

# Officers' Training Seminar

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## Protocol

Grand Lodge Website

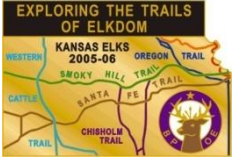
<http://www.elks.org>



***Frank Springer, Past Grand Inner Guard***

***SDGER & KEA Secretary***

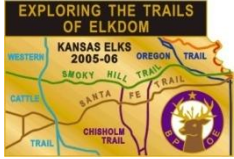
***Chanute Lodge No. 806***



# What is Protocol?

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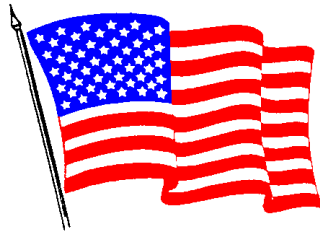
- Protocol are the customs and regulations dealing with ceremonies and etiquette.
- It is the **“How To” guide** for procedures and courtesies.
- Simply put – *Treat your guests as you would expect to be treated if you held their position.*



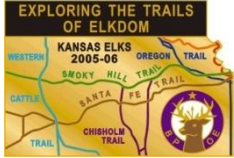
# Standards

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



- All Elks Meetings close with a prayer.

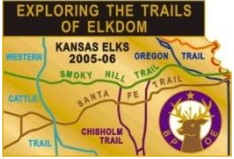


# Order of Precedence - GL

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## **GRAND LODGE (first):**

1. Grand Exalted Ruler (GER) – Randy P. Shook (Wanda)
2. Past Grand Exalted Rulers (PGERs) – James M. McQuillan (Therese)
3. Grand Forum Members (*Supreme Court of the Order*)
4. Grand Lodge Elective Officers – GER, Grand Knights, Grand Sec., Grand IG, & Grand Trustees
5. Grand Lodge Appointive Officers – Grand Tiler, Grand Esquire, & Grand Chaplain
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 – Brenda King                      SE – Cecil Davidson (Gail)  
WEST – Kasey Voss (Don)

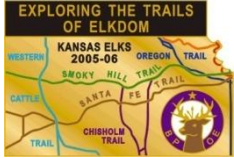


# Order of Precedence - KEA

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## **STATE ASSOCIATION OFFICERS (second):**

1. State President – Roger Slief (Susan)
2. Past State Presidents (PSPs) – *{list in Sunflower}*
3. State Elective Officers
  - a) Vice Presidents – 1<sup>st</sup> VP–Kerry Toomey (Laura) & 2<sup>nd</sup> VP–Kathy Clark (Tom)
  - b) Secretary – Frank Springer (Linda)
4. State Appointive Officers
  - a) Chaplain – Sandy Foster (David)
  - b) Tiler – Rand Stone
  - c) Sergeant-at-Arms – Devin Neal (Shelby)
  - d) Committee Chairpersons – *{list in Sunflower}*
  - e) Committee Members – *{list in Sunflower}*

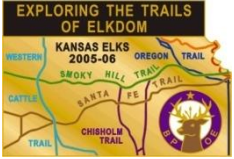


# Order of Precedence - Lodge

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## **LODGE OFFICERS (third):**

1. Exalted Ruler (ER)
2. Past Exalted Rulers (PERs)
3. Elective Chair Officers (Knights) Leading - Loyal - Lecturing
4. Other Elective Officers Secretary - Treasurer - Trustees
5. Appointive Officers Esquire - Chaplain - Inner Guard - Tiler
6. Committee Chairpersons
7. Committee Members



# Order of Introductions

Basically the reverse order of Precedence

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## Local Lodge:

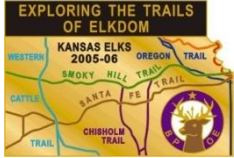
1. Lodge Committee Chairpersons
2. Lodge Officers
3. Past Exalted Rulers
4. Exalted Rulers

## State Association:

1. State Committee Chairpersons
2. State Officers
3. Past State Presidents
4. State President

## Grand Lodge:

1. DDGERs
2. Special Representatives
3. Special Deputy Grand Exalted Rulers
4. GL Committee Chairpersons
5. Appointive Grand Lodge Officers
6. Elected Grand Lodge Offices
7. Grand Forum *{in order of seniority}*
8. Past Grand Exalted Rulers  
*{in order of seniority}*
9. Grand Exalted Ruler  
*{always introduced by the PGER if present}*

