



# Lions Clubs International

## *Protocol*





# Session Objectives

- Recognize the importance of protocol to Lions Clubs International
- Identify key components of the Order of Precedence
- Determine basic protocol procedures in a practical scenario



# WHAT IS PROTOCOL

## Definitions:

- ✧ The formal etiquette and code of behavior, and procedure for state and diplomatic ceremonies.
- ✧ code of behavior, manners, courtesies, customs, formalities, etiquette, decorum, rules of conduct



## **COURTERCY**

Be polite and  
gracious



## **RIGHT ETIQUETTE**

Conduct behavior  
professionally

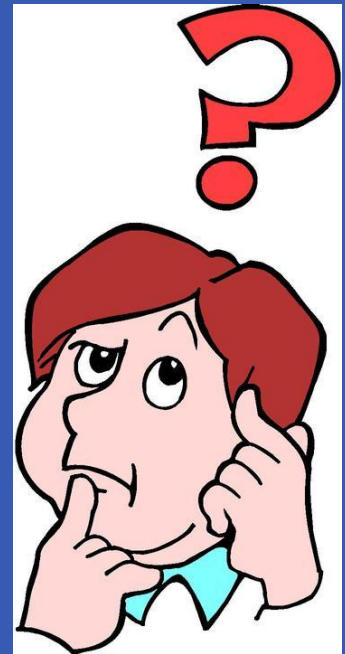


## **GOOD MANNERS**

It is a refined way of  
social behavior

# Why Lions need Protocol:

- ✧ PROJECT AN IMAGE OF HIGHLY ORGANISED AND PROFESSIONAL ORGANIZATION
- ✧ TO OVERCOME CONFUSION OF WHO COMES FIRST
- ✧ TO RECOGNISE GUESTS IN CORRECT MANNER
- ✧ TO FOLLOW ORDER OF PRECEDENCE
- ✧ TO ADDRESS CORRECTLY IN SPEECH
- ✧ TO DRESS IN APPROPRIATE MANNER
- ✧ TO AVOID MAKING YOUR GUESTS FEEL OUT OF PLACE (eg SEATING)



# When do we use protocol

- ☀ Official Lions events (projects or functions)
- ☀ Invitations (emails, letter, etc)
- ☀ Seating
- ☀ Addressing the guests present
- ☀ Souvenir Programme





# Flags, Anthem & Toasts

- ✧ When host's flag is displayed, flag of principal guest's country should also be displayed
- ✧ National Anthem... host's first or guest's first?
- ✧ National Anthem Act 1968 (revised 1989)
- ✧ Section 6(1): At all official receptions to foreign dignitaries where salute is given, the full or Royal version of the National Anthem shall be played **immediately after** the Anthem of the country of the visiting dignitary has been played.
- ✧ Toast to Malaysia Royalties (be sure glass contains non-alcoholic drinks / water): Please join me for a toast to Seri Paduka Baginda Yang-Di Pertuan Agong / DYMM Sultan of.. / TYT YDN
- ✧ Toast to LCI: Please join me as I toast to our beloved organization I give you the Association of Lions Clubs International

# Order of Precedence

- Used to acknowledge or introduce Lions dignitaries



- Used when arranging seating at a head table, or on a stage





# ORDER OF PRECEDENCE

**Lions shall be recognized in the following order:**

1. Head of State / Royal Family / T.Y.T.
2. Presiding Officer
3. International President
4. Immediate Past International President
5. International Vice President (according to rank)
6. Past International President (b)
7. International Directors (a) including appointee
8. LCIF Board of Trustees
9. Past International Directors (c)
10. Past LCIF Trustees and Past Board Appointees

# ORDER OF PRECEDENCE

11. GAT/LCIF Constitutional Area Leader, New Voices Constitutional Area Chairperson
12. LCIF Vice Constitutional Area Chairperson, GAT Regional Area Leader
13. LCIF Area Leaders, GAT Area Leaders, New Voices Constitutional Area Speaker
14. Chairperson, Council of Governors
15. District Governors (a)
16. International Administrative Officers (a)
17. Multiple District LCIF Coordinators
18. Immediate Past District Governor



# ORDER OF PRECEDENCE

19. Vice District Governors (according to rank)
20. Multiple District Committee Chairpersons (a)
21. Past Council Chairpersons (a)
22. Past District Governors (a)
23. Multiple District Secretary (volunteer)
24. Multiple District Treasurer (volunteer)
25. District Secretary
26. District Treasurer
27. District GLT/GMT/GST/ LCIF Coordinator
28. Region Chairperson
29. Zone Chairperson



