



**Multiple District 18**

---

**Chapter 14**

***PROTOCOL:***  
**It's Just Good Manners**





## **WHAT IS PROTOCOL.**

PROTOCOL is the proper procedure and rules of etiquette to follow in ceremonies and meetings. It is public relations in a sense; it is the right thing to do. Protocol is the proper procedure and order to follow for all Lion meetings, so that when expanded for special occasions, you will feel at ease while treating visiting dignitaries with the respect due their office and position.

Protocol is an official expression of good manners; it is the courtesy we show in our everyday lives. It affects our attitudes, our work, and how we view ourselves and others. Protocol means respect for position. It means diplomacy and tact in our relations with others; it is a form of etiquette. A well organized and problem free experience will be guaranteed if the correct use of protocol is recognized and practiced.

Protocol is defined as a code of diplomatic etiquette and precedence or the “science of seats.”

We should all be concerned about proper procedures, because it tends to instill confidence in the clubs officers, create a dignified image in the eyes of visitors, and permeate the community with an awareness of the Lions organization.

Always keep in mind that your visitor is your guest and should be treated just as you would treat a member of your family or a close friend. Both etiquette and protocol are based on common sense and common courtesy. When making plans, ask this question: How would I wish to be treated if I was the guest?



## Multiple District 18

In any organization with a tradition worth talking about, honor should be given where honor is due!

### INTRODUCTIONS.

#### *At the Head Table. . .*

When a Lion holds more than one title, the Lion shall be recognized for the highest one only.

Introductions of head tables should begin with the person with the lowest rank in the order of precedence to the person with the highest rank. When spouses are present at the head table, they should be introduced along with the member or guest. As is the tradition in Georgia, introductions should begin with the dignitary seated at the far left end of the table proceeding to the speaker's stand (1 then 2), then from the dignitary seated at the far right end of the table proceeding to the speaker's stand (3, then 4, then 5).

|                    |          |                      |       |            |         |
|--------------------|----------|----------------------|-------|------------|---------|
| 1                  | 2        | Speaker's stand      | 5     | 4          | 3       |
| Mayor<br>Responder | Chaplain | Presiding<br>Officer | Guest | Introducer | Speaker |

The last person to be recognized at the head table during introductions is the main speaker. DO NOT introduce the main speaker, but DO introduce the spouse; and then make a statement or comment that our special guest John Jones will be introduced at a later time.

When there is more than one head table, the table at the highest level shall always be considered the primary one. Care should be given to not seat Lions of the same rank at different tables.

#### *In the Audience. . .*



## Lions of Georgia Handbook

---

After introducing the head table, there maybe dignitaries in the audience to introduce. Have a list with you at the lectern so that you will not have to strain to locate the dignitaries or so you do not miss anyone.

Begin with the highest rank in the order of precedence and continue to the person with the lowest rank. When spouses are present, they should be introduced along with the member or guest. With large groups, it is permissible to introduce the Past District Governors, Region Chairperson, and Zone Chairpersons as separate groups.

### **OFFICIAL VISITS OF THE DISTRICT GOVERNOR.**

District Governors are required to make an official visit to each club in the district. In general, the governor will contact the club and arrange a mutually satisfactory date and time. After this is done, the club should contact the governor and confirm the arrangements to avoid any possible confusion of dates, times, and directions.

When your District Governor makes the official visit to your club, the Governor and spouse, the Vice Governor, Zone Chair, and District Cabinet Secretary and/or Treasurer should be invited guests of the club. If it is guests' or spouses' night, the spouse of each of the above dignitaries also should be the guest of your club. It is common courtesy for the club to provide meals for these dignitaries.

This would hold true for the Governor's official visit or anytime that the club has officially requested the District Governor or Vice District Governor to be in attendance. This courtesy does not extend beyond these offices, unless a special invitation was extended to another officer or guest, then again the proper courtesy would be for the club to cover the meals of the invited guests, whether Lions or not.



## ***Multiple District 18***

---

Have your club's attendance committee strive to secure 100 percent attendance for this meeting; you might also invite other clubs in the immediate area.

The governor's official visit should not conflict with other programs. The governor should be the only program for the meeting; give the entire program to the District Governor. Thirty minutes should be allotted for the presentation, although the governor may choose to make a shorter one. If you want the governor to make award presentations or induct numbers, provide full details to the Governor in advance and strive to keep this part of the program as short as possible.

If requested by the District Governor, have the Board of Directors available to meet with the Governor at the conclusion of the meeting. The governor will likely want to meet with them separately. Make sure the time is scheduled in advance and all club leaders are informed and available.

Although some of the governor's expenses are reimbursed by the association under specific Rules of Audit, Lions Clubs International may not fully pay the cost of the visit in certain higher-cost localities. In these instances, it is certainly appropriate for the club to offer to pay the difference in hotel rates and other expenses or to give the Governor an honorarium. It is also appropriate to give the visiting District Governor with a gift that is representative of your club.

Publicize your Governor's visit; District Governors are officers of Lions Clubs International. It may also be useful to invite the media to cover the governor's speech, particularly if he or she has come a long distance. Media in



## Lions of Georgia Handbook

smaller markets might also want to make note of any awards the governor gives to your members. If you plan to contact the media about the Governor’s visit, you should ask for biographical information and photos in advance from the Governor or the district public relations Chairperson.

