



*MD-36*  
*LIONS*  
*PROTOCOL MANUAL*

*Updated June 2011*

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**The Protocol in this manual has been gathered from various publications of Lions Clubs International, MD 36 Oregon, MD 21 Arizona, MD 19 Washington/Canada, and other sources of courtesy.**

## **PROFILE OF A LION**

- One who is a respected citizen in the community
- One who is reverent to God, loyal to country and uncompromising in devotion to both
- One who raises a glass in the “Lions Toast” and thereby acknowledges the concept of equality of all Lions the world over
- One who recognizes authority, accepts responsibility and exercises self discipline, realizing that only through proper organization can Lionism achieve its greatest goals
- One who gives willingly of time, energy and substance to assist the community and the needy
- One who meets regularly with fellow Lions and through the common denominator of “Friendship”, confers, plans and carries out the objectives of Lionism
- One who is an ordinary individual, enjoys fun and good fellowship, and although not perfect, is ever mindful of “Human Concern”
- One who is ever faithful to family and uncompromising to its principles

## **PREFACE**

Protocol is, simply put, etiquette. Protocol is all about respect. It is what you say and how you say it.

By following protocol, people respect other people – individually and in groups. Intelligent, well-informed Lions respect and recognize their fellow Lions who have served in a leadership capacity. Respectful Lions, therefore, recognize proper rules of etiquette related to the dignity of official capacity – generally defined as Protocol.

Our clubs, zones, districts, and Lions International have been blessed with outstanding leaders. These leaders devote a major portion of their lives to Lionism in service to other people. They merit the proper respect and recognition for the capacity in which they have distinguished themselves. Protocol, then, is merely a “salute to those whom we have elected” or saying “Thanks – for everything you have done, and are doing in representing us in this movement called Lionism.”

Realizing the importance and need of understanding and recognizing of proper Protocol Procedures, this booklet has been prepared as a suggested procedure to use at all Lions functions.

## **PROTOCOL DEFINED**

Webster: “The rules prescribing the etiquette in ceremonies of state deference to rank.”

## **ETIQUETTE DEFINED**

Webster: “The convention rules for correct behavior.”

Summarized, protocol is the rules for correct behavior in ceremonies, deference to rank.

### **In general, Protocol relates to many things:**

- ❖ Reception and entertainment of Lion dignitaries, especially international officers and past officers.
- ❖ Proper respect to and recognition of Lion dignitaries or VIP (very important people).
- ❖ Introduction of dignitaries at meetings and special occasions.
- ❖ Visitations of District Governor.
- ❖ Seating arrangements at conventions, charter nights, banquets and other occasions.
- ❖ Other business related to protocol.
- ❖ Respect for Speakers.
- ❖ Tail Twisting
- ❖ Public Relations
- ❖ Lions Information
- ❖ Proper attitude and behavior. Manners.

## **I. THE DISTRICT GOVERNOR'S VISITATIONS**

Although there are several standards of protocol, most clubs have settled into a protocol that works for them. One time that a standard protocol should be chosen over a local protocol is during visits of dignitary, including the District Governor.

Each District Governor (DG) is responsible for an official visit to your club once during their year in office. The DG will have information about our International organization, our Multiple District, and your District. Whether the meeting is a regular club meeting or a special event, no other program should be planned. The Governor is the honored speaker. Please allow appropriate time at your event.

Here are some suggestions for hosting the DG:

**CONFIRM** the date, time and location of the visit with the DG. Ask if a spouse or VDG will be attending. Be sure to notify the DG of any change of time or place.

**NOTIFY** each club member and other area Lions of the visit, encouraging them to attend.

**SEATING** - Be sure to have special seating for the DG and guests.

**AWARDS/NEW MEMBER INDUCTIONS** - The DG is happy to present awards or install new members. Notify him in advance, if possible. Have names, information, and awards ready for presentation.

**COST OF MEALS:** Clubs may and often do pick up the cost of the meal for the DG and spouse. Some clubs offer to arrange housing or assist with transportation costs. This is up to the individual club, but is always welcome by the DG. It is proper for such arrangements to be made ahead of time and indicated to the DG in order to avoid any misunderstanding.

**EDUCATE THE DG** prior to the visit. Provide updated information about ongoing activities. Let the DG know if there is a specific subject you would like addressed during the visit.

**EDUCATE THE CLUB** members prior to the DG's visit. Each member should welcome the DG and introduce themselves prior to start of meeting. Nametags are a special help to the DG, or any visitor for that matter. Lions members show respect for the office of DG by standing and applauding when the DG is formally introduced at the meeting.

As host of the meeting, the Club President will be responsible for welcoming the DG. Formal introductions should be made by the ranking Cabinet Member, or the President if no Cabinet Member is present. Another suggestion would be a PDG in your club.

### **TREAT YOUR DISTRICT GOVERNOR AS AN HONORED AND SPECIAL FRIEND!**

His or her visit is considered an opportunity to share you Club's sincere commitment to Lionism and fellowship. Your visit will be enjoyable, informational and entertaining. Just remember to show respect and use good judgment, and the visit will go well.

