



Protocol

Joseph Murtha, FM



Definition

- Formal 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
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Areas of Concern

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

- Invitation Letter (follow up email OK)
 - 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
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Litany

- Follow Order of Precedence
 - Maryland Protocol handbook – Page 13
 - Highest to Lowest
 - List Every Title of Everyone Present
 - Do Not list Title if Not Present
 - Adjust for Third or Fourth Degree
 - Know who is present – look around
 - Adjust for No-Shows and Late Arrivals
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Order Of Precedence

- State Chaplain
 - Council Chaplain
 - State Deputy
 - Former Supreme Director
 - Vice Supreme Master
 - State Officers
 - Immediate Past State Deputy
 - District Masters
 - Past State Deputies
 - Former Vice Supreme Masters
 - District Deputies
 - Former Masters
 - State Directors
 - Chapter Presidents
 - State Chairmen
 - Grand Knights
 - District Marshal
 - Faithful Navigators
 - Former District Deputy
 - Past Grand Knights
 - Past Faithful Navigators
 - Chapter Officers
 - Council Officers
 - District Wardens
 - Fraternal Benefits Advisors
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Add Names and Numbers

Title	Name	No.
State Chaplain	----	
Council Chaplain	Rev. George Reed	1
State Deputy	Anthony Salvemini and Kathy	2
Former Supreme Director	Ronald White, FSD and Jacki	3
Vice Supreme Master	SK Francis Leach, FM and Eleanor	4
State Officers	----	
Immediate Past State Deputy	Christopher Powers, PSD and Annie	5
District Masters	----	
Past State Deputies	Vince Grauso, PSD and Mary Jane	6
Former Vice Supreme Masters	SK Micheal Thumm, FM and Patti	7
District Deputies	Stephen R. Deputy and Susan	8
Former Masters	SK Joseph Murtha and Brenda	9
Continue as needed --- GK, DW, etc.		



Now What do I do?

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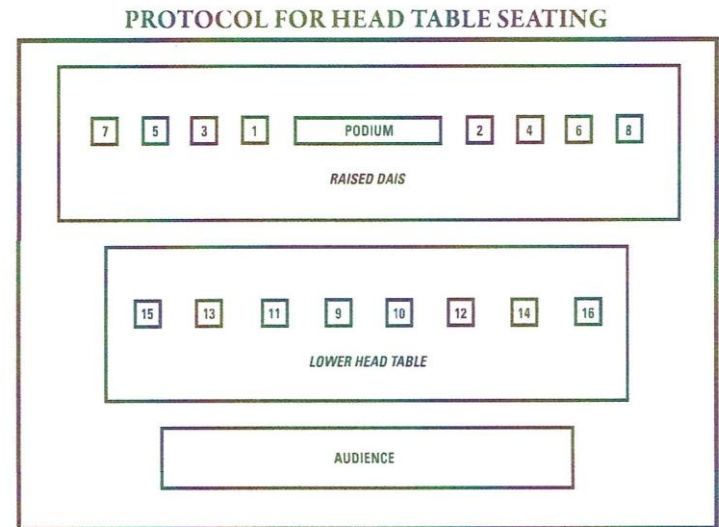


Who Sits Where?

- Speakers and Senior Dignitaries sit at head table
 - Other dignitaries sit at Place of Honor – Front & Center
 - See Figure 3 on page 16 of Handbook #1612
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Head Table

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





Introductions

- Procession
 - Lowest to Highest
 - Title, Name, Lady's Name
 - State Deputy Anthony Salvemini and Lady Kathy
 - Head Table
 - Audience Right to Center
 - Audience Left to Center
 - Title, Name, Ladies Name
 - State Deputy Anthony Salvemini and Lady Kathy
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Introductions

- 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
 - Family and business background as appropriate
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Council Meetings

- Follow the Ceremonial Script
 - Reports are Reports, Not a Q & A Session
 - Grand Knight controls the meeting, determines who speaks, but does not take part in discussions
 - Warden sets up the Council Chamber
 - Flag, Banner, Stations
 - Podium, Speakers, Ballot Box
 - Seating Arrangements
 - Head Table
 - Lecturer & Advocate have assigned seats
 - Activity Directors & Expected Speakers – up front
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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
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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
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Communications

- Formal
 - Letter on Letterhead signed by Grand Knight
 - Specific and Complete: who, what, when, where, or any special circumstances
 - Informal
 - Newsletters
 - Email Group List
 - Website – Special MEMBERS ONLY Section
 - Social Media – Open and Public!!!
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This and That

- Past and Former
 - Past is for Elected Chief Executive
 - Former is for all other positions
 - Faithful and Worthy
 - All Fourth Degree Officer Titles include Faithful
 - All Knights are Worthy
 - Management and Leadership
 - Management – Control, Decisions, Signature
 - Leadership – Coach, Motivate, Develop Talent
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Questions

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