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# *Protocol*

***Jeff Maynard***  
***Public Relations Director***

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# Definition

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- 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

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

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# Resources

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

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# **Council Protocol Chairman**

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

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# Council Installation

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- 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

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- Follow Order of Precedence
  - Maryland Protocol handbook – Page 10
  - 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

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- 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



# Add Names and Numbers

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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 E. Paul Jones, Sr. and Sandra	9
Continue as needed --- GK, DW, etc.		



# Now What Do I Do?

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- 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?

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- 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

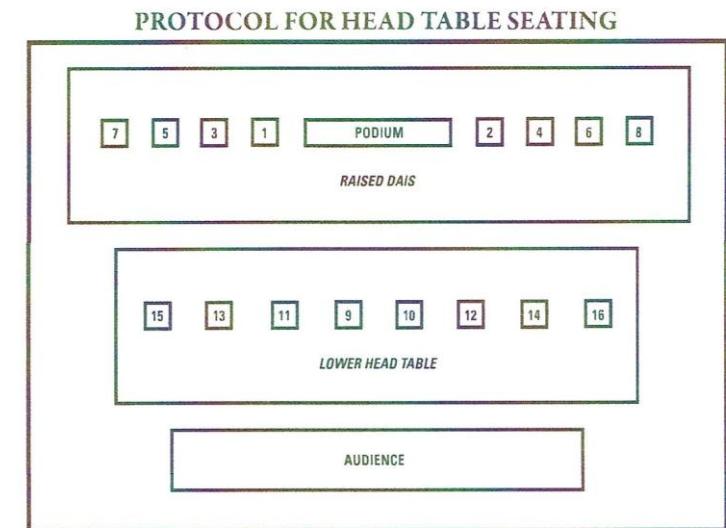
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# Head Table

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- 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

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- 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

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- 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

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- Follow the 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



# Visiting Dignitaries

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- 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**

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- 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

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- 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***

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- 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

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

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