



# ORDER SONS OF ITALY IN AMERICA

## *Ordine Figli d' Italia in America* **Grand Lodge of Massachusetts**

93 CONCORD AVENUE ~ BELMONT, MASSACHUSETTS 02478 ~ TELEPHONE 617 489-5234 ~ FAX 617 489-5371

November 14, 2018

Dear President and Members:

This mailing contains important information regarding the election of lodge officers, arbitration committee members, and State Delegates along with forms (4 in total) that must be completed and returned.

❖ **ELECTION OUTLINE**

- Contains information regarding the regulations for elections including the nominating committee, election method, ballot, election meeting announcement, officers to be elected, term of office, qualifications for office, eligibility to vote, electoral committee, voting procedures, announcement of results, and ballot outline – please read these regulations and explain them to your members.

Forms 1, 2 and 3 should be completed by the current Recording Secretary and returned to the Grand Lodge office IMMEDIATELY FOLLOWING the election meeting and **NO LATER THAN APRIL 1, 2019**.

**DO NOT WAIT FOR YOUR INSTALLATION TO TAKE PLACE TO RETURN THESE FORMS**  
**DO NOT USE PREVIOUS VERSIONS OF THESE FORMS**

Information on forms should be NEATLY PRINTED or TYPED. An electronic version is also available by emailing [pguida@osiam.org](mailto:pguida@osiam.org) and putting "Lodge Officer Forms" in the subject line.

❖ **FORM # 1: REGULAR MONTHLY MEETING INFORMATION – OFFICER LIST FORM**

- Enter Lodge Name and Number at top of form.
- Enter information regarding the regular monthly meeting of the lodge.
- List each officer with his/her telephone number and email address.

❖ **FORM # 2: ARBITRATION COMMITTEE / ALTERNATE ARBITRATORS FORM**

- Enter Lodge Name and Number at top of form.
- List each arbitrator and alternate arbitrator with his/her telephone number and email address.

❖ **FORM # 3: STATE DELEGATES:**

- Enter Lodge Name and Number at top of form.
- List each delegate with his/her telephone number and email address in the 'State Delegates' section.
  - The President is automatically the first delegate by virtue of his/her office and should be listed on line 1 (as indicated) followed by any other elected delegates according to the number of votes received at the election (enter number of votes received in the space provided before each name).

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- If the President is also an ELECTED delegate, he/she should be listed TWICE. Once as Delegate number one (1), and once again according to number of votes received.
- List each Alternate Delegate with his/her telephone number and email address in the 'Alternate Delegates' section according to the number of votes received (enter number of votes in the space provided).
- The number of Delegates authorized is listed on your December 31, 2018 per capita invoice (subject to change based on the ending membership as of March 31, 2019). Lodges should elect a sufficient number of Delegates and Alternate Delegates based on this number.

Remember that it is IMPERATIVE that Forms 1, 2, and 3 be returned NO LATER THAN APRIL 1, 2019 as this information is necessary for your delegates to receive credentials, assignments and correspondence regarding the 2019 State Convention being held Thursday, June 27, 2019 through Sunday, June 30, 2019 at the Sheraton Framingham Hotel & Conference Center in Framingham, Massachusetts.

❖ **FORM # 4: INSTALLATION NOTICE FORM**

- Please complete this form in its entirety and return **NO LATER THAN MARCH 8, 2019** so that guest speaker assignments can be coordinated.
- Please provide the COMPLETE physical street address of the hall that your installation will be held at.
- Note that guest speaker requests will be filled on a first-come, first-served basis.
- The installation notice can also be submitted via email to [pguida@osiama.org](mailto:pguida@osiama.org) providing that all information requested on the form is included in the email. Please put "Notice of Installation" in the subject line of the email.

If sending forms by mail, please send all forms to:

Grand Lodge of Massachusetts  
93 Concord Avenue  
Belmont, MA 02478

Thank you in advance for your prompt attention to this matter.

Fraternally yours,

*Margaret Olivieri*  
Margaret Olivieri  
State Recording Secretary

*Antonio Sestito*  
Antonio Sestito  
State President