

LIONS DISTRICT 5M2



We Serve

PROTOCOL MANUAL

July 2015

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PROTOCOL

LIONS DISTRICT 5M2

(July 2015)

Protocol is an official expression of good manners. The courtesy we show each other in our everyday lives affects our attitudes, our efforts, and in turn, how we view ourselves as human beings.

Protocol means respect for position. It is a system of rules that explain the correct conduct and procedures to be followed in formal situations. It is defined as a diplomatic etiquette and precedence. It has also humorously been termed “the science of seats”.

In government, it affects kings, queens, presidents, and prime ministers. In the Lions world, slightly over 1.4 million members, it relates directly to our Executive Officers, Board of Directors, District, and Club Officers.

When a person voluntarily travels many miles, gives up family and friend time, or spends many hours away from their business or profession, he/she deserves the best when coming to a District or Club to speak. Proper **protocol** is just one way of saying “Thank You” for all his/her effort.

It is, therefore, important to use the correct **protocol** to make a problem-free experience for both the visiting Lion and the participating Lion organization (club, zone, region, or district).

Whether the person’s position is a District Governor or a District level officer, proper **protocol** should be followed.

All meeting sites should be handicap accessible.

DISTRICT GOVERNOR'S CLUB VISITS

A District Governor is a Lion who is dedicated to serve the District and Lionism and travels many miles to visit each club in the District at least once. In addition, he/she may visit a given club more than once for special occasions (anniversaries; special functions as Lion, Lioness, and Leos Charter Nights; organizational nights; etc.).

The following are procedures that could be used when a District Governor visits your club:

1. The Governor's visit may be scheduled in person, at a meeting, or by phone. Verify by email or a telephone call at least two weeks in advance of the meeting. This letter should contain the time, place, and whether or not the meeting is a spouse or guest night.
2. Eliminate all other speakers. The Governor's talk should be the focal point of the meeting. Make sure all club properties are in place, such as the flags, banners, gong, gavel, podium, microphone, and speaker system. If a speaker system is not available, let the District Governor know as he/she travels with a portable system. **The American flag is to be placed to the far right of the speaker.**
3. Allot the Governor as much time as requested. This is one time when a speaker should not be limited.
4. A notice in the local paper of the Governor's impending visit with a picture will certainly help Lions public relations. After the visit, follow up with a brief summary of the remarks made during the visit. A picture in the paper would provide good PR, especially if the District Governor inducted a new member, presented awards, etc.
5. Work tirelessly to have as many of the members in attendance as possible. If necessary, call and ask if anyone needs a ride to and from the meeting. The Governor's message may well prove beneficial to those who do not attend regularly.
6. Having the Governor's visit tie in with a spouse's night gives the Governor the opportunity to deliver the speech to more people. It is an excellent opportunity to expose other men and women to Lionism.
7. Assign a Lion or two to meet the Governor at the door and have these Lions make introductions to as many members as possible before the meeting. Often, the President and Secretary are busy with club matters and this small courtesy is neglected.
8. Keep the business portion of the meeting brief. Invite all members to sit in attendance. If you have questions for the Governor, write them down and present them to him/her before the Board meeting.
9. Discuss with the Governor the strengths and challenges of your club. He/she will have ideas and suggestions that may help.
10. If your club has a Past International Officer or a Past District Governor, that person should be seated at the head table to introduce the Governor. If not, the ranking club officer should have the needed information to make a proper introduction. Seating is important. **(See below)**
11. All members **should rise** when the Governor is introduced to speak. This shows proper respect to the office and proper recognition for his/her efforts on your behalf. At the conclusion of the talk, all members should applaud the Governor with a standing ovation.

12. If you have new members to induct, officers to install, or awards to be made, the Governor would be honored to do this. Make sure you let the Governor know in advance of your expectations.
13. Finally, let the Governor know that you appreciate the long hours and number of miles he/she is enduring for Lionism and your club. A donation to a Lions Project in honor of the District Governor's visit is appreciated. The DG may have a preferred project or projects, but the club may also make the choice if they prefer.

SEATING

Sometimes a large number of dignitaries and honored guests are present, in which case a second head table is necessary to accommodate the overflow. When spouses are present, it is customary to seat them with their escorts, alternating the men and women if possible. **However, a man should be seated at each end of the head table.**

The head table material should include:

- Flags
 - The Flags should be in the front of the room. If all the flags are on poles that are the same height, the U.S. Flag should go to the observer's (audience) furthest left. The other flags, starting with the Lions' Club flag would be spaced evenly across the front of the room to the observer's (audience) right. If the U.S. Flag is on the tallest staff then it could be situated in the middle with the other flags evenly spaced on either side. Note: the U.S. flag should be to the right of the speaker when facing the audience followed by any other flags including the flag of a visiting International President or Director.
- Banners
 - Note: All banners should be to the left of the speaker when facing the audience.
- Podium: with sufficient lighting
- Public Address system
 - Note: Be sure to check this out before the meeting to avoid unnecessary delay if the system proves faulty.
- Pitcher of water and glasses
- Scratch pad and pencil
- Gong and gavel
- Agendas or place cards with the name of the person on it to eliminate any doubt about seating arrangements.

HEAD TABLE SEATING

The presiding officer or meeting chairperson should be seated closest to the podium at the table. The District Governor would be to the right of the podium or chairperson. If at all possible, there should be the same number of chairs to the right and left of the podium.

