

## PROTOCOL WORKSHOP

### 1. pro·to·col

[ˈprɒdəˌkɒl, ˈprɒdəˌkɑːl]

NOUN

1. the official procedure or system of rules governing affairs of state or diplomatic occasions:  
"protocol forbids the prince from making any public statement in his defense"
- the accepted or established code of procedure or behavior in any group, organization, or situation:  
"what is the protocol at a conference if one's neighbor dozes off during the speeches?"  
**synonyms:** etiquette · conventions · formalities · customs · rules of conduct ·

In a nutshell, protocol is manners. It is the guidelines and courtesies our organization uses to operate and organize our meetings. We ~~are~~ always honor our officers, guests and members in the order relative to their rank in office. Important to remember however, is that we are honoring the office and not the individual.

#### Be prepared:

- Dress appropriately – know the occasion: business, cocktail or formal attire?
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- Be on time and have necessary materials prepared and ready
- Set Head Table appropriately – never more than 12. Use place cards. See attached chart
- Place American flag to the right of the presiding officer at a Head Table. To the right of the audience as they face the presiding officer if it is displayed on the floor.
- Be sure to invite guests or speakers early. Give specific address, time and date
- Assign a hostess to invited guests and dignitaries
- Thank you gifts should be thoughtful, useful and travel friendly Thank you notes should be handwritten and sent in a timely fashion

**At the meeting:**

- **Club President:** Use the gavel only once to open and once to close the meeting

Make introductions – youngest to oldest; lower position to higher position

God always comes before country – Inspiration before Pledge

Start your meeting on time and keep it moving in an orderly, efficient manner. It is important to finish in or before the stated time if at all possible.

- **Members:** Be on time and stay through the meeting

Be attentive to presiding officer and speakers

Address the chair to gain recognition

Do not approach the Head Table from the front

Show the presiding officer respect by addressing them as "Madam President or Madam Chairman"

Turn off cell phones. Leave the room if you must make a call. Leave by the rear door and never walk between the Head Table and the audience

If you are making a presentation, have a script. Give a copy of your report to both the President and the Secretary

If a meal is being served, wait until the president officer begins to eat before eating

All members should wear their name badges. Name badges go on your right side

Honor all commitments and deadlines

## **TABLE SEATING**

### **BUSINESS MEETING**

(President is facing audience)

Treasurer-- 3<sup>rd</sup> VP-- 2nd VP-- Parliamentarian LECTERN President-- 1st VP-- Junior Director-- Recording Sec-- Corresponding Sec

### **LUNCHEON OR BANQUET**

(President is facing the audience)

Corresponding Sec-- Treasurer-- Jr. Dir.-- 1stVP LECTERN President-- Guest-- 2<sup>nd</sup> VP-- 3<sup>rd</sup> VP-- Recording Sec-- Parliamentarian

## CONDUCTING MEETINGS; A SAMPLE AGENDA

### **CALL TO ORDER-**

Begin promptly with one tap of the gavel

### **OPENING CEREMONIES-**

Invocation

Pledge of Allegiance to the flag of the United States of America

Introduce guests

### **READING AND APPROVAL OF MINUTES-**

### **REPORTS OF THE OFFICERS-**

Officers report in the order they are listed in the bylaws

### **CORRESPONDENCE-**

Correspondence is read that does not require action

Correspondence requiring action goes under New Business

### **TREASURER'S REPORT-**

A brief financial statement is given at the meeting

### **RECOMMENDATIONS OF THE EXECUTIVE COMMITTEE-**

Each one should be acted on separately

### **COMMITTEE REPORTS-**

Program reports

Standing Committee reports

Special Committee reports

### **UNFINISHED BUSINESS-**

Business from a previous meeting that was not completed

### **NEW BUSINESS-**

New business must be presented in the form of a motion or recommendation

### **PROGRAM-**

### **ANNOUNCEMENTS-**

### **ADJOURNMENT-**

President adjourns the meeting with one tap of the gavel

A decorative border of small, stylized floral motifs surrounds the text. The motifs are arranged in a circular pattern, with some larger and more detailed than others, creating a delicate frame around the central text.

*The Collect  
A Prayer for Clubwomen*

*Keep us, oh God, from pettiness,  
Let us be large in thought, in word, in deed*

*Let us be done with fault-finding  
And leave off self-seeking.*

*May we put away all pretense  
And meet each other face to face,  
Without self-pity and without prejudice*

*May we never be hasty in judgment  
And always generous.*

*Let us take time for all things,  
Make us grow calm, serene, gentle.*

*Teach us to put into action our better impulses,  
Straightforward and unafraid.*

*Grant that we may realize it is the little things that create differences  
That in the big things of life we are at one.*

*And may we strive to touch and to know  
The great, common human heart of us all  
And, oh Lord God, let us forget not  
To be kind*

*Mary Stewart  
April 1904*