

**Most Worshipful Prince Hall Grand Lodge  
F&AM of Washington and Jurisdiction**

**Registration, Participation and Election of Grand Lodge Officers  
Electronic/Virtual Process**

This documents an electronic registration process to participate virtually in the annual communication and election of officers of this Grand Lodge.

**Registration requirement**

1. Participants register for an Annual Communication
  - Physical attendance – complete appropriate registration form, submit with required fee.
  - Virtual attendance – complete appropriate registration form, submit with required fee.
2. Each lodge is required to register its three legal representatives, per Title 127, Section 127.05 of the Grand Constitution and By-laws, regardless of physical or virtual attendance.
3. A registrant for the communication, who is an eligible voter, including lodge representatives, shall,
  - Complete the virtual Registration form.
  - Make a copy of his current dues' cards, both front and back.
    - A copy of a receipt showing dues were paid for current Masonic year may be included/alternative.
  - Submit the documents to the Registration Committee in accordance with submittal instructions on the form.
4. Registrations are accepted in accordance with posted timelines.
5. The Grand Lodge pays appropriate registration fee, ether physical or virtual attendance, for the Past Grand Masters, Honorary Past Grand Masters, Life Members, and guest(s) of the Grand Master.

**Registration Committee**

The Registration committee, supervised by the Chairman of the Grand Entertainment Committee, shall,

1. Distribute registration forms, either in electronic format or hard copy.
2. Receive completed registration forms, and other documents requested of the registrant, and upon receipt
  - Make and maintain a record of each registrant.
  - Provide dues card documents to the Committee on Credentials.
  - Provide a listing of registrants' name and email address to the Automation Administrator.

**Credentialing Committee**

1. The Committee on Credentials shall
  - verify registrant ability to vote using the Annual End of Year Report (obtained from the Grand Secretary) submitted by the lodges.

- notify the Automation Administrator of the registrant's eligibility to vote.
- make and maintain a record of all registrants' eligibility to vote

## **Automation Administrator**

After notification from the Credentials Committee, the Automation Team shall

1. Input the registrant into the electronic voting program
2. At the time of voting for officers, deploy to eligible voters' email addresses an email containing voter ID and voter Key.
  - a. If eligible voter is entitled to cast more than one vote, he shall receive the appropriate number of emails to the number of votes eligible to cast, i.e. if two votes, he shall receive two separate emails, etc.
3. Integrate with Election Judges for continuity of the electronic and physical presence voting process
4. Make and maintain a record of all registrant provided Voter ID and Voter Key
5. Manage and monitor the electronic process when voting for officers has begun

## **Nomination of officers**

1. Nominations of officers may begin 45 days prior to the convening of the communication.
  - Nominations may also be made from the floor when the Grand Lodge is in session, as provided in Article 52, Section 52.01:01
2. Nominations for Grand Lodge officers may be made by any member who has registered and is eligible to vote.
3. A nominator will access the Grand Lodge webpage to download an "Official Grand Officers Nomination Form" posted in the "Forms" section.
4. A nominator before completing a nomination form, shall,
  - Contact their nominee to ensure the nominee's acceptance
  - Gather the appropriate documents as listed on the nomination form
  - Shall have registered
5. The nominee, if accepting the nomination, will,
  - Compose a resume, detailing Masonic experience, relevant skills, and reasons, vision, goals, and/or other relevant information supporting his nomination.
  - Submit completed documents to his nominator within the required timeframe.
6. The nominator shall submit all documents either electronically or postal service to the Grand Secretary by the prescribed due date.
  - Note: Proof of submission by due date is verified, either by
    - 1) Electronic stamp date when submitted electronically,
    - 2) If submitted by postal service by date stamp on package when received in the postal office, or
    - 3) By date of certified mail receipt if sent by this means.
7. The Grand Secretary shall
  - compile a list of eligible candidates, received by a specific due date, and
  - distribute the list of candidates and other related documents about each candidate to the Automaton Team

8. The Automation Team shall
  - post list of nominees with their pictures and autobiography on the Grand Lodge Website for Lodges and voting members to access for candidate information.
  - Other platforms may be considered.

### **Open Session Attendance**

At the time of the official opening of the annual communication, the following will occur,

1. The ceremonial opening shall be conducted off camera, virtual participants will not be able to view or participate in this segment of the annual communication.
2. Upon completion of the ceremonial opening, virtual participants are admitted into the session.
3. The registrant shall have received an email invitation to join virtual platform, (the registrant shall login in using the ID and password to access the virtual platform).
4. During the on-camera segments signs, salutes, or references to secret Masonic customs are not to be displayed or announced.
5. The Automation Administrator and Team will monitor and manage the virtual platform of the session.

### **Voting for Officers – Virtually**

Electronic Voting, as well as on site voting will begin on the second day of the communication.

The Automation Team shall

- 1 Issue to email addresses of eligible voters, individual Voter ID number(s) and Voter Key(s) in the amount of votes the registrant is eligible to cast.
- 2 Post electronic ballot with names of nominees and the office for which he is nominated to voters' email box.
- 3 Enable voters' access to electronic ballot at the time specified in Title 52, Section 52.01:04, in the afternoon on the second day of the annual session.
- 4 Disable voters' access to electronic balloting as specified in Title 52, Section 52.01:07, on the third day at the time of 9:00 a.m.
- 5 Provide results to Election Judges upon completion of voting period.
- 6 Document and maintain relevant voting records for audit purposes.

### **Run-Off**

The Automation Team shall,

6. Prepare a new electronic ballot listing only the two names for the particular office for which the run-off is needed
7. Have Election Judge verify the electronic ballot.
8. Post electronic ballots to voters' email address and enable virtual voters to cast their ballot.
9. Disable electronic voting at time specified for run-off.
10. Document and maintain records for audit purposes.

## **Election Results**

The Election Judges, at the completion of the voting, shall,

1. Receive the electronic voting results from Automation Administrator.
2. Enter a private area for purposes of counting the votes along with proxies of the candidate as observers.
3. Counts the physical ballots and with the electronic ballots results tallies the results.
4. Return to open Grand Lodge and report on the results.

## **Installation of officers**

1. Candidates nominated for an elected position during open session, must be physically present at time of nomination for Officers during an annual Grand Communication and at the time of the announcement of results from the Election Judges.
2. The installation shall continue as described in Article 52, Section 52.03 of the Masonic Code.
  - The officer elect shall be physically present for installation.