

PROTOCOL

Toastmaster Protocol is really just common courtesy, designed to provide transitions between activities and to put people at ease. As one diplomat said – protocol greases the gears of civilization. Think of protocol not as being formal but as being familiar.

It's a Lectern – (you lecture from a lectern). Podium comes from the world podis – (You stand on a podium - think of podiatrist)

Types of lectern – heavy; slender; table top; can be placed anywhere

Never leave the lectern unattended (unless you are a speaker -when you may use the speaking area – then come back to the lectern to turn control of the lectern over to the next person)

Turn control of the lectern... don't turn the lectern over nor the meeting over.

Think of the meeting/event as a rectangle within a rectangle. SAA opens and introduces the President who starts and ends the meeting. (Big Rectangle) The President then introduces the TMOD who presides over the educational portion/contest, etc (Inside rectangle).

Do-si-do. Whenever approaching the lectern shake hands with the person who is leaving the lectern and step to the front. When leaving step to the back.

Reserve a place for the President, the TMOD and the Master Evaluator in the front of the room so their walk to and from the lectern is minimal. They should sit in front of the speaker never to the side or in back.

Introductions and agendas should always include Toastmaster designations.

Applaud until the person approaching and leaving the lectern arrive at their designation.

Return/acknowledge phone calls and e-mails. Sidebars during the meeting are not polite – some consider it downright rude.

Every member who has a role should come prepared. Prepare speeches. Don't waste our time. If perchance you “wing” it and you get a good evaluation don't say, “Gee I only thought of this just before I gave it.” It's very disheartening for most speakers who have spent time on their speech – and just think how great you could be if you had worked on yours.

Be on time and meet your speaking role time criteria.

To show that s/he is finished speaking, the speaker pauses then holds out his/her right hand and says "Mr/Madam Toastmaster.

The TMOD leads the applause.

Only in extreme circumstances should members have the same role twice in a row – except of course the President when presiding.

The Master Evaluator evaluates the meeting, the TMOD the Table Topic Master AND the Evaluators.

Presidents – do committee work off line.

Guests should be recognized by the President. DO NOT ask them to come to the lectern but DO ask them to join.

The President is in charge of the Meeting – the TMOD is in charge of the Educational portion. (Area governor is in charge of the Event – Contest master is in Charge of the contest --- and so on and so on).

President introduces dignitaries and guests before the Educational portion of the meeting and asks guests for comments after the Educational portion.

If there is a break in the meeting TMOD calls the recess and calls the meeting back to order.

Fill a role BEFORE the meeting starts Announce the change – but not the reason.

Table Topic questions or topics should not be highly controversial.

Table topic questions ideally should be no longer than 14 words long. The set up for all the table topics must be short – it is the respondent's time to shine not the Table Topics Master Announce Table topic first THEN call on someone

Purpose of Table topics is so that everyone at a meeting has a time to speak. Call on MEMBERS not on the agenda first, then those with smaller roles. Then evaluators and last the speakers. Then if you have guests you may call on them. Don't embarrass guests; take no for an answer.

Evaluate the speech not the person. The audience should not know your opinion of the subject matter just how you felt about the content, the delivery and if it met the criteria of the project.

Do not: give a whitewash, a book report or take the speech and make it your own. Do use words such as "I felt", or "in my opinion" not the accusatory YOU.