

Protocol

PROTOCOL is the proper procedure and rule of etiquette to follow in ceremonies at meetings. It is the proper procedure and order to follow for all Lion/Lioness meetings, so that when expanded for special occasions, you will treat visiting dignitaries with the respect due their office and position.

We should all be concerned about proper procedures, because they tend to instill confidence in the Club's officers, create a dignified image in the eyes of visitors, and permeate the community with an awareness the Lions/Lioness organization. In any organization with tradition worth talking about, honor should be given where honor is due.

OFFICIAL VISIT OF THE DISTRICT GOVERNOR

Your *District Governor* is required by Lions International to visit at least once, each club within their District. On the occasion of their Official Visit, certain procedures of *Protocol* should be followed.

1. Publicize your Governor's visit.
2. Have your attendance committee strive to secure 100% attendance for this meeting.
3. Have your District Governor properly introduced. The highest-ranking Lion should make the introduction in attendance. The ranking Lion would be determined in the following order:
 - a. International Director
 - b. Past International Director
 - c. Past District Governor
 - d. Vice District Governor
 - e. Region Chairman
 - f. Zone Chairman
 - g. Cabinet Secretary/Treasurer
 - h. Club Officers
4. When introducing the head table, it is proper to introduce the wife of the District Governor and say "Our guest speaker will be introduced later" and continue with the rest of the head table without introducing the District Governor. (*Remember that the highest-ranking Lion should introduce the District Governor in Attendance. See #3 above.*)
5. When the District Governor is introduced, the club members should rise.
6. Give the entire program to the District Governor. Do not infringe on the District Governor's time by conducting club business or by someone else scheduled to speak.

7. Plan to have the Board of Directors available to meet with the District Governor at the conclusion of the meeting, *if requested by the District Governor*. Again, club business should be delayed to a future meeting.