



Chapter 9

Protocol





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Minutes

Along with the minutes of the previous general meeting, if a board meeting is held between general meetings, the minutes of that meeting could also be read or adopted as printed and distributed. Some Chambers tend to keep business arising at the board meetings strictly for the board, and as a result, regular members become disinterested in proceedings even to the extent that they feel the board members are a clique.

Parliamentary Procedures

Use parliamentary procedure at all meetings and be very strict. By following the simple rule, **without a motion there can be no discussion**, meetings will run smoothly.

Committee Reports

Committee reports should be confined strictly to a plan of action of the committee, progress report, or final report. Never discuss committee problems at general meetings. Committee reports are for information only and are not adopted, this includes monthly financial statements. Only year-end financial statements/audit are adopted.

Date of Next Scheduled Meeting

Ensure that the date of the next meeting is announced.

Toast to the Queen of Canada

The Toast to the Queen is normally proposed after the main course and prior to dessert. The presiding person does this as follows:

- The proposer directs the guests to rise for the Toast to Her Majesty and then raises his/her glass to eye level and makes the toast.
- The Toast is proposed as "*Ladies & Gentlemen, The Queen*". The guests present would respond with "*The Queen*".
- Guests should not "clink" their glasses.

Introduction of Head Table Guests

Start at the chair's extreme left and introduce to centre then start at extreme right and introduce to centre, making sure that the most important guest is introduced last. The guest speaker should not be introduced at this time. It is customary for the chair to introduce the head table. The introduction is concluded by saying, "*the gentleman to my right will be introduced to you later*". The guest speaker usually stands with the rest of the head table. As chair, don't assume that everyone knows you. Introduce yourself last by saying: e.g. "*My name is John Doe and I am your chair for this event*".

Introduction of Guests

In order to avoid any discomfort on the part of members or guests, the chair may call on members to introduce their guests immediately after the introduction of the head table.

Introduction and Thanking of Guest Speakers

BE BRIEF!

Guest Speakers

If there is more than one speaker, the keynote speaker should be the last to be introduced, called to speak, and thanked.

Messages or Greetings

The Mayor or an appointed representative, Chamber officials, or officials of other organizations present should be given an opportunity to bring greetings from their respective bodies. The same will hold true when federal or provincial representatives are present.

General Rules

Religious authority usually takes precedence over temporal authority. However, if the latter happens to be the reason for holding meeting, he will have place of honour.

It is of prime importance to define the purpose of the meeting clearly in order to give precedence to those to whom it belongs and avoid unpleasant incidents.

Representatives of the federal government take precedence over representatives of the provincial governments except when the provincial representative has a ministry and the federal person does not.

Individuals should take precedence according to their rank; e.g. diplomatic corps, those who have the longest service rank first, but a younger permanent consul before an older temporary or temporal consul.

Representatives of associations placed according to importance of their organization. It is important to use tact. Officers of the Chamber always take precedence over officers of other organizations.

If several individuals of the same rank are present, other important guests should separate them.

Wives of honoured guests should be placed in the same order as their husbands but on opposite sides of the chair.

Flying the Flag(s)

When displaying three flags (i.e. national, provincial and municipal), the National Flag would be in the middle. To an observer facing the display, the second-ranking flag (in order of precedence) is placed to the left of centre, and the other to the right.

A common combination of flags is that of the National Flag of Canada with a provincial or territorial flag, and a municipal flag or an organization's banner. In such a case, the National Flag should be in the center with the provincial/territorial flag to the left and the municipal flag/organization's banner to the right (to an observer facing the display).