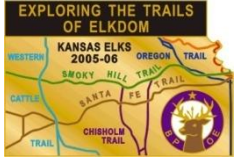


# Invitations

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- Lodge or State Association to a GL Officer or Committeeperson
  - cleared through the PGER/State Sponsor first
- Lodge to the State President
  - cleared through the VP of the Lodge's District
  - Lodge in President's District - cleared through the General Chairman
- Lodge to State VP or District Deputy
  - extended directly to the officer
- Lodge to High Government Official extended directly
  - Courtesy invite to PGER, SDGER, DDGER, and KEA Officers



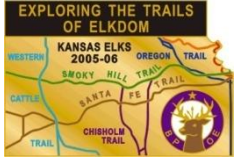


# Lodge Meeting Introductions

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Esquire or Official making introduction brings visiting VIPs before the Alter

- PGERs introduce the GER
- Past or Present GL Officers within the Lodge introduce other visiting Past or Present GL Officers
- Past State Officers within 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

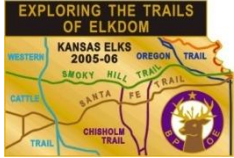


# Dress Code

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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
  - Examples: VIP visits, Installation of Officers, Lodge Memorial Ceremony, other public Lodge ceremonies
  - Jeans, sweatshirts, or lodge jackets loaded with multiple pins are not appropriate
  
- Casual events – dress with dignity... compatible with the occasion



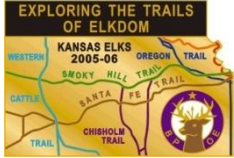
# Meeting Protocol

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## 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

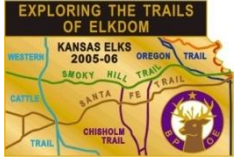


# Meeting Protocol (cont)

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## **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 Chair.
- 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

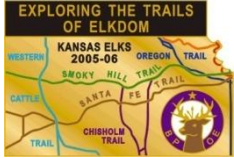


# Statutes & By-Laws

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## **Superseding Robert's Rules of Order...**

- A quorum is 9 members with at least 2 being elected officers
  - Lodges with 99 members or less – 7 members with at least 2 being elected officers
- Order of business as specified in §15.020 must be followed
  - Permissible by Lodge consent to move Initiation to last item before closing
- No nominations at election meeting unless there is no name on ballot
  - Votes for members not nominated are ruled BLANK ballots
- Nominating Committees are prohibited
- Motions to overrule Chair action or rescind an approved action require two-thirds majority
- Withdrawal of motion requires consent of member who seconded it
  - After the Chair has stated the motion, then requires Lodge's consent

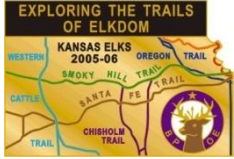


# Statutes & By-Laws (cont)

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## **Superseding Robert's Rules of Order...**

- Chair may require all motions to be submitted in writing
- All resolutions placed before the Lodge **MUST** be submitted in writing
- No member shall speak more than one time on Questions of Appeal, except by general consent (obtained by the Exalted Ruler)
- No member shall speak more than two times on any matter before the Lodge, except by general consent (obtained by Exalted Ruler)
- Power of the Chair to appoint all non-elected Officers and Committee Members cannot be abridged



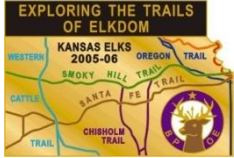
# Conduct of Members

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The conduct of Members during a Lodge session must be in a dignified manner, with proper decorum at all times.

Under the law no Member may bring into a Lodge session any “extracurricular” devices, equipment, glasses of beverage, or anything that may in any way distract the Member’s own attention or the attention of others.

The Exalted Ruler, or the Esquire when so directed, shall require the Member possessing the item to remove it immediately, either by whispered private instruction or openly on the Lodge floor as circumstances dictate.



## Conclusion

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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 \*\*\*