



*Manual
On
Protocol*



**Benevolent and Protective
ORDER OF ELKS
of the
United States of America**

Elks Care — Elks Share!



MANUAL ON PROTOCOL

Guidelines for Officers in:
Local Lodges
District Meetings
State Associations

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— FOREWORD —

Protocol is the customs and regulations dealing with ceremonies and etiquette. It is the “How” to properly handle all procedures and courtesies, thus this Manual on Protocol has been prepared to provide such information to Officers and leaders assigned responsibilities in Local Lodges of the B.P.O. Elks, as well as State Associations, and District organizations. Covering all levels of Elkdom, this booklet can be used as a guideline to all occasions and events, formal and informal, business and social affairs. It also contains recommendations concerning publicity and photography along with examples of rules of order and conduct of Members.

It is important that a standard should be established and it is suggested that recommendations in this Manual be considered so there will be a uniform, proper and universally-accepted Protocol for any and all meetings and events.

— ORDER OF PRECEDENCE —

The organizational structure of the Benevolent and Protective Order of Elks is made up of first, the **GRAND LODGE**; second, the **STATE ASSOCIATION**; and third, the **LOCAL LODGE**, as follows:

1. GRAND LODGE

- (a) Grand Exalted Ruler
- (b) Past Grand Exalted Rulers
- (c) Grand Forum
- (d) Grand Lodge Elective Officers
- (e) Grand Lodge Appointive Officers
- (f) Grand Lodge Committee Chairpersons
- (g) Grand Lodge Committee Members
- (h) Special Deputy Grand Exalted Rulers
- (i) Special Representatives
- (j) District Deputy Grand Exalted Rulers

2. STATE ASSOCIATION

- (a) State President
- (b) Past State Presidents
- (c) State Elective Officers: Vice President, Secretary, Treasurer, and Trustees
- (d) Appointive Officers: Chaplain, Tiler, Sergeant-at-Arms, Committee Chairpersons, and Committee Members

3. LOCAL LODGE

- (a) Exalted Ruler
- (b) Past Exalted Rulers
- (c) Elective Chair Officers
- (d) Other Elective Officers
- (e) Presiding Justice
- (f) Appointive Officers
- (g) Committee Chairpersons
- (h) Committee Members

— INVITATIONS —

(how they should be arranged)

1. A visit to a Lodge by a Grand Lodge Officer should be, and generally is, arranged by the Past Grand Exalted Ruler in whose jurisdiction the visit is to be made. All invitations from a Lodge or State Association to a Grand Lodge Officer should be first cleared through the Past Grand Exalted Ruler of jurisdiction.
2. Invitations from a Lodge to the State President should be arranged through the Vice President of the District *(may be different in some states)*. Invitations announcing such a visit should also be sent to past and present Grand Lodge Officers, State Association Officers, and other Lodges in the District.
3. Invitations from a Lodge to the District Deputy Grand Exalted Ruler of the District should be extended directly to the Officer. An invitation announcing such a visit should be sent to the Past Grand Exalted Ruler of the jurisdiction and to the State Vice President of the District as well as to Past District Deputies and other Past Grand Lodge and State Association Officers of the District as a courtesy.
4. Invitations from a Lodge to a Vice President of the District should be extended directly to the Officer. An invitation to attend the meeting should be sent to the District Deputy Grand Exalted Ruler of the District and to the State President. Here again, it is a courtesy to invite other past and present Officers of the Grand Lodge and State Association in the District.
5. On very special occasions, possibly where a high official in our government is being asked to visit a Lodge or State Association meeting, besides the direct invitation, follow-up letters should be arranged for from the Governor of the State, U.S. Senator and the U.S. Congressman. For such meetings it is a courtesy to invite Past Grand Lodge and State Association Officials to attend. This is also true in the case where an important guest of the Order will visit a Lodge.

—IMPORTANT ARRANGEMENTS— WHICH SHOULD BE MADE FOR SPECIALLY INVITED OR DISTINGUISHED GUESTS

1. INVITATION

- (a) Be specific about the date and hour of the function.
- (b) Advise the invited guest if the affair is arranged for couples, and be sure to specifically invite your guest's spouse or companion. Include the general plans for the special entertainment of the spouses. If there are no specific plans other than the joint affair, say so. Don't leave the special guest or anyone in the guest's party unplanned for or unsure of their welcome.
- (c) Advise your guest as to the type of dress expected for the occasion (*Formal, business, casual, etc.*). Make certain the same information is noted for the type of apparel the accompanying family members will be wearing. **THIS IS MOST IMPORTANT!** With the advent of modern high-speed transportation has also come the possibility that travelers will face a drastic change of climate in the short space of time between their departure and arrival at another location. Be sure these circumstances have been communicated to any guests well in advance of their visit so their wardrobes can be appropriately adjusted for extreme differences.
- (d) Discuss with the invited guest what you have planned, and when the guest will be scheduled on the program. If more than once, say so. If the guest's appearance and performance are a featured event, state when and where. If an informal appearance is anticipated, say so. If the guest is the featured event, avoid other speeches so as not to detract from the content of the featured guest's remarks.

- (e) Ask your guest to inform you as to the time (and place, i.e., gate number, etc.) of arrival and how the guest will be traveling (car or plane).
- (f) Ask the guest if there will be others in the guest's party. If so, how many and if all are traveling with the guest so proper arrangements can be made for the comfort of all and transportation, if needed, including luggage space.
- (g) Notify the special guest if you have scheduled any public addresses, interviews with the press, radio or television and when scheduled.

2. BEFORE ARRIVAL

- (a) Hotel or motel accommodations should be made well in advance. Make absolute arrangements with the manager or cashier of the hotel that you, as the host, will pay for the accommodations. Don't take any chances on a slip-up; advise your guest of your arrangements. Whether it be known beforehand, or if realized as the visit develops, that your guest(s) will be leaving after the regular check-out time of the Hotel/Motel, promptly and directly inform the management and obtain a late check-out so that your guest(s) will not be personally inconvenienced.