When the District Governor is making an official visit, the club president may introduce the immediate past district governor or the vice district governor, who in turn would introduce the District Governor. If neither are in attendance, the introduction should be handled by the highest ranking current or past officer present, according to the Lions Clubs International Protocol Guide.

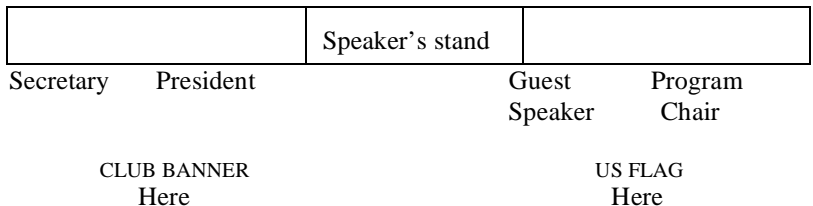
### **STANDING FOR THE DISTRICT GOVERNOR.**

When the District Governor is introduced, the entire club membership should rise. Club members should also rise at the conclusion of the talk. Explain this to your club members in advance and have a Lion assigned to lead them.

### **SUGGESTED HEAD TABLE SEATING.**

#### ***1. FOR A REGULAR CLUB MEETING:***

audience





## **Multiple District 18**

### **2. FOR OFFICIAL VISIT OF THE DISTRICT GOVERNOR:**

audience

|  |                 |  |
|--|-----------------|--|
|  | Speaker's stand |  |
|--|-----------------|--|

|             |                 |                       |                |             |                |
|-------------|-----------------|-----------------------|----------------|-------------|----------------|
| Club<br>Sec | Zone<br>Chair & | President<br>& Spouse | DG &<br>Spouse | VDG<br>IPDG | Cabinet<br>Sec |
|-------------|-----------------|-----------------------|----------------|-------------|----------------|

CLUB BANNER  
Here

US FLAG  
Here

### **3. FOR GUESTS OR SPOUSES NIGHT**

audience

|  |                 |  |
|--|-----------------|--|
|  | Speaker's stand |  |
|--|-----------------|--|

|             |                 |                 |       |       |                  |                  |               |
|-------------|-----------------|-----------------|-------|-------|------------------|------------------|---------------|
| Club<br>Sec | Sec's<br>Spouse | Pres'<br>Spouse | Pres. | Guest | Spkr's<br>Spouse | Prog's<br>Spouse | Prog<br>Chair |
|-------------|-----------------|-----------------|-------|-------|------------------|------------------|---------------|

CLUB BANNER  
Here

US FLAG  
Here

NOTE: Never seat anyone on the audience side of a head table. Set up another table for additional dignitaries. Never seat anyone behind the speaker=s table.

### **ORDER OF PRECEDENCE.**

1. International President
  2. Immediate Past International President
  3. International Vice Presidents (according to rank)
  4. International Directors (a)
- (Board Appointees)
5. Past International Presidents (b)
  6. Past International Directors (c)
  7. Chairperson, Council of Governors (a)
  8. District Governors (a)



## Lions of Georgia Handbook

---

9. Association Executive Administrator
10. Association Secretary
11. Association Treasurer
12. Past Council Chairperson (c)
13. Immediate Past District Governor (a)
14. Vice District Governors (a)
15. Past District Governors (c)
16. Multiple District Secretaries (volunteer) (a)
17. Multiple District Treasurers (volunteer) (a)
18. District Secretaries (a)
19. District Treasurers (a)
20. Region Chairperson (a)
21. Zone Chairperson (a)
22. District Chairperson (a)
23. Club Presidents (a)
24. Immediate Past Club Presidents (a)
25. Club Secretaries (a)
26. Club Treasurers (a)
27. Past Club Presidents (c)
28. Multiple District Secretaries (staff) (a)
29. Multiple District Treasurers (staff) (a)

(a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name.

(b) When more than one is present, the one who served most recently is given precedence.

(c) When more than one is present, precedence should be as in (b). If they served during the same term, use (a).

### **CHECKLIST. . . for both in-state and out-of-state guests**

- Have you sent your guest full information about the meeting and any presentations for your guest to make?
- Have your sent your guest a full itinerary for their visit with you to include dress code, activities, meal functions, etc.?



## ***Multiple District 18***

---

- Have you sent your out-of-state guest a copy of your district directory?
- Have you sent your out-of-state guest a copy of your district newsletter each month?
- Have you sent your guest a copy of the agenda for the convention or meeting?
- Have you asked your guests about special diets and desires?
- Have you informed your out-of-state guests as to the weather conditions in your area?
- Do you have the proper arrangements for meeting your guest at the hotel or meeting place or airport?
- Will the driver picking your guests up at the airport be easy to spot?
- Have you assigned a host and hostess to accompany your guests throughout the meeting or the weekend?
- Have you asked in advance if you want the spouse of your guest to speak?
- Have you planned time for the spouse of your out-of-state guest to rest as well as to go shopping or touring?
- Have you planned introductions and seating in keeping with the Official Protocol?
- Have you make arrangements for your Board of Directors to be available if the Governor has asked to meet with them?
- Do you have a small gift or remembrance of the visit for the Governor?
- Have you selected a gift for your out-of-state guests that can easily be tucked into their suitcases? Have you consulted the list as to their desires?
- Have you remembered to send a “thank you” note or letter? While a gift is optional, remember that a sincere “thank you” note is not.