

## PROTOCOL

Lion protocol, basically, consists of how to introduce lion officers of the District, State and International, and where to seat the dignitaries and good manners at official Lion functions.

### The Governor's official visit

1. Setting the date for your clubs Governor's visit should be one of the first things you do as president. You and your club should pick 2 or 3 dates you would like to have the Governor visit. Then notify the Cabinet Secretary of the dates you selected. The Cabinet Secretary will then contact the Governor set the date and let you know which date the Governor has available.
  
2. About three weeks before the Governor's visit the club should invite, in writing, the Governor, Cabinet Secretary and/or Treasurer, Region Chairperson and Zone Chairperson and spouses if it is a spouse night. It is at the discretion of the Club whether the Vice District Governor is invited. You also need to decide which of the cabinet officers will be a guest of your club and which officers will pay for their own meals. You should let them know in advance.
  
3. The head table for the governor's visit

Zone Chairperson	Zone Chairperson Spouse	District Governor Spouse	District Governor	P O D I D M	President	President Spouse	Region Chairperson Spouse	Region Chairperson
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### **Audience**

A female should never be seated at the end of the table, If you have room at the head table for the District Cabinet Secretary and/or Treasurer and spouse, this Lion would sit between the Zone Chairperson spouse and the Governor's spouse. If there is not room at the head table for the Cabinet Secretary-Treasurer, this Lion can sit with the Club and be introduced. The same also goes for the Vice District Governor, if at the head table, the Vice District Governor and spouse would sit between the President's spouse and Region chairperson's spouse and the Cabinet Secretary and/or Treasurer would sit between the Governor's spouse

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and the Zone Chairperson's spouse. The Zone Chairperson and Region Chairperson should be at the head table, as they have to introduce the Governor.

4. At the Governor's visit, the club should dispense with most of the club's regular business, including the minutes and Treasurer's report. If there is something that has to be taken care of immediately, this should be done. There should never be another speaker when the club is hosting the Governor for the official visit.

5. It is recommended that Melvin Jones Fellows be recognized as a group and Past District Governors be recognized individually or as a group.

6. Introductions of the head table start with the lowest ranking officer and move to the highest. If a Lion holds more than one title, recognize them by the highest ranking one.

7. When it is time to introduce the Governor, the President of the club will introduce the Zone Chairperson, the Zone Chairperson introduces the Region Chairperson and the Region Chairperson introduces the Governor.

8. Lions should stand when the Governor is introduced, recognizing the office of District Governor.

9. When the Governor and Cabinet come to visit your Club make them feel welcome. Remember they are Lions just like you and would like to find out more about your club.

### **Club anniversary**

If you are having an anniversary with an International Director or Past International Director the seating would just move to the right of the President.

### **General information**

The presiding officer should always have the most central seat when there is no podium and the featured speaker would be seated to the right of the President. If there is a podium, it is centered on the head table, or a lectern may be set off to the side. The head table should have the same number of seats to the right and left of the President or presiding officer, if possible.

If there is a podium, the presiding officer or President would sit to the left of the podium and the Governor or guest speaker would sit to the right.

If you have any questions when it comes time for your Governor's visit or other official function, do not be afraid to ask for help. That is why we have Zone and Region Chairperson; you can also call upon Past District Governors. They have been there and would be more than glad to help.