## **II. FUNDAMENTALS OF PARLIAMENTARY PROCEDURE**

- Justice and courtesy for all.
- Do only one thing at a time.
- The majority rules.
- The minority must be heard.
- The purpose is to facilitate action, not obstruct it.

**What Is Parliamentary Procedure?** It is a set of rules for conduct at meetings that allows everyone to be heard, and to make decisions without confusion. Robert's Rules of Order is one reference for Parliamentary Procedure.

**Why is Parliamentary Procedure Important?** Because it is a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

### **Agenda**

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers' reports.
5. Committee reports.
6. Special orders--Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

Parliamentary Procedure is the best way to get things done at your meetings. However, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

The method used by members to express themselves is in the form of a motion. A motion is a proposal that the entire membership can act on. They can take action or a stand on an issue. Individual members can:

1. Make motions.
2. Second motions.
3. Debate motions.
4. Vote on motions.

## **Purpose of Motion**

- A Main Motion brings before the Board or Membership for consideration.
- Subsidiary Motions are for the purpose of modifying or dispensing with the Main Motion under consideration.
- Privileged Motions have no connection with the Main Motions, but are of such importance as to demand immediate consideration.
- Incidental Motions are those miscellaneous motions that cannot be placed in any of the three groups listed above.

## **Six Steps to Every Motion**

- Step One: A member is recognized, stands up, and makes a motion
- Step Two: Another member seconds the motion
- Step Three: Without rewording, the presiding officer states the motion
- Step Four: Members debate the motion (amendment and secondary motions)
- Step Five: Presiding officer asks for the affirmative votes, then the negative votes, and then the abstentions
- Step Six: Presiding officer announces the result of the voting.

## **Reminders for the Presiding Officer**

- ✓ Correct procedures should always be your goal.
- ✓ In dealing with motions and amendments, always state the exact wording. Ask the Secretary to read it if you are not sure how it was phrased.
- ✓ Discussion is not in order until the Chairman has stated the motion.
- ✓ The Chairman does not enter into the discussion while presiding. As a member of the Board, the chair is entitled to his vote.
- ✓ Always indicate clearly how a vote is to be taken. Never call for the "usual sign."
- ✓ Always call for the negative vote saying, "Those opposed say NO."
- ✓ Adoption of an amendment does not mean adoption of the main motion. Remember to state the main motion as amended.
- ✓ Better to say; "The motion is out of order" than "The Lion is out of order."

## **Just The FAQ's (Frequently Asked Questions):**

The answers here assume that RONR (Robert's Rules of Order Newly Revised) is the adopted parliamentary authority, and that there are no bylaws, superior laws, or Special Rules of Order that supercede the rules in RONR:

### **1. Can the chairperson vote?**

If a member, the chairperson has the right to vote, and does so in small boards of not more than about a dozen members present. In larger assemblies, the chairperson (who has a duty to maintain an appearance of impartiality) may vote when his vote would affect the outcome: to make or break a tie or to make or prevent a two-thirds vote, or when the vote is by ballot (at the same time as everybody else). For more information, refer to RONR 10th ed. pp. 392-393.

## **2. Can the chairperson make motions?**

Yes, the chairperson, if a member, has the same RIGHT to make a motion as any other member. In small boards of not more than about a dozen members present, the chairperson usually participates the same as other members. However, in larger assemblies, the chairperson has a duty to remain impartial, so would usually not make a motion directly. The chairperson could say, for example, "The chairperson will entertain a motion to..." and then wait for a member to make it, or "Is there a motion to suspend the rules that interfere with hearing the speaker at this time?"

The chairperson may also assume a motion, as in: "If there are no [further] corrections, the minutes stand approved as read [as corrected]." or "If there is no further business to come before the meeting, this meeting will now adjourn. [pause] Hearing none, this meeting is adjourned."

So you see, without actually directly making a motion, the chair can accomplish pretty much the same thing without blatantly compromising his or her impartiality. Another option is to ask someone before the meeting to make a motion that the chair wishes to be considered. After all, the chairperson is a member, too, and has just as much right to have things go their way as any other member. Accepting the job of chairperson does not remove any rights as a member. For more information, refer to RONR 10th ed. pp. 470-471, 343, 210, 234, 490.

## **3. Can the chairperson enter into debate?**

In small boards of not more than about a dozen members present, yes. In larger assemblies, if the chairperson wishes to debate, he/she should relinquish the chair to the vice chair or another member, until the matter is disposed of, before resuming the chair. For more information, refer to RONR 10th ed. pp. 470-471, 382-383.

## **4. Can an ex-officio member vote, make motions, or debate?**

Yes, the term "ex officio," when no written rule addresses it otherwise, refers to a METHOD of sitting with a body, not a "class" of membership. It tells how one becomes a member (by virtue of the office), not what their rights are. If the rights of ex-officio members are to be restricted, that must be done in the bylaws. Otherwise, ex-officio members have the same rights as elected or appointed members. For more information, refer to RONR 10th ed. pp. 466-467.

## **5. Can bylaws be suspended?**

Only bylaws that are in clearly in the nature of rules of order may be suspended. For more information, refer to RONR 10th ed. p. 17.

## **6. Can a member of the nominating committee be nominated?**

Yes. For more information, refer to RONR 10th ed. p. 419.

