

**Notes of Guidance**

- The prescribed Petition Form must be used. All Petitions must be submitted to the Grand Recorder, having been previously approved by the Provincial / District Grand Supreme Ruler.
- Every Petitioner must fill in a Petitioners Application Form and send to the Organising Secretary.
- Care should be taken to ensure that the information provided is correct.
- BLOCK CAPITALS OR TYPESCRIPT** must be used throughout.
- A PDF version of the Petition Forms and Petitioners Application Forms are available to download from our website [www.glmmm.com](http://www.glmmm.com)
- A Clearance Certificate or letter of good standing must be provided in respect of each Conclave of which a Petitioner was formerly, a subscribing member. Failure to provide will delay approval of the Petition and may disqualify a Petitioner. **Please note that the number of the Conclave cannot be issued until this information has been provided.**
- The names of the Petitioners should be recorded indicating, where appropriate, the office to be held in the new Conclave.
- Each Petitioner must produce their Grand Conclave Certificate to the Organising Secretary. If the name on the Grand Conclave Certificate differs from that on the Petitioners Application Form, the Grand Conclave Certificate should be sent to the Grand Recorder with a request for it to be corrected. **The appropriate fee may be charged.** Failure to do this may cause delay in the preparation of the Warrant. The name that will appear on the Warrant must be the same as on the Grand Conclave Certificate.
- The name, address and telephone number and if possible email address of the Organising Secretary must be notified to the Grand Recorder when the completed Petition is submitted.
- The careful compilation of the Petition Form will obviate unnecessary correspondence and avoid delay in preparation of the Warrant.
- The preparation, engrossment and signing of a Warrant require some 6-8 weeks for completion. This should be borne in mind when proposing the Date of the Consecration meeting.
- The proposed Date of Consecration must be confirmed with the Grand Recorder. The Warrant of the Conclave will be dated accordingly.
- No Petitioner may act as the Consecrating Officer or as an Assisting Officer at the Consecration, without the express approval of the Grand Supreme Ruler.
- Only in exceptional circumstances will a Petition be approved where the First Supreme Ruler of the Proposed Conclave is **NOT** a Past Supreme Ruler.

15. Details of **Organising Secretary**:

<b>Name:</b>									
<b>Address:</b>									
<b>Post Code:</b>									
<b>Telephone No.</b>									
<b>Email Address:</b>									

16. Please tick warrant type: In House warrant on A3 parchment paper

Fully engrossed warrant on goats skin

17. Do not send in any monies with the Petition Form. The Conclave will be invoiced in due course.

# Order of the Secret Monitor

## Petition for a new Conclave

To the Most Worthy Grand Supreme Ruler of the Order of the Secret Monitor in the British Isles and its Districts & Conclaves Overseas

We, the undersigned, being regularly registered Members of the Conclaves mentioned against our respective names and having the prosperity of the Order at heart, are desirous of forming a **Conclave**

<b>To be named</b>	<input type="text"/>	<b>Conclave</b>	<input type="text"/>
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In consequence of this desire we pray for a **Warrant of Constitution**, empowering us to meet as a regular Conclave

**at (address)**

<input type="text"/>	<b>Postcode</b>	<input type="text"/>
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<b>on the following days</b>	<b>Inst.</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>in the months of</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

in each year, then and there to discharge the duties of this Order in Masonry, according to the Constitutions and Regulations of the Order.

**We have nominated and do recommend:-**

**Brother**  to be the first **Supreme Ruler**

**Brother**  to be the first **Counsellor**, and

**Brother**  to be the first **Guide** within the

said Conclave.

The Prayer of this petition being granted, we promise strict obedience to the commands of the **Grand Supreme Ruler** of the Order and to the Constitutions and Regulations.

As witness our hands this  day of

Signed  of Craft Lodge,

and of the  Conclave No.  Supreme Ruler designate.

Signed  of Craft Lodge,

and of the  Conclave No.  Counsellor designate.

Signed  of Craft Lodge,

and of the  Conclave, No.  Guide designate.

**I hereby approve of this Petition, and recommend that the Prayer of the same be granted**

**Provincial / District  
Grand Supreme Ruler**

**Province / District**

## PETITIONERS

No.	MMH No.	Title	Forenames in full	Surname	Civil Honours / Decorations	Office to be held in New Conclave
1						<b>Supreme Ruler</b>
2						<b>Counsellor</b>
3						<b>Guide</b>
4						<b>Chaplain</b>
5						<b>Treasurer</b>
6						<b>Secretary</b>
7						<b>Director of Ceremonies</b>
8						<b>Visiting Deacon</b>
9						<b>Visiting Deacon</b>
10						<b>Visiting Deacon</b>
11						<b>Visiting Deacon</b>
12						<b>Assistant Director of Ceremonies</b>
13						<b>Organist</b>
14						<b>Assistant Secretary</b>
15						<b>Scroll Bearer</b>
16						<b>Guarder</b>
17						<b>Steward</b>

No.	MMH No.	Title	Forenames in full	Surname	Civil Honours / Decorations	Office to be held in New Conclave
18						<b>Steward</b>
19						<b>Steward</b>
20						<b>Sentinel</b>
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