



PROTOCOL



Protocol - Areas to Check

- **Installation of Officers & Major Events**
 - Litany
 - Proper Seating
 - Introductions
- **Council Meeting**
- **Visiting Dignitaries**
- **Correspondence**



Protocol - A Definition

- **A rigid code setting forth a Level of Obedience, Order of Precedence, and Rules of Official and Social Behavior**
- **What is proper and expected**
- **Rules, Rubrics, & Rites**



Resources

- **Charter, Constitution, & Laws**
- **Supreme Protocol Handbook #1612**
- **Maryland State Council Protocol Book**
- **Guidelines for Council Meetings #10318**
- **Officer Handbook**
- **Ceremonial Scripts**
- **District Deputy - Educate Council Officers**
- **Protocol Chairman**



Council Protocol Chairman

- **Could serve as MC or Lecturer**
- **Knows who is who & what is what**
- **Greets Dignitaries**
- **Knows what is expected**
- **Looks around – covers GK's back**
- **Responsible for Litany & Introductions**



Council Installation

- **Invitation Letter (follow up email)**
 - State Deputy, District Deputy, Special Guests
 - Who, when, where, what, anything special
- **Seating**
 - Church – Follow Script and Pastor's guidelines
 - Reception – Follow #1612 & State Handbook
- **Speakers**
 - Comments in Church or Formal Reception
 - Invitation Letter must be clear if asking to speak



Litany

- **Follow Order of Precedence**
- **Highest to Lowest**
- **List Every Title of Everyone Present**
- **Do Not list Title if Not Present**
- **Adjust for Third or Fourth Degree**
- **Get it Right**
- **Know who is present – look around**



Where to Start - MD Page 13

ORDER OF PRECEDENCE #1

STATE CHAPLAIN
COUNCIL CHAPLAIN
STATE DEPUTY
FORMER SUPREME DIRECTOR
VICE SUPREME MASTER
STATE OFFICERS
IMMEDIATE PAST STATE DEPUTY
DISTRICT MASTERS¹
PAST STATE DEPUTIES (BY
SENIORITY)
FORMER VICE SUPREME MASTERS
DISTRICT DEPUTIES
FORMER MASTERS (BY SENIORITY)¹
STATE DIRECTORS

ORDER OF PRECEDENCE #2

CHAPTER PRESIDENTS
STATE CHAIRMEN
GRAND KNIGHTS
DISTRICT MARSHAL
FAITHFUL NAVIGATORS
PAST CHAPTER PRESIDENTS
PAST GRAND KNIGHTS
PAST FAITHFUL NAVIGATORS
CHAPTER OFFICERS
COUNCIL OFFICERS
DISTRICT WARDENS
FRATERNAL BENEFITS ADVISORS



Second Step – Add Names & Numbers

ORDER OF PRECEDENCE #1	Name if Expected to attend	No.
STATE CHAPLAIN	----	
COUNCIL CHAPLAIN	Rev. Kevin O'Reilly	1
STATE DEPUTY	Christopher L. Powers and Annie	2
FORMER SUPREME DIRECTORS	Ronald B. White, FSD and Jacki	3
VICE SUPREME MASTER	SK Micheal W. Thumm and Patti	4
STATE OFFICERS	----	
IMMEDIATE PAST STATE DEPUTY	Vincent Grauso, PSD and Mary Jane	5
DISTRICT MASTERS ¹	----	
PAST STATE DEPUTIES (BY SENIORITY)	----	
FORMER VICE SUPREME MASTERS	----	
DISTRICT DEPUTIES	Michael D. Deputy and Kathy	6
FORMER MASTERS (BY SENIORITY) ¹	SK Joseph Murtha, FM and Brenda	7
Continue as needed..... GK, DW, etc.		



Now What do I do?

- **Build your Litany**
 - Add worthy before each named title
 - List all titles for those present
 - Add: Worthy Brothers, Beautiful Ladies, and Wonderful Children
- **Dignitaries often have multiple past and former titles. Include all titles in the litany.**
- **Spreadsheet and Computer Skills make it easy**



