

CHAPTER 19  
**PARTICULAR LODGES OFFICERS**

GENERAL PROVISIONS

**Constitutional Provisions**

The Officers of a Lodge are the Worshipful Master, Senior Warden, Junior Warden, Treasurer, and Secretary, who must be elected by ballot, and a majority of all the votes cast is necessary to a choice and shall have a current paid dues card for the forthcoming year, or a receipt for the same, prior to installation. The Subordinate Officers are the Senior Deacon, Junior Deacon, Senior and Junior Stewards, and Tyler, who are appointed by the Worshipful Master, but the Senior Warden has the nomination of the Junior Deacon; and the Worshipful Master may also appoint a Chaplain and a Marshal. (1997) (Art. X, Sec. 2)

**ELIGIBILITY**

**Regulations**

**19.01** In former times no one was eligible to serve a Lodge as its Worshipful Master but the Master, an actual Past Master, a Warden, or Past Warden, but The Grand Lodge of Florida has ruled that a Lodge is the judge of the competency of its own members, and is authorized to elect its Master from the body of the Lodge.

**19.02** Every Officer of a Lodge must be a member thereof, except the Musician and Tyler, and he must be a member of some Lodge. (2005)

**19.03** No Brother shall be elected or appointed to any office while under charge of unmasonic conduct.

**19.03.1** Every Elected Officer shall have a current paid dues card for the forthcoming year, or a receipt for the same, prior to installation. (1997)

**19.03.2** Every Brother who is nominated and elected to the office of Junior Warden of any Particular Lodge shall have completed Master Mason Exam I, Master Mason Exam II, and Master Mason Exams III before his installation to that office. (2017)

**Rulings and Decisions**

Any member of a Lodge in good standing is eligible to be elected to Lodge Offices regardless of where he lives. (1951 Proc. 27)

Offices of Secretary and Treasurer can not be held by one person. (1944 Proc. 34, 100)

Since Article X, Section 2 of the Constitution, specifies who are to be the Officers of a Lodge and no provision is made therein for Assistant Treasurer, permission to elect an Assistant Treasurer is denied. (1959 Proc. 51-52; 164)

The Subordinate Officers, who are the Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Chaplain, Marshal, Organist, and Tyler, who are appointed by the Worshipful Master, shall also have a current paid dues card for the forthcoming year, or a receipt for the same, prior to installation. (2011 Proc. 142)

## ELECTION AND APPOINTMENT

### Constitutional Provisions

The election and appointment of the Officers of Lodges shall take place at the first Stated Communication in December of each year and such Officers shall be installed on the anniversary of Saint John the Evangelist, or as soon thereafter as practical, and the Officers so elected and installed shall continue in office for one year and until their successors are duly elected and installed unless for good and sufficient reasons the Most Worshipful Grand Master has granted permission for the resignation and authorized an election to fill the vacancy and such other vacancies created by the election; *provided*, that if, from any cause, there should be no election at the time appointed for the annual election, it shall be the duty of the Worshipful Master to order an election at any time before or on the anniversary of Saint John the Evangelist. (Art. X, Sec. 4)

### Rulings and Decisions

~~Section 2 of Article X of the Constitution requires that Lodge Officers be elected by ballot. An election of the Officers of the Lodge or any of them by a show of hands, acclamation, or any other means other than secret ballot renders the election void and offices will be declared vacant if the improperly Elected Officers have been installed. (1966 Proc. 246)~~

If one written nomination is made for one or more office(s) and no other written nomination has been made for such office(s), a motion can be made from the floor to elect the nominated member by acclamation. Once the motion is seconded, the member(s) may be elected by a majority, show of hands vote by the members present, thereby completing the election process. If more than one member is nominated in writing for any office, a majority vote by written ballot is required to complete the election process for that office. (2016 Proc. 120)