If your guest is the Grand Exalted Ruler, the Order's highest-ranking Officer understandably should be given the most luxurious suite available. If the Lodge (or State Association) can afford to do so, suites should be provided to Past Grand Exalted Rulers and the State President.

- (b) Preregister the guest at the hotel before the guest's arrival and have two room keys (one is for the guest and one for the guest's spouse).
- (c) Be sure to inspect the accommodations before the guest(s) arrive to see that everything is in order.

- (d) Place an arrangement of flowers in the room with a card showing them to be from the Lodge. If a two-room suite is provided, an arrangement of flowers in each room is appropriate.
- (e) Before the guest's arrival, a set-up of refreshing beverages (*with the necessary mixes and ice*) should be placed in the room (determine preferred selection from the guest prior to the guest's arrival). A fruit basket is always welcome and may also be placed in the room.

3. ARRIVAL OF GUEST

- (a) If by airplane, have a welcome group at the terminal when the guest arrives. If the guest is driving a car, have the welcoming group at the hotel [*see note, subsection (c)*].
- (b) Immediately after the guest's arrival, obtain luggage claim checks and have someone assigned to pick up luggage and deliver to the guest's hotel room.
(NOTE: Where any security rules require luggage to be handled by its owner with proper identification, comply with these but still assist as much as possible.)
- (c) Provide for the required number of cars and have them available for the guest with an assigned driver. Assign the guests to the proper people and cars to take them to the hotel. All assignments of who will ride with whom and in what car should be arranged beforehand.
(NOTE: The welcome group should be somewhat limited. Too many can create confusion for the guest as well as that of the general public who are also trying to arrive or depart. There will be ample time for others to meet the guest during the functions.)
- (d) Take the guests directly to their rooms so they may freshen up or rest following the trip. It is inappropriate to arrange a "sight-seeing" tour for the guests en route to the hotel. Sight-seeing tours are generally welcome but should be scheduled later into the guest's visit.

- (e) It is appropriate to have at least two couples at the hotel rooms (or suite) to welcome the guests when they arrive, to offer their services in any way such as to provide information or directions concerning laundry service, dry cleaning, pressing, barber shop, restaurant, etc. After offering this information, the welcome group must not "hang on." Permit the guests to have time to unpack and relax in their new surroundings.
- (f) If a printed program of the events is made, provide several to the guest and discuss all phases. If no printed program is available, outline the details so the guest will know the schedule of events and times.
- (g) Ask your guest when the guest will depart from the city so proper arrangements can be made to assure the guest's transportation.
- (h) Advise the guest of the type of dress for both men and women for each appearance.

4. COURTESIES

- (a) Always have cars available and on time for transportation of your guests so they will not be late for the event or events. If the guest and the guest's spouse are to attend different functions at the same hour, have a car available for each.
- (b) Corsages should be presented to lady guests before they leave their hotel rooms for the event, preferably in a color which will harmonize with her dress or suit. If in doubt as to the color of the ensemble, provide a white corsage.
- (c) At any event where the guests are present always see to it that they are never left alone. Someone representing the host should always be present to answer questions, make introductions and handle emergencies, if any arise. However, this should be done very low key. If it is a large group, it is awkward to try to introduce the guest to each person the guest meets. It is generally less cumbersome to let the guest set the guest's own pace of meeting people.

- (d) If the guest is going to attend a Lodge dinner and meeting, be sure the spouse of your guest is properly entertained. Make arrangements for the spouse to be taken to dinner and entertained during the evening. Provide transportation and pay the spouse's expenses.
- (e) Make arrangements to have the guest picked up at the hotel and taken to the Lodge meeting. See to it that the guest is given proper service and attention during the dinner.
- (f) If the guest is to speak at the dinner, be sure to have a podium and microphone at the head table for the guest.
- (g) If a charge is being made for the dinner, be sure your guests are provided with complimentary dinner tickets or that the doorman is informed in advance to admit the guests without tickets.
- (h) If a group on the committee plans to gather in the room of your guest for refreshments before going to the event of the evening, make sure your guest is aware of it and arrange for an attractive tray of hors d'oeuvres to be delivered to the room. This should never be done unless the guest has been provided with a separate parlor or sitting room from the bedroom. Be sure to close the cocktail party in sufficient time for the group to arrive at the Lodge meeting or event on time.
- (i) If the guest is to be the main speaker at the banquet or meeting, see that no other speaker precedes the guest on the program.
- (j) When the invited guest is to be the speaker at a meeting, it is preferable to make the meeting short and snappy. Delete everything unnecessary; most times business can be put over to the next regular meeting. And do not permit anything of a controversial nature to come to the floor of the Lodge when a guest is present.

(k) Abide by the guest's desires about the time for returning to the hotel but as a general rule, return the guest and the guest's spouse to the hotel as early as possible. While it is a big night for the host Lodge or group, for the guest it may also be one in a series of consecutive, exhausting nights.

— DRESS CODE —

Dress for any activity should be appropriate and compatible for the occasion.

For example, at formal or semi-formal occasions such as Installation of Officers, and banquets to honor the Grand Exalted Ruler, business suits for the men and afternoon or evening attire such as street-length dresses or suitable slacks for the ladies. Jeans, sweatshirts, or Lodge jackets with multiple Lodge or State Pins are not appropriate.

For casual events, remember to dress with dignity. Wear clothing that is fitting, suitable, proper, and compatible with the occasion.