## **7. Can members nominate themselves for an office?**

Yes. There is no rule in RONR 10th ed. that prevents it.



**8. Can nominees vote for themselves?**

Yes. There is no rule in RONR 10th ed. that prevents it.

**9. Must the President, if nominated, step down from the chair during the election?**

No. For more information, refer to RONR 10th ed. pp. 436.

**10. Can a bylaws requirement for a ballot vote be suspended if there is only one nominee for each office?**

No, such a bylaw cannot be suspended even by a unanimous vote or unanimous consent. For more information, refer to RONR 10th ed. pp. 255 and 244.

**11. What is a write-in vote?**

During a ballot vote, a member may write a name on the ballot, which is a vote for that person, rather than voting for a candidate whose name already appears on the ballot. For more information, refer to RONR 10th ed. pp. 427.

**12. The President has resigned, now what?**

The Vice-President automatically becomes the President for the remainder of the term of the President. For more information, refer to RONR 10th ed. pp. 442.

**13. Are mail-in or telephone votes okay?**

No, not unless authorized by the bylaws. For more information, refer to RONR 10th ed. pp. 469-470.

**14. When somebody calls out "Question!" must debate cease?**

No. Previous Question is the proper motion for that, and a member must be recognized by the chairperson to move Previous Question, not just shout it out from their seat. If recognized and seconded, it is not debatable, and requires a two-thirds vote to be adopted. If adopted, debate ceases and a vote is taken on the immediately pending question. For more information, refer to RONR 10th ed. pp. 189-201.

**15. When does a resignation take effect?**

A resignation is actually a request to be excused from a duty. It is effective only after the appointing or electing authority has accepted the resignation, unless the bylaws say otherwise. For more information, refer to RONR 10th ed. pp. 277-280.

**16. How long can a member speak in debate?**

Ten minutes, unless he obtains the consent of the assembly to speak longer (two-thirds vote), and then a second time for 10 minutes after everyone has been given a chance to speak once. If debate is closed before the member has had a chance to make a speech or a second speech, none may be made. For more information, refer to RONR 10th ed. pp. 41.

**17. Do nonmembers have a right to attend or speak at meetings?**

No, nonmembers have no rights to the proceedings. However, a request can be granted to attend by a majority vote or unanimous consent, but it requires a two-thirds vote to suspend the rules to allow a nonmember to speak in debate. For more information, refer to RONR 10th ed. pp. 255, 625.

**18. Do members who are not members of the Board of Directors have a right to be present or speak at board meetings?**

No. See the answer to #17, as nonmembers have no rights to the proceedings of the Board.

**19. Do members of an organization have access to the minutes of the Board of Directors?**

The Board may grant an individual member's request to inspect the minutes, or by a two-thirds vote or by a vote of a majority of the entire membership, the organization can order the minutes to be produced and read at a meeting, or by a majority vote if previous notice is given. For more information, refer to RONR 10th ed. pp. 470.

**20. Should seconds be recorded in the minutes?**

No. For more information, refer to RONR 10th ed. pp. 451-456.

**21. If a motion has been defeated, can it be brought up again at the next meeting?**

Yes, if the meeting is a different session, which is the normal situation, in other than legislative bodies. For more information, refer to RONR 10th ed. pp. 325-331.

**22. Can a meeting be adjourned if there is still business pending?**

Yes. For more information, refer to RONR 10th ed. pp. 225-226.

**23. Who decides what is on the meeting Agenda?**

The members at a meeting may adopt an agenda by a majority vote, and may amend it before its adoption. After it is adopted, an amendment to the Agenda requires a two-thirds vote, or a vote of a majority of the entire membership, or unanimous consent. For more information, refer to RONR 10th ed. pp. 360-363.

**24. What is a quorum?**

It is the minimum number of voting members who must be present at a meeting in order to conduct business, usually specified by the bylaws. If not specified in the bylaws, then in most societies a quorum is a majority of the entire membership. In a body of delegates, a quorum is a majority of the members registered as attending. In organizations without a reliable register of members, a quorum at a regular or properly called meeting is those who attend. In a mass meeting, a quorum is those persons present at the time. For more information, refer to RONR 10th ed. pp. 334-335.

**25. What can be done in the absence of a quorum?**

Fix the time to which to adjourn, Adjourn, Recess, Take measures to obtain a quorum. For more information, refer to RONR 10th ed. pp. 336-337.

**26. How do you count abstentions? As ayes? As no's?**

In the usual case, abstentions are not counted. They are not "votes" technically. In a room of 100 people, a vote of 1-0 [one affirmative and zero negative] is legitimate, and renders a binding decision. In addition, a vote of 1-0 in room of 100 people is technically a "unanimous vote" because there was no vote in opposition. However, if the bylaws specify "a majority of those PRESENT" or "two-thirds of those PRESENT," instead of "PRESENT AND VOTING," then an abstention has the same effect as a negative vote. (This language is generally undesirable, as it denies a member the right maintain a neutral position by abstaining.) For more information, refer to RONR 10th ed. p. 394 and p. 390.

