

Row	Issue	Guidance	Dispensation Required - Not less than 14 days before the scheduled meeting date	From Whom	Further Guidance
1	Unit held the Election meeting but couldn't hold the Installation meeting and can now meet	<p>i) At the forthcoming regular meeting of the Unit, the Installation/Proclamation will need to take place.</p> <p>ii) If this will be the third consecutive year in the Chair you will need a Dispensation to cover that, at the usual fee.</p> <p>iii) For an Installation meeting scheduled to be held outside of the General Suspension of Masonic Activity (17 March - 17 July), you will need a Dispensation from Province/District for the change of date of Installation (i.e. move of Installation meeting to the date of the next regular meeting) but the time limit for holding this meeting has been removed due to the Special Circumstances of C-19. This does not apply to the Red Cross of Constantine as the move of Installation to the next regular meeting is permitted under Statute J.5.</p> <p>iv) Wardens or equivalent who need to serve a full year to qualify for the Chair will be deemed to have done so at the next Installation meeting provided they were present on both occasions.</p>	<p>i) Elect & Install /Proclaim at the same meeting</p> <p>ii) Third year in Chair if necessary</p> <p>iii) Change of Date of Installation</p>	<p>i) MMH (available on KoL under "Dispensation")</p> <p>ii) MMH (Form available on KoL under "Documents")</p> <p>iii) Province/District</p>	
2	Unit held the Election meeting but couldn't hold the Installation meeting and still cannot meet	<p>i) The present Master in the Chair continues to preside until such time as the Unit can meet.</p> <p>ii) The Unit must decide whether to postpone the meeting, hold a Virtual Business Meeting, or take the decision to Abandon the meeting on the day. Details of each process are set out below in rows 6, 7 & 8. If neither the postponement nor a Virtual Business Meeting are chosen, it will still be necessary to issue a Summons, with the Agenda listed as if the meeting were to go ahead, and all necessary Dispensations will be required to allow the business to be transacted were the meeting able to be convened. This is because a meeting cannot be officially abandoned until the day of the meeting. Dispensation required could be:</p> <p>iii) Change of Date of Installation (time limit waved, see box above)</p> <p>iv) Master in Chair for Third Year, this only applies to the Master Elect, were he to be Installed at this meeting. (It doesn't apply to the Master in the Chair - if he is not also the Master Elect - because if he has to remain in office because the Unit cannot physically meet, it is treated as an extension of his existing term in the Chair.)</p> <p>v) If the Unit wishes to request to hold a Virtual Business Meeting (VBM), this needs to be done by letter/email to the Provincial/District/Division Office who will issue a Letter of Authority and a Dispensation to meet without the Warrant. The VBM Paper of Business must be submitted to Mark Masons Hall Registrations Dept. registrations@mmh.org.uk via Province/District/Division immediately after the meeting.</p>	<p>iii) Change of Date of Installation</p> <p>iv) Master for Third Consecutive Year</p> <p>v) Meet Without Warrant & Letter of Authority to hold VBM</p>	<p>iii) Province/District</p> <p>iv) MMH (Form available on KoL under "Documents")</p> <p>v) Province/District</p>	<p>v) Letter from Grand Secretary 5 June 2020 re. Virtual Business Meetings</p> <p>v) Seven Step Process for holding a Unit Virtual Business Meeting - Updated - 30.07.20</p> <p>v) Paper of Business Template - Unit Virtual Business Meeting - Updated - 08.09.20</p>
3	Unit couldn't hold either the Election meeting or Installation meeting but can now meet	<p>i) At the forthcoming regular meeting of the Unit you will need to Elect & Install/Proclaim the Master at the same meeting.</p> <p>ii) If this will be the third consecutive year in the Chair you will need a Dispensation to cover that, at the usual fee.</p> <p>iii) For an Installation meeting scheduled to be held outside of the General Suspension of Masonic Activity (17 March - 17 July), you will need a Dispensation from Province/District for the change of date of Installation (i.e. move of Installation meeting to the date of the next regular meeting) but the time limit for holding this meeting has been removed due to the Special Circumstances of C-19. This does not apply to the Red Cross of Constantine as the move of Installation to the next regular meeting is permitted under Statute J.5.</p> <p>iv) Wardens or equivalent who need to serve a full year to qualify for the Chair will be deemed to have done so at the next Installation meeting provided they were present on both occasions.</p>	<p>i) Elect & Install /Proclaim at the same meeting</p> <p>ii) Third year in Chair if necessary</p> <p>iii) Change of Date of Installation</p>	<p>i) MMH (available on KoL under "Dispensation")</p> <p>ii) MMH (Form available on KoL under "Documents")</p> <p>iii) Province/District</p>	
4	Unit couldn't hold either the Election meeting or Installation meeting and still cannot meet	<p>i) The present Master in the Chair continues to preside until such time as the Unit can meet.</p> <p>ii) The Unit must decide whether to postpone the meeting, hold a Virtual Business Meeting, or take the decision to Abandon the meeting on the day. Details of each process are set out below in rows 6, 7 & 8. If neither the postponement nor a Virtual Business Meeting are chosen, it will still be necessary to issue a Summons, with the Agenda listed as if the meeting were to go ahead, and all necessary Dispensations will be required to allow the business to be transacted were the meeting able to be convened. This is because a meeting cannot be officially abandoned until the day of the meeting. Dispensation required could be:</p> <p>iii) Change of Date of Installation (time limit waved, see box above)</p> <p>iv) To Elect and Install/Proclaim at the same meeting</p> <p>v) Master in Chair for Third Year, this only applies to the Master Elect, were he to be Installed at this meeting. (It doesn't apply to the Master in the Chair - if he is not also the Master Elect - because if he has to remain in office because the Unit cannot physically meet, it is treated as an extension of his existing term in the Chair.)