— TOURING —

In addition to the main events covered in other sections of this book, there will undoubtedly be some cases where, either during the day of the main function, or on the days before and after, the visiting dignitaries will also be scheduled for a tour of Lodges or scenic attractions in and around the same locale as the major activity. It's also conceivable that, due to time constraints, the visit of the dignitary to that part of the country might consist only of the short visits comprising the tour, much like the "whistle stops" popular in campaigning. Although the variety of such tours is understandably limited only by your imagination, your guests will find any type more enjoyable if these key points are kept in mind:

✓**SCHEDULE:** Far in advance, have either the locality's Grand Lodge Committee Members, Past State Presidents, Vice Presidents or District

Deputy contact possible Lodges to be visited or the offices of the scenic attractions for their days and hours of operation, but with the explicit understanding that what is being compiled is still a “tentative” visit schedule with no firm commitments as yet. Compile the proposed timetable and route, allowing sufficient “cushions” and alternate roads for traffic tie-ups or bad weather to remain “on schedule,” and for visitors to rest up before an evening affair, and especially if a connection has to be made with public transportation at the tail end.

This “suggested” schedule is then proposed to the desired visitors through the Grand Lodge person or other senior Elk who is actually presenting the invitation to the intended guest and acting as the Event Chairperson. If acceptable, and incorporating any last-minute adjustments, then the plans should be confirmed and distributed to those at every stop along the trip route for building Lodge participation and notifying the local media.

✓ **TRAVEL PARTY:** Invite several high-ranking local, district, state or national Elks and spouses who live in the area to accompany your guests and fill out the traveling party, to provide conversation and colorful local background, and to prevent “road-tedium” from setting in between stops. Either of necessity or according to plan, some of the accompanying party can even be replaced or “rotated” at strategic points to revitalize the conversational menu. Elks being who we are, this also provides the opportunity for either the guest Elk or the escorting Elks to discuss at leisure and in relative privacy any local matters which could profit from their combined viewpoints.

Elks Care — Elks Share

— SEATING ARRANGEMENTS —

PREFACE

(NOTE: All references to “right” or “left” throughout these instructions are the actual “right” or “left” of one at the podium facing the full assemblage.)

The honored guest, at all types of visitations, is to be seated to the right of the Exalted Ruler at Lodge meetings or to the right of the Host at any other function.

At all meetings or functions where the honored guest is accompanied by a spouse or guest, said spouse or guest shall be seated to the immediate right of the honored guest at the head table if the honored guest is seated to the right of the Exalted Ruler or Host. Likewise, they shall be seated to the immediate left of the honored guest if they are seated to the left of the Exalted Ruler or Host.

SEATING ARRANGEMENTS

1. LODGE MEETINGS

If the Lodge is honored with a visit by a Grand Lodge Officer such as the Grand Exalted Ruler, Past Grand Exalted Rulers, Grand Forum Justices, other Grand Lodge Officials, Past Grand Lodge Officials, Special Deputy Grand Exalted Ruler, Special Representative, or District Deputy Grand Exalted Ruler, they should be seated to the Exalted Ruler’s right.

Other Grand Lodge Officials should be seated to the right of the honored guest according to precedence. If State Association Officials are present, they should be seated to the Exalted Ruler’s left according to precedence.

If the Lodge is honored with an official visit by an Officer of the State Association such as the State President, Vice President of the District (*first*) and other Vice Presidents, other State Association Officers or Past State Association Officers, the honored guest should be seated to the Exalted Ruler’s right. Other State Association Officers

and Past State Association Officers should be seated to the right of the honored guest according to precedence. Upon such an occasion for the State Association, and should there be Grand Lodge Officials or Past Grand Lodge Officials in attendance, they should be seated to the Exalted Ruler's left according to precedence.

2. LODGE BANQUETS

If possible, the Exalted Ruler should preside at all Lodge banquets for visiting officials. However, the Exalted Ruler may have someone else serve as Master of Ceremonies (MC), if the person selected is qualified.

Seating arrangements for the head table should be carried out similarly to the seating as described for a meeting of the Lodge. The order of seating at the head table is determined by whether the meeting is primarily honoring a guest from the Grand Lodge or a guest from the State Association. In any event the honored guest should be seated to the right of the podium and then others, according to precedence. When spouses or guests are present, they should be seated to the right of their companions when seated on the right of the podium, and to the left of their companions when seated on the left of the podium.

If used, a Master of Ceremonies should be seated at the left of the podium. The Chaplain of the Lodge should be seated to the right if at the head table or close by, thus easily accessible when called upon for the Invocation and Benediction.

In special instances, it may be necessary (*particularly at State Association convention banquets*) to arrange for a second head table. It may be placed immediately in front of the main head table if the head table is elevated. Seating arrangements of Officers then may be designed to handle an extra large number of Grand Lodge and State Association Officers, past and present. This would permit recognitions which could not otherwise be provided.

— ORDER OF INTRODUCTIONS —

When distinguished guests are present and officials are presented, their introductions should be made in this order:

1. Exalted Rulers.
2. State Committee Chairpersons and Committee Members.
3. State Officers.
4. District Deputy Grand Exalted Rulers.
5. Special Representatives.
6. Special Deputy Grand Exalted Rulers.
7. Grand Lodge Committee Chairpersons and Committee Members.
8. Appointive Grand Lodge Officers.
9. Elective Grand Lodge Officers.
10. Grand Forum (*in order of seniority*).
11. Past Grand Exalted Rulers (*in order of seniority*).
12. Grand Exalted Ruler (*by the sponsoring Past Grand Exalted Ruler if present*).

It is not often that a meeting will be held when all of these introductions are necessary, however, they are listed in order as a guide. Figuratively speaking, there are three levels of office in the Benevolent and Protective Order of Elks. They are Grand Lodge, State Association and Local Lodge, which is the order of precedence.

For introductions, the reverse order of precedence is used: first, the Local Lodge; second, the State Association; and last, the Grand Lodge. On occasion, when many visitors are to be introduced, at the discretion of the Exalted Ruler, group introductions should be made in order to speed up the time given to such presentations. The Grand Exalted Ruler is introduced by the sponsoring Past Grand Exalted Ruler if one is present.