# ORDER OF PRECEDENCE

30. District Committee Chairperson
31. Clubs Presidents
32. Immediate Past Club President
33. Club Past Presidents
34. Club Secretary
35. Club Treasurer
36. Multiple District Secretary (Staff)
37. Multiple District Treasurer (Staff)
38. District Administrative Secretary (Staff)



# Order of Precedence

MEMBER CENTER • LIONS 100 • CLUB LOCATOR • LCI STORE • MyLCI • LCIF • LCICON • DONATE • 🔍 • 🌐

LIONS | LEOS | CLUBS | DISTRICTS | SERVE! | EVENTS | RESOURCES

Member Center > Resources > Publications and Forms > Board Policy Manual

**Board Policy Manual**

Activities/Programs Publications and Forms

**Board Policy Manual**

Club Supplies Forms

Convention Forms

District and Club Administration Forms and Publications

District Governor Team Manual

Executive Summaries

Leadership Publications and Forms

Legal Forms and Publications

Leo Forms and Publications

Membership Forms and Publications

New Clubs Forms and Publications

Public Relations Forms and Publications

Youth Forms and Publications

Other Forms and

**Board Policy Manual**

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Below is the Board Policy Manual for 2014-2015 effective as of June 2015.

Policy Manual Contents

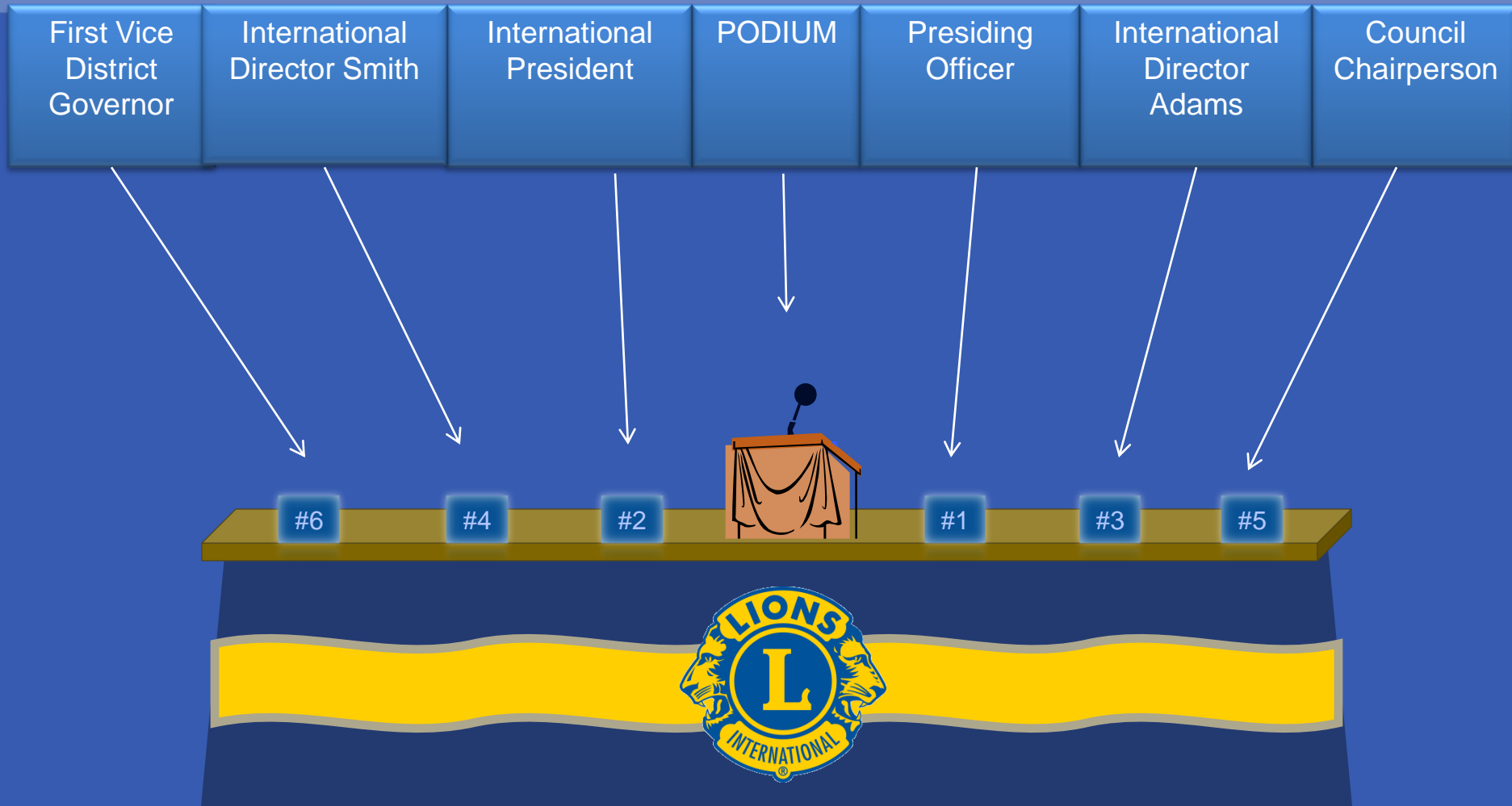
- Chapter I Activities
- Chapter II Board Committees
- Chapter III Board of Directors
- Chapter IV Club Supplies
- Chapter V Clubs
- Chapter VI Code of Ethics & Flag
- Chapter VII Constitution & By-laws
- Chapter VIII Convention
- Chapter IX District Officers & Organizations
- Chapter X Extension
- Chapter XI Finance
- Chapter XII International Office & Staff
- Chapter XIII International Relations
- Chapter XIV Leadership Development
- Chapter XV Legal
- Chapter XVI Lions Clubs International Foundation
- Chapter XVII Magazine
- Chapter XVIII Membership
- Chapter XIX Officers, Present & Past
- Chapter XX Public Relations**
- Chapter XXI Publications
- Chapter XXII Speaker Engagements, Travel Rules and Reimbursement
- Chapter XXIII Youth Programs

