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EComp H Alan J Garnett, PAGSoJ
Provincial Grand Scribe E

Circular No 75

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To: Lodge Secretaries / Chapter Scribes E
cc Executive Members [Craft & RA]
District Chairmen
District Secretaries
District Communication Officers

Dear Brother Secretary / Companion Scribe E.,

Inclement weather:

Secretaries / Scribes E are reminded of the following:

- Other than the postponement of the Installation of a Master [Regulation 108], there is no power to cancel or to postpone a meeting.
- The Book of Constitutions,
 - Regulation 137 [Chapter: Regulation 58], gives guidance regarding “cancellation” and
 - Regulation 119 (c), gives guidance regarding a meeting being abandoned.
- Once the Summons has been issued a Regular Meeting, as specified in the By-Laws, should **normally** go ahead on the day and time specified.
- Provided there is reasonable time [i.e. at least 24 hours] **before** the Meeting, a Dispensation can be granted to alter the date.
Requests to issue Dispensations under Rule 139(c), or Regulation 58 should not be made on the day of the meeting.
- However, if and when circumstances conspire **on the day** that, in the event, not enough Brethren (or Companions) are able to attend to form a quorum, then
 - the Meeting is **abandoned** and
 - a copy of the Summons must go into the Minute book with a note stating that “The Meeting for xxx was duly called as per the attached Summons but, as a result of adverse weather conditions, insufficient Brethren attended and the Meeting was abandoned for lack of a quorum”. For definition of a quorum see the booklet “Information for the Guidance of Members of the Craft”.
- The Meeting is effectively lost and does not have to be rescheduled – the business just moving forward to the next Regular Meeting (or to an Emergency Meeting). *Continuity of working will not be affected.*

- If the Meeting was the 'Election Meeting' then proceed
 - in according with Rule 106 [Craft], or
 - in the case of the Royal Arch, the Chapter may, at the next Meeting [which would be the Installation], both Elect and Install the Principals.
- If the Meeting was the 'Installation Meeting' then proceed according to Rule 108(a).
The appropriate way forward for a Lodge [Chapter] which, under the inclement weather circumstances makes a decision 24 hours or more in advance of the meeting to transfer the meeting to another date or place, is for the Lodge / Chapter to apply for a Dispensation, as provided by BoC 139[c] [Chapter: Regulation 58].

Further guidance and the method of application for a Dispensation is given at:

<http://www.pglel.co.uk/Secretariat/Dispensations/date.asp>

or

<http://www.pglel.co.uk/Secretariat/onlineforms/date.htm>

Yours sincerely and fraternally,

Alan Garnett

Provincial Grand Secretary / Scribe E