

# **PROTOCOL GUIDE FOR DISTRICT A-16 LIONS**

## **Preamble**

**Protocol in Lionism** describes the customs & established rules of socially acceptable behaviour, proper etiquette, courteous & respectful manners & how we dress at our various meetings & in public. As representatives of Lions Clubs International it is important Lions members always act as upstanding members of the community & dress appropriately for the occasion. In summary Protocol determines what we say, how we act, what we wear, the proper way things are done & showing respect to our fellow Lions & guests. You will find following established Protocol at Lions Meetings will make them an enjoyable experience for everyone.

## **Club Dinner Meetings**

**The Head Table-** Looking towards the audience the basic rule is the President is seated to the left of the podium & the Secretary is seated to the immediate left of the President & then the Treasurer. The guest speaker is seated to the right of the President. Other head table guests would be the guest speaker introducer, seated next to the guest speaker, & one other person to the right of the introducer to balance the head table.

**Introductions-** Usually the Head Table is introduced by the Club President who should request that applause be held until all are introduced & that those being introduced stand when their name is called & remain standing until all of the Head Table is introduced. If other guests are present at the Meeting they should also be formally introduced either by their host or by the President.

**Anthem, Toast & Grace-** Everyone rising, the Canadian national anthem, O' Canada, is to be sung followed by a toast to Canada's head of state, Queen Elizabeth. This is to be done with the words 'a toast to the Queen' by the President & responded to by each person extending a glass with the words 'The Queen' & drinking a toast without clinking glasses. This is to be followed by the Lions Grace or an appropriate invocation.

**Greeting Members & Guests-** The Immediate Past President & other Past Presidents can make good greeters. In any event at least one club member is to be assigned to greet all club members (especially new members) & guests & ensure they are not left standing or sitting alone.

**Speaking-** When giving a report or otherwise speaking by a member, always stand & address the President & speak clearly.

**Dress Code-** It is expected the dress code for Dinner Meetings will portray a positive image & a favourable impression of your Club in the community i.e. Lions regalia, business casual, business dress etc.

**Communications-** Contact your guest speaker several days before your meeting to confirm the date, location & time expected to arrive & the time the dinner is served. Also, reiterate the time allotted to their presentation including questions & answers. As well, inform them of the appropriate dress at your meetings i.e. business casual, business dress etc. & ask if they have any technical requirements & any dietary restrictions.

**Official Visits by District Officers-** The District Officers, being the District Governor, Region Chairperson, Zone Chairperson, generally arrange an Official Visit to the Club during the year. They have a busy schedule to visit each Club in their jurisdiction & it is most appreciated for you to accommodate them to fit their schedule & offer them every courtesy. They should not be expected to pay for their meal or purchase fund raising tickets. They are to be the only guest speaker on the night of their Official Visit & it is expected they will stay for the full meeting. It is becoming common practice to present them with a cheque to the charity of their choice, which should be determined beforehand, but a memento is always appreciated.

**Other Guest Speakers-** The invited guest speaker is to be the only speaker at the meeting. Often they have a busy schedule. The guest speaker should be put on the agenda early after the meal & offered the opportunity to leave after their presentation & before the business portion of the Meeting. They should not be expected to pay for their meal or purchase fund raising tickets & it is becoming common practice to present the guest speaker with a cheque to the charity of their choice, which should be determined beforehand.

**Flags & Banners-** The Canadian Flag must always be present at a club dinner meeting. It is always in the place of honour. When alone, it is to be at the left of the head table as viewed by the audience. Only the Canadian Flag is required but when there are three flags the Canadian Flag is in the centre. When there are two flags or more than three flags the Canadian Flag is on the left as viewed by the audience. The order of precedence is the Canadian Flag, other national flags, provincial flags, municipal flags, Lions flag. It is also traditional to have the Club's Banner at club dinner meetings.

### **Zone Meetings ( District Governor's Advisory Committee Meetings)**

**The Head Table-** Looking towards the audience the basic rule is the Zone Chairperson is seated to the left of the podium & the Zone Meeting Secretary is seated to the immediate left of the Zone Chairperson & then the Host Club President. The District Governor is to be seated to the right of the podium followed by the Lioness District President & then the Region Chairperson & the Zone Chairperson from the other zone in the region.

**Introduction of Head Table & Dignitaries-** The Head Table is to be introduced either by the Zone Chairperson or another person assigned such as the Region Chairperson who should request that applause be held until all are introduced & that those being introduced stand when their name is called & remain standing until all of the Head Table is introduced. Other Dignitaries in attendance are to be introduced in a similar manner. First the current District Officers & then the Past District Governors & the Past Lioness District Presidents.

**Anthem, Toast & Grace-** Everyone rising, the Canadian national anthem, O' Canada, is to be sung followed by a toast to Canada's head of state, Queen Elizabeth. This is to be done with the words 'a toast to the Queen' by the Zone Chairperson & responded to by each person extending a glass with the words 'The Queen' & drinking a toast without clinking glasses. This is to be followed by a moment of silence for departed members of the Lions Family and the Lions Grace or an appropriate invocation.

