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## **PROTOCOL**

The Catholic Daughters of the Americas is a distinct organization founded on ceremony and order. Our image is powerfully reflected in the protocol we practice. Therefore, rules of etiquette in ceremonies and observance of accepted practice are important.

These highlights are the basis for proper protocol which should be exercised in every court. Consistency and preparation make for a smooth process. Courtesy demonstrates diplomacy, dignity, and social decorum of the organization.

### **I. Chain of Command**

- A. When a question or concern arises the following chain of command is used
  - a. Court Regent
  - b. District Deputy/State Representative
  - c. State Regent
  - d. National Supervisor
  - e. National Regent

This sequence is followed at ALL levels. Members and Officers are required to make contact according to chain of command in order to ensure respect and smooth procedure.

### **II. Meetings**

- A. Regent
  - 1. Stand ( if possible) when conducting business or addressing membership
  - 2. Exercise command of meeting with prepared agenda and timely schedule
  - 3. Use courteous tone and manner
  - 4. Introduce visitors, prospective members, and any guests or dignitaries to the membership
- B. Officers/Chairman
  - 1. Rise when addressing membership
  - 2. Be prepared with presentation at hand
  - 3. Speak slowly and with conviction
- C. Members
  - 1. Arrive on time
  - 2. Stand, wait to be recognized, address the Chair as “Worthy Regent”
  - 3. Be courteous to all

D. Visitors/Guests

1. State/National or District Deputy/State Representative is greeted by a member and escorted to seat
2. If Clergy/Spiritual Advisor is present, he/she should be asked to lead prayer
3. District Deputy/State Representative (if present) may be invited to lead prayer

**III. Special Functions-anniversaries, receptions, and installations**

A. Invitations should be sent as soon as possible to

1. Court Chaplain
2. District Deputy/State Representative
3. State Regent
4. State Officers
5. National Supervisor
6. Local Court Regents (in area)

B. Format for invitations

1. Individual letter to special guests with proper title
2. Include date, time, place, directions, type of event, dress
3. Include name, address, telephone, e-mail of person to receive RSVP

C. Courtesy Committee

1. Greets guests, escorts guests into room, and makes them feel welcome
2. Assist in forming line of procession to head table according to seating

D. If buffet style is served, escort guests to food table first, then remainder to be called in an orderly fashion

E. Introduce guests to officers and other dignitaries

**IV. Seating**

A. Head table for Banquet or special dinners

1. List and seat all dignitaries according to rank
2. Toastmistress is seated to left of lectern
3. Highest ranking person to the right of lectern
4. Seat alternately, right to left according to rank or see one of the suggestions on the attachment. (See Sec.4 Attachment 22 - Suggested Seating Charts for alternate seating)

B. Court meeting

1. District Deputy/State Representative seated near or at head table.
2. Chaplain is seated in a place of honor.

**V. Salutations**

- A. Toastmistress or Program Chairman opens with Salutation and Litany. (No one else need repeat this formality.)

Example:

“State /Court Chaplain Father (name), National Representative (name) State Regent (name), name each officer present according to rank, Officers of Court (name and number) Catholic Daughters of the Americas and guests...”

**VI. Introductions**

A. Head Table

1. Introductions are made from the far left to the podium, and then from the far right to presiding officer, ending with the highest ranking guest.
2. Introduce guests **seated** at the head table or dais. Do not “introduce the head table.”
3. Speakers are called upon when appropriate in the program, not at time of introductions.

B. Presenting Hierarchy

1. “Your Eminence, First name, Cardinal, last name, it is my privilege to present to you, the Catholic Daughters of the Americas.”
2. “Your Excellency, Archbishop/Bishop (name), It is my privilege to present to you, the Catholic Daughters of the Americas.”

**VII. Speakers**

- A. Speakers are notified prior to the event

- B. Determine beforehand who will be invited to speak, thus avoiding the embarrassing question during the program, “Father (name) would you care to say a few words?”

- C. Highest ranking representative from National/State is called upon to speak; all other National/State Officers may be just introduced.

- D. Order of Speaker

1. Begin with lowest ranking proceeding to highest ranking National/State Officer. Prepare a brief, informative introduction for each.
2. Principal Speaker is the last to be called upon. Introduction consists of background, interesting facts, brief biography, and ends with title and name of speaker.