

Back to Basics

Kin Education Seminar
Fall Leadership Conference

A Guide to Protocol

Opening Ceremonies

Among the opening ceremonies the following should be included:

O'Canada

Kinsmen and/or Kinette Song

Kin Grace

Objects and Aims

Toast to the Association

Reply to the Toast

The toast...

Toast to the Association – given by

2nd highest ranking officer of the association present

Reply to the toast – given by

Highest ranking officer of the association present

Toast to the ladies – an experienced Kinsmen

Reply – highest ranking Kinette officer not included in above

Toast to the Gentlemen – an experienced Kinette

Reply – highest ranking Kinsmen officer not included in above

Water not wine, should be used for toasting!



When a District Officer (includes Deputy Governors) is an invited guest, the club shall...

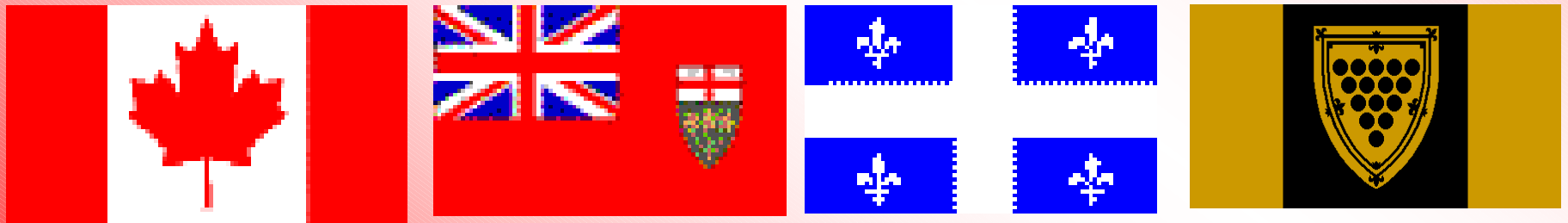
- A) Ask for a credit card imprint when they arrive
- B) Ask them to stay after and do dishes
- C) The club shall be responsible for all necessary expenses of that officer (except mileage)

Flag Etiquette – when facing the flags...

For three flags, the Canadian flag is in the centre.



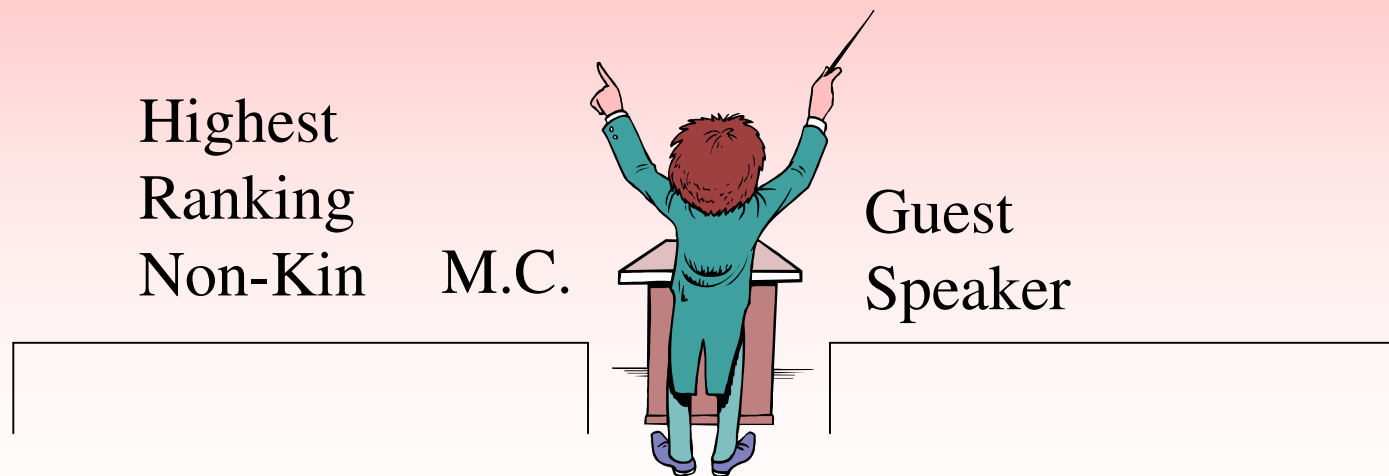
If there are two or more than three flags, the Canadian flag is on the left.



The Canadian, Ontario and Quebec flags should be flown at all District functions.

Head Table Seating

Audience



Introductions & Speeches

All officers and dignitaries regardless if they have been formally invited should be recognized as being in attendance.

They should be introduced using their full titles and not acronyms such as D.G. or V.G.

Your Deputy Governor should always be given the opportunity to speak.

Introduce the speaker briefly, with only enough biographical material necessary to establish their credibility.