—SUGGESTED HEAD TABLE SEATINGS—

★STATE ASSOCIATIONS AND LOCAL LODGES★

Audience

RIGHT

LEFT



Other
State Association
Dignitaries

.....V.P. Spouse

.....Vice President

.....S.P. Spouse

.....State President

.....Lectern

.....M.C.

.....M.C. Spouse

.....P.G.E.R.

.....P.G.E.R. Spouse

.....G.F. Member

.....G.F. Member Spouse

Other
Grand Lodge
Dignitaries

—SUGGESTED HEAD TABLE SEATINGS—

★ GRAND LODGE ★

Audience



- Other
- Grand Lodge
- Dignitaries
-G.F. Member Spouse
-G.F. Member
-P.G.E.R. Spouse
-P.G.E.R.
-G.E.R. Spouse
-G.E.R.
-Lectern
-M.C.
-M.C. Spouse
-State President
-S.P. Spouse
- Other
- State Association
- Dignitaries

— INTRODUCTIONS AT BANQUETS/SOCIAL OCCASIONS —

For formal or semi-formal banquets when a distinguished speaker is present, only those seated at the head table should be introduced. If, however, some other dignitaries are present in the group not at the head table, he or she should be introduced. It is not necessary, nor is it advisable, to introduce all those present who may now hold, or have held, an office or served on a committee in a Lodge, State Association, or Grand Lodge (*see note below*). Remember, this is an occasion for honoring the person of the "HOUR."

For informal occasions that are designed more for socializing, introductions should be held to a bare minimum. It is not necessary to introduce all present, as most of them are well known to all in attendance.

(NOTE: If the person in charge elects to make introductions other than the head table, it should be kept in mind that extensive introductions are difficult and can be boring. If such is felt necessary, it should be done in groups (*i.e.*, "All Past State Presidents, please stand") rather than individually.)

— DEPARTURE OF GUEST —

1. Someone on the Committee should be assigned to **CHECK YOUR GUEST OUT OF THE HOTEL**. By doing this, you will double-check that the bill is charged to the Lodge.
2. Provide transportation for the guest party and its luggage with someone designated to move all luggage at the transfer points to relieve your guests of this chore and make their visit as strain-free as possible. As was done when the guests arrived, comply with any regulations relating to the presence of the luggage owner and proof of identity but still do all the actual labor of lifting or carrying the luggage until it has been finally delivered into the care of those responsible for its forwarding.
3. Be sure that a group of the Committee is on hand to see your guest off at the hotel or at the airport.

— PUBLICITY —

Newspaper coverage and news releases as well as photography are very important to any Lodge or State Association. Often, good coverage is not accorded simply because information and arrangements are not made in advance. Remember that new items, publicity and “build-ups” for an event at a Lodge must compete each day with the hot news happenings of the day. What’s important to you may not be very important to someone else and, vice-versa.

Let us consider first the publicity and news coverage. It applies to newspapers, radio and television. It can be about a special event; visit by a special guest or dignitaries to a convention, Lodge meeting or even State Association Night. It can be about Installation of new Lodge Officers; Initiation of a special or large class of candidates; Community Project of the Lodge; remodeling of the premises, or dedication of a “new wing.” People make news. Activities involving people are the important news items to the newspaper, radio and television.

Your guest of honor will appreciate good publicity. It adds prestige. It helps build the public image of the Lodge and State Association.

Solicit your invited guest for photographs—glossy print or newspaper mat, or both (*Mat for the newspaper and picture for the TV station*); for a biographical sketch of the guest, particularly as to office or title and efforts in Grand Lodge or State Association as well as hometown Community Service; also, other background, particularly if unusual, is welcome.

With such information at hand, prepare your release. It does not have to be in written journalistic form, although this is nice if you have someone who can do this. Factual notes about the guest, the function and other information is needed. BEAR IN MIND the “five W’s” of a news item ... and sometimes there’s an “H” involved, too. The “five W’s” represent: Who? What? Where? When? and Why? Answer each of these questions in your release or note. The “H” is for How? (*such as how the dignitaries are coming ... via air, train or car*).

If you are preparing a release, be sure to get these five W's answered in the first two paragraphs or at the top of your list of notes.

You can expand with details after this is done.

Remember, editors accept no responsibility for any happening so you **MUST** have your event announced by the Exalted Ruler, or someone in charge (*State President or Convention Chairman, etc.*).

If your honored guest will speak, say so. If the speech is to a closed meeting, to the public, at a Memorial Service, or on a sight-seeing tour, let it be known.

Interviews should be arranged well in advance and be sure if to be attended by the media, the guest is so informed and agreeable. Interviews provide extra coverage for the good of the Order. Sometimes the media, newspaper, radio or TV will want to cover. If so, assist them in any way possible.

If your town has all three news media, **MAKE SURE** you contact all three with your news item. Don't slight one or two for another. Coverage is what you want and need. Use all available media. If one isn't interested, you have, at least, offered.

Visits of a Grand Lodge Official or some other dignitary to children's hospitals, orphanages, Memorial Statues, Senior Citizens Homes, Historical sites or something of the type can, many times, prompt "on the spot" news coverage. Inform the media, if such is planned.

— PHOTOGRAPHY —

Pictures are always worthwhile. But just any old picture is not newsworthy. It is suggested a professional photographer be employed, if necessary, to be sure to get a good photo. Do not rely on amateur "shutterbugs" simply because they're Members of the Lodge. They have their place, too. So use them in the capacity of their abilities. Competitors prefer different photo poses.

REMEMBER—PHOTOS WITH DRINKS IN HAND OR IN HUMOROUS, IMPROPER OR UNFLATTERING POSES ARE NOT TO BE TAKEN!

