

Officers' Training Seminar

Protocol

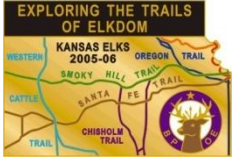
Grand Lodge Website

<http://www.elks.org>



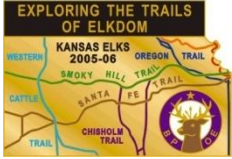
Frank Springer, KEA Secretary, SDGER

Chanute Lodge No. 806



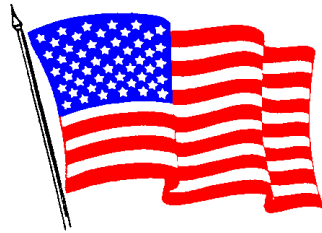
What is Protocol?

- Protocol is the customs and regulations dealing with ceremonies and etiquette.
- It is the **“How To” guide** for procedures and courtesies.
- Simply put – Treat your guests as you would expect to be treated if you held their position.

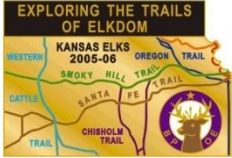


Preparation & Standards

- All Elks Meetings open with a prayer and the Pledge of Allegiance to the Flag.



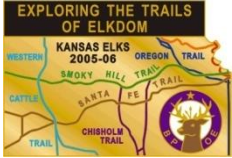
- All Elks Meetings close with a prayer.



Order of Precedence

GRAND LODGE (first):

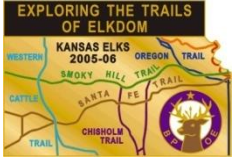
1. Grand Exalted Ruler (GER) – Robert “Bob” T. Duitsman (Beth)
2. Past Grand Exalted Rulers (PGERs) – James M. McQuillan (Therese)
3. Grand Forum Members
4. Grand Lodge Elective Officers
5. Grand Lodge Appointive Officers
6. Grand Lodge Committee Chairpersons
7. Grand Lodge Committee Members
8. Special Deputy Grand Exalted Rulers (SDGER) – Frank Springer (Linda)
9. Special Representatives
10. District Deputy Grand Exalted Rulers (DDGERS) –
NE - Kerry Toomey (Laura) SE – Floyd Harrison (Brenda)
WEST – Roger Slief (Susan)



Order of Precedence (cont.)

STATE ASSOCIATION OFFICERS (second):

11. State President – Tom Clark (Kathy)
12. Past State Presidents (PSPs) – {*list in Sunflower*}
13. State Elective Officers
 - 1) Vice Presidents – 1st VP-Zona Price 2nd VP-Jim Standen
 - 2) Secretary – Frank Springer (Linda)
14. State Appointive Officers
 - 1) Chaplain – Ron Larson (Sandy)
 - 2) Tiler – Mitch McClenning (Stormy)
 - 3) Sergeant-at-Arms – Bruce Boone (Pippa)
 - 4) Committee Chairpersons – {*list in Sunflower*}
 - 5) Committee Members – {*list in Sunflower*}



Order of Precedence (cont.)

LODGE OFFICERS (third):

15. Exalted Ruler (ER)

16. Past Exalted Rulers (PERs)

17. Elective Chair Officers (Knights)

Leading - Loyal - Lecturing

17. Other Elective Officers

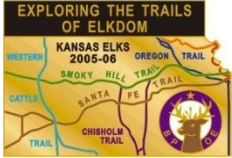
Secretary - Treasurer - Tiler - Trustees

18. Appointive Officers

Esquire - Chaplain - Inner Guard

19. Committee Chairpersons

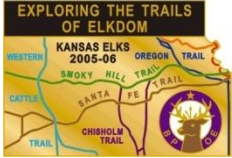
20. Committee Members



Order of Introductions

Basically the reverse order of Precedence...

