

PROTOCOL.

A large convention with many social and business meeting should have a protocol chairman, who arranges all the various events from seating at business meeting to the formation of reception lines.

Badges (name tags)

Purpose: Assists in introducing a large group of people and helps people remember the names of individuals.

Type: The badges should be a dignified nature, printed large enough to be read and in a font that can readily read.

Name: In making the badges, one should omit Mr., Mrs., or Miss in front of the name. Married women should go by their own name, Anne Williams rather than Mrs. John Williams. If the group is a national organization, then the individual's city or state should be placed under the name. If a person has an important title, as Congressman, Judge or Reverend, this should be placed on the badge; if the individual is a high-ranking officer of the organization, the title should be placed beneath the name.

How Worn: they should be worn on the upper right shoulder, not on the left. People see someone's name more easily if one has the badge high on the right shoulder, close to the chin.

Seating Arrangements

The policy for seating arrangements for the number people seated at the head table is determined by

- the purpose of the meeting;
- the size of the room;
- the size of the audience; and,
- the number to be honored.

If the group is small, a head table of five to eight would be appropriate. Other to be introduced may be seated at side table or tables directly in front of the head table.

At large meetings, a second head table may be used. This table may be in front and below the head table.

The president or protocol chairman decides the proper seating arrangements.

- The presiding officer sits at the center if an uneven number is to be seated. If an even number, the presiding officer is seated to the right of the center as facing the audience.
- The most important guest at a function, usually the speaker, is seated to the immediate right of the presiding officer.
- Alternate seating is used by U.S. Government. In this procedure, the highest ranking person is seated to the immediate right of the presiding officer, the second highest to the left and so forth.
- Another method is to seat the highest ranking persons right of the presiding officer and those of lesser rank to the left. This makes it possible to introduce all on the right side of the officer and then all on the left.

National and State Officers

- An official representative of the national organization is seated to the immediate right of the presiding officer if there is no higher ranking guest. A speaker who is not a member of the organization outranks state officers or national representatives.

Special Honorees

- Program participants who do not have rank are seated at either end to give balance.
- Persons serving in office out rank past officers. Head table seating is for those presently serving in office.
- Remember that we honor the office and not the person.

Business Meeting

- The parliamentarian should sit to the left of the presiding officer in a business meeting.
- The secretary should always sit at the head table. The secretary should be near the presiding officer.
- At an installation meeting the installing officer is seated to the immediate right of the presiding officer.

Introductions

It is the duty of the presiding officer to present members and guests seated at the head table. Don't use the phrase, "Introduce the head table." The officer should have a list of those seated at the table and be sure they are there. When there are many to be introduced the officer may use categories, as elected officers, past presidents and should request that applause be withheld until all introductions are made.

Introduce the highest ranking guest first and go down the list. If they are each to say a few words, introduce the lowest ranking first and go up the list.

When a state or national president is introduced, the audience should stand for the applause in recognition of the office.

It should be decided before the meeting who will introduce the speaker and who will thank the speaker. The speaker should be informed, in advance of the meeting, how long has been allowed for the presentation. The presiding officer is always in charge of the proceedings, the meeting is never "turn over" to a program chairman or vice-president.

General Introductions

Present to the assembly any person whom they already know. *Introduce* some not known to the assembly.

The more important the guest, the shorter the introduction should be. For example, "The President of the United State of America...President George W. Bush."

Opening Ceremonies

The opening ceremonies immediately after the meeting is called to order may include the Invocation, the singing of the National Anthem, the reciting of the Pledge of Allegiance to the flag and the statement of the objects of the organization.

- The presiding officer after calling the meeting requests the assembly stand for the Invocation, to be given by Rev. ... and remain standing of the singing of National Anthem, to be played by the Denver Municipal Band and the Pledge of the Allegiance to the flag.

- Posting the Colors: After the call to order and the invocation, the colors are posted then the singing of the National Anthem, followed by the Pledge. The anthem is sung before the pledge, this is in order of designation by Congress. "The Star-Spangled Banner" by Francis Scot Key, written in 1814, was designated the national anthem, March 3, 1931. The Pledge of Allegiance to the flag, the Pledge of the Flag of the United States was adopted later than '31 and the words "under God" were insert in 1954.

National Anthem

During the rendition of the National Anthem when the Flag is displayed, all present stand at attention facing the flag with the right hand over the heart. When the Flag is not displayed, those present should face toward the music and salute in the same manner they would if the Flag were displayed there.

Pledge of Allegiance to the Flag of the United States of America

- The Congress included the Pledge to the Flag in the United State Flag code (Title 36) on June 22, 1942. The Pledge of Allegiance was written by Francis Bellamy, a Baptist minister, in August 1892. Bellamy was a chairman of a committee of state superintendents of education in the National Education Association. He structured a celebration around a public school program of the flag raising ceremony and a flag salute – his 'Pledge of Allegiance.'
- When reciting the "Pledge" the assembly should stand at attention facing the Flag with the right hand over the heart.

Displaying the Flag

- When displayed from a staff in a public auditorium, the flag of the United States of American should hold the position of superior prominence, in advance of the audience, and in the position of honor at the speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the speaker.
- No other flag or pennant should be placed above, or, if on the same side, to the right of the United States of America.
- When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker.

Reference: Robert, Henry M. **Robert's Rules of Order Newly Revised.**
The American Legion *National Americanism Commission Let's be Right on*
FLAG ETIQUETTE
National Association of Parliamentarians **Spotlight on PROTOCOL**
Letitia Baldrige **The Amy Vanderbilt COMPLETE BOOK OF ETIQUETTE**