There Are FOUR Kinds of Photos

Newspapers (*stills*) and television (*movies*) are best when neither are crowded with too many people. Remember, head sizes count in printing and viewing reproductions. The larger group reduces the head sizes. The fewer persons in the picture, lends to more detail and recognizable faces. And, the identifying "cutlines" are very important. Who is in the picture (*titles, too*) make the picture usable. Get the names when the pictures are taken, not tomorrow.

You must be selective in "setting up" pictures. A two-column (*newspaper*) photo is best with two persons, not more than three. A three-column picture is best with three or four and never more than six.

Posed photos are necessary, but give it some action. "Mug" shots directly into the camera are not the best, but sometimes necessary. Handshaking is "old hat," but if nothing else can be used, it's better than "flat" faces to the camera. This takes care of personalities in photos.

For the Lodge's photo gallery, candid shots of the guest with some Officers or others can be handled by your "shutterbug" amateur. Make arrangements for extra prints for your honored guest and others who wish them. Sometimes these candid shots are usable for publicity, too, depending on the quality of the amateur's efforts.

Elks Homes, buildings, new rooms, swimming pools, and other facilities, as well as projects often make newsworthy pictures for publicity. But put someone in them—at least two people—to give action against a "dead" room. The entrance, unusual window setting, fountain, statuary, interesting corners are best.

THE ELKS MAGAZINE wants interesting pictures, too. Likewise, they prefer photos that are not jammed with people. Photos should be "human interest" in nature, depicting the event, not merely posed groups. Submit glossy photos, along with a complete left-to-right identification of the persons in each photo and all pertinent information regarding the event. All photographs submitted to *THE ELKS MAGAZINE* will be returned, if requested. For a free copy of the Magazine's Checklist and Guidelines for Fraternal News submissions, write to: *The Elks Magazine*, Editorial Department, 425 W. Diversey Parkway, Chicago, IL 60614-6196.

Fraternal News Guidelines can also be found at
The Elks Magazine's homepage:
<http://www.elksmag.com>

— LODGE MEETINGS —

The Grand Exalted Ruler should be brought into the Lodge room and taken before the Altar escorted by a Past Grand Exalted Ruler just ahead. If more than one P.G.E.R. is in attendance, other Past Grand Exalted Rulers should follow him in order of seniority.

For small meetings when there are small mixed groups to be introduced, the Exalted Ruler may introduce them together, in the proper order. As a general rule it is better to introduce the Present and Past Grand Lodge Officers separately from the State Association and Local Lodge groups.

In many cases mass introductions are difficult. To have too many of them, naming all of the titles of each, especially when those to be introduced are well known to the audience, is boring to the Members. On such an occasion the Exalted Ruler may not have anyone escorted in for special introductions except the honored guest or guests. Later on, under Good of the Order, the Exalted Ruler can at that time recognize others who might have had a formal introduction if time would have permitted. If this is the case, the Esquire should see that the guests are seated on the platform to the right and to the left of the Exalted Ruler according to precedence.

The important point of introductions is to have them done in proper form with good etiquette. Make sure that the Esquire knows the proper titles of those persons to be introduced. Many times the Esquire has not been advised or given proper instructions before the meeting about the introductions to be made. It is the duty of the Exalted Ruler to see that the Esquire is properly instructed in advance and discreetly.

When the Esquire conducts a guest into the Lodge room to make an introduction, the guest should be taken directly before the Altar for the introduction, not marched all around the Lodge room before presentation at the Altar.

When the guest being introduced is a Past Grand Exalted Ruler, a Grand Lodge Officer or a District Deputy Grand Exalted Ruler, after the introduction, the Exalted Ruler will ask the Members to give Grand Lodge Honors by giving the hailing sign. The honored guest will answer by a wave of the hand. This honor is reserved ONLY for Past Grand Exalted Rulers, Grand Lodge Officers or District Deputy Grand Exalted Rulers, and is not extended to State Association Officers. When leading the Members in the hailing sign, the Esquire should take the same position as occupied when delivering the ritualistic part (*instructions to candidates*).

After any introduction before the Altar the Exalted Ruler should assure the guests a warm and cordial welcome is extended and that the Members are especially happy to have them visit the Lodge.

WHO SHOULD MAKE INTRODUCTIONS BEFORE THE ALTAR

1. It is the duty of the Esquire to introduce visiting Elks. However, on special occasions, the Exalted Ruler may, in deference to a past official of the visited Lodge, request such past official to introduce the visiting official. This is done in recognition of the service rendered and the high office held by the past official. In the event this procedure is followed, the Esquire will conduct the visiting officer, followed by the past official, before the Altar for introduction. The Esquire will present the past official to the Lodge and in doing so should mention the most important offices the past official has held, and state **WHOM THE PAST OFFICIAL WILL INTRODUCE** to the Lodge.

For example:

“Exalted Ruler and Members, it gives me great pleasure to present to you _____, a Past Exalted Ruler of this Lodge and a Past District Deputy Grand Exalted Ruler of this District (*or Past Grand Lodge Officer or Committee Chairperson, if any*) who will introduce to you the present District Deputy Grand Exalted Ruler.”

2. The Grand Exalted Ruler should always be introduced by the sponsoring Past Grand Exalted Ruler. If none are present, the introduction should be made by the Senior Grand Lodge Officer or Past Grand Lodge Officer in attendance.
3. Past State Officers should introduce present State Officers.
4. Principal speakers or honored guests:
 - (a) In addition to being introduced before the Altar, the principal speaker is generally introduced just prior to the speech under Good of the Order. This can be done by the Exalted Ruler or a qualified designate. The Exalted Ruler may ask if the speaker has any preference. (*This differs from the formal introduction before the Altar of the Lodge.*) If a gift is to be presented to the guest, present it after the speech is given. The Exalted Ruler should at that time thank the guest for visiting the Lodge and express appreciation for the guest's work in the Order.
5. A good point to remember is that the visiting guest is the CENTER OF ATTENTION. Past officials are introduced in honorary recognition of the offices they have held and the services they have rendered to the Order and to the Lodge. Nothing should be done to take away the importance of the position or presence of the honored guest. Remember, too, that it is a good idea on such special occasions to eliminate as much unnecessary business as possible until the next Lodge meeting.