Thank you – the general rule is 3 times.

in public at the podium,

in private upon his/her departure

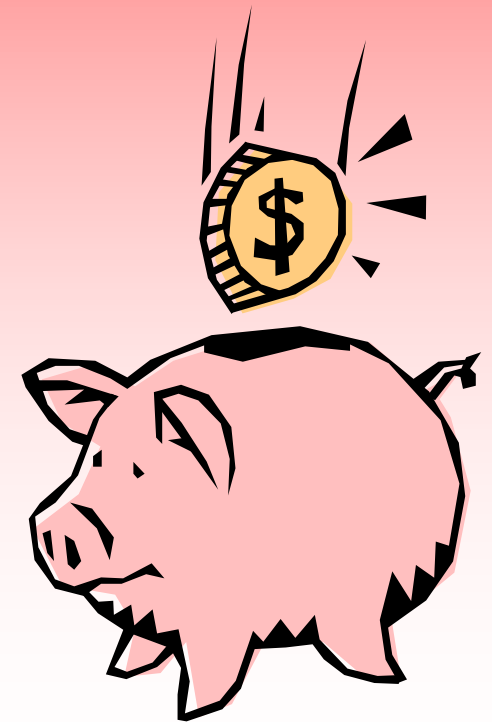
and a letter of thanks the following day

Fines & Draws

Guests – prospective members, officers of the Association and guest speakers should not be fined

Members at large – sorry you're on your own

Draws – if you are having a draw each guest show be presented with a free ticket



A Guide
to
Parliamentary
Procedures

The *Why* of Parliamentary Law

- Easier to conduct business if a set of rules is agreed upon

Basic Principles of Parliamentary Procedures:

- Only one subject may claim the attention of the assembly at one time.
- Each proposition presented for consideration is entitled to full and free debate
- Every member has rights equal to every other member.
- The will of the majority must prevail, and the rights of the minority must be preserved.

How it works...

1. Once a meeting has been called to order, no debate shall be allowed unless *there is a motion on the floor that has been duly moved and seconded.*

2. When can a member speak?

Once he/she has been recognized by the chair.

3. A member may interrupt a speaker for:

A “point of order” or a “question of privilege”

4. What does “point of order” mean?

Improper language has been used, irrelevant discussion is taking place or a rule of procedure has been broken

5. Why would a member raise “a question of privilege?”

A member feels that their own club's or the association's reputation or position is in danger

6. A motion may be amended once it is made. However the amendment cannot change the intent of the original motion. There are only 3 ways in which to amend a motion:

- a) *To delete certain words*
- b) *To add certain words*
- c) *To replace certain word*

Once an amendment has been made, the discussion is only on the amendment. It has to be voted on first then the discussion reverts back to the original motion as amended.

7. How many amendments are allowed on the floor at any time? 2

Voting on motions and amendments is done in reverse order

(a) on the amendment to the amendment; or the second amendment;

(b) on the amendment; then

(c) on the motion; or on the motion as amended.

8. After all points have been made , how to the members indicate that they are ready to vote?

“call the Question”

9. What does it mean to table a motion?

To table a motion means to stop action on a pending proposal and to lay it aside indefinitely or until a proposed time.

To table a motion requires only a simple majority and is debatable as to time only. If carried, the motion in question comes up automatically at the appointed time or, if indefinite as to time, it remains tabled until such time as another motion (not debatable) "that the former motion be now reconsidered" is carried. A simple majority only is required in this case.

The Voting Process

In order to conduct business at any meeting you must have a

Quorum

which is,

a simple majority of delegates represented either in person or by proxy

Definition of a delegate: A person shall be deemed to be an accredited delegate if he/she:

- (1) has been duly appointed to represent and vote on behalf of his/her club;
- (2) is an active member or active life member in good standing of such club; and
- (3) has presented himself/herself for registration at the credentials desk at the convention according to the procedure established by the Credentials committee. Any delegate who does not register at the credentials desk shall be

A delegate at large is:

a) A member wanted by the police

b) A current officer of the district, past Governors and past National Presidents

Number of delegate votes: Each club shall be entitled at each national convention and district convention to be represented by:

As members of the Association, clubs are entitled to vote at all national and district conventions either by proxy or in person through individual accredited delegates, appointed at a regularly constituted meeting or executive meeting of his/her club to vote on the club's behalf.

Number of votes: Each club is entitled at each national and district convention to a number of accredited delegates and votes equal to the club's official membership. Official membership means the total number of active members and active life members registered by a club on the national membership roster as of:

- in the case of a national convention, June 30th immediately prior to the start of the convention; and,*
- in the case of a district convention or other special meeting of members, the month end date that is more than thirty-five (35) days prior to the start of the convention or meeting.*

If your club cannot be in attendance, it (the club) may choose to proxy its votes

A club may proxy their votes to:

1. an accredited delegate within their own club or any club located in the same district; or,
2. an incoming or outgoing deputy governor from the club's zone; or,
3. an incoming or outgoing governor of the club's district; or,
4. any member of the national board of directors.

(b) Any club not expecting to have an accredited delegate present at a national convention is to submit the prescribed proxy form to national headquarters no later than the July 1st prior to the start of that year's convention, indicating the club's intentions and naming the accredited delegate to whom the votes have been proxied. In the event that a club member does in fact attend, votes proxied in this manner can be retrieved onsite with the approval of the Credentials committee.

(c) A person to whom club votes have been proxied shall be deemed to carry the proxied votes if, at any time prior to exercising the votes, an appropriate proxy form duly signed by the president and secretary of the club is filed with the Credentials committee.
Delegates at Large are entitled to one vote and cannot proxy their vote.

There are 3 types of voting that can take place.

Straw vote - show of hands

Poll vote - mean a recorded vote of the accredited delegates and accredited delegates-at-large, each of whom shall be allowed to exercise his/her vote as well as the proxy votes which he/she carries.

Ballot vote - a secret vote of the accredited delegates and accredited delegates-at-large, each of whom shall be allowed to exercise his/her own vote as well as the proxy votes which he/she carries.

When does the chair vote?

Normally the chair does not vote, except in the case of a tie. He/she generally explains his reason for voting the way he/she does and customarily votes against a motion on the premise that, if half the members are opposed, the matter should not be forced upon them.

Adjournment

A motion to adjourn may be moved at any time. It is not debatable except if its intent is to adjourn to a time other than the next regular meeting time