

# Procedure for Modification of Policies and Procedures Manual

Modifications for the Policies and Procedures Manual will include:

Addition of new policies or procedures

Change of existing policies and/or procedures

Deletion of existing policies and/or procedures

1. Any proposed modification to the Policies and Procedures Manual must be submitted to the Lodge Secretary in written form. The submitted proposal must show the policy/procedure (if the modification is in form of a change or deletion) prior to the change and following the change with additional phrasing highlighted and deleted phrasing marked through. The formatting of the proposed modification must be consistent with the established format of the Policies and Procedures Manual.
2. The Lodge Secretary will present the proposed modification to the Lodge Jurisprudence committee, which is a standing committee of the Lodge, tasked by the Worshipful Master to review such modifications as to wording, format, and legality.
3. If the Jurisprudence Committee deemed the proposed modification unfit, the proposal may be resubmitted once the recommendations of the Committee have been incorporated, or the submitter may appeal the ruling of the Committee to the Worshipful Master.
4. Once approved for review in Lodge, the Lodge Secretary will read the proposed modification into the minutes of the next Stated Meeting.
5. The Worshipful Master will then open the floor for discussion of the proposed modification.
6. If during the course of discussion of the proposed modification, the author(s) of the proposed modification agrees to accept alteration of the proposal, the proposed modification will be withdrawn from consideration, allowing the author(s) to resubmit the proposal at a later date.
7. Once discussion has concluded, and provided that the proposed modification has not been withdrawn, the proposed modification must then lay over until the next Stated Meeting.
8. At the next Stated Meeting, the Lodge Secretary will read the proposed modification into the minutes of the meeting.

9. The Worshipful Master will then open the floor to discussion of the proposed modification.
10. At the conclusion of discussion, provided that the proposed modification has not been withdrawn by its author(s), the Worshipful Master will call for a vote for acceptance of the proposed modification. A simple majority vote will suffice for the adoption of all proposed modifications.
11. If the proposed modification is accepted, it will be the duty of the Jurisprudence Committee to place the modification in, and update accordingly, the Policies and Procedures Manual.
12. In the event that the motion for a proposed modification is lost, the proposed modification may not be represented to the Lodge for consideration during the current Masonic year, unless given special permission by the Worshipful Master.