IT IS A COURTESY TO YOUR HONORED GUEST TO ELIMINATE OTHER SPEECHES AS THESE ONLY LENGTHEN THE MEETING AND DETRACT FROM THE EMPHASIS AND IMPORTANCE OF YOUR GUEST'S SPEECH.

— LODGE PROTOCOL —

While the procedure of conducting a Lodge meeting may not be considered as part of Protocol because it is prescribed in the Ritual, it does, however, deal with the ceremonies and etiquette of the Order. Therefore, your attention is called to the following:

1. CEREMONY OF OPENING LODGE

- (a) Regular form as required in the Ritual.
- (b) Exalted Ruler shall enforce strict adherence to the Ritual.
- (c) Ceremony to be conducted with reverence and dignity at all times. The Exalted Ruler is charged with the responsibility to eliminate any action by any Member to the contrary.

2. ORDER OF BUSINESS

- (a) The Exalted Ruler is required to follow the Order of Business prescribed by the Ritual and our Order's Statutes.
- (b) The Exalted Ruler is required to know and to follow the "Robert's Rules of Order" in conducting the Lodge meeting. It is the duty of the Exalted Ruler to preside with impartiality and to maintain dignity during the meeting.
- (c) Under the heading "Good of the Order" the Exalted Ruler should recognize any Member who has something to say for the good of the Order, but should not recognize a Member whose sole purpose is to bring about "Horse Play" which is below the dignity of the Order and unbecoming an Elk. Off-color stories are distasteful.

3. CLOSING THE LODGE

- (a) When all of the business of the session is ended, the Exalted Ruler shall proceed to close the Lodge in the regular manner. Closing is a fixed order of business.

- (b) The Members are proud of our Opening and Closing ceremonies, and the forms prescribed by the Ritual should not be deviated from at any time.

4. GENERAL RULES TO FOLLOW

- (a) Welcoming visiting Elks in the Lodge session should be done in the manner prescribed by the Ritual. In addition the Exalted Ruler should make a few remarks to them to show a friendly attitude and a cordial welcome.
- (b) At many Lodge sessions you may find Members addressing the Exalted Ruler from the sidelines and in doing so they rise to their feet and give the hailing sign. THIS IS NOT CORRECT. The hailing sign should be given ONLY in front of the Altar or when ordered by the Exalted Ruler. However, THE MEMBER SHOULD RISE and should address the Exalted Ruler by the proper title when seeking recognition. It is disrespectful for a Member to address the Chair while seated, and the Exalted Ruler or the Esquire should so inform any Member doing this.
- (c) All Officers should definitely know their duties and responsibilities to the Lodge and to the Order. Many of the Officers take their duties and responsibilities too lightly or they are not interested enough to learn them. They are not good Officers unless they appreciate the dignity of their office and the honor the Members have bestowed upon them. Officers who apparently are not aware of these responsibilities should be informed tactfully by the Exalted Ruler, another designated Officer or a close friend of the newly-made Officer. If this fails, the Exalted Ruler should make a special point of it to the Officer and insist upon proper performance.
- (d) All Officers should be properly dressed at each Lodge meeting. The Members will gain greater respect for them and their authority as Officers. Protocol in dress is as important as proper procedure. Locales and temperatures

are, of course, to be considered. Many Lodges have a custom of having all Officers in tuxedos, or white dinner jackets, or some type of uniform dress when conducting initiations. This custom will build respect as well as favorably impress the candidates.

- (e) Protocol is especially important for any of the Special Services of the Lodge where the public may be present.

Institutions of Lodges, Installation of Officers and Dedications are best served by some uniformity of dress among Officers and neat appearances of all Members. Special events such as Mother's Day observance, Flag Day, Memorial Services, Funeral Services, and those similar should require proper dress and the Special Services Ritual adhered to strictly. No deviation should be made unless proper authorization is granted by the District Deputy or Grand Exalted Ruler.

— CONCLUSION —

While portions of this Manual seem to be great in detail, it is presented in this manner to furnish the Officers of Local Lodges, State Associations, and district groups a fully explained guide to follow with correct procedure on the broad subject of Protocol.

If the Officers of Lodges (*or Associations*) will follow the information set forth in this Manual, they will meet the requirements of proper etiquette and avoid any possible embarrassment to themselves or guests.

This Manual on Protocol cannot be effective unless it is read and digested by the Officers and Committees in charge of any particular meeting or function, AND GOOD PLANNING IN ADVANCE with good taste applied at all times will put it into action. There's no substitute for good advance planning.

Elks Care — Elks Share

— APPENDIX —

ROBERT'S RULES OF ORDER

All Chair Officers should familiarize themselves with the procedures of the Robert's Rules of Order because Lodge meetings and Association meetings are generally conducted by these rules.

COMMON MISTAKES

(Time-Wasting Procedures)

1. Needless motions. For example, motions to accept reports on which no action is taken, motions to approve minutes of previous meetings, and motions to close nominations.
2. Failure of the Chair to state motions, call for negative vote, announce results of vote or generally follow parliamentary forms.
3. Failure of a Member to make a proposal and put into form of a motion, or to state clearly and concisely what the motion is.
4. Failure of Chair to rule promptly, call motions out of order, and decide on controversies.
5. Failure of Chair to control debate: *(a)* Permitting personalities and animosities to be injected, and *(b)* Allowing debate to get off permissible subject under procedures.
6. Failure of Chair to use powers of general consent to expedite business.
7. Failure of Chair to move promptly and efficiently through business at hand and preside as the controlling and guiding hand of the meeting.

