

PROTOCOL

Protocol is a code of etiquette, a pattern of behavior, generally accepted as the most desirable way to show recognition and honor to those in position of leadership. Officers also need to follow a code of etiquette when dealing with their members.

Protocol for Club Presidents

- Begin the meeting on time and follow your agenda closely.
- Tap the bell only once to call the meeting to order. The gavel should only be used to call the meeting to order and to adjourn the meeting.
- Show respect to District and International officers in your club by having them sit at the head table.
- Be sure you have a quorum (1/2 of your members + 1) before business is conducted.
- When presiding, refer to yourself as the Chair. [The Chair recognizes Mary.]
- During a Program meeting, the guest speaker sits beside the President; during a Business meeting the Parliamentarian sits beside the President. If you have a combined Program and Business meeting, the Parliamentarian sits beside the President if the guest speaker will remain for the entire meeting.
- The President should stand when speaking to ensure that everyone can see them and hear them. Use a microphone when one is available.
- Keep your opinions to yourself; the Chair presides.
- A motion must be stated: "I move that we send \$250 to PIF." You should never accept: "I so move" as a motion.
- Give pro and con speakers equal time to speak, alternating your recognition of those wishing to speak.
- Say, "The motion is not in order" and NOT "You are out of order." Keep to the facts and don't let it become personal.
- State each motion clearly before the vote; be sure the members know what they are voting on.
- Don't let the meeting drag; but don't rush it either.
- BE FLEXIBLE!