

Matron who deposits her ballot: the Associate Conductress then presents the ballot to the Worthy Patron who steps forward and deposits his ballot. She then sets the ballot on the pedestal and ballots.

She proceeds in the marching line for all to ballot, except for the Organist and Warder and any handicapped members.

When the ballot is declared closed and she is ordered to the West, she places the ballot on the pedestal and faces East. When they are finished in the West, the Worthy Matron orders her to bring it to the East and again she places it on the pedestal. When the East is finished, the Worthy Matron hands her the ballot box and she returns it to the Treasurer's desk and picks up her baton.

When it is being prepared it is a ballot box but it then becomes a ballot after balloting is open.

As instructions may be given at anytime by the Worthy Matron, the Associate Conductress needs to stay alert to assist the Worthy Matron, the Associate Matron and the Conductress.

Presentations are an important duty of the Conductresses and the Associate Conductress follow her lead. When there is only one member to be presented the Conductress handles that. When there are two, the Conductresses each take a member by the arm. Usually when there are three or more distinguished guests in a category the Conductress leads and the

Associate Conductress comes at the end of the line. The exception is when there are both Past Grand Matrons and Past Grand Patrons, the Associate Conductress gives her arm to the one Past Grand Patron, or leads the Past Grand Patrons.

When the Conductress is an honored guest, the Associate Conductress takes the place of the Conductress and the Marshal takes her place in conducting.

When Conductresses are escorting guests to the East, they should always keep the guests they are escorting on the inside, or next to the Altar. The Sisters are escorted with the right arm and the Brothers with the left arm.

When the Conductresses are working on the floor together, the Associate Conductress is always West of the Conductress....for example crossing in front of the Associate Matron, the Conductress is on the Esther side with the Associate Conductress on the Associate Matron side.

Corley Anne Byras  
Worthy Grand Matron



## Associate Conductress

Each officer in a chapter is important. All officers are charged with specific duties at the time of installation. Each officer should strive to perform these duties in a manner becoming the solemnity of our Order. To make our Ritualistic work as impressive as possible, all officers should memorize their work.

Among the most interesting and vital of all the offices in our Chapter is that of the Conductresses They are positions of learning because every duty is a new experience.

Working together promotes a special teamwork with these two officers. Whether in introductions, in escorting, in initiatory work, or in marches, we look to the Conductresses to work together as a capable team.

Leading others is a special responsibility and a unique privilege to exemplify capability and good leadership. These offices allow the Conductresses to welcome new members, both inside and outside the

door, making them feel comfortable and at ease.

Every Chapter officer is represented by a meaningful badge and emblem which embody the character of the office. The Associate Conductress wears a baton in her badge reminding her of leadership and the constant call for good discipline in her duties.

When the Worthy Patron, Associate Patron and the Associate Conductress enter to commence the meeting, both the Associate Patron and the Associate Conductress sit in their seats. The Worthy Patron is in charge and when addressed by him, the Associate Conductress stands.

When inviting the Worthy Matron to come into the Chapter, the Ritual on page 23 states that the Associate Conductress *retires* to issue the invitation ... therefore the Associate Matron should go to the threshold to give her invitation.

In Opening and Closing marches the Conductresses work together and should insure these marches are pleasing to observe. Rehearsals are important and the Conductresses should take time to rehearse as they perform much of the floor work and should learn to gauge their movement with each other.

In the proving of the Chapter, the Conductresses go to the end of the East of the South and North marching line, turn towards the South and North and proceed towards the West.

If they locate a visitor who they have not set in chapter with, they ask that person to *Please rise* and then states (see Ritual page 26).

The Associate Matron informs them if and when this visitor has been vouched for. The Conductresses then would say *Thank-you* to the member that has been vouched for so they know they can sit.

Make an effort to be friendly and helpful to all those guests you will be presenting. As visitors, they will remember your kindness to them.

The Associate Conductress is responsible for preparing candidates for initiation. She should always remember that this is the first impression for our new member. In performing her duties about the Chapter Room, she should remember that she is charged with following the Conductress-right or wrong.

In order that she may lead or conduct successfully, the Associate Conductress should always remember to offer her arm, her elbow in front of the candidate, so that she may guide her/him securely, and give her/him a feeling of confidence.

For the Prayer Circle the Conductresses with the candidates come in last and leave first and do not clasp their hands until during the Chaplain's prayer. The Associate Conductress has charge

of the ballot box, under the direction of the Worthy Matron.

To prepare the ballot box, the Associate Conductress must ascertain if the required number of balls and cubes, at least seven (7) black cubes and enough white balls for the membership present, have been placed in the compartment with the receptacle for the ballot empty. When addressed by the Worthy Matron to prepare the ballot box, the Associate Conductress steps down directly in front of her station, turns square corners, proceeds East to the northeast corner of the room for the ballot box, (leaves her baton on the Treasurer's desk) then proceeds south to the dais and facing West, checks the box. She places the ballot box on the pedestal in the East then faces West while the Worthy Matron and Worthy Patron examine the ballot box. She listens for the Worthy Patron to shut the drawer and then takes the box holding it with her right hand and placing the box on her left palm.

The Worthy Matron announces to the Sisters and Brothers the same information concerning the ballot as given to the Sentinel on page 14 of the Ritual and then declares the ballot open. (Strikes one blow of the gavel.)

The Associate Conductress then presents the ballot to the Worthy