

Lions Protocol

Protocol is the code of etiquette, ceremony, and precedence. It is acceptable procedure and order in all club meetings, so that when extended for special occasions, visiting dignitaries are treated with proper respect.

Protocol and common courtesy go hand-in-hand. Courtesy being a "favor performed with politeness" and is always in order. Guest will appreciate it and new members who are made to feel welcome, will feel at home and part of the Club. The same rules of courtesy you use in your home should apply to your Club. Because we are the world's largest and most active civic organization, we should be concerned about proper and courteous procedures. Protocol tends to instill confidence in the club's officers and members, creates a dignified image of the Club in the eye of the visitors, and makes the community aware of our concern and efficiency

GUIDANCE IN LIONISM PROTOCOL

DO:

Plan every meeting well in advance.

Notify people about proper dress.

Have an active program Chair.

Have an active Tail Twister who knows when to quit.

Keep complete control of the meeting at all times. Particularly while business is being transacted and questions are being asked of the speaker

Open and close the meeting on time.

Have a speaker's stand.

Introduce and welcome all guests.

Plan the seating arrangements of the Head Table prior to the start of the meeting and at special meetings use place cards.

Set up a timetable for your program and try to stay on schedule.

Have and properly display the Flag and your Club Banner(s).

DON'T:

Embarrass your speaker by making elaborate predictions about his or her speech.

Exaggerate the speaker's qualifications.

Use the speaker's time with your introduction. (One to three minutes is ample.)

Try to review the speaker's talk after he or she has finished. A remark about one point is in order to show that you were listening.