**Greeting Attendees-** The Zone Chairperson will appoint a Lion to act as Treasurer to greet the attendees & collect the required fee for the dinner. Also, at least one Host Club member is to be assigned to greet all attendees & ensure they are not left standing or sitting alone.

**Speaking-** When giving a report or otherwise speaking by a member, always stand & address the Zone Chairperson & speak clearly.

**Communications-** It is the responsibility of the Zone Chairperson to contact the Lions Clubs, Lioness Clubs & Leo Clubs in the Zone & invite them to the Zone Meeting. Other invitees are to be the District Governor, 1<sup>st</sup> & 2<sup>nd</sup> Vice Governors, the Region Chairperson, the other Zone Chairperson in the Region, the Lioness District President, Past District Governors in the Zone, the Lioness Region Representative in the Zone & designated District Committee Chairpersons. The District Governor & Lioness District President are not to be charged for their meal. All such invitations are to be sent out in a timely manner advising the date, location & time expected to arrive & the time the dinner is served. Also, advise the content & time allotted for presentations. As well, inform them of the dress code at your Zone Meetings & ask if they have any technical requirements & any dietary restrictions.

**Dress Code-** The District Officers are to wear the District A-16 Officers' Official Uniform. The Zone Chairperson is to specify the dress code for other attendees- i.e. Lions regalia, business casual, business dress etc.

**Flags & Banners-** The Canadian Flag must always be present at a Zone Meeting. It is always in the place of honour. When alone, it is to be at the left of the head table as viewed by the audience. Only the Canadian Flag is required but when there are three flags the Canadian Flag is in the centre. When there are two flags or more than three flags the Canadian Flag is on the left as viewed by the audience. The order of precedence is the Canadian Flag, other national flags, provincial flags, municipal flags, Lions flag. It is also traditional to have the Host Club's Banner at Zone Meetings.

### **Cabinet Meetings**

**The Head Table-** Looking towards the audience the basic rule is the District Governor is seated to the left of the podium & the Cabinet Secretary is seated to the immediate left of the District Governor & then the Cabinet Treasurer. The Lioness District President is to be seated to the right of the podium followed by the 1<sup>st</sup> Vice District Governor & the 2<sup>nd</sup> Vice District Governor. Seated at the Secondary Head Table would be the Region Chairpersons, each seated with their respective Zone Chairpersons, & the Host Club President.

**Introduction of Head Table & Dignitaries-** The Head Table is to be introduced by either the District Governor or another person assigned such as the 1<sup>st</sup> Vice District Governor who should request that applause be held until all are introduced & that those being introduced stand when their name is called & remain standing until all of the Head Table is introduced. The Secondary Head Table is to be introduced in a similar manner as are other Dignitaries in attendance being the Past District Governors & the Past Lioness District Presidents.

**Anthem, Toast & Grace-** Everyone rising, the Canadian national anthem, O' Canada, is to be sung followed by a toast to Canada's head of state, Queen Elizabeth. This is to be done with the words 'a toast to the Queen' by the District Governor & responded to by each person extending a glass with the words 'The Queen' & drinking a toast without clinking glasses. This is to be followed by a moment of silence for departed members of the Lions Family. The Lions Grace or an appropriate invocation is to be made preceding the meal.

**Greeting Attendees-** The Cabinet Treasurer is to greet the attendees & collect the required fee for the meal from the Cabinet Officers & other invitees. The meal cost for the Committee Chairpersons is traditionally paid by the District. It is also common for the Host Club to have a member greet the attendees.

**Speaking-** When giving a report or otherwise speaking by a member, always stand & address the District Governor & speak clearly.

**Communications-** It is the responsibility of the Cabinet Secretary to contact the District Officers, District Committee Chairpersons, the Past District Governors & Past Lioness District Presidents in the District & invite them to the Cabinet Meeting. The Lions Clubs, Lioness Clubs & Leo Clubs in the District are also to be informed of the Cabinet Meeting & advised any of their members are welcome to attend. All such invitations are to be sent out in a timely manner advising the date, location & time expected to arrive & the time the meeting commences. Also, advise that each District Officer & each Committee Chairperson is expected to submit a written report & give a verbal report at the Cabinet Meeting. As well, inform them of the dress specified by the District Governor for the Cabinet Meeting & ask if they have any technical requirements & any dietary restrictions.

**Dress Code-** This is to be specified by the District Governor for each Cabinet Meeting.

**Flags & Banners-** The Canadian Flag must always be present at a Cabinet Meeting. It is always in the place of honour. When alone, it is to be at the left of the head table as viewed by the audience. Only the Canadian Flag is required but when there are three flags the Canadian Flag is in the centre. When there are two flags or more than three flags the Canadian Flag is on the left as viewed by the audience. The order of precedence is the Canadian Flag, other national flags, provincial flags, municipal flags, Lions flag.

**District Convention-** The District Convention has its own established Protocol under the District A-16 Convention Procedures manual (Deck Set) which is the responsibility of the District Chairperson (Immediate Past District Governor) of the Convention. However, the principles of Protocol as described in the preamble to this Protocol Guide continue to be applicable.