

# LIONS CLUBS INTERNATIONAL

## OFFICIAL PROTOCOL

The following is the official protocol policy of The International Association Of Lions Clubs. The purpose of protocol is to recognize the order of precedent of Lions leadership. Only the principal speaker is required to acknowledge all dignitaries present.

### **A. Order of Precedence**

Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President/LCIF Chairperson
3. International Vice President (according to rank)
4. Past International President (b)
5. International Director (Board Appointee)\* (Leo-Lion Board Liaison)\*\* (a)
6. LCIF Board of Trustees
7. Past International Directors (c)
8. Past LCIF Trustees and Past Board Appointees
9. LCIF Constitutional Area Leader, New Voices Constitutional Area Chairperson\*\* (a)
10. LCIF Vice Constitutional Area Leader, GAT Regional Area Leader
11. LCIF Area Leaders, FWC Area Leaders, Japan Vice Constitutional Area Leaders, New Voices Constitutional Area Speaker\*\* (a)
12. Chairperson, Council of Governors (a)
13. District Governors
14. International Administrative Officers
15. Multiple District FWC/GLT/GMT/GST/LCIF and New Voices Coordinators
16. Immediate Past District Governor (a)
17. Vice District Governors (according to rank)
18. Multiple District Committee Chairpersons (a)
19. Past Council Chairpersons (a)
20. Past District Governors (a)
21. Multiple District Secretary (volunteer) (a)
22. Multiple District Treasurer (volunteer) (a)
23. District Secretary (a)
24. District Treasurer (a)
25. District FWC/GLT/GMT/GST/LCIF and New Voices Coordinators (a)
26. Region Chairperson (a)
27. Zone Chairperson (a)
28. District Committee Chairperson (a)
29. Club Presidents (a)

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- 30. Immediate Past Club President (a)
- 31. Club Past Presidents (a)
- 32. Club Secretary (a)
- 33. Club Treasury (a)
- 34. Multiple District Secretary (staff) (a)
- 35. Multiple District Treasurer (staff) (a)
- 36. District Administrative Secretary (staff) (a)

\*Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned.

\*\* Should the New Voices or Leo-Lion Liaison program be discontinued at any point this position will be removed from protocol.

Explanation of notes used above:

- a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, and so on. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event that the two names are identical, the one with the longest association membership shall be given precedence.
- b) When more than one is present, the one who served most recently is given precedence, and so on.
- c) When more than one is present, precedence should be the same as for Past International Presidents (see (b) above). In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.

General Comments: When a Lion holds more than one title, he or she shall be recognized for the highest one. In areas that have positions in addition to those listed above, they should be recognized in accordance with local customs, provided

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that elective officers always have precedence over appointive ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

**B. Non-Lion Dignitaries**

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or custom, keeping in mind that if the non-Lion is the principal speaker, then he or she should be seated directly to the right of the chairperson (see next page).

**C. Head Table Seating**

The presiding officer or meeting chairperson must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (figure 1). The principal speaker would occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence.

If possible, there should be the same number of seats to the right and left of the chairperson or presiding officer (who would normally be the club president, district governor, council chairperson or international president).

Figure 1

7	5	3	1	2	4	6
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As shown in figure 2, seating at a head table with a podium is essentially the same, except the meeting chairperson or presiding officer is always seated at the left of the podium (facing the audience) and the principal speaker at the right.

Figure 2

7	5	3	1	Podium	2	4	6	8
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(Audience)

Figure 2: When spouses are present, they should be seated to the member's left when on the left side of the table, on the member's right when on the right side of the table.

**D. Master of Ceremonies and Meeting Secretaries**

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At some events, the Master of Ceremonies (emcee) will be someone other than the chairperson or presiding officer. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his or her place in the general order of precedence dictates a specific seat (e.g., he or she is a past international president at a district function), then that should rule. On rare occasions, there will be a meeting secretary; again, local customs should rule.

### **E. Multi-Head Tables**

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

### **F. Head Table Introductions**

Introduction of the head table should begin with the meeting chairperson or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest. When spouses are present at the head table, they should be introduced with the member (e.g., “Past international Director John Doe and his wife Jane”).

### **G. National Anthems**

When official representatives of the International Board of Directors (whether or not currently serving on the board) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.