

Worthy Advisor Business Meeting Script



Grand Assembly of Canada, IORG

Approved by Mum Amy, Supreme Deputy
February 2026

1. OPENING

Ritualistic Opening

- Mother Advisor enters with Drill Leader and one other Officer
- Mother Advisor delivers Land Acknowledgement
- Mother Advisor proceeds as per the Ritual

Non-Ritual Meeting

- Mother Advisor enters with Drill Leader
- Mother Advisor delivers Land Acknowledgement
- Mother Advisor proceeds as per Opening of Non-Ritualistic Business Meetings

Ritual Opening Prompts

1. "Officers, assume ..."
2. "Sister Conf. Obs." "Inform the Sister..."
3. "Sister Drill Leader..."
4. "Please join me..."
5. "Sisters Hope & Charity" "Sisters Hope & Charity, please approach..."
6. "You will satisfy yourselves..."
7. "Sisters Hope & Charity, since the Word..."
8. "Members of our Sponsoring"
9. *(If first time attendees)* "Please raise..."
10. "Worthy Associate Advisor"
11. "Be advised..."
12. "Worthy Associate Advisor, what is the"
13. "Be pleased to request..."
14. "By authority of the Supreme..."
15. "Sister Confidential Observer..."

Order of Business

1. Opening
2. Introductions
3. Roll Call
4. Reading of the Minutes
5. Treasurer's Report
6. Unfinished Business
7. New Business
8. Miscellaneous Business
9. Applications for Membership
10. Balloting
11. Initiation
12. Good of the Order
13. Closing

2. INTRODUCTIONS

Purpose: Introduce members, guests, and dignitaries.

Note:

- *Do introductions at least 2x per term*
- *Use titles: Sister, Miss, Mum, Dad, Mrs., Mr., or Masonic titles*
- *Have a prepared welcome, poem or saying ready*

→ PATH A: Skip Introductions

WA: "We will skip Introductions today, but thank you to all who joined us."

Optional: Share a quick poem or message

*** One rap → Move to next section**

Formal Introductions

→ PATH B: Introduce Guests

WA: "We are very happy to have distinguished guests with us today."

WA: "Sister Drill Leader, you will present _____ (group title) back of the Bow (Altar) for introduction."

Drill Leader: "Worthy Advisor, I have the honour of presenting _____ (group title) for Introduction."

WA: Share a poem, saying, trivia question, or words of welcome.

WA: "Sister Drill Leader, you will escort _____ (group title) to the East."

******* Three raps

(continued on page 10)

Order of Introductions

Group	Where	Sign Given
Grand Worthy Advisor	Bow	Grand Honours
Past Grand Worthy Advisor	Bow	Grand Honours
Grand Officers, Representatives & Pages	Bow	Grand Honours
Supreme Deputy	Altar	Grand Honours
Supreme Officers	Altar	Supreme Honours
Grand Executive Committee & Grand Committee Members	Bow	Grand Honours
Past Grand Officers	Bow/ at seat	Grand Honours
Worthy Advisors	Bow	Sign of Rainbow

Formal Introductions

→ PATH B: Introduce Guests

WA: "We are very happy to have distinguished guests with us today."

WA: "Sister Drill Leader, you will present _____ (group title) back of the Bow (Altar) for introduction."

Drill Leader: "Worthy Advisor, I have the honour of presenting _____ (group title) for Introduction."

WA: Share a poem, saying, trivia question, or words of welcome.

WA: "Sister Drill Leader, you will escort _____ (group title) to the East."

******* Three raps

(continued on page 10)

Order of Introductions

Group	Where	Sign Given
Mother Advisors	Bow	Sign of Rainbow
Past Worthy Advisors	Bow/ at seats	Sign of Rainbow
Past Mother Advisors	Bow/ at seat	Sign of Rainbow
Visiting Members of Rainbow	at seats	warm welcome
Advisory Board	at seats	warm welcome
Pledges	at seats	warm welcome
Jurisdictional Presiding Officers of Masonic Orders	Bow	Sign of Rainbow
Grand Master	Bow	Sign of Rainbow
Worthy Matrons, Worthy Patrons, Royal Matrons, Royal Patrons, Worshipful Masters	Bow	Sign of Rainbow

Introducing Names

Introduce by Name

→ Formal introduction

WA: "I have the pleasure to introduce
_____ (name/title)."

→ Self-introduction

WA: "Would you please introduce
yourselves?"

(Guests introduce themselves)

WA: "Please join me in greeting our guests
with _____ (sign) and a warm welcome."

Important: The Sign of Rainbow and Supreme Honours are NOT given during Open meetings.

Seat Guests

→ To sit in the East:

WA: "Would you like to have a seat in the
East?" (GWA on her Official Visit)

→ To return to their Seats:

WA: "Sister Drill Leader, please escort our
guests back to their seats."

3. ROLL CALL

Purpose: Confirm who is present.