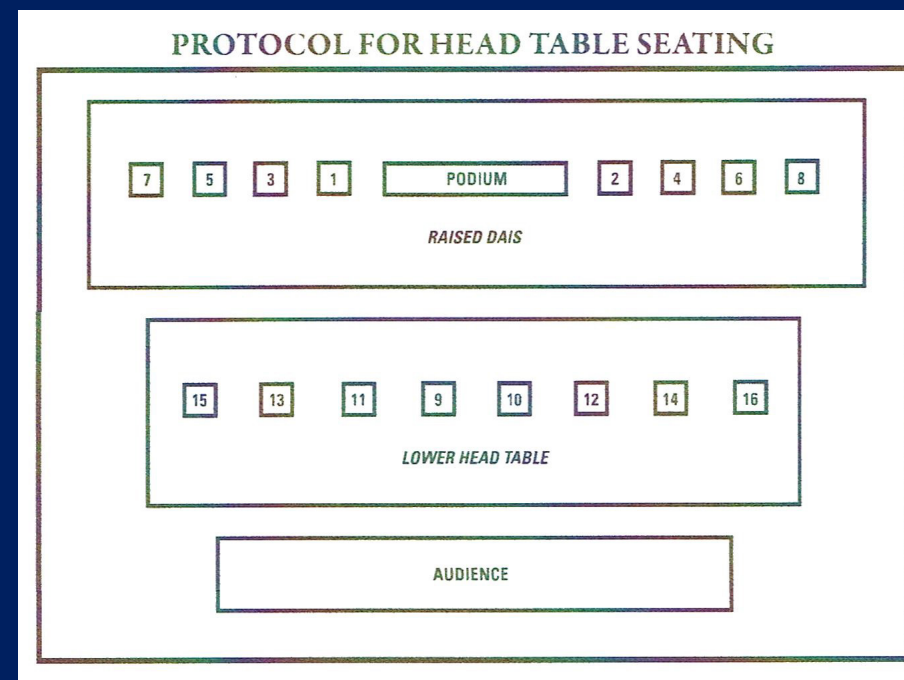
Who Sits Where?

- **Speakers and Senior Dignitaries sit at head table**

- State Deputy, Chaplain, MC, Main Speaker
- Other dignitaries sit at Place of Honor – Front & Center

- **See Figure 3 on page 16 of #1612**

- Chaplain, State Deputy, or Highest Rank is at Position 1
- MC is at Position 2
- Assign seats based on Assigned number on your list
- Don't place Ladies or Priests at the end of table





Introductions

■ **Procession**

- Lowest to Highest
- Title, Name, Lady's Name
 - State Deputy Christopher L. Powers and Lady Annie

■ **Head Table**

- Audience Right to Center
- Audience Left to Center
- Title, Name, Ladies Name
 - State Deputy Christopher L. Powers and Lady Annie



Introductions

- **Audience**

- Highest to Lowest
- Title, Name, Lady's Name
- Know who is present – Look around

- **Introduce Once and Only Once**

- Highest Title, (Other Current Title), Name
- Always add FSD or PSD, if appropriate
- FDD, PGK, PFN may or may not be added



Introduction of Speakers

- **Keep it simple**
 - What is their Current Title
 - Highest Honor Earned
 - Official Capacity
- **Special Guest gets Special Treatment**
 - What makes them special
 - More detailed biography, or family and business background as appropriate



Council Meetings

- **Follow the Ceremonial Script**

- Reports are Reports, Not Discussions, Not Q & A Session
- Grand Knight controls the meeting, determines who speaks, does not discuss issues

- **Warden sets up the Council Chamber**

- Flag, Banner, Stations
- Podium, Mike, Speakers, Ballot Box

- **Seating Arrangements**

- Head Table
- Lecturer & Advocate – assigned seats
- Activity Directors & Expected Speakers – up front



Visiting Dignitaries

- **Greet them as they enter**
 - Bring others to them and introduce
 - Do not leave alone by themselves
- **Priest, State Officer, District Deputy, Field Agent sit at Head Table**
 - If late – 3 raps – ask Warden to escort, then Salute, sit at Head Table
 - Then 1 rap to continue
- **Others sit with the members**



Dignitary at Home Council

- **Official Visit**
 - Sits at Head Table
 - Observes and Speaks last
 - Proper Dress and Jewel of Office
- **Attends as a Member**
 - Sits with Members
 - Does not speak
 - Dresses appropriately without Jewel of Office
 - Takes an active part in meeting
- **Allow for exceptions – Semper Gumby**



Communications

- **Formal**

- Letter on Letterhead signed by Grand Knight
- Specific and Complete: who, what, when, where, or any special circumstances
- Follow Chain of Command Protocol

- **Informal**

- Newsletters
- Email Group List
- Website – Special Members Only Section

- **Social Media – BE CAREFUL!!!**



This and That

■ **Past and Former**

- Past is for Elected Chief Executive
- Former is for all other positions

■ **Faithful and Worthy**

- All Fourth Degree Officers are Faithful
- All Knights are Worthy

■ **Management and Leadership**

- Management – Control, Decisions, Signature
- Leadership – Coach, Motivate, Develop Talent



Questions

- **When in Doubt – ASK!**
- **There are no dumb questions**
- **Ignorance is curable**