**27. Can married couples be officers (or board members) at the same time?**

Yes. Unless the bylaws say otherwise, there is no parliamentary rule to prevent it. In addition, the voters have spoken, and saw nothing wrong there, too!

**28. What is a majority? Fifty-one percent? Fifty percent plus one?**

The word "majority" means "more than half." The false definition "51%" only applies to units of exactly 100; the false definition of "50% + 1" is only true for even numbers, and false for odd numbers. For more information, refer to RONR 10th ed. pp. 387.

**29. When nominations for offices are being taken from the floor, and in a situation in which the office calls for more than one person to be elected, can one make a nomination for more than one person at the same time?**

No -- unless nobody objects. For more information, refer to RONR 10th ed. p. 418, l. 6-11.

**30. Can a member vote on or second a motion to approve the minutes of a meeting that he did not attend?**

Yes, absolutely! There is no requirement in Robert's Rules of Order that members have first-hand knowledge of something before voting on minutes or other motions. In fact, a motion need not be made regarding the approval of the minutes. The chair says, "Are there any corrections to the minutes?" Members may offer corrections, and when there are no further corrections forthcoming, the chair says, "If there are no further corrections to the minutes, they stand approved as corrected... the next item of business is..." or if no corrections are offered, "If there are no corrections to the minutes, they stand approved as read... the next item of business is..." Note that there is no second involved in this process. For more information, refer to RONR 10th ed. pp. 343-344.

**31. In the event of a tie vote what are the President's duties or options?**

On a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority.

If the presiding officer is a member of the assembly, he can vote as any other member when the vote is by ballot. In all other cases the presiding officer, if a member of the assembly, can (but is not obliged to) vote whenever his vote will affect the result--that is, he can vote either to break or to cause a tie; or, in a case where a two-thirds vote is required, he can vote either to cause or to block the attainment of the necessary two thirds.

The chair cannot vote twice, once as a member, then again in his capacity as presiding officer. In an appeal from the decision of the chair, a tie vote sustains the chair's decision, even though his vote created the tie, on the principle that the decision of the chair can be reversed only by a majority. For more information, refer to RONR 10th ed. pp. 392-393.

### **32. How many times can minutes be corrected after they are approved?**

There is no limit as far as Robert's Rules are concerned.

"If the existence of an error or material omission in the minutes becomes reasonably established after their approval—even many years later—the minutes can then be corrected by means of the motion to Amend Something Previously Adopted, which requires a two-thirds vote, or a majority vote with notice, or the vote of a majority of the entire membership, or unanimous consent." For more information, refer to RONR 10th ed. p. 458.

## **Protocol and Parliamentary Procedure Great Websites!**

[www.jimslaughter.com](http://www.jimslaughter.com)

[www.parlipro.org](http://www.parlipro.org)

[www.rulesonline.com](http://www.rulesonline.com)

[www.effectivemeetings.com](http://www.effectivemeetings.com)

[www.csuchico.edu/sac/parliament.html](http://www.csuchico.edu/sac/parliament.html)

**For further reference of Parliamentary Procedures see: "Roberts Rules or Order Newly Revised," the Club and the International Constitution and By Laws.**

### **III. COURTESIES REGARDING REGULAR MEETING PROCEDURE**

Your Cabinet meetings can rise or fall--depending on individual and district manners—on the expression of **respect** that you show one another. Dignify your District and its members by observing **courtesy** in your every Lion move.

**Governor's Pre-meeting Telephone Courtesy Calls:** (Call the following personnel before your regular meeting and give them the courtesy of checking out their part of the meeting.)

1. Lion giving the invocation.
2. Lion leading the Pledge of Allegiance.
3. Cabinet Secretary.
4. Host Club or Cabinet Officer

#### **Host Courtesy:**

1. He/she introduces himself/herself to all guests and in turn either introduces them or sees that their Lion host introduces them.
2. Sees that the flags and banner are in place; gong, gavel, and lectern are placed properly and that every Lion has a songbook (if used).
3. Makes himself/herself available at all times to the Governor for courtesies that occur from time to time.

#### **Flag Salute Courtesy:**

Every Lion should get the opportunity to lead the Pledge of Allegiance to "Old Glory." You may also choose a Boy or Girl Scout or a member from one of the branches of the service. **Be courteous** by notifying these people ahead of time. You may then follow with singing of "America" or other appropriate patriotic anthem.

#### **Invocation Courtesy:**

Let your invocations be a joy in a moment of spiritual uplifting by **courteously calling** said member ahead and arranging this important moment to fit the day, occasion, and the week.

#### **Courtesy in Introducing the Members at the Head Table:**

1. Usually done by presiding officer.
2. Follow order of introductions the same as set up in line of precedence on page 15.

#### **Courtesies to be Observed in Introduction of Speaker(s):**

1. Notify him/her ahead of time how long he or she has to speak.
2. Give him/her an introduction that is not necessarily flattering, but truthful, respectful, and logical and MAKE IT SHORT!
3. Mean what you say -- have no fun at his/her expense. He or she will appreciate your courtesy in this careful planning.

**Courtesy of Governor in Thanking:**

1. Speaker
2. Visitors, guests.

**Courtesy of Cabinet Secretary:**

1. Writing "thank you" letters where needed.
2. Attending to visiting Lions "make-ups" (this is a courtesy they appreciate).