The nomination form shall be read at the next Stated Communication after it is received by the Secretary of the Lodge and handled in the same manner as all other correspondence received by the Lodge Secretary and read again on the night of the Election of Lodge Officers. (2017 Proc. \_\_\_\_)

A member of a Florida Lodge may not hold any two or more Offices at the same time in any Lodge of which he is a member. The intent of this Ruling and Decision is to restrict any member from holding more than one Office at a time whether the Office is elected or appointed. (2017 Proc. \_\_\_\_)

### Regulations

**19.04** Dispensations cannot be issued to Lodges to hold their annual election of Officers prior to their first Stated Communication in December, nor to install their Officers prior to December 27<sup>th</sup>, since both are prohibited by Article X, Section 4, of the Constitution.

### References

Grand Master may grant Dispensation for election of Officers in the following cases:

- (b) When election did not take place as provided in Const. Art. X, Sec. 4.
- (c) When Officer-elect remains permanently beyond the Lodge jurisdiction.
- (d) When elective Officer declines installation and one cannot be elected before December 27.
- (e) To fill vacancies in elective offices. Reg. 6.11

### Regulations

**19.05** The Master-elect of a Lodge, and not the retiring Master, has the sole right to appoint all the Officers who are to serve under him, the Senior Warden nominating the Junior Deacon.

### References

The Lodge Secretary shall certify names of newly Elected Officers to the Grand Secretary. Reg. 22.03

### Rulings and Decisions

Lodge Officers cannot be elected before first Stated Communication in December but may be elected any time up to December 27, but if election is not held during that period, Dispensation to hold election is necessary. (1942 Proc. 54)

Vacancy in office of Lodge Treasurer may be filled pro tempore by the Worshipful Master, but the Lodge may request Dispensation to fill the vacancy by election. (1959 Proc. 54, 160)

## INSTALLATION

### Constitutional Provisions

The last Master, or any Past Master of a Lodge, can install the Master-elect and he then can install the other Officers, but when the Grand Master or Deputy Grand Master or one of the District Deputy Grand Masters is present, it is his privilege to install the Officers. (Art. X, Sec. 9)

### Regulations

**19.06** It is not necessary for an Officer re-elected to be re-installed, unless a term has intervened.

**19.07** The Master and Wardens-elect may decline installation, but they cannot resign after being installed unless for good and sufficient reasons the Most Worshipful Grand Master has granted permission for his resignation. (1997)

**19.08** The Officers-elect of a Lodge may be installed at a Called Communication, when duly called for that purpose.

**19.09** Public installation of Officers may hereafter be held by the Lodges in their territorial jurisdictions without Dispensation.

**19.10** The Worshipful Master, any Constitutional Acting Master, or any Past Master may install a Master-elect, but the Master-elect must be installed prior to installation of the other Officers.

**19.11** When a Brother has been duly elected to an office in a Lodge, installation cannot be refused upon the ground of an alleged pecuniary liability to the Lodge, unless charges be preferred.

**19.11.1** A regularly elected and installed Worshipful Master shall be accorded Grand Honors at the time of installation. No Grand Honors shall be accorded the Worshipful Master during public ceremonies of installation but when the Lodge resumes labor after guests and friends have retired from the Lodge Room private Grand Honors shall be accorded the newly installed Worshipful Master.

### References

A regularly elected Master is entitled to Grand Honors at time of his installation. Reg. 5.04

### Rulings and Decisions

Any Elected Officer of a Lodge has a clear right to refuse installation and when such refusal is made, the proper procedure is to request Dispensation to hold a special election to fill the office. (1954 Proc. 70)

Public installation of Officers may be held without Dispensation. (1942 Proc. 55)

It is permissible to use aprons, jewels, and other Lodge paraphernalia in public installation ceremonies. (1954 Proc. 70)

No business or ceremony of any kind is permitted at public meetings other than Installation of Officers. (1952 Proc. 32)

Installation of Officers on December 16 is irregular and proceedings shall abate. (1942 Proc. 55)

