

PRESIDING OFFICERS

- Remain impersonal in attitude and remarks.
- Speak clearly and slowly so that all may understand.
- Never turn the meeting over to another. She calls on others to report or make a presentation.
- Asks the vice president to preside when a motion is made concerning the president personally or she wishes to speak during debate.
- Assist with proper phrasing of a motion when members have difficulty with wording.
- Is kind but firm when making a ruling during the meeting.
- Consults quietly with the parliamentarian when advice is needed.
- Asks the parliamentarian to explain or interpret a point to the audience if necessary.
- Don't overlook those in your district who serve at other levels of Federation or are past presidents. Just because they are friends we tend to take them for granted. They should be extended every courtesy.
- Past presidents are introduced starting with the most recent, then in the others in order of dates served.

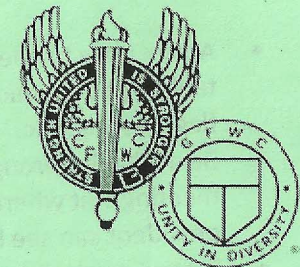
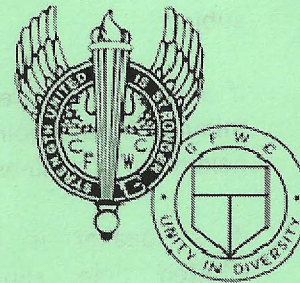
MEMBERS

- Be on time for meetings.
- Adhere to deadlines
- If giving a report, watch the agenda and be near the microphone, not in the back of the room.
- At a meal members should not start eating until the president has picked up her fork.
- Refrain from disturbing the meeting through whispering or restless behavior.
- Avoid walking between the presiding officer and the audience.
- Obtain the floor before addressing the assembly and address all remarks through the chair, not another member.
- Name badges should be worn on the right side. Club pins can be placed on either side, but are usually worn on the left.

CFWC PROTOCOL



The Proper Care of Members and Guests



Protocol

Protocol refers to the code of formal procedure and politeness important to the smooth running of an organization. It is simply good manners in an atmosphere of friendliness and politeness.

Though customs vary from one group to another, giving the proper recognition and respect to the officers and guests is essential to the success and pleasure of activities.

Correct observance of protocol is often handled by an Amenities Chairman, but should be practiced by every member.

Amenities Chairman

She works closely with the president, carrying out her wishes. She should:

- Arrive early to check the head table, lighting, microphone, flag, seating, etc.
- Be available throughout the meeting. Sit where the president can see her.
- Extend gracious welcome to guests, speakers and anyone present for the first time.

Introductions

The presiding officer presents those seated at the head table. It is customary to begin at the extreme left of the presiding officer and introduce each person in order, ending with the person at the left of the presiding officer. Then, beginning with person at the extreme right, each person is introduced, ending with the guest of honor, seated at the immediate right of the president.

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

Speakers

An introduction of a speaker should be brief. Its purpose is to establish the integrity of the speaker on the subject.

If a speaker is late, wait only 10 minutes before going on with the next order of business.

If a speaker is exceeding her allotted time, slip her a note indicating she has one or two minutes more.

Invitations

Write or call your guest or speaker when you have selected your program. If phoning, follow up with written confirmation.

Let them know the allotted time and the time they are scheduled to speak. Give them the time the meeting starts and probable time of adjournment, as well as type of meeting and dress.

Give them some idea of what you would like discussed and ask if they plan a question and answer period so you can allow for it on the agenda.

If the trip requires an overnight stay, suggest types of accommodations available, including home hospitality. Make reservations if they request you to do so.

If the speaker is driving, provide her with directions and a parking space. If she is driving a long distance, suggest she bring a traveling companion. In addition to the speaker's lunch, please comp the companion's meal. If she is flying, she should be informed of the nearest airport and should be met and escorted to where she will be staying.