**IV. INVOCATIONS and BENEDICTIONS**

It must be remembered that sectarian religion has no place in a Lions club, but rather that our club membership embraces those of many faiths. This should be borne in mind when giving invocations, particularly when the invocations are given by lay members.

We expect members of the clergy to give invocation and prayers appropriate to their faith, and we should not criticize them for this. However, when invocations are given by laymen, it is a mark of consideration that an awareness be evidenced that there may be those in our audience who may not hold to our beliefs and a simple "Amen" to conclude a prayer may be better than a sectarian end.

## **V. MEETING AND CONVENTION PROTOCOL**

The following is established as protocol policy for the International Association of Lions Clubs. Only the principle speaker is required by protocol to acknowledge all dignitaries present.

### **Club Level**

1. Club President
2. Current or Past International Officers or Directors by rank.
3. Immediate Past Club President
4. Club Vice-Presidents (a)
5. Club Secretary
6. Club Treasurer
7. Club Directors (a)
8. Lion Tamer
9. Tail Twister
10. Past Club Presidents (a)

### **District Level**

1. District Governor
2. Current or Past International Officers or Directors by rank.
3. Chairperson Council of Governors
4. Past Council Chairpersons (a)
5. Immediate Past District Governor
6. Vice District Governor
7. Past District Governors (a)
8. Cabinet Secretary
9. Cabinet Treasurer
10. Region Chairperson (a)
11. Zone Chairperson (a)
12. District Chairperson (a)

### **Multiple District Level**

1. Chairperson, Council of Governors
2. Current or Past International Officers or Directors by rank.
3. District Governors
4. Past Council Chairperson (c)
5. Immediate Past District Governor (a)
6. Vice District Governor (a)
7. Past District Governors (a)
8. Multiple District Secretary
9. Multiple District Treasurer
10. Multiple District Chairpersons

### **International Level:**

1. International President
2. Immediate Past International President
3. International Vice Presidents by rank
4. International Directors (a)
5. Past International Presidents (b)
6. Past International Directors (c)
7. Chairperson, Council of Governors
8. District Governors
9. Association Executive Administrator
10. Association Secretary
11. Association Treasurer

### **Explanation of notes used above.**

- (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. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be used by the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

It is recommended that introductions at Conventions and Conferences be limited to no more than two (2) events; for example, at the Opening or Business Meeting, and at the Banquet or Closing. If a dignitary should enter a function or meeting late, it is best not to interrupt the proceedings to introduce them. If necessary, they can be introduced at a later event.

Within the specific categories set out above, introductions of all Past International Officers shall be made according to the year of service and shall proceed, in order, from the Past Officer with the earliest year of service to the Past Officer with the latest year of service.

In any Lions function in a Multiple District, the Council of Governors shall determine the presiding officer in charge and the protocol to be followed in accordance with established Lions International protocol incorporated with local customs. In any Lions function in a Sub-District, The District Governor, who is the highest ranking officer, shall be responsible for determining the presiding officer in charge and the protocol to be followed in accordance with established Lions International protocol incorporated with local customs.

### **General Comments on Recognition**

When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions, in addition to those listed above, they should be recognized in accordance with local customs, provided that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as fellows should be mentioned.

### **Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson, Master or Mistress of Ceremonies, as the case may be. (See seating diagrams).

### **Introductions – Different Levels**

There are many events where Lions “brass” may attend and you wonder about the proper sequence. Keep in mind one thing – at each meeting level, there is one important or ranking officer who is responsible for that level – for example:

At the Club Meeting – the Club President is the important officer.

At the Zone Meeting – the Zone Chairperson is the important officer.

At the District Meeting – the District Governor is the important officer.

Recognize the important officer first, then International rank takes over, keeping in mind that All Current Officers Hold Rank Over Past Officers.



## **VI. HEAD TABLE PROTOCOL**

### **Head Table with No Podium**

The presiding officer or meeting chairman must always be seated at the most central seat at the head table when there is no central podium, shown as seat number one on the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chairman or presiding officer (who normally would be the club president, district governor, council chairman or international president).

(Audience)  
**7 5 3 1 2 4 6**  
Figure 1

### **Head Table with Podium**

As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

(Audience)  
**7 5 3 1 Podium 2 4 6 8**  
Figure 2

Position 4 would be reserved for the Lion who will introduce the guest of honor unless spouses are present. When spouses are present, they should be seated to the Lion's left when on the left side of the head table, and to the Lion's right when on the right side of the table. **Exception:** Male spouses should always be seated on each end rather than the female.

### **Master (Mistress) of Ceremonies and Meeting Secretaries**

At some events, the Master (Mistress) of Ceremonies (Emcee) will be someone other than the chairman or presiding officer. In such cases, the emcee should be seated in accordance with local customs or at one end of the head table. If, however, his/her place in the general order of precedence dictates a specific seat (e.g. a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

### **Multi-Tables**

When a number of Lion dignitaries are present, the order of precedence in Section IV shall govern. If there is more than one table required to seat the dignitaries present, the table at the highest level shall be considered the primary one (Head Table). Care must be taken so as not to seat Lions of the same rank at different tables.