</p> <p>vi) If the Unit wishes to request to hold a Virtual Business Meeting (VBM), this needs to be done by letter/email to the Provincial/District/Division Office who will issue a letter of Authority to hold a VBM and a Dispensation to meet without the Warrant. The VBM Paper of Business must be submitted to Mark Masons Hall Registrations Dept. registrations@mmh.org.uk via Province/District/Division immediately after the meeting.</p>	<p>iii) Change of Date of Installation</p> <p>iv) Elect & Install/Proclaim at the same meeting</p> <p>v) Master for Third Consecutive Year</p> <p>vi) Meet Without Warrant & Letter of Authority to hold VBM</p>	<p>iii) Province/District</p> <p>iv) MMH (available on KoL under "Dispensation")</p> <p>v) MMH (Form available on KoL under "Documents")</p> <p>vi) Province/District</p>	<p>vi) Letter from Grand Secretary 5 June 2020 re. Virtual Business Meetings</p> <p>vi) Seven Step Process for holding a Unit Virtual Business Meeting - Updated - 30.07.20</p> <p>vi) Paper of Business Template - Unit Virtual Business Meeting - Updated - 08.09.20</p>

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5	Unit is due to meet but knows it cannot go ahead as the meeting place is closed/there won't be enough people willing to attend	There are three options: 1) Postpone the meeting until a time when you believe it will be possible to meet. (See 'Postponement of Meeting' below.) 2) Hold a Virtual Business Meeting to keep the Administration business of the Unit up to date. (See 'Virtual Business Meeting' Below.) 3) Abandon the meeting. (See 'Abandoning a Meeting' below.)			
6	Postponement of Meeting	If the regular meeting of a Unit cannot be held on the due date, it may be postponed to an alternative date subject to the provisions of the Constitutions & Regulations as well as the Unit By-Laws. If the new date is outside the timeframe permitted by the Constitutions & Regulations, a Dispensation will be required. However, the limit on the timeframe which can be authorised by the Province/District Grand Master by Dispensation has now been relaxed due to Special Circumstances.	Change of Date of Meeting (beyond any stipulation in Constitutions/Regulations/Statutes/By-Laws)	Province/District	
7	Virtual Business Meeting	A virtual business meeting may only be held in lieu of a regular, physical meeting which cannot take place either because the chosen venue is closed, or the members are unwilling to attend. The scheme is not intended for the holding of additional meetings unless just cause can be shown. In addition to being able to propose Candidates, Joining, Re-Joining and Honorary members, Units may now also ballot for them subject to the provisions set out in Step 6 of the Seven Step Process being observed. Ballots that would normally be conducted in secret, may, for the time being, be dealt with by a show of hands so long as all members of the Unit have prior notice of the intention to deal with ballots in this way and no objection is raised. If any member does object to this approach (beforehand or during the meeting), the matter must be deferred until the next physical meeting when the ballot should be conducted in accordance with the Covid adaptation notes applicable at that time.	Meet Without Warrant & Letter of Authority to hold VBM	Province/District	Letter from Grand Secretary 5 June 2020 re. Virtual Business Meetings Seven Step Process for holding a Unit Virtual Business Meeting - Updated - 30.07.20 Paper of Business Template - Unit Virtual Business Meeting - Updated - 08.09.20
8	Abandoning a Meeting	Unit Secretaries are required to issue a Summons for each regular meeting. If that meeting cannot subsequently take place because the venue is closed or the members have indicated their unwillingness to attend, the meeting shall be declared abandoned on the day it is scheduled to take place. The Unit Secretary must ensure that the Minute Book is annotated to state that 'the Regular Meeting of the [insert Lodge/Council/Conclave etc., as appropriate] on [insert date] was duly called but abandoned due to [insert either 'venue closed' or 'insufficient members attending']'.	It is important to note that all Dispensations and other required administrative tasks that would enable the meeting to go ahead under normal circumstances have been implemented in the usual expected timeframe prior to the meeting.	As required	
9	Masonic activity in the Province/District is currently suspended locally	Any Unit due to meet during the period of a local suspension does not need to issue a summons for the meeting(s) but should place a copy of the Suspension letter issued by the Province/District in the Minute Book where the minutes of the missed meeting(s) would be. When the local suspension ends, a further letter will be circulated informing Brethren that meetings can resume. A copy of this letter should be entered in the Minute Book and the Unit will resume meetings in accordance with its By Laws. There will be no need to reschedule any meeting(s) which would have occurred during the period of the suspension. If the Unit feels there is enough of a backlog of work to require additional meeting(s) this can be dealt with in an Emergency Meeting(s) for which no Dispensation is required.	Letter of notification of/lifting of Local Suspension of Masonic Activity	Province/District	
10	Unit has not been able to hold scheduled Installation Meeting - How should the Installation Return be dealt with on KoL	New functionality on KoL means that any Installation meetings due to be held between 17/03/20 and 17/07/20 will be noted as "suspended". The Installation will automatically roll over to the date of the next regular meeting. After this date the user will be able to either enter the Installation Return if the meeting was held, or mark that meeting as abandoned and the Installation will again roll over to the next regular meeting. The process will keep repeating until and Installation meeting is held and the Installation Return is entered. If neither the Installation Return or the Abandonment notification is entered, an automated reminder email will be sent as usual.			

