

1. To constitute an official meeting of this committee, a *quorum* shall be defined as a majority (50% plus 1) of the committee members for the purpose of transacting business.
  2. Each member present shall have 1 vote on all matters.
- D. Notices and agendas of meetings will be mailed to members and Council Chairperson at least 15 days prior to meeting.
- E. Minutes will be taken, recorded and distributed to members and Council.

**VII. Reports:** A brief typed report will be submitted 15 days prior to COG meeting if requesting COG action; otherwise submitted at time of verbal report at MD 36 Convention providing COG requests verbal report for the agenda.

General Policy Statements: (Added and dated as adopted by the COG)

1. Adopted by the Council of Governors, January 23, 1993
2. Revised by the Council of Governors, July 23, 1995
3. Revised by the Policy Manual Committee, March 9, 1997
4. Reviewed/Revised by the Policy Manual Committee, May 2002
5. Adopted by COG, March 5, 2004

03/24/04 bmw

**Lions Clubs International – Multiple District 36**  
**Policy Manual**  
**Chapter 16**

**I. Name: Protocol Committee**

**II. Purpose:** To guide toward proper recognition and respect of all elected International, District and local officers.

**III. Specific Responsibilities:**

- A. The Protocol Committee shall present goals each year at the first Council of Governors (COG) meeting of the year. They are intended to act as guidelines for the functioning of the Committee and will be reviewed during the year to assess progress in achieving said goals.
- B. To encourage utilization of materials provided by Lions Club International (LCI) and/or developed by the Committee as requested.
- C. To promote:
  - 1. The proper use, recognition and respect for our emblem.
  - 2. The essence of good protocol. A person extending respect and courtesy to others (good manners) demonstrates this.
- D. To provide:
  - 1. Biographical information and data regarding visiting speakers, including District Governors and officers and directors of LCI.
  - 2. Diagrams for proper protocol seating for club, sub-district and District functions including position of the podium, flags, speaker and guests.

**IV. Committee Makeup:**

- A. Membership: Composed of 1 member from each District, O, R, E and G, appointed annually by the District Governors (DG).
- B. Chairperson:
  - 1. Appointed annually by the COG unless selection is delegated to the Committee.
  - 2. Prior Committee service is recommended.

**V. Fiscal Responsibilities:** This Committee normally handles no funds. The COG is responsible for funds and budgetary management.

**VI. Meetings:**

- A. There shall be 1 regular meeting annually in conjunction with Multiple District (MD) 36 Convention.
- B. Special meetings may be called in writing by the Chairperson or any 2 members or by the Council Chairperson stating time, place and purpose.
- C. Voting: