, under the direction of the Worthy Matron. (Book of Instruction, pgs. 5-8)
- ❖ The Marshal always stands at the side of her/his chair when standing.

OPENING

PROVING CHAPTER

- ❖ If a visitor for whom no one can vouch is present during proving of Chapter, the Worthy Matron instructs the Marshal to escort the visitor to the preparation room door to meet the Examining Committee.
 - The Marshal returns immediately to her/his station.

BALLOTING

- ❖ Prior to balloting, the Marshal receives the petition from the Secretary and delivers it/them to the Worthy Matron.
- ❖ The Marshal ballots after the Secretary and is the last member to ballot before the Sentinel.
- ❖ The Marshal advances to the marching line and waits for the Associate Conductress to arrive with the ballot box.

DRAPING THE CHARTER Book of Instruction, pages 88-89

- ❖ When the Charter is to be draped, the Marshal places the Charter in an appropriate location near her/his station before the Opening of Chapter.
- ❖ When instructed by the Worthy Matron, the Marshal completes the tribute, using the wording found in the Book of Instruction.
 - It is recommended that the tribute be committed to memory.
- ❖ The Marshal is seated immediately following the recitation of that portion of the ceremony delegated to her/him.