

Head Table Seating and Introductions for Special Events

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in 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 chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

<figure 1>

(AUDIENCE)

7	5	3	1	2	4	6
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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.

<figure 2>

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7	5	3	1	Podium	2	4	6	8
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When Partners In Service or spouses are present, they should be seated to the officer-speaker-dignitaries left when on the left side of the table, on the officer-speaker-dignitaries right when on the right side of the table.

Multi-Head Tables

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

Head Table Introductions

Introduction of the head table should begin with the meeting chairperson 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 District Governor John Doe and his wife Jane"). Introduction of the principal speaker (e.g. the District Governor for the DG's official club visit) should be done only once – when the speaker is being presented to the meeting for remarks.

When a Lion holds more than one title, he/she shall be recognized for the highest one. In areas that have positions in addition to those listed below, 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 Melvin Jones Fellows should be mentioned

Only the principal speaker is required to acknowledge all dignitaries present.

Order of Precedence

(Yellow highlight indicates those Lions most likely to be in attendance at club level events.)

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. Past International Presidents (b)
5. International Directors (a) (Board Appointees)*/**
6. Past International Directors (c)
7. Regional LCIF Coordinators and Area GMT/GLT Leaders
8. Chairperson, Council of Governors (a)
9. District Governors
10. Association Senior Executive Administrator
11. Association Executive Administrator
12. Association Secretary
13. Association Treasurer
14. Past Council Chairperson (a)
15. Immediate Past District Governor (a)
16. Multiple District Chairpersons and Coordinators (including LCIF, GMT and GLT)
17. First Vice District Governor
18. Second Vice District Governor
19. Past District Governor (a)
20. Multiple District Secretaries (Volunteer) (a)
21. Multiple District Treasurers (Volunteer) (a)
22. District Secretaries (a)
23. District Treasurers (a)
24. Region Chairperson (a)
25. Zone Chairperson (a)
26. District Chairperson and Coordinators, including LCIF, GMT and GLT Team Leaders (a)
27. Club Presidents (a)
28. Immediate Past Club Presidents (a)
29. Club Secretaries (a)
30. Club Treasurers (a)
31. Past Club Presidents (c)
32. Multiple District Secretaries (staff) (a)
33. Multiple District Treasurers (staff) (a)

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. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.

(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 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.