

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

## **PREAMBLE**

**Protocol in Lionism** describes the customs and established rules of socially acceptable behaviour, proper etiquette, courteous and respectful manners and how we dress at our various meetings and in public. Wherever the term Lion appears in this document, it shall be interpreted to mean all members of the Lions Family.

As representatives of Lions Clubs International it is important Lions members always act as upstanding members of the community and dress appropriately for the occasion. In summary, Protocol determines what we say, how we act, what we wear, the proper way things are done and showing respect to our fellow Lions and guests. You will find that following established Protocol at Lions Meetings will make them an enjoyable experience for everyone.

## **COVID-19 PROTOCOLS**

**Past International President Choi, from the beginning of the global pandemic, has encouraged us to serve our communities and to do it safely. The underlying message to us, as Lions, is to make sure that the safety of our fellow Lions and Leos is of paramount importance in all that we do.**

**Part of your protocol is to be fully aware of the regulations established by your local Health Unit and to adhere to those regulations faithfully. Pay special attention to:**

- **Regulations regarding Masks/Face Shields (to protect yourself and others)**
- **Regulations regarding Meeting Room Capacity (to ensure Social Distancing)**
- **Regulations regarding Food Delivery (safe handling and serving of food)**

## **SECTION 1: Club Dinner Meetings**

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

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

**3. Official Visits by District Officers -** The District Officers, being the District Governor, Region Chairperson or 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 and it is most appreciated for you to accommodate them to fit their schedule and 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 and 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. A follow up thank you is appropriate.

**4. 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 and offered the opportunity to leave after their presentation and before the business portion of the Meeting. They should not be expected to pay for their meal or purchase fund raising tickets and it is becoming common practice to present the guest speaker with a cheque to the charity of their choice, which should be determined beforehand.

**5. Flags and 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, and Lions flag. It is also traditional to have the Club's Banner and flag set, gong and gavel at dinner meetings.

**6. The Head Table -** Looking towards the audience the basic rule is the President is seated to the left of the podium and the Secretary is seated to the immediate left of the President and 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, and one other person to the right of the introducer to balance the head table. Place cards are recommended.

**7. Greeting Members and Guests -** The Immediate Past President and 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) and guests to ensure they are not left standing or sitting alone. Name tags are recommended.

**8. Introductions-** Usually the Head Table is introduced by the Club President who should request that applause be held until all are introduced and that those being introduced stand when their name is called and 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.

**9. Anthem, Toast and Grace-** Everyone rising as able, the Canadian national anthem, O Canada, is to be sung followed by a toast to Canada's head of state, King Charles III. This is to be done with the words 'a toast to the King' by the President and responded to by each person extending a glass with the words 'The King' and drinking a toast without clinking glasses. Next is the Indigenous Acknowledgement. This is to be followed by a moment of silence for departed Lions. Lions Grace or an appropriate invocation will precede the meal. The head table should be served first followed by anyone with accessibility issues.

**10. Speaking-** When giving a report or otherwise speaking, always stand, address the Chairperson and speak clearly, using a microphone when available.

## **SECTION 2: Zone Meetings (District Governor's Advisory Committee Meetings)**

**1. Communications-** It is the responsibility of the Zone Chairperson to contact the Lions Clubs, and Leo Clubs in the Zone and invite them to the Zone Meeting. Other invitees are to be the District Governor, 1st and 2<sup>nd</sup> Vice Governors, the Region Chairperson, the other Zone Chairperson in the Region, Past District Governors in the Zone, and designated District Committee Chairpersons. The District Governor is not to be charged for their meal. All such invitations are to be sent out in a timely manner advising the date, location, expected arrival time and the time the dinner is served. Also, it should advise the content and time allotted for presentations. As well, inform them of the dress code at your Zone Meetings and ask if they have any technical requirements, any dietary restrictions or accessibility issues. It is recommended that District Officers arrive 30 minutes before the indicated start time of the meeting.

**2. 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.).

**3. Flags and 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, and Lions flag. It is also traditional to have the Host Club's Banner, flag set, gong and gavel at Zone Meetings.

**4. The Head Table-** Looking towards the audience the basic rule is the Zone Chairperson is seated to the left of the podium and 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 Region Chairperson and the Zone Chairperson from the other zone in the region. Place cards are recommended. Refer to Order of Recognition at the end of this document.

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

**6. Introduction of Head Table and Officers Past and Present -** 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 and that those being introduced stand when their name is called and remain standing until all of the Head Table is introduced. Officers Past and Present in attendance are to be introduced in a similar manner. Refer to Order of Recognition at the end of this document.

**7. Anthem, Toast and Grace-** Everyone rising as able, the Canadian national anthem, O Canada, is to be sung followed by a toast to Canada's head of state, King Charles III. This is to be done with the words 'a toast to the King' by the Zone Chairperson and responded to by each person extending a glass with the words 'The King' and drinking a toast without clinking glasses. Next is the Indigenous Acknowledgement. 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. The head table is to be served first followed by anyone with accessibility issues.

**8. Speaking-** When giving a report or otherwise speaking, always stand, address the Chairperson and speak clearly, using a microphone when available.