It is not the intent of our laws to permit the installation of any Lodge Officer by proxy. (1954 Proc. 59)

Worshipful Master may be installed at home or in hospital when confined thereto because of illness on regular date for installation if the Lodge so desires. (1960 Proc. 124)

Only a Master Mason may take an active part in the Installation Ceremony of the Elected or Appointed Lodge Officers. It shall be the installing Marshal's duty to invest the Officers to be installed with the insignia of his office. (2012 Proc. 143-144)

**TERM, RESIGNATION, SUSPENSION, VACANCIES,  
AND SUCCESSION IN OFFICE****Constitutional Provisions**

The Master and Wardens of a Lodge cannot resign during the year for which they are elected and installed unless for good and sufficient reasons the Most Worshipful Grand Master has granted permission for his resignation. If by death, removal from the jurisdiction, or other cause, the Master becomes incapable to perform the duties of his office, the Senior Warden succeeds to all powers, duties, and responsibilities of the Master, and the Senior Warden's place in the West must be filled by pro tempore appointment, from time to time; and if from any of the like causes the Master and Senior Warden should both be rendered incapable of performing the duties of Master of the Lodge, then the Junior Warden succeeds to all the powers, duties, and responsibilities of the Master, and the South must be filled, from time to time, by pro tempore appointment. But the Junior Warden cannot succeed to the seat in the West, when vacant, by absence of the Senior Warden. (1997) (Art. X, Sec. 11)

The election and appointment of the Officers of Lodges shall take place at the first Stated Communication in December of each year and such Officers shall be installed on the anniversary of Saint John the Evangelist, or as soon thereafter as practical, and the Officers so elected and installed shall continue in office for one year and until their successors are duly elected and installed unless for good and sufficient reasons the Most Worshipful Grand Master has granted permission for the resignation and authorized an election to fill the vacancy and such other vacancies created by the election; *provided*, that if, from any cause there should be no election at the time appointed for the annual election, it shall be the duty of the Worshipful Master to order an election at any time before or on the anniversary of Saint John the Evangelist. (1997) (Art. X, Sec. 4)

The Master and Wardens of a Lodge cannot be tried by the Lodge; but complaint may be made against them or either of them to the Grand Master by not less than seven members of the Lodge, and he may investigate the matter, and file charges or direct that charges be filed for Grand Lodge Trial as provided by Grand Lodge Regulations. The Grand Master may suspend the accused from office pending trial of the charges. (1985) (Art. X, Sec. 5)

### Regulations

**19.12** A Particular Lodge does not have jurisdiction to conduct trial of its Worshipful Master and Wardens in office but charges may be filed against any of them as provided in Regulation 44.77. If the Grand Master shall determine that the charges are in proper form and state an offense against Masonic Law and enters order for Trial Commission as provided in Regulation 44.77, he may in his discretion, suspend the accused from office pending trial and disposition of the charges.

A Particular Lodge has penal jurisdiction over all of its other Officers. (1982)

**19.13** Art. X, Sec. 21 of the Constitution, provides that any member of a Lodge can dimit, but Art. X, Sec. 11 makes a distinction between members and Masters and Wardens by inhibiting the resignation of Masters and Wardens during their term of office, and as dimitting has the same force as resigning, so far as giving up office is concerned, it logically follows that Masters and Wardens cannot dimit.

**19.14** The term of office begins with installation and terminates only by regular succession, death, Constitutional removal from office, or Constitutional suspension or expulsion from the Lodge, permanent removal from the Lodge jurisdiction, and forfeiture of Charter.

Any Officer of the Lodge except the Worshipful Master, Senior Warden, and Junior Warden may resign with the consent of the Lodge. Appointive Officers of the Lodge may be removed from office by the Worshipful Master for good cause after notice to the Officer and the consent or approval of the Lodge.