1. Exalted Rulers
2. State Committee Chairpersons & Committee Members
3. State Officers
4. District Deputy Grand Exalted Rulers (DDGERs)
5. Special Representatives
6. Special Deputy Grand Exalted Rulers (SDGERs)
7. Grand Lodge Committee Chairpersons & Committee Members
8. Appointive Grand Lodge Officers
9. Elective Grand Lodge Offices
10. Grand Forum {in order of seniority}
11. Past Grand Exalted Rulers (PGERs) {in order of seniority}
12. Grand Exalted Ruler (GER) {always introduced by the PGER if present}



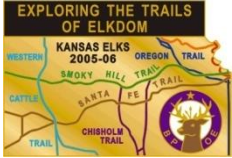
Invitations

- Lodge or State Association to a GL Officer or Committeeperson
 - cleared through the PGER/State Sponsor first

- Lodge to the State President
 - arranged through the Vice-President of the District

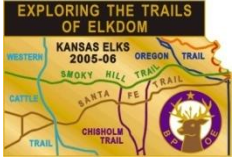
- Lodge to State VP or District Deputy
 - extended directly to the officer

- Lodge to High Government Official extended directly
 - Courtesy invite to PGER, SDGER, and State Association Officers



Lodge Meeting Introductions

- Esquire or Official making introduction brings visiting VIPs before the Alter
 - Esquire, Exalted Ruler, or Past Official of the visited Lodge makes the introduction
 - PGERs introduce the GER
 - Past or Present GL Officers of the Lodge introduce other visiting Past or Present GL Officers
 - Past State Officers of the Lodge introduce visiting Present State Officers
 - Exalted Ruler introduces guest speakers at the Alter and again under Good of the Order just prior to their speech
 - Esquire introduces visiting Elks

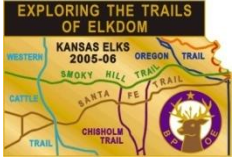


Dress Code

Dress for any activity should be appropriate and compatible for the occasion.

- Formal or semi-formal occasions – business suits for men, afternoon or evening attire for women
 - ie) Installation of Officers, other public Lodge ceremonies, VIP visits
 - Jeans, sweatshirts, or lodge jackets with multiple pins are not appropriate

- Casual events – dress with dignity... compatible with the occasion

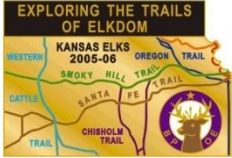


Meeting Protocol

■ Generally Robert's Rules of Order

Common mistakes...

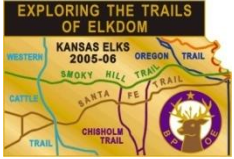
- Needless motions – ie) motion to approve minutes, motion to accept reports where no action taken, motion to close nominations
- Failure of Chair to state motions or call for a negative vote
- Failure of member to state clearly & concisely what the motion is
- Failure of Chair to rule promptly, call motions out of order, and decide controversies
- Failure of Chair to control debate
- Failure of Chair to ask for a motion when action is needed
- Failure of Chair to use powers of general consent to expedite business



Meeting Protocol (cont)

Power of the Chair...

- Require motions that are dilatory or obstructive to be in writing
- Suppress dilatory, obstructive or frivolous motions
 - Must allow one appeal. Requires two-thirds majority to overturn.
- Declare members out of order who have not been recognized
- Require debate to be on proper subject only
- Require all remarks to be directed to the Chair
- Act promptly against any personal remarks
- Any member presenting a motion to reconsider must have voted on the prevailing side when the motion in question was passed
 - A member cannot move to reconsider if that member did not vote in favor of the original motion. Reconsideration requires two-thirds majority.
- A quorum is 9 members with at least 2 being elected officers



Conclusion

Observe **GOOD PLANNING IN ADVANCE** with good taste applied at all times.

There is no substitute for good advance planning.

Observe **COMMON CURTESY** at all times.
Treat others as you would like to be treated.

*** Questions & Answers ***