POWER OF THE CHAIR

(Expedition of Lodge Business)

1. Transact business by general consent. When objected to, use power to put action directly to the Lodge for a vote, a majority carrying.
2. Restate motions *(unless there's an objection)*.
3. Call for motions.

4. Require motions that are dilatory or obstructive in nature to be put in writing.
5. Suppress dilatory, obstructive or frivolous motions. (*Must allow one appeal*)
6. Declare people out of order who have not been recognized; recognize Members who will advance business.
7. Require debate to be on proper subject only.
8. Require all remarks to be directed to the Chair.
9. Act promptly against any personal remarks made by one Member to another, either present or one being absent, which may be considered extremely critical or derogatory.
10. Direct business by requests, remarks.

— PARLIAMENTARY PHRASEOLOGY —

Recognition:

"The Chair recognizes (Member's name)."

Stating a Motion:

"It has been moved and seconded ..."

"The amendment has been moved and seconded ..."

"The previous question has been moved and seconded,"

— or —

"The previous question has been called for ..."

General Consent:

"If there is no objection ..."

"If there is no objection, the nominations are closed for ..."

Putting a Motion:

"It has been moved and seconded that (*state the motion*). All those in favor, give the voting sign of an Elk. All those opposed, the same sign. The motion is carried (*or lost*)."
The Chair may state the count of the vote, if desired.

Point of Order:

"I rise to a point of order."

Chair: "State your point." (*Member gives objection or correction.*)

Chair: "Your point is (*is not*) well taken because ..."
(If well taken, Chair proceeds to correct mistake.)

Appeal:

Member: "I appeal from the decision of the Chair."

Second Member: "Second."

Chair: "The decision of the Chair has been appealed. All those in favor of upholding the ruling of the Chair, give the voting sign of an Elk." And, "All those opposed, the same sign."

Chair: "The ruling of the Chair is upheld."
(If the ruling is reversed, proceed to reverse the decision.)

Division of House:

"The division of the house has been called for," is announced by the Chair who then proceeds to ask Members to divide according to their conviction in voting (*or some similar method of voting*) after which counting is made. The count is to be announced by the Chair.

Reconsider, Rescind:

(Any Member presenting a motion to reconsider must have voted on the prevailing side when the motion in question was passed. A Member cannot bring a motion to reconsider if that Member did not vote in favor of the original motion.)

Member: "I move to reconsider (*rescind*) the motion of ..."
(Member should state the general nature of the motion.)

Second Member: "I second the motion."

Chair: "It has been moved and seconded to reconsider (*rescind*) the motion (*state the nature*). Will the Secretary please read this motion from the minutes?"
(Secretary reads the motion.)

Chair: "Is there any discussion? All those in favor, give the voting sign of an Elk. All those opposed, the same sign. The motion is carried (*or lost*)." [See #9 - next page.]

— STATUTES and BY-LAWS —

*(Superseding Robert's Rules of Order
in the following instances.)*

1. A Lodge meeting quorum consists of NINE (9) Members, with at least two (2) being elected Officers.
2. In all regular Local Lodge meetings, the Order of Business as specified in Section 15.020 of the B.P.O.E. Statutes must be followed, with the exception of transposing Item "d" (*Initiation*) and Items "h" through "q," and this is only permissible with the consent of the Lodge.
3. Decisions of the Chair may be overruled only by a two-thirds majority.
4. No nominations at election meeting unless there is no name for an office on the ballot (*or nomination accepted*).
5. Votes for Members not nominated are ruled BLANK ballots.
6. Nominating committees are prohibited.
7. Exalted Ruler shall not be an ex officio member of any committee of the Lodge, except that of the Board of Trustees.
8. These motions are always OUT OF ORDER: Limit of debate, to adjourn a Lodge meeting, and for an "Adjourned meeting."
9. All motions to rescind an action approved require a two-thirds majority.
10. To withdraw a motion requires the consent of the Member who seconded it, before the motion is stated by the Chair. (*After the Chair has stated the motion, the Lodge's consent is required.*)

11. Previous question refers always to all motions before the Lodge.
12. Chair MAY require all motions to be submitted in writing.
13. All resolutions placed before the Lodge MUST be submitted in writing.
14. No Member shall speak more than one time on Questions of Appeal, except by general consent (*obtained by Exalted Ruler*).
15. No Member shall speak more than two times on any matter before the Lodge, except by general consent (*obtained by Exalted Ruler*).
16. Power of the Chair to appoint all non-elected Officers and Committee Members cannot be abridged.

— CONDUCT OF MEMBERS —

The conduct of Members during a Lodge session must be in a dignified manner, with proper decorum at all times. Under the law no Member may bring into a Lodge session any “extracurricular” devices, equipment, glasses of beverage, or anything that may in any way distract the Member’s own attention or the attention of others. The Exalted Ruler, or the Esquire when so directed, shall require the Member possessing the item to remove it immediately, either by whispered private instruction or openly on the Lodge floor as circumstances dictate.

VOTING REQUIREMENTS GUIDE

Unless specifically provided for in the Constitution and Laws of the Order, Robert's Rules of Order shall prevail.