WA: "Sister Recorder, may we please have Roll Call. When your office is called, please respond with ____." ****** Two raps

Officers can be asked to respond with:

- "Present"
- An answer to a question (get creative!)
- An act of service
- Direction from the Worthy Advisor
- Comment about the meeting theme

(Recorder calls the Office names of members present, in order of seniority. They should also call the names of members present who do not currently hold Offices (i.e. new members).)

The WA may invite guests, including adults to participate, if you wish.

***** One rap

4. READING OF MINUTES

Purpose: Confirm accuracy of records from the last meeting.

WA: "The Recorder has distributed the minutes of the last meeting. Are there any corrections?"

Drill Leader brings minutes to the East and waits facing North. WA signs the book and returns to Drill Leader.

NOTE: if Recorder sits in the northeast corner, Chaplain may bring WA the book.

→ If NO corrections:

WA: "The minutes are approved as distributed."

→ If YES, corrections made:

WA: "With these changes, the minutes are approved."

WA signs minute book, DL carries back to Recorder. Recorder seals the minutes.

* One rap

5. TREASURER'S REPORT

Purpose: Share our current financial status.

WA: "Sister Treasurer..." (wait until she stands) "Do we have a Treasurer's Report?"

Treasurer: (Reads the Treasurer's report, then is seated)

WA: "Are there any questions?" (pause)

* One rap

6. UNFINISHED BUSINESS

Purpose: Continue discussing and voting on items from previous meetings.

WA: Remind everyone to make notes as needed about dates or details.

Examples of topics:

- Events that took place since the last meeting
- Reports on completed events/ fundraisers
- Items discussed in past meetings

All items should be tagged:

 INFO /  DISCUSSION /  DECISION

NOTE: Work through each item on the agenda. For DECISION items needing Assembly funds or any time a vote is desired, use the Motion Script.

WA: "Is there any other Unfinished Business?"
(pause)

* One rap

Motion Script

WA: “Is there a motion to <name/description of item for discussion>?”

Member 1: (stands) “I move that <item for discussion>.”

Member 2: (may/may not stand) “I second the motion.”

WA: “It has been moved by <member name> and seconded by <member name> that we <describe motion>. Is there any discussion?”

(pause)

(discussion is held if there is any)

WA: “You have heard the motion, are you ready for the question?”

Members in unison: “Question.”

WA: “All those in favour? (pause, count)
“Opposed, if any?” (pause, count)

→ Majority YES: “I declare the motion carried.”

→ Majority NO: “The motion is defeated.”

* One rap

7. NEW BUSINESS

Purpose: Share and discuss new topics with the members.

WA: Remind everyone to make notes as needed about dates or details.

Examples of topics:

- New items not discussed before
- Money needing to be spent
- Installation of Officers (if absent from Installation)
- Election of Officers

All items should be tagged:

 INFO /  DISCUSSION /  DECISION

NOTE: Work through each item on the agenda. For DECISION items needing Assembly funds or any time a vote is desired, use the Motion Script.

WA: "Is there any other New Business?"
(pause)

Motion Script

WA: “Is there a motion to <name/description of item for discussion>?”

Member 1: (stands) “I move that <item for discussion>.”

Member 2: (may/may not stand) “I second the motion.”

WA: “It has been moved by <member name> and seconded by <member name> that we <describe motion>. Is there any discussion?”

(pause)

(discussion is held if there is any)

WA: “You have heard the motion, are you ready for the question?”

Members in unison: “Question.”

WA: “All those in favour? (pause, count)
“Opposed, if any?” (pause, count)

→ Majority YES: “I declare the motion carried.”

→ Majority NO: “The motion is defeated.”

* One rap

8. MISCELLANEOUS BUSINESS

Purpose: Share and discuss additional topics with the members.

WA: Remind everyone to make notes as needed about dates or details.

Examples of topics:

- Visits that weren't Assembly events
- Operational committee reports (i.e. merit bars, fundraising, publicity, etc.)
- Bills
- Messages

Bills should be approved using the Motion Script.

Note: It is preferred that expenses are pre-approved. If they aren't, bills should be presented at this time and can be approved to be paid with all other Bills presented.

WA: "Is there any other Miscellaneous Business?" (pause)

Motion Script

WA: “Is there a motion to pay the bills?”

Member 1: (stands) “I move that we pay the bills.”

Member 2: (may/may not stand) “I second the motion.”

WA: “It has been moved by <member name> and seconded by <member name> that we pay the bills. Is there any discussion?”

(pause)

(discussion is held if there is any)

WA: “You have heard the motion, are you ready for the question?”

Members in unison: “Question.”

WA: “All those in favour? (pause, count)

“Opposed, if any?” (pause, count)

→ Majority YES: “I declare the motion carried.”

→ Majority NO: “The motion is defeated.”

