

# Rotary PROTOCOL FOR ROTARIANS





**Protocol** is *what* to do  
in given situation.

**Etiquette** is *how* to do  
it- and how to do it  
gracefully.

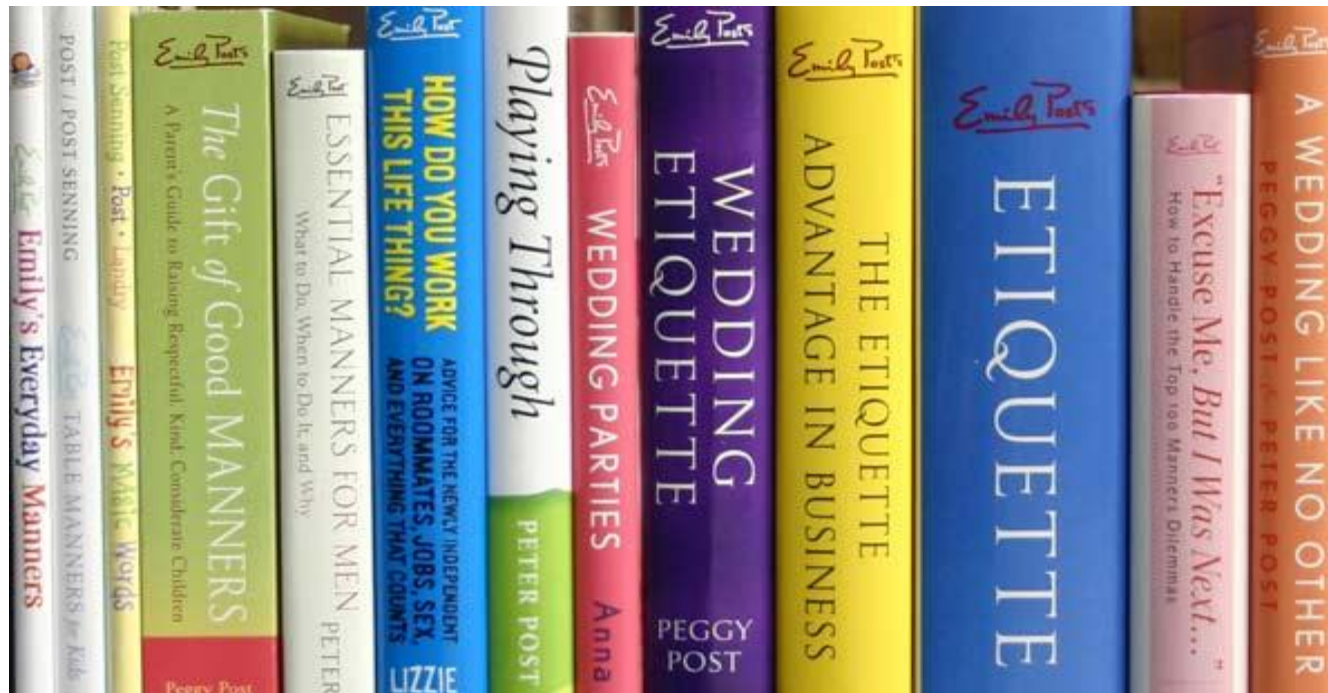


# Rotary Meetings

## Guest Speakers

## DG Visit

## Email Etiquette



# ROTARY MEETINGS

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- Send agenda and minutes at least 1 week before meeting
- If you cannot attend, send a report or representative
- Always RSVP
- Silence your cell phone

# Effective Meetings Follow A Three Step Process

## Plan Meeting

- Establish a need for a meeting
- Develop a clear agenda and meeting process
- Ensure a proper meeting environment
- Identify and overcome potential barriers

## Conduct Meeting

- Post and follow Ground Rules
- Get Expectations
- Record ideas
- Bring to closure with Next Steps

## Review Meeting

- Evaluate meeting and incorporate builds into next meeting design
- Publish Next Steps

**Stick to the agenda and time.**  
**Focus on the issue and not the person.**  
**Silence phones.**  
**Use the parking lot.**  
**Don't find fault – find the fix.**