A. SIMPLE MAJORITY – BY VOTING SIGN OF AN ELK

(One more than half of those voting required)

1. Selection of an Auditor (Section 13.040)
2. Bills against the Lodge (Section 12.060)
3. Approval of Lodge budget (Section 12.070)
4. Listing of Lodge real estate for sale and/or entering into any sales contract, after compliance with GLS 16.050 (Section 12.070)
5. Approval of club management budget (Section 16.040)
6. Application for reinstatement made by Member within 30 days after being dropped for nonpayment of dues (Section 14.180)
7. General motions made in conduct of business at a regular session of the Lodge
8. Order of Business with the exception of items (h) through (q) and (d) which may be transposed (Section 15.020)
9. Amendments to Grand Lodge Constitution (Article IX, Sections 1 & 2, and Section 17.030 – Ratification Process)
 - a. Vote at its first regular meeting in September
 - b. Certify to Grand Lodge Secretary on or before the first Monday in October
10. Amendments to a proposed budget (Section 12.070, Opinion 23)
11. Lodge may vacate the position of any Officer (Section 12.140):
 - a. Who is absent from meetings of the Lodge, or duty, during two consecutive months without good cause, or
 - b. Who was replaced by an acting Officer under the provisions of Section 12.020, and determined by the Lodge to be unable to complete his term of Office

B. MAJORITY OF VOTES OR BALLOTS CAST

1. Election of Officers (Section 3.090):
 - a. By written or printed ballot or voting machine
 - b. Where more than two candidates and no majority, nominee receiving fewest ballots shall be eliminated from ballot until a nominee receives the majority of votes cast

- c. No further nominations accepted on night of election if a candidate has been previously nominated
2. Election to fill a vacancy (Section 12.150)
 - a. Voting procedure as governed by Section 3.090
 - b. By written or printed ballot or voting machine
 - c. Nominations allowed on night election ordered and also on night election held
 - d. A vacancy caused by election of another elective Officer may be filled at the same meeting
 3. Election of only one nominee (Section 3.090) The Lodge may direct any Officer to cast the vote of the Lodge for the nominee

**C. MAJORITY OF MEMBERS PRESENT –
BY VOTING SIGN OF AN ELK**

(Members not voting are counted as "NO" votes)

1. Amendments or revisions to By-Laws, Rules of Order and House Rules (Section 17.060)
 - a. Proposed in writing and read at a regular meeting of the Lodge
 - b. 10 days' notice to Members required
2. Incorporation of a Lodge or Club (Section 16.020)
 - a. Proposed in writing and filed with Lodge Secretary
 - b. 10 days' notice to Members required
 - c. Majority vote of those present unless Statutes of the State require a different number
3. Formation of a separate corporation (Section 16.030, Opinion 03) Same procedure as Section 16.020

**D. TWO-THIRDS MAJORITY –
BY VOTING SIGN OF AN ELK**

1. To overrule the decision of the Exalted Ruler (Section 15.030)
2. Removal of an Officer for immoral conduct, abuse in office, or actions which may dishonor the Lodge (Section 12.141)
 - a. Specific procedures, Step 1 initial hearing, Step 2 formal hearing
3. Application for membership by Reinstatement (Section 14.180)
 - a. After 30 days from being stricken from the rolls

E. TWO-THIRDS MAJORITY – BALLOTS CAST

1. Application for membership by Initiation (Section 14.030)
 - a. Notice to Members required (Section 14.010)
 - b. By ballot box; white balls = elect and black cubes = reject
2. Application for membership by Transfer Dimit (Section 14.110)
 - a. Procedure same as membership by Initiation
3. Application for membership on an Absolute Dimit (Section 14.120)
 - a. Procedure same as membership by Initiation
4. Application for membership by Certificate of Release (Section 14.180)
 - a. Procedure same as membership by Initiation
5. Application for membership by Certificate of Status (Section 14.230)
 - a. Member in good standing of a suspended or dissolved Lodge
 - b. Same procedure as application by Transfer Dimit
 - c. Certificate of Status from the Grand Secretary
6. Application for membership by Certificate of Status (Section 14.250)
 - a. Member of a suspended or dissolved Lodge not in good standing by reason of nonpayment of dues or stricken from rolls
 - b. Same procedure as application by Certificate of Release
 - c. Certificate of Status from the Grand Secretary – \$10.00 fee
7. Reconsideration of a favorable membership ballot (Section 14.050)
 - a. Must be between initial ballot and initiation
 - b. Special procedures and favorable vote to confirm election

F. TWO-THIRDS MAJORITY OF MEMBERS PRESENT – BY VOTING SIGN OF AN ELK

(Members not voting are counted as "NO" votes)

1. Proposal of line item expenditures in excess of budget (Section 12.070)
 - a. Referred to Trustees for written recommendation
2. Proposal to increase budgeted fund by transferring funds from another fund or authorize borrowing against anticipated income (Section 12.070)

3. Expenditures from a contingency fund (Section 12.070)
4. Expenditures of unbudgeted income (Section 12.070)
5. Permission to build, buy, sell, remodel or lease property (Section 16.050)
 - a. 10 days' notice to Members required
 - b. Approved by the Board of Grand Trustees
6. To rescind an approved action (Section 15.020, Opinion 07)
7. Merger and consolidation of contiguous Lodges – Surrender of Charter (Section 11.060)
8. Dropping a Member owing any indebtedness to the Club or Lodge (Section 14.170)
9. Proposal or Resolution by a Lodge to amend or enact Law or to amend the Constitution (Section 17.010)

G. TWO-THIRDS MAJORITY OF MEMBERS PRESENT – BY SECRET BALLOT

1. Life Membership (Section 14.260)
 - a. 10 days' notice to Members required
2. Transfer of Life Membership (Section 14.260)
 - a. Requested at time of transfer of membership
3. Honorary Life Membership (Section 14.270)
 - a. 10 days' notice to Members required
4. Appeal to Lodge by a Member suspended from Club privileges (Section 16.040)
 - a. 10 days' notice to Members required
 - b. To modify or reverse action of the supervising body requires 2/3 affirmative secret ballot

H. THREE-FOURTHS MAJORITY OF MEMBERS VOTING – BY VOTING SIGN OF AN ELK

1. Honest belief candidate was a naturalized citizen when in fact naturalization had not been completed (Section 14.020)

I. THREE-FOURTHS MAJORITY OF MEMBERS PRESENT – BY VOTING SIGN OF AN ELK

(Members not voting are counted as "NO" votes)

1. Voluntary surrender of Charter or Dispensation (Section 11 .100)
 - a. 10 days' notice to Members required

Elks Care – Elks Share!

Elks Care —
Elks Share!