## Head Table Introductions

Introduction of the members at the head table should begin with the meeting chairman or presiding officer, then, continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., "Past International Director John Doe and his wife, Jane"). It is also acceptable to do a reverse order of introductions or recognitions.

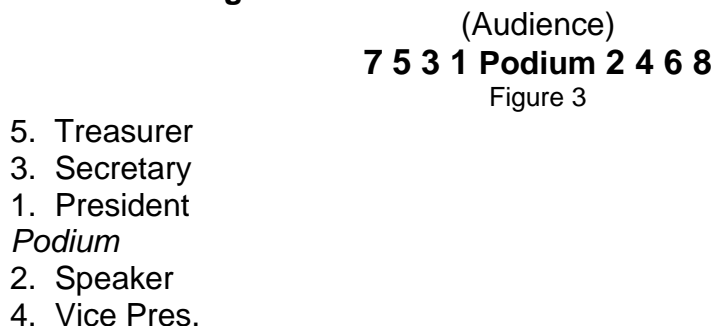
## National Anthems

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played. The US National Anthem is always played last when on US soil. Guests' national anthems are played first, in alphabetical order by country of more than one country is represented.

## Suggested Basic Head Table Seating

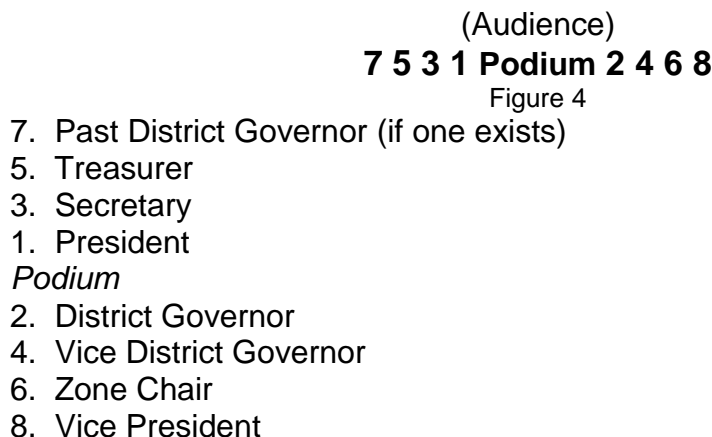
Included herein are a number of basic charts to illustrate suggested seating arrangements. They may be modified as needed to meet your situation so long as basic courtesy and consideration are followed.

### Regular Club Meeting



Note: Extra places can be filled by Past District Governors, Immediate Past Pres., etc.

### District Governor Official Visit



Note: Extra places can be filled by Past District Governors, Immediate Past Pres., etc.

## **Cabinet Meeting / Meeting with Visiting Dignitaries**

(Audience)

**7 5 3 1 Podium 2 4 6 8**

Figure 5

7. Visiting District Governor
5. Cabinet Treasurer
3. Cabinet Secretary
1. Host District Governor

*Podium*

2. Guest Speaker
4. International Director
6. Past International Director
8. Vice District Governor

Note: If not enough spaces are provided at the head table, you may extend the head table down the two sides of the room, have a second table set, or provide special tables. If spouses are invited, places should be provided with their mates.

### **Head Table Paraphernalia**

- Flags, Gong, and Gavel
- Podium (A MUST), Working Public Address system
- Pitcher of water and water glasses, Place Cards--so there is no Scratch pad and pencil arrangements

## **VII. INVITATIONS**

An Invitation to a Current International Officer, District Officer, or Zone Officer, and likewise to a past officer of any of these levels of Lions Clubs International requires certain statements of facts. The invitation should state the type of event, time, date, and place; whether the invited guest has a part in the program or not, whether he or she is expected to sit at the head table and type of dress to be worn. If transportation or travel arrangements are to be made, be clear and specific or advise that a committee or others will meet and escort the guests to the place of the event. If the invitation reads: **"You are invited to attend as our guest,"** it is taken for granted that the guest is **not** expected to pay for tickets to the event.

Tickets should be included with the invitation or the Greeters Committee should meet the guest to insure clearance past the ticket officer, who in many cases is not informed or does not know the guests or invited dignitaries. Without fail, the guests will introduce themselves where there is no Greeter, but again the ticket seller might be entirely ignorant of the name. If this is a Lions Social, then tickets and invitations should include the spouse.

It is recommended that the above be followed when inviting any guest to a Lions affair.

## **VIII. INTERNATIONAL GUESTS**

If a Present or Past International Officer has been invited to attend a Lions function, such as a Club Anniversary, District Conference, Multiple District Conference or Convention, it is the responsibility of the Presiding Officer, either the Club President, Host District Governor or Council Chairman, to appoint a Committee to meet the International Officer upon his/her arrival, to arrange his/her housing, if needed, and to escort him/her to any and all functions to which he or she is invited. Chairperson of the Committee should be a Past District Governor, Past International Officer, or if none of these are available, a Past Club President. The Committee Chairperson may appoint other members to assist him, if he or she so desires. **AT NO TIME** should the International Officer be left to fend for himself, **UNLESS HE OR SHE SO DESIRES**. If the International Officer is accompanied by his/her spouse, a Committee should also be appointed to escort the spouse to any functions where the international guest is not included.

