

## Installation of Officers

All officers must be installed prior to starting the new term of office. The installation should take place as soon after the election as practicable or desirable.

Many Granges join together to do a joint installation and make the event as festive as possible. The event is open to the public and guests should be cordially invited.

Any Master or Past Master or a Subordinate/Community Grange or any Fifth Degree member is eligible to install the officers of a Subordinate/Community Grange.

Any officer or past officer of a State or National Grange or Master or Past Master of a Pomona Grange or any member of a Pomona Grange, who has been a voting member of the Oregon State Grange, or any Deputy, and/or person approved by him/her may install the officers of a Pomona Grange.

Installation officers must, of course, be a member in good standing.

Instructions for the Installation Ceremony can be found in the traditional “blue” Grange Manual. Officers include Master, Chaplain, Installing Officer, Marshall, Overseer, Regalia Bearer, Emblem Bearer and Steward.

Special music, tableaux, or other local additions should be planned with only a single thought – to emphasize and supplement the lessons taught in the “blue” manual itself. One to one and one half hours would be an appropriate length of time.

### Grange Motto

In Essentials ~ **Unity**

In Non-Essentials ~ **Liberty**

In All Things ~ **Charity**



## Officer Selection in the Grange

Each Grange is encouraged to select its officers and committees very carefully. All members should have an opportunity to serve as an officer or on a committee. Good leadership is essential to the progress of each Grange. The fundamentals of the Grange officer elections are:

- ✓ Nominations are never closed, which allows members to vote for whomever they desire.
- ✓ Members vote by paper ballot to preserve their right to a secret ballot. An officer is elected if he/she receives 50% plus one or more of the total votes cast.
- ✓ No nominating speeches are allowed, which includes campaigning for office. Members may attend any meeting, but should never state who any member should vote for nor make any disparaging statement about any candidate.
- ✓ Any member may decline an office for which they have been nominated.
- ✓ Nominations will be called for by the Master for the first office in rank. However, a Grange may choose to amend their By-Laws or by motion elect officers in any order.
- ✓ Members may hold office only in the Grange in which they hold membership. Affiliate members may not hold the same office in two Subordinate/Community or Pomona Granges at the same time.

Instructions for the voting process are found in the “pink” Floorwork Handbook under “Paper Ballot.”

## Schedule to Elect

**Subordinate/Community**: First regular meeting in November annually. However, By-Laws can be amended to elect anytime after August 1 and provide for Biennial elections.

**Pomona**: Last quarter of the year, biennially. Officers must be elected at a regular meeting, held in the Fifth Degree.

### Officers

The officers of the Subordinate/Community and Pomona Granges shall be the same as in name, number and rank as provided in the Constitution and Ritual of the Order. Their rank is indicated below.

### Duties of Officers

Following are the minimum duties of each officer.

**Master**: (Emblem-Gavel) Conducts meetings, provides general leadership for all activities. Appoints committee chairpersons. Convenes a yearly planning meeting. Supervises the ritualistic activities. Serves as delegate to Oregon State Session in June.

**Overseer**: (Emblem-Gavel) Presides in the absence of the Master. Assists the Master in appointing committees.

**Lecturer**: (Emblem – Scroll) Plans programs containing *educational, inspirational, entertaining, musical and recreational components for each meeting*. Conducts contests.

**Steward**: (Emblem-Spud) Organizes sashes, emblems and furnishings for the meetings.

**Assistant Steward**: (Emblem-Pruning Hook) Participates in the opening ceremony assists with other ceremonial duties such as escorting officers and guests.

**Lady Assistant Steward**: (Emblem-Shepherd's Crook) Same as those of Assistant Steward.

**Chaplain**: (Emblem-Bible) Opens and closed the Grange meeting with prayer.

**Treasurer**: (Emblem-Treasury keys) Receives all monies from the Secretary and pays all bills. Provides regular financial reports to the members.

**Secretary**: (Emblem-Record Book) Keeps minutes of meetings, receive and reads communications, collects membership dues, receives **all** monies for the Grange. The minutes reflect the history of the grange for future years.

**Gatekeeper**: (Emblem-the Owl) Greets each member at the entrance to the meeting room before and during the meeting.

**Ceres, Pomona and Flora**: (Ceres Emblem-Grain and Sickle), (Pomona Emblem-Fruit), (Flora Emblem-Flowers) These offices are always held by women and are designed to show our respect for women and agriculture.

**Executive Committee**: (Emblem-Bank book) Acts with the Master between meetings in time of emergencies. Invest funds to strengthen the financial state of the Grange.

### Committees

The Master, with the help from the Overseer, appoints committees. They are responsible for organizing and implementing their programs. The By-Laws, amended by Delegate action at the 2008 State Session, state that standing committees of a Subordinate/Community Grange **MAY** be Community Service/Involvement, Finance, Legislative, Membership, Relief, Agricultural, Deaf Activities/Family Health Education, grange Workers Activities, Junior, Lecturer's and Youth. All of said committees shall server for the current year.