

Protocol in Lionism

Protocol determines what we say, how we act, what we wear, the proper way things are done & showing respect to our fellow Lions & guests. Following established Protocol at Lions Meetings will make meetings an enjoyable experience for everyone.

Club Dinner Meetings:

The Head Table: Looking towards the audience the basic rule, recommendation 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, then the person introducing the guest, plus one additional person to balance the head table. Another option at regular meeting is including the vice-presidents at 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: All rise for O' Canada, followed by a toast to the Queen. This is 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. This is followed by the Lions Grace or an appropriate invocation.

Greeting Members & Guests: At least one club member can 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, always stand, address the President & speak clearly.

Dress Code: Generally, the dress for Dinner Meetings will portray a favourable impression of your Club in the community, i.e. Lions regalia, business casual, business dress, club shirt.

Communications: Contact guest speakers 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. They may inquire about the appropriate dress 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 generally arrange an Official Visit to the Club during the year. They should not be expected to pay for their meal or purchase fund raising tickets. They should 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 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.