

**Suggested Protocol Procedures
For The
Delegate Assembly**

Protocol requires the members to:

- /// Arrive on time for meetings and not to leave until the meeting is adjourned, unless it is for a special reason. (It is best to arrive 10-15 minutes early.)
- /// Address the chair as Madame Chairperson.
- /// Identify yourself and your chapter or office before addressing the assembly.
- /// Develop the art of listening. Members should be well mannered and attentive at all times.
- /// Come to instant attention at the rap of the gavel from the Chair of the Delegate Assembly.
- /// Avoid personalities and be brief when speaking. Be courteous as well as correct.
- /// Cooperate with the elected officers of the organization whether they are your personal choice or not.
- /// Demonstrate knowledge of protocol by utilizing good manners of the assembly.
- /// Keep your discussion of the subject being considered brief.