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	Quorum Numbers				
11	Mark & RAM	125. No Lodge shall be opened unless three Brethren are present in addition to a Tyler, and no business shall be transacted at a meeting unless at least three members of that Lodge are present, but an entry of the meeting shall be made in the minute book. Any items of business on the agenda for such meeting, other than the election or installation of a Master, may be considered at the next meeting of the Lodge. If the meeting in question be the election or installation meeting a special report shall be made to the Grand Master, or the Provincial or District Grand Master, and his direction taken as to the course to be pursued.			
12	KT & Malta	67. The presence of an Installed Preceptor and four other Knights at the least is requisite to constitute a Meeting of a Preceptory for the Installation of a Knight into the Order; but any other business may be transacted at a Meeting if three, including a Preceptor, shall be present. In either case two of those present must be subscribing members of the Preceptory. This Statute shall not apply to a Conclave of Installed Preceptors, held for the purpose of installing a Preceptor in the Chair or to the election of a Preceptor under Statute 72. The presence of two Preceptors is necessary to form a Conclave of Installed Preceptors.			
13	RCC	J.14. A conclave may not constitutionally work with less than six members (including the sentinel) present but a conclave which is unable to work regularly may nevertheless, at the discretion of the Grand Sovereign, be retained on the roll of the Order.			
14	RSM	89. No Council shall be opened unless six Companions are present in addition to a Sentinel, and no business shall be transacted at a meeting unless at least three members of that Council are present, but an entry of the meeting shall be made in the minute book. Any items of business on the agenda for such meeting, other than the election or installation of a Master, may be considered at the next meeting of the Council. If the meeting in question be the election or installation meeting a special report shall be made to the Grand Master, or the District Grand Master/Grand Inspector, and his direction taken as to the course to be pursued. Due to the special circumstances of C-19 it is permissible for one of the 6 attending the meeting also to act as Tyler, thereby restricting the number of attendees reequred to 6 in total.			
15	AMD	88. No Council shall be opened unless six Brethren are present in addition to a Tyler, and no business shall be transacted at a meeting unless at least three members of that Council are present, but an entry of the meeting shall be made in the minute book. Any items of business on the agenda for such meeting, other than the election or installation of a Master, may be considered at the next meeting of the Council. If the meeting in question be the election or installation meeting a special report shall be made to the Grand Master, or the District Grand Prefect or Grand Inspector, and his direction taken as to the course to be pursued. Due to the special circumstances of C-19 it is permissible for one of the 6 attending the meeting also to act as Tyler, thereby restricting the number of attendees reequred to 6 in total.			
16	OSM	81. (i) No business shall be transacted at any meeting unless there be present five members of the Conclave; and no ceremony shall be performed unless one of the brethren present be an installed Supreme Ruler qualified to preside. (ii) The third Degree shall not be conferred unless at least three installed Supreme Rulers are present.			
17	SC	60. No business shall be transacted at any meeting unless there be present five members of the Consistory; and no ceremony shall be performed unless one of the companions present be an installed President qualified to preside.			
18	KBHC	Reverts to KT Statute 67. The presence of an Installed Preceptor and four other Knights at the least is requisite to constitute a Meeting of a Preceptory for the Installation of a Knight into the Order; but any other business may be transacted at a Meeting if three, including a Preceptor, shall be present. In either case two of those present must be subscribing members of the Preceptory. This Statute shall not apply to a Conclave of Installed Preceptors, held for the purpose of installing a Preceptor in the Chair or to the election of a Preceptor under Statute 72. The presence of two Preceptors is necessary to form a Conclave of Installed Preceptors.			
19	Please Note	We understand that there is a desire to count the Tyler or equivalent as being outside the bubble of the 6 members attending the meeting, and to include him as a permissible extra attendee. However, this puts a burden on someone to restrict interaction between him and other members attending the meeting. It should therefore be noted that the maximum attendance at any meetings of Units within Orders administered by Mark Masons' Hal is six, whether they be within or outside of the Temple.			