# GUEST SPEAKERS







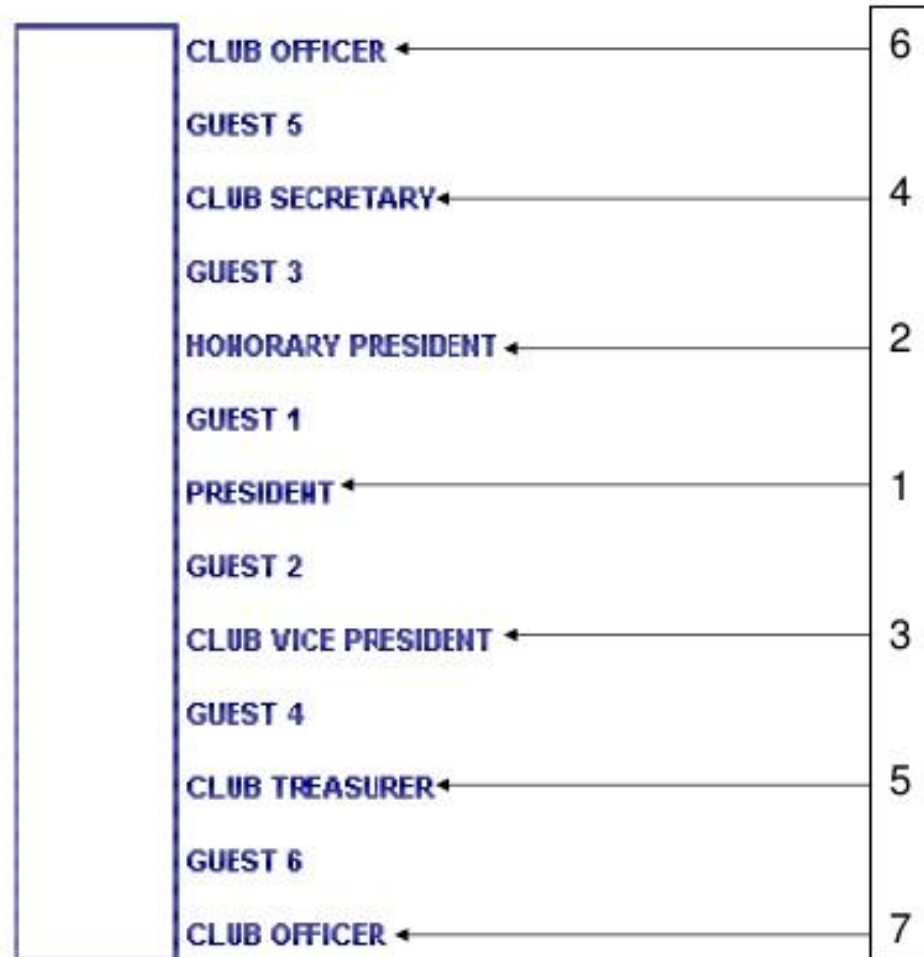
# Guest Speaker

- Parking spot
- Offer them a drink
- Introduce them to others
- Do you have a bio?
- Last one to speak
- Last one thanked
- Explain Rotary rituals



