

## LIONS PROTOCOL & SEATING ARRANGEMENTS - DISTRICT 317C

Lions Clubs International has established a high standard of protocol and courtesies which is followed uniformly throughout the world. In fact, the non-Lion dignitaries who occupy very high positions in the society when invited to Lions Clubs meetings, have often expressed their deep admiration for the meticulous way we follow our protocols and conduct our meetings. Therefore, it becomes our responsibility to continue this legacy with pride. In order to enable everyone to understand, I have highlighted below certain basic information to be followed at our meetings.

The first and foremost step for the success of a meeting is the preparation of a well thought out agenda. Step by step activity along with the names of persons assigned to do a specific job with time slot should be indicated in the agenda and it should be followed. It is better to make a copy of the agenda available to all the guests seated on the dais and if possible to all others. Managing the time is very important. Before the meeting starts, inviting the dignitaries to the dais and making proper seating arrangements for them are very important steps. In this regard, the Lions Clubs International has laid out a very clear protocol, indicating the order of precedence of officials. These are available at the International, Multiple, District and Club levels. However, for the sake of general convenience, the order of precedence for only the District and Club levels are indicated in the table below:

### PROTOCOLS AT THE DISTRICT AND CLUB LEVELS

**ORDER OF PRECEDENCE:**

DISTRICT LEVEL	CLUB LEVEL
<ul style="list-style-type: none"> <li>➤ District Governors</li> <li>➤ International Administrative Officers/Constitutional Area Executive Staff</li> <li>➤ Immediate Past Council Chairperson</li> <li>➤ Past Council Chairpersons</li> <li>➤ Multiple District FWC/GLT/GMT and LCIF Coordinators</li> <li>➤ Immediate Past District Governor</li> <li>➤ Vice District Governors</li> <li>➤ Multiple District Committee Chairpersons</li> <li>➤ Past District Governors</li> <li>➤ Multiple District Secretary (volunteer)</li> <li>➤ Multiple District Treasurer</li> <li>➤ District Cabinet Secretary (DCS)</li> <li>➤ District Cabinet Treasurer (DCT)</li> <li>➤ District FWC/GLT/GMT and LCIF Coordinators</li> <li>➤ Region Chairperson (RC)</li> <li>➤ Zone Chairperson (ZC)</li> <li>➤ District Committee Chairperson (DC)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Club President</li> <li>✓ Current/past Intl. Officer from the Club</li> <li>✓ Immediate Past Club President</li> <li>✓ Club Vice Presidents</li> <li>✓ Club Secretary</li> <li>✓ Club Treasurer</li> <li>✓ Club Directors</li> <li>✓ Designated other club officials</li> <li>✓ Club Past Presidents</li> </ul>

**INVITING TO DAIS:** One of the important protocols is that while inviting dignitaries to the dais, the order followed is from the lowest official rank to the highest. On the other hand, while addressing the meeting, it is always from the highest to the lowest. In any meeting,

the presiding officer is the highest authority. For example, at the Club level, the President of the Club will be the presiding officer while at the District, it is always the District Governor. The presiding officer while addressing the gathering will establish the protocol by identifying each dignitary by name. The remaining speakers may address as ‘Presiding officer and other dignitaries on and off the dais” and continue with their speech. There is no need for each speaker to mention the names of all those who are seated on the dais. This avoids repetition and also saves times.

**SEATING ARRANGEMENTS:** The presiding officer will occupy the central seat on the dais. The chief guest or speaker will occupy the second position and the rest as per rank as shown in the diagram:

6	4	2	1	3	5	7
---	---	---	---	---	---	---

(Audience)

Overcrowding the stage should be avoided. Only those who are required for a particular occasion may be seated on the dais while the remaining dignitaries may be seated in the front row. For example, at a club meeting, only the President, Secretary, Treasurer and the invited guest(s) on the occasion may occupy the dais. As already mentioned, a very well prepared agenda will be very helpful for conducting a meeting smoothly and successfully.