

