**19.15** Permanent removal from the jurisdiction vacates any office, but does not forfeit membership.

**19.16** The offices of Master, Grand Master, Deputy Grand Master, and District Deputy Grand Master are clearly incompatible with each other and therefore, no two of them can be held by an individual at one and the same time. If a Brother holding any of said offices accepts either of the others, such acceptance is a surrender of the office so held, and it at once becomes vacant.

**19.17** The continuous absence of the Master of a Lodge from its jurisdiction is not sufficient ground for his removal from office. In his absence, the Senior and Junior Wardens, in succession, become Master pro tem, and succeed to the duties of the office.

**19.18** The Master of a Chartered Lodge cannot be a petitioner of a Lodge U.D.

**19.19** The Master and Wardens of a Particular Lodge cannot resign during the year for which they are elected and installed unless for good and sufficient reasons the Most Worshipful Grand Master has granted permission for his resignation. If by death, removal from the jurisdiction of the Lodge, or other causes, the Master becomes incapable to perform the duties of the office, the Senior Warden and in succession the Junior Warden succeeds to all the powers, duties and responsibilities of the Master, and the Senior Warden's place or the Junior Warden's place must be filled by pro tempore appointment from time to time. The Junior Warden cannot succeed to the seat in the West when vacant by the absence of the Senior Warden. Under Article VI, Section 4 of the Constitution, the Grand Master may allow the Lodge to elect a Worshipful Master and fill any vacancies caused thereby if deemed for the good of Masonry. (1997)

**19.20** Vacancies in elective offices (except Worshipful Master), can be permanently filled only by Dispensation, but the Master may make pro tempore appointments from time to time.

**19.21** When a vacancy occurs in the office of Senior or Junior Warden, the station may be filled pro tempore from time to time, or the Grand Master may be asked to grant a Dispensation to elect a successor for the unexpired term.

**19.22** The offices of Master and Grand Master are never vacant, for succession being instant, there is no interim.

### References

Terms of all Officers terminate if Lodges consolidate. Reg. 16.03

### Rulings and Decisions

Temporary absence of Senior Warden from Jurisdiction does not affect his status as Senior Warden. (1944 Proc. 34)

Vacancy in office of Lodge Treasurer may be filled pro tempore by Worshipful Master until next annual election but, by Dispensation, Lodge may hold election to fill such vacancy. (1943 Proc. 77)

Master of Lodge is without authority to remove Junior Warden and likewise without authority to submit question of removal of Junior Warden from office to the members of the Lodge. (1955 Proc. 131)

When the Master of a Lodge regularly elected and installed removes himself permanently from the jurisdiction of the Lodge prior to expiration of his term, and thus vacates the office of Master, he is nevertheless entitled to recognition as and privileges



of a Past Master and may receive Past Master's Degree at Grand Lodge. (1961 Proc. 162, 168, 319)

Senior Warden who succeeds to powers and duties of Master when office of Master is vacated, does not succeed to office of Worshipful Master and is not entitled to receive Past Master's Degree nor receive honors and privileges of Past Master. (1961 Proc. 162, 168, 320)

**(Removed as obsolete.)** (1997)

In all applications for Dispensation to hold election to fill vacancy created by permanent removal of Lodge Officer from Lodge Jurisdiction, the Lodge should, by appropriate letter or certificate signed by the Master and Secretary over the Seal of the Lodge, certify to the Grand Master the facts that created the vacancy. (1970 Proc. 58, 284-285)

**DISCIPLINE**

**References**

The Master cannot be tried by his Lodge during his Mastership. Const. Art. X, Sec. 5, above; Reg. 19.12

**Regulations**

**19.23** All Officers of a Particular Lodge, except the Worshipful Master and the Wardens, are subject to discipline by the Lodge. Grand Lodge has exclusive original jurisdiction of the Worshipful Master and Wardens while in office.

**POWERS AND DUTIES OF OFFICERS**

**References**

- Worshipful Master, Chapter 20
- Wardens, Chapter 21
- Treasurer and Secretary, Chapter 22
- Subordinate Officers, Chapter 23