* One rap

Messages/Correspondence

Order of Messages being read:

1. Supreme Assembly (including from the Supreme Deputy/Inspector)
2. Grand Assembly
3. Sister Assemblies
4. Others

Demits

WA: "Sister Recorder, is the Sister clear on the books of the Assembly?"

→ If YES:

WA: "Sisters, you have heard the request of Sister _____ for a Demit. Being clear on the books, the Demit will be granted."

→ If NO:

WA: "Sister Recorder, you will inform this Sister that, upon receipt of her outstanding dues and charges, her Demit will be granted with regret."

9. RECEIVING APPLICATIONS

Purpose: Receive information about girls interested in joining Rainbow.

WA: "Sister Recorder, do we have any applications for membership?"

→ If YES:

Recorder: (reads petitions)

MA: "If anyone objects to this application, please speak to me following the meeting."

WA: "This petition will be referred to the Investigating Committee, who will be:

- two members _____ & _____, and
- one Advisor _____."

(WA can choose in advance or ask for volunteers.)

→ If NO:

Recorder: "No, Worthy Advisor."

* One rap

10. BALLOTING

Purpose: Vote on an application for membership.

WA: "Sister Recorder, do we have balloting?"

→ If YES:

Recorder: (proceed as per Ritual)

NOTE: The following Officers should have a copy of the name of the applicant:

- *Worthy Advisor*
- *Recorder*

→ If NO:

Recorder: "No, Worthy Advisor."

* One rap

11. CONFERRING OF DEGREES

Purpose: Welcome a new member to your Assembly!

WA: "Sister Recorder, do we have conferring of degrees?"

→ If YES:

Recorder: (proceed as per Ritual)

NOTE: The following Officers should have a copy of the name of the applicant:

- *Recorder (names and relationships)*
- *Worthy Advisor*
- *Worthy Associate Advisor*
- *Drill Leader*
- *Faith*

→ If NO:

Recorder: "No, Worthy Advisor."

* One rap

12. GOOD OF THE ORDER

Purpose: Share news & updates about people in the Assembly community.

Examples of Topics:

- Personal news by members
- Guest greetings
- Updates on sick or unwell Rainbow members/supporters
- Honour ceremonies
- Birthday & Anniversary recognition
- Thank you to Musician, fill in Officers
- Congratulations to Officers or new members
- Reminders about after meeting activity or refreshments

WA: “Mother Advisor, would you like to speak?”

* One rap

(Add your own Assembly notes here)



13. CLOSING

Purpose: Wrap up the meeting and remember our teachings, until next time.

(as per Ritual or Non-Ritualistic Meetings)

****** Two raps
(take off jewels)

(Assemblies may choose to do a collection at this time. If so, seat the Assembly.)

WA: "Rainbow Dreams"

******* Three raps

(no raps, everyone should remain standing)

WA: "Closing Drill"

Worthy Advisor leads the Officers out of the room as per the drill created by the Assembly/Worthy Advisor.

Closing Ritual Prompts

1. "Officers, our labours..."
2. *** Three raps
3. "Worthy Associate Advisor, please inform..."
4. "Worthy Associate Advisor, please have closed..."
5. "Let us sing..."
6. "Sister Confidential Observer,"
7. MA Benediction
8. "Until we meet..."
9. * One rap

MOTIONS EXPLAINED

Purpose: A motion helps the Assembly decide what to do – together.

1. Make a motion

One member says: “I move that...” (This means: I suggest we do this.)

2. Get a second

Another member says: “I second the motion.” (This means: I agree this is worth discussing.)

Two people are needed to put a motion on the floor.

3. Discuss

Members may share thoughts or ask questions. The Worthy Advisor guides the discussion.

4. Vote

When discussion is finished, the Assembly votes. The majority decides.

CHANGING A MOTION

Friendly amendment

If the maker and seconder both agree to a small change, the motion can be updated without a separate vote.

Formal amendment

If the change is not friendly, a member moves to amend. The Assembly votes on the amendment first, then votes on the main motion.

Order of Introductions

Grand Honours (behind the Bow)

1. Grand Worthy Advisor (GWA)
2. Past GWA
3. Grand Officers, Representatives & Pages

Supreme Honours (at the Altar)

5. Supreme Deputy/Inspector
6. Supreme Officers

Grand Honours (behind the Bow)

7. Sr. Grand Executive Committee & Grand Committee Members
8. Past Grand Officers*

Sign of the Rainbow (back of the Bow)

9. Worthy Advisors
10. Mother Advisors
11. Past Worthy Advisors*
12. Past Mother Advisors*

*Note: Worthy Advisors may choose to ask categories with an * to be introduced at their seats.*

Order of Introductions

Warm Welcome (at their seats)

- 13. Visiting members of Rainbow
- 14. Advisory Board
- 15. Pledges

Sign of Rainbow (behind the Bow)

- 16. Jurisdictional Heads of Masonic Orders
- 17. Grand Master
- 18. Worthy Matrons, Worthy Patrons, Royal Matrons, Royal Patrons, Worshipful Masters