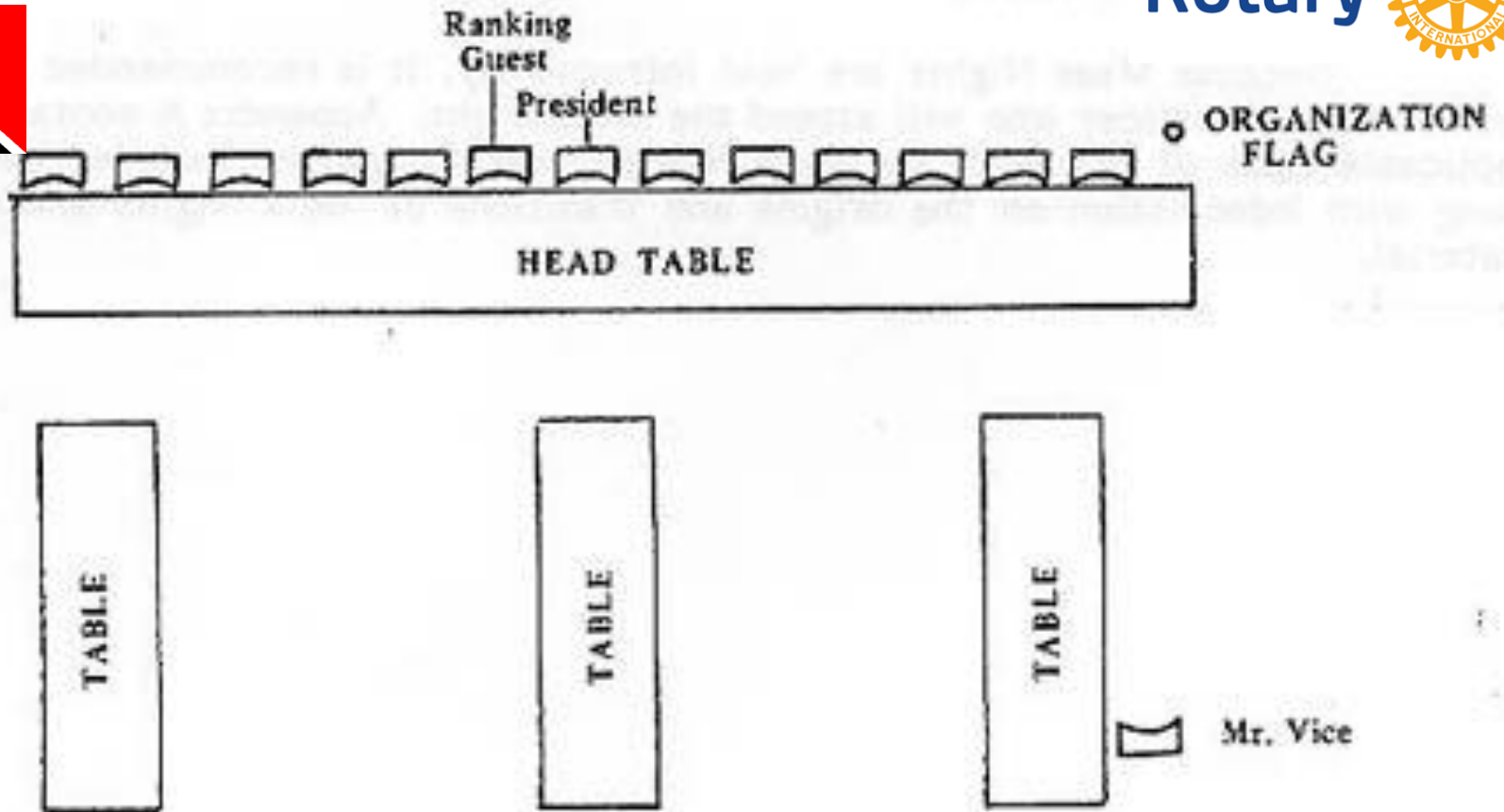
# Seating / standing protocol

AUDIENCE  
CAMERA





Rotary



## Remember ..

Ask the caterers for silence during the anthem and prayer.

Check spelling and pronunciation of names.

The prayer must be non-denominational.

*Life is short, but there is always  
time enough for courtesy.*

Ralph Waldo Emerson



**Visit of the DG**



Introduce DG to everyone, and give information about Rotarians and guests.

Don't give large or heavy presents.

Make sure you have the DG bio in advance.

Ask in advance about Powerpoint presentation and technology.

Does DG have handouts that need translating or copying?

Does DG want to meet Rotaract and Interact?

Any meal requirements or allergies?

Does the DG need a nap?





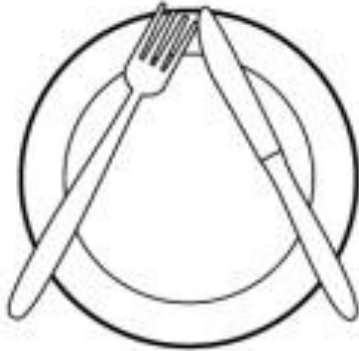
# Basic Dining Manners







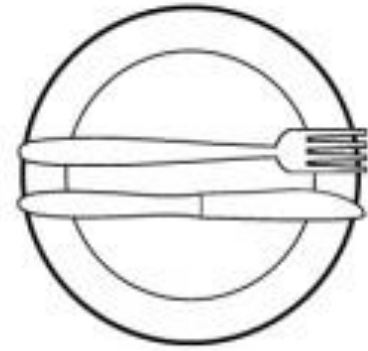




**STILL EATING**



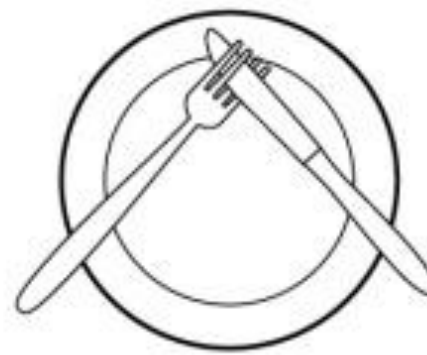
**EXPECTING ANOTHER  
COURSE**



**IT WAS  
DELICIOUS**



**I'VE FINISHED**



**I DIDN'T LIKE IT**



"I can never remember. Does the cell phone  
go on the left or the right?"



# Email Etiquette



# Basic Rules of Email Communication

- Assume everything you write is a public document.
- Avoid talking about other people in an email message.
- Use proper grammar and sentence structure. Spell-check your message!
- If your message includes a request, always close with a thank you to the recipient for considering it.
- Do not expect or demand an immediate response.
- Reread your message before sending it, and rephrase if necessary.





# **EMAIL ETIQUETTE**

1. Use proper formatting, spelling, grammar
2. CC anyone you mention
3. Subject line is what your email discusses
4. Answer swiftly
5. Re-read email before sending
6. Don't use capitals—THIS IS SHOUTING
7. Don't leave out the subject line
8. Don't attach unnecessary files
9. Don't overuse high priority
10. Don't email confidential information
11. Don't email offensive remarks
12. Don't forward chain letters or spam
13. Don't open attachments from strangers



# Business card etiquette



Since all business contacts require a business card, knowing the proper procedure for exchange business cards is an important aspect of business protocol.

In Asia the exchange of business cards is a meaningful ritual than a casual informality.



Golden  
Rule | Do unto others  
as you would  
have them do  
unto you

**THANK YOU FOR  
LISTENING**

**ANY QUESTIONS?**