## **IX. RECEPTION AND ENTERTAINMENT OF LION DIGNITARIES**

On the occasion of an International Officer's or Director's visit to a club or city, it is customary to extend an invitation to the neighboring Lions Clubs, and present and former District Officials to attend so that as many Lions as possible will have the opportunity to meet and become acquainted with the visiting Officer.

International Officers such as the International President, or Vice-Presidents, International Directors or Past International Directors should be extended every courtesy of protocol as outlined in this manual and Lions Clubs International Visitor and Hosting Guide.

### **Arrival**

It is good to meet the International Officer at the airport with a delegation of prominent Lions and escort him to his/her hotel. The Governor should always be a part of the greeting party. This practice will make a good first impression on the guest. Make specific arrangements as to where the officer will be met (i.e. gate, baggage claim, etc.). Plan to carry the officer's luggage, and make sure you have a car (or cars) with enough room for the luggage. It is possible the officer has been traveling for a while and will have more baggage than anticipated. Ask the officer when they ate last. It may be prudent to stop for food on the way to the hotel.

The personal host (usually a PID or PDG) should also be a part of the greeting party. They will always accompany the officer during all convention functions. They should inform the officer on when and where they are to be for all functions. Do not let them guess where they will sit or when they are expected to be. The host should stay close enough to the guest to know when someone is dominating their time or worse yet, bending their ear on an inappropriate issue.

### **Hotel Accommodations**

Definite hotel reservations should be made for the visiting officer before his arrival. Additional courtesies and favors should accompany the reservation or visit – flowers, newspapers, etc. The personal preference sheet sent by Lions Clubs International will give you some hints on what will be appreciated most. The club should pay for the hotel reservations, or in some cases, due to the importance at the occasion, the management of the hotel may be willing to provide the officer with complimentary accommodations. If such accommodations are not provided, the officer will pay for himself and will be reimbursed in line with the rules of audit of Lions International.

### **Advance Information**

Before the departure to your city, be sure the officer has the following information:

- ☐ Information about hotel reservations
- ☐ All information about the meeting time, place, etc.
- ☐ The type of dress and occasion
- ☐ Broadcasting or television arrangements

### **Schedule of Appointments**

Appointments with important people in Lionism and the community may be made for the officer; however, consideration should be given to periods of relaxation. Once you bring the officer to his/her room, plan a time to review the schedule in detail.

### **Publicity**

The host should make advance arrangements for publicity, radio or TV interviews, or photographs. Material concerning the speaker may be obtained in advance from the International Office.

### **Welcoming the Lion Official**

A welcome on the part of the mayor or other leading citizens of the community could be a part of the program.

### **Program Arrangements**

At an evening meeting and banquet, particular attention should be given to the time schedule and arrangements of the program. Avoid having a time-consuming Toastmaster who tells lengthy stories and does a 15-20 minute soliloquy between each number on the program.

The visiting officer should have the best spot on the program – scheduled around 8:00 or 8:30 PM. It is a breach of Lion's etiquette to introduce a Lion speaker after 10:00 PM. Do not let entertainment interfere with the importance of the Official's speech or visit.

### **Introductions**

Avoid lengthy introductions. The audience is more interested in hearing the speaker than about him. Be sure the introduction includes:

- ☐ His/her Name
- ☐ His/her Position In Lionism
- ☐ His/her Business Or Profession
- ☐ Where he/she Lives
- ☐ His/her Background In Lionism
- ☐ The Subject Of His/her Speech

### **Other Guests**

If the International Officer is accompanied by their spouse, it is recommended that a committee of member's spouses be appointed to make his/her visit enjoyable and to entertain him/her while his/her spouse is attending his official Lion duties.

### **Departure**

Remember to meet the needs of your guest until they are put on the plane for departure. Return to the airport, meals, etc. are the responsibility of the District until departure. Someone must stay with your guest until they board the plane rather than drop him or her at the terminal. Sometimes flights have changed or are cancelled. We do not want to leave someone stranded at an airport.

**Expressions of Appreciation**

Following the officer's visit to your city, or at the close of the convention or affair, the officer should be written, thanking him/her for the contribution he/she has made. Other tokens of appreciation may also be made.

**Some final notes**

- Treat the officer as you would a family member or close friend. Ask yourself: How would I wish to be treated if I was the guest? Act accordingly.
- While a gift is optional, remember that a sincere thank you note is not.

## **X. DEATH OF A PROMINENT LION OR OFFICIAL**

***The following protocol requires family approval before being put into place.***  
**PROCEDURE TO FOLLOW IN DEATH OF COUNCIL MEMBER, PAST DISTRICT GOVERNOR, PROMINENT LION, OR SPOUSE OF EITHER.**

To ensure that proper notification is made, proper respect is paid and proper protocol is followed in the case of the death of a member of the Council, a Past District Governor or a prominent Lion, or the spouse of either, the following procedures shall be followed.

