

**SUPPLEMENTAL INSTRUCTION NUMBER 1
RULES OF ORDER AND PARLIAMENTARY AUTHORITY**

RULES OF ORDER

1. Quorum
 - (a) A quorum for the transaction of business of the SGC shall consist of the representatives of at least ten (10) GGCs.
 - (b) A quorum for the transaction of business of the GGC shall consist of five (5) voting members representing five (5) different Bethels. (See SI 14.26)
2. One rap of the gavel calls to order or seats the assembly. Two raps of the gavel calls up the officers. Three raps of the gavel calls up the entire assembly.
3. Members desiring to address the SGC or GGC shall rise, address the presiding officer, and after receiving recognition, state their name, name of the GGC/Bethel to which they belong, and then state the purpose for which they obtained the floor.
4. Unless permission is given by the assembly, no member shall speak longer than five (5) minutes, nor shall a member speak twice on any question until others who desire to speak have done so. No member shall speak more than twice on the same question except by permission.
5. Robert's Rules of Order, Revised (latest edition) shall govern this SGC and all its subordinate organizations where applicable and consistent with the Constitution and Bylaws of JDI.
6. The ruling of the presiding officer shall be final, subject to The Law of Appeal.
7. The motion to adopt a proposed amendment to the Constitution and/or Bylaws may be made by any voting member present. A negative motion shall not be made.
8. These rules of order may be amended or suspended at any time by a two-thirds (2/3) vote of those present and voting.

PARLIAMENTARY AUTHORITY

1. IMMEDIATE AMENDMENT - An immediate amendment may be presented by a member of the SGC when signed by ten (10) delegates representing ten (10) GGCs and submitted to the Presiding Officer to be read to the voting delegates. It shall then be referred to the Jurisprudence Committee for recommendation to and action by the voting delegates. An immediate amendment requires unanimous vote of those present and voting for approval.
2. AMENDMENTS - Amendments to these Constitutions or Bylaws shall be made at the Annual Session of the SGC by a two-thirds (2/3) affirmative vote of the members present and voting. Only amendments affecting the revision of the Ritual shall be acted upon at the Annual Session when the Ritual is being considered. No other amendment shall be acted upon when there is to be a revision of the Ritual. Amendments shall be submitted in writing to the Executive Manager and must be received on or before April 1 of the year of the Annual Session when it is to be considered. A copy of proposed amendments shall be sent to each voting member on or before June 1 of the year of the Annual Session when it is to be considered.
3. No proposed amendment shall be printed and mailed to the voting delegates of the SGC by the Executive Manager unless it has been submitted by a member of the SGC and signed by the proposer.
4. Proposed amendments shall be submitted in a form so as to show the wording of the entire paragraph as amended. Amendments which propose only to delete, insert, or substitute figures, letters, words, phrases or sentences will not be accepted by the Executive Manager.

5. Proposed amendments placed on the floor for discussion at the Annual Session of the SGC must have the proposers, or a representative speaking on behalf of the proposer present during discussion.
6. The adoption of any amendment shall automatically amend all other sections referring to the same subject.
7. Legislation adopted at an Annual Session of the SGC shall become effective immediately upon distribution.
8. The adoption by the SGC of new laws pertaining to BGCs or GGCs, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations effective upon receipt of the printed amendments by the Grand Secretary.
9. The adoption by the SGC of new laws pertaining to Bethels, or the amendment of existing laws pertaining to them, automatically amends GGC's Manual of Rules and Regulations and Bethel Bylaws on the same subject, effective upon receipt of the printed amendments by the Grand Secretary or Guardian Secretary of Bethels under Supreme, unless specifically excepted by the Constitution and Bylaws of the SGC.
10. The Constitution and Bylaws of the SGC shall be formatted for use in loose leaf form for ring binders. Any changes made in the Constitution and Bylaws, shall be by distributing and renumbering of pages affected, as well as the index. Stickers shall not be permitted.
11. There should be a notation at the bottom of the page in bold type opposite binding indicating an omission. There shall be a side bar printed against the lines where a change or addition has been made. Each replacement or additional page shall include the year of issue. These changes in the Constitution and Bylaws shall be accompanied by a dated check list showing the number of each page affected.