### **SECTION 3: Cabinet Meetings**

**1 Communications-** It is the responsibility of the Cabinet Secretary to contact the District Officers, District Committee Chairpersons, the Past District Governors and invite them to the Cabinet Meeting. The Lions Clubs and Leo Clubs in the District are also to be informed of the Cabinet Meeting and advised that any of their members are welcome to attend. All such invitations are to be sent out in a timely manner advising the date, location, expected arrival time and the time the meeting commences. Also, advise that each District Officer and each Committee Chairperson is expected to submit a written report and give a verbal report only to highlight new information to that written report. As well, inform them of the dress specified by the District Governor for the Cabinet Meeting and ask if they have any technical requirements, dietary restrictions or accessibility issues. It is recommended that District Officers arrive 30 minutes before the indicated start time of the meeting.

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

**3. Flags and Banners -** The Canadian Flag and District Banner must always be present at a Cabinet Meeting. The flag 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, and Lions flag. It is also traditional to have the host club's banner, gong, gavel and flag set at Cabinet Meetings.

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

**5. Greeting Attendees-** The Cabinet Treasurer is to greet the attendees and collect the required fee for the meal from the Cabinet Officers and 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. Name tags are recommended.

**6. Introduction of Head Table and Past and Present Officers -** 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 and that those being introduced stand when their name is called and 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 Past and Present Officers in attendance. Refer to Order of Recognition at the end of this document.

**7. Anthem, Toast and Grace-** Everyone rising as able, the Canadian national anthem, O Canada, is to be sung followed by a toast to Canada's head of state, King Charles III. This is to be done with the words 'a toast to the King' by the District Governor and responded to by each person extending a glass with the words 'The King' and drinking a toast without clinking glasses. Next is the Indigenous Acknowledgement. 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. The head table is to be served first followed by anyone with accessibility issues.

**8. Speaking-** When giving a report or otherwise speaking, always stand and address the Chairperson, speak clearly, using a microphone when available.

#### **SECTION 4: Memorial Services**

When celebrating the life of service for a departed member of our Lions Family, it is especially important that we honour their memory by observing proper protocol.

Any Lion may attend such a celebration although it would be more appropriate for those who knew and worked with the deceased Lion to be in attendance. Sitting Officers, whenever possible, are encouraged to attend. Region/Zone Chairpersons should attend

for members from their respective Region/Zone. The District Governor and Vice District Governors should try to attend celebrations within the District.

Arrive at least 30 minutes prior to the beginning of the service so that the officiant can outline the proper proceedings.

Past International and current District Officers should wear their official uniform. All other members of the Lions Family should be dressed in proper Lion clothing. Spouses who are not Lions should dress appropriately for the occasion. Please wear a name badge so family will know who you are.

It is not acceptable to wear campaign buttons while attending a Celebration of Life.

When addressing family members, be kind and sincere without monopolizing their time.

## **SECTION 5: 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.

## **SECTION 6: Order of Recognition**

### **Order of Recognition 2021-2022**

#### **Head Table**

LCI Protocol suggests that the Chairperson introduces herself/himself first, followed by the others at the table in order of office rank, highest to lowest.

**Traditionally, in A16,** the head table is introduced starting from left to right or right to left.

As names are announced, the individual should stand, if able, and remain standing until all have been introduced and recognized.

**Current International Presidents/Vice Presidents (if present)**

**Past International Presidents (if present)**

**Past International Directors**

- Carl Young
- Tom Gordon

**Current Council Chairperson (if present)**

**Visiting District Governors (if present)**

**Vice District Governors according to rank (if not already recognized)**

**Past Council Chairpersons**

- Dale St. John
- Tim Cheung
- Debbie Dawson

**Past District Governors**

- Stan Durward
- Harold Harrison
- Fred Sheehy
- Bryan Carey
- Paul Brand
- Andy Stewart
- Brian Moore
- Eric Buss
- Paul Taylor
- Christine Weerdenburg
- Ray Howlett
  
- Mike Springford
- Barry Tate
- Jane Taylor
- Larry Bell
- Lloyd Clifton
- Eleanor Colwell
- Susan Tate
- David Mills
- Jean Claude Lagrange

- Glenn Conduit
- Barry MacDonald

**Current Sitting Officers other than head table (if not already recognized)**

**Lioness Lions**

**Past MDA Lioness Presidents**

- Barb Johnston
- Kelly Moore

**Past District Lioness Presidents**

| <b>Region 33</b>                |
|---------------------------------|
| Debbie Dawson<br>Tina Cawthorne |

| <b>Region 45</b>                                |
|---|
| Pat Peterson<br>Elaine Umphrey<br>Terry Windsor |

| <b>Region 52</b>                            |
|---|
| Janet Readman<br>Pat Aitken<br>Suzanne Best |

**Please Note.**

It is only necessary to recognize an individual once and it should be for the highest rank obtained.

**The Order of Recognition should be reviewed and amended every year.**

**SECTION 7: Lions District Indigenous Acknowledgement**

We acknowledge that we are on the traditional territories of the Wendat, the Haudenosaunee (Hoe-de-no-SHOW-nee) and the Anishinaabe (uh-nish-in-NAH-bay) peoples, whose presence here continues to this day since time immemorial.



We also would like to acknowledge this is the treaty land of the seven First Nations of the Williams Treaties and thank them and other indigenous peoples for sharing this land with us. We are all Treaty People.  
Miigwech. Thank you.

Updated October 25, 2022