**CLUB HEAD TABLE WITH PODIUM
AUDIENCE**



Club Trea. Companion MUST BE A MALE	Club Treas.	Club Sec. Companion	Club Sec.	Club Pres. Companion	Club Pres.	PODIUM	DG	DG Companion	1 st VDG	1 st VDG Companion	2 ND VDG	2 ND VDG Companion MUST BE A MALE
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Banner(s)



**ZONE HEAD TABLE WITH A PODIUM
AUDIENCE**



Club Sec. Companion MUST BE A MALE	Club Sec.	Club Pres. Companion	Club Pres.	Zone Chair Companion	Zone Chair	PODIUM	DG	DG Companion	1 st VDG	1 st VDG Companion	2 ND VDG	2 ND VDG Companion MUST BE A MALE
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Banner(s)



**REGION HEAD TABLE WITH A PODIUM
AUDIENCE**



Club Sec. Companion MUST BE A MALE	Club Sec.	Club Pres. Companion	Club Pres.	Region Chair Companion	Region Chair	PODIUM	DG	DG Companion	1 st VDG	1 st VDG Companion	2 ND VDG	2 ND VDG Companion MUST BE A MALE
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Banner(s)



**DISTRICT HEAD TABLE WITH A PODIUM
AUDIENCE**



MINISTER MUST BE A MALE	MINISTER Companion	Guest COMPANION	GUEST SPEAKER	DG Companion	DG	PODIUM	ID	ID Companion	1 st VDG	1 st VDG Companion	2 ND VDG	2 ND VDG Companion	PDG	PGE Companion MUST BE A MALE
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Banner(s)



INTRODUCTION OF DISTRICT GOVERNOR (or Guest Speaker)

The club president or inviting officer should ask for a biography, and/or prearrange the introduction of the District Governor or guest speaker. The following may be used as a guide:

1. Member of _____ Lions Club.
2. Number of years as a Lion.
3. Served in what capacity at the local level. (President, Secretary, etc.)
4. Served in what capacity at the district level.
5. Number of District Conventions attended.
6. Number of Multiple District Conventions attended.
7. Number of International Conventions attended.
8. Where installed as a District Governor.
9. District Governor's Theme.
10. International Theme.
11. Community participation.
12. Church participation.
13. Career or job.
14. Family – spouse, children, spouse's career, or significant other.

PROTOCOL POLICY OF INTRODUCTIONS - LCI OFFICIAL PROTOCOL

The following is the official protocol policy of the International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present.

Order of Precedence

Lions shall be recognized in the following order (or reverse order with the highest dignitary introduced last):

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. Past International Presidents (most recent first)
5. International Directors (if more than one present, then alphabetical by last name, then first)
6. Past International Directors (most recent first)
7. Regional LCIF Coordinators and Area GMT/GLT Leaders
8. Chairperson, Council of Governors Directors (if more than one present, then alphabetical by last name, then first)
9. District Governors
10. Association Senior Executive Administrator
11. Association Executive Administrator
12. Association Secretary
13. Association Treasurer
14. Past Council Chairperson (if more than one present, then alphabetical by last name, then first)
15. Immediate Past District Governors (if more than one present, then alphabetical by last name, then first)
16. Multiple District Chairpersons and Coordinators (including LCIF, GMT, and GLT)
17. First Vice District Governor
18. Second Vice District Governor
19. Past District Governor (if more than one present, then alphabetical by last name, then first)
20. Multiple District Secretaries (Volunteer) (if more than one present, then alphabetical by last name, then first)
21. Multiple District Treasurers (Volunteer) (if more than one present, then alphabetical by last name, then first)
22. District Secretaries (if more than one present, then alphabetical by last name, then first)
23. District Treasurers (if more than one present, then alphabetical by last name, then first)
24. Region Chairs (if more than one present, then alphabetical by last name, then first)
25. Zone Chairs (if more than one present, then alphabetical by last name, then first)
26. District Chairperson and Coordinators, including LCIF, GMT, and GLT Team Leaders (if more than one present, then alphabetical by last name, then first)

27. Club Presidents (if more than one present, then alphabetical by last name, then first)
28. Immediate Past Club Presidents (if more than one present, then alphabetical by last name, then first)
29. Club Secretaries (if more than one present, then alphabetical by last name, then first)
30. Club Treasurers (if more than one present, then alphabetical by last name, then first)
31. Past Club Presidents (if more than one present, then alphabetical by last name, then first)
32. Multiple District Secretaries (staff) (if more than one present, then alphabetical by last name, then first)
33. Multiple District Treasurers (staff) (if more than one present, then alphabetical by last name, then first)

Robert's Rules of Order - Summary Version

According to *Robert's Rules of Order*, parliamentary procedure is based on the consideration of the rights: of the majority, of the minority (especially a large minority greater than one-third), of individual members, of absentee members, of all of these groups taken together.

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved.

Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr. / Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order. Must be recognized by the Chair before speaking.
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote.
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution /Amendment - Motion to Postpone

- The member moving the "immediately pending question" is entitled to preference to the floor.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.
- The agenda and all committee reports are merely recommendations. When presented to the assembly and the question is stated, debate begins and changes occur.

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary.
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; maybe made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" – informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified.

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