Located in Chapter  
20 (Public  
Relations) of the  
Board Policy  
Manual

Chapter XX Public Relations



# Protocol and Head Table Seating



AUDIENCE

# Table Seating Arrangement on Stage (no podium)



**Audience**

9	7	5	3	1	2	4	6	8
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**Presiding  
Officer**



**Guest of  
Honour**

Presiding Officer must always be seated at the most “Center Seat”  
**Guest of Honour** occupies Seat No. 2 ( to the right )

# Head Table Seating

## Head Table Seating

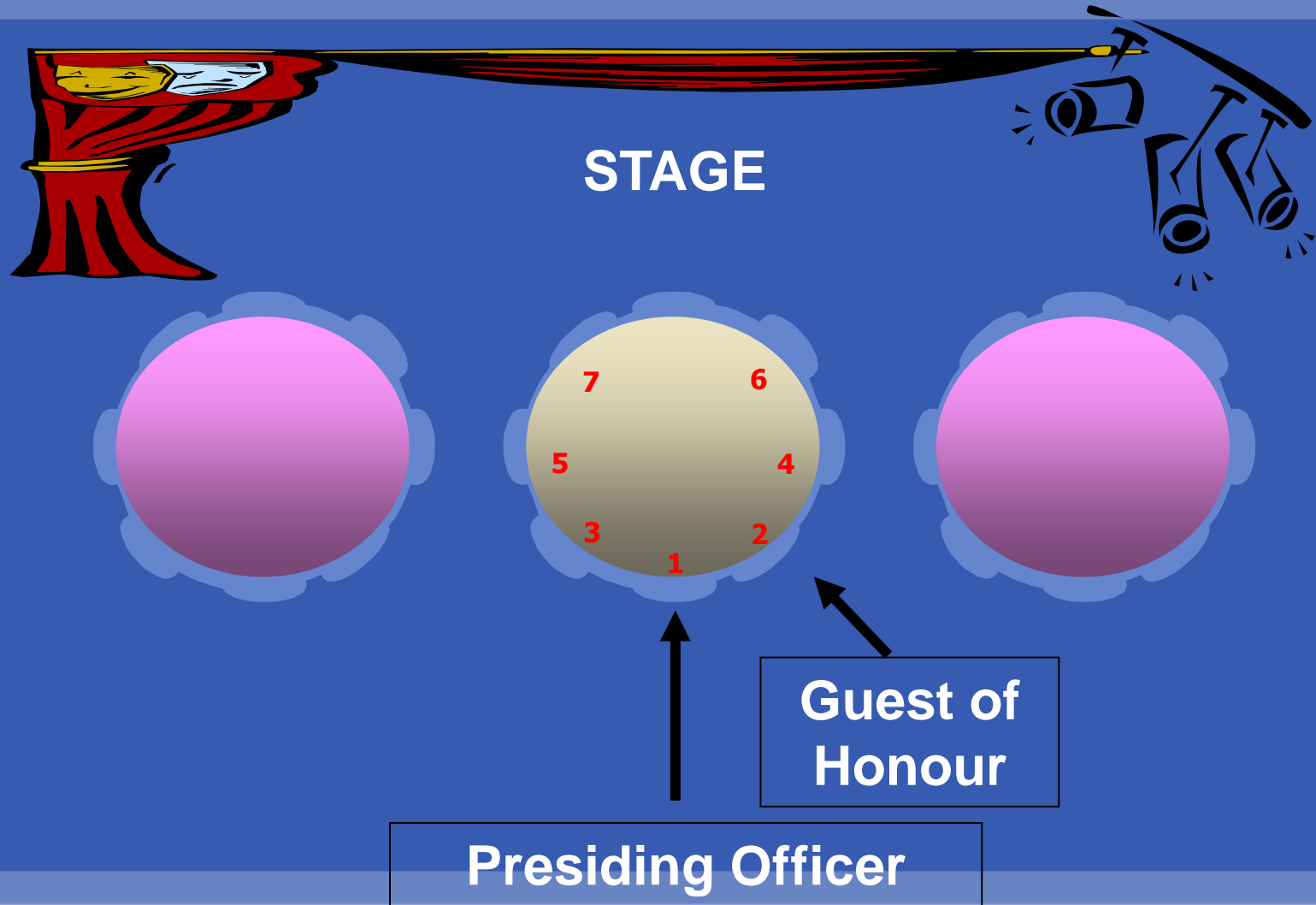
**Presiding Officer must always be seated at the most “Central Seat”**

