

# Amenities and Protocol

## Key things to remember:

- ❖ Every district should invite the president to attend a district meeting or special event.
- ❖ Contact the president and ask to be excused if you will be unable to attend a state meeting.
- ❖ The assembly should always stand, out of respect for the office, whenever the state president is introduced / presented.
- ❖ If there is no flag present in the room, the flag salute is not recited. Do not face “east” or look at the ceiling.
- ❖ You “introduce” someone new to the audience. You “present” someone known to the audience.
- ❖ You introduce or present those seated at the head table, you don’t introduce the head table (unless the head table actually has its own name).
- ❖ Time your report prior to your presentation. It is disrespectful of others’ time to go over (unless prior permission has been granted from the president).
- ❖ Address the chair and honored guests first, then proceed with your report or your comments/questions.
- ❖ Thank you notes following state meetings should be sent to the chairman of the meeting, to the host district director and district members, and to the presiding officer (in most cases this is the president but at the regional level this would be the Pacific Region Director). Thank you notes are a courteous and gracious way of acknowledging the work involved in hosting the meeting.
- ❖ Begin to eat at a meal only AFTER the presiding officer has picked up his or her fork to eat (this may not be the state president).