1. The District Governor, upon learning of the death of any Lion or his spouse, as mentioned above, shall immediately telephone the Council Chairman and the Past District Governor's Association President, providing them with the following pertinent information.
  - a. Name, title and address of deceased Lion
  - b. Name of spouse or next of kin
  - c. Visiting Hours – Date, time and location
  - d. Funeral – Date, time and location
  - e. Name of club of deceased Lion
2. Each District shall have formulated its own method of death notification to all Past District Governors and past and present Cabinet members and clubs within the District that the District Governor considers should be notified.

### **Visiting Hours**

Lions officials and others notified should assemble outside the Funeral Home at the hour designated on the first night of the scheduled visiting hours. With family approval, they should then file into the Funeral Home with the District Governor at the front of the line, followed by Council officers and then others. The District Governor after paying his or her respects should stand next to the family and introduce the Lions as they file by to pay their respects.

### **Services for the Deceased**

With family approval, Lions should assemble at least thirty minutes before the services and should line up on both sides of the entranceway, if enough Lions are present to form an Honor Guard, when the funeral procession arrives.

A designated Lion should contact the Funeral Director in advance to advise him or her of the Lion's plan and to make sure that seating will be reserved for the Lion Honor Guard and that they can be ushered in properly.

If the funeral services are being held in the Funeral Home, where the body of the deceased has been lying in State, the Honor Guard can be formed as the body is taken from the Funeral Home.

If the funeral services are not held in the Funeral Home and there are Lions present who will be going to the cemetery, these Lions should be at the head of the procession so that they can also form a Guard of Honor at the grave.



**Council Action**

The Council Chairman or President of the Past District Governor's Association shall arrange for the sending of an appropriate floral piece from the Council or a memorial contribution to an organization or project of the family's choice.

A moment of silence and works of remembrance of the deceased Lion should be included in the opening prayer of the next Council Meeting.

A formal resolution, expressing the sympathy of the Council or the Past District Governor's Association, should be adopted at the next Council meeting, a copy of which should be forwarded to the family of the deceased and the Lions Club of which he or she was a member.

## **XI. FLAG ETIQUETTE**

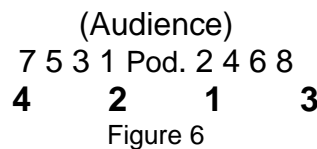
### **How to Display the Flag**

1. When the flag is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.
2. The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right [*that means the viewer's left*], and its staff should be in front of the staff of the other flag.
3. The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. By "half-staff" is meant lowering the flag to one-half the distance between the top and bottom of the staff. Crepe streamers may be affixed to spear heads or flagstaffs in a parade only by order of the President of the United States.
4. When flags of States, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the right of the flag of the United States (the viewer's left). When the flag is half-masted, both flags are half-masted, with the US flag at the mid-point and the other flag below.
5. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.
6. When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff.
7. When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.
8. When the flag is displayed in a manner other than by being flown from a staff, it should be displayed flat, whether indoors or out. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the observer's left. When displayed in a window it should be displayed in the same way, which is with the union or blue field to the left of the observer in the street. When festoons, rosettes, or drapings are desired, bunting of blue, white and red should be used, but never the flag.
9. That the flag, when carried in a procession with another flag, or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.
10. The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of States or localities or pennants of societies are grouped and displayed from staffs.
11. When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size.

International usage forbids the display of the flag of one nation above that of another nation in time of peace.

12. When displayed from a staff in a church or public auditorium on a podium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker (to the right of the audience). When displayed from a staff in a church or public auditorium off the podium, custom and not the flag code hold that the flag of the United States of America should hold the position of superior prominence as part of the audience, in the position of honor at the audience's right.
13. When the flag is displayed on a car, the staff shall be fixed firmly to the chassis or clamped to the right fender.
14. When hung in a window, place the blue union in the upper left, as viewed from the street.

There is not protocol for multiple flags, such as USA, Visiting Dignitary, Lions, etc. If flags are displayed in a straight line across the back of a stage or behind a head table, the only "must" is that the US flag must be in the center and no other flag shall be higher than it.



An example arrangement of flags is:

1. USA Flag
2. Visiting National Flag
3. Oregon Flag
4. Lions Flag

Or, simply:

1. USA Flag
2. Oregon Flag or Lions Flag

### **Parading and saluting the flag**

1. When carried in a procession, the flag should be to the right of the marchers.
2. When other flags are carried, the flag of the United States may be centered in front of the others or carried to their right. When the flag passes in a procession, or when it is hoisted or lowered, all should face the flag and salute.
3. To salute, all persons come to attention.
  - Those in uniform give the appropriate formal salute.
  - Members of the Armed Forces and veterans who are present but not in uniform may render the military salute.

- Citizens not in uniform salute by placing their right hand over the heart and men with head cover should remove it and hold it to left shoulder, hand over the heart.
  - Members of uniformed organizations in formation salute upon command of the person in charge.
  - Citizens of other countries present should stand at attention.
4. All such conduct toward the flag in a moving column should be rendered at the moment the flag passes.

These directions come from the U.S. Flag Code. The Flag Code can be viewed in its entirety at [http://www.access.gpo.gov/uscode/title4/chapter1\\_.html](http://www.access.gpo.gov/uscode/title4/chapter1_.html).