**Principal Speaker occupies Seat No. 2  
( to the right )**

**Other Lions Dignitaries in accordance  
with General Order of Precedence**

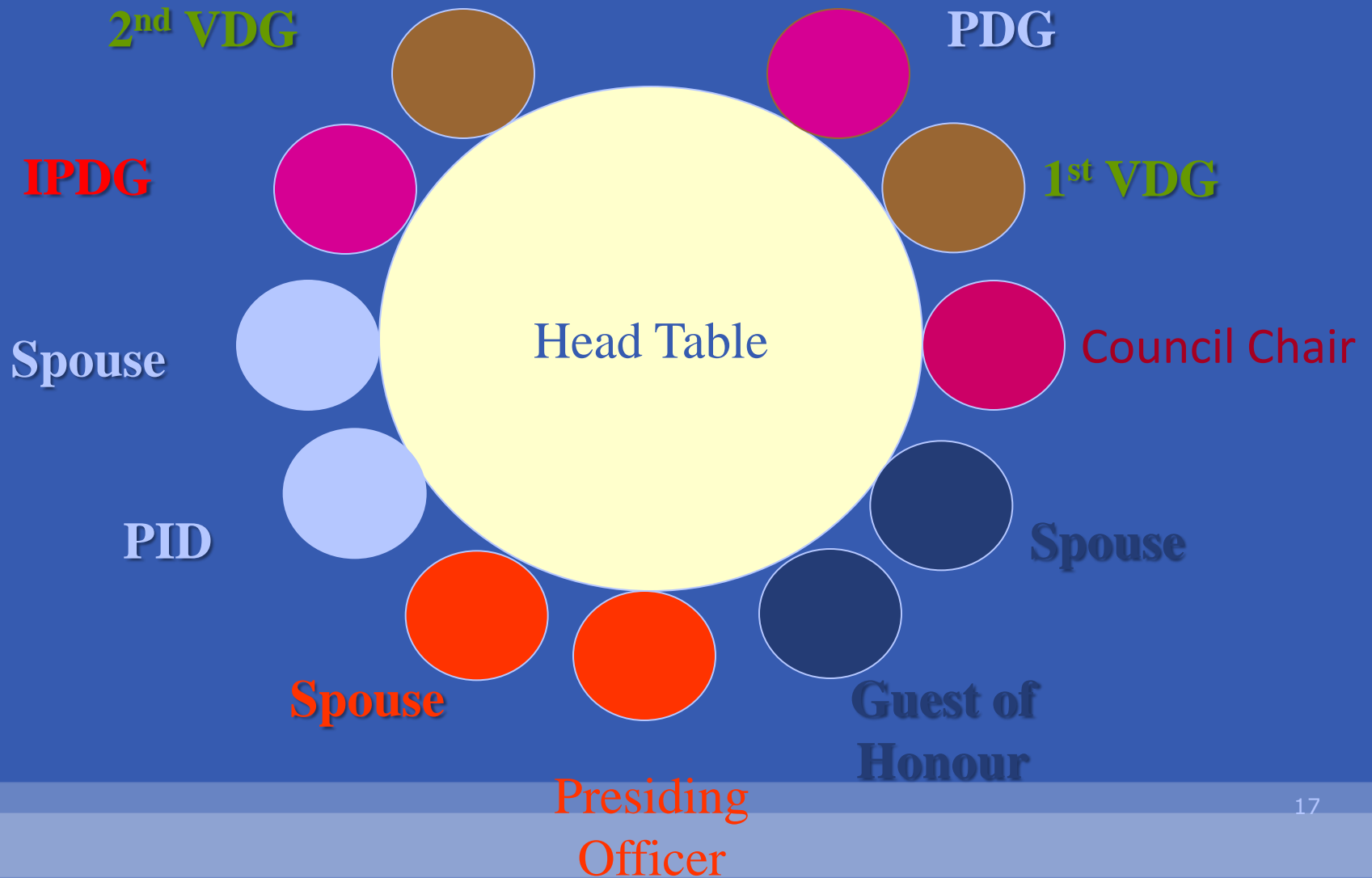


# Round Table Seating Arrangement





# STAGE



# Order of Precedence



When **2** names are identical

More Than **1** Present

Recognize according to Roman  
Alphabetic Order of 1<sup>st</sup> letter of  
family name

If 1<sup>st</sup> letter is the same, go to the 2<sup>nd</sup>  
letter, and so on.

The one with the longest association  
membership shall be given  
precedence

# Order of Precedence

1  
b

*B*

**More than 1 is present**

The one who served  
most recently is given  
precedence, and so on.

# LCI Official Protocol

## LCI Official Protocol



When more than 1 Title

Recognize for the

**HIGHEST**

Title

# Head Table Introductions



## *Spouses*

Introduce with the member

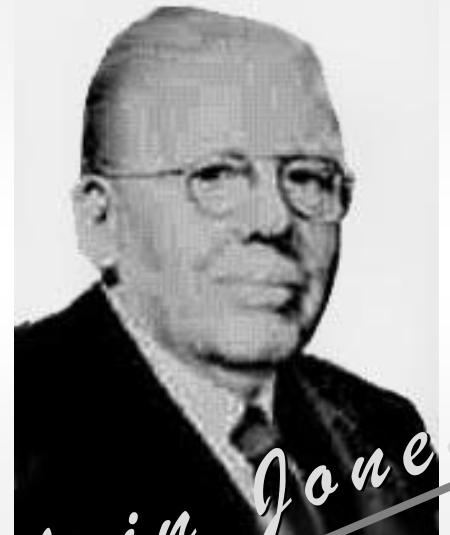
**Past Council Chairperson  
Cheng Yik Siong & Spouse Yew  
Lee Yuk**

**Region Chairperson Stephen  
Chuo & Spouse Lion Mary  
Wong**

## Melvin Jones Fellows

Recommended that MJF  
be recognized as a Group

When introducing Speakers,  
their status as Fellows should be  
mentioned



*Melvin Jones*  
Fellows



# Head Table Introductions



Club President



Past International Director



District Governor



Second Vice District Governor



Zone Chairperson





# Head Table Introductions (Answers)



Club President



Zone Chairperson



Second Vice District Governor



District Governor



Past International Director



# Head Table Introductions

- ⑩ Begins with Presiding Officer
- ⑩ From the lowest rank on Order of precedence to the person with the highest

## Present:

1. *District Governor*
2. *Guest of Honor*
3. *Presiding Officer*
4. *Past District Governor*
5. *Past District Governor's wife*
6. *Past Council Chairperson*
7. *Area GLT Leader*
8. *Past Club President*
9. *MDCC PDGs*
10. *Vice District Governors*

## Introduction:

1. *Presiding Officer*
2. *Past Club President*
3. *Past District Governor & wife*
4. *Past Council Chairperson\*
5. *MDCC (PCCs/PDGs)*
6. *Vice District Governors*
7. *District Governor*
8. *Area GLT Leader*
9. *Guest of Honor*



## Some important pointers

- ✓ When Spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table
- ✓ Emcee (OC) should be seated according to local customs or on one end of head table (LCI). In many occasion, basing on seat availability is practiced
- ✓ If there are more than one head table, table at the highest level should be considered the primary one
- ✓ Place Lions of the same rank on the same table



Souvenir  
Program

Order of Precedence should

**Apply**

**Apply**

# Souvenir Magazine Program



**Presiding Officer - President**  
**Guest of Honour - District Governor**  
**International President - LCI**  
**Immediate Past District Governor**  
**Vice District Governor**  
**Past District Governor**  
**Region 5 Chairperson**  
**Zone 16 Chairperson**  
**Sponsoring Lions Club President**  
**Organising Chairperson**

# Dress Code during Lions Occasions



**Attire : Lounge Suit / Business Suit / Batik / Smart Casual / Lions Vest / Black Tie (Tuxedo)**



# Lions Protocol



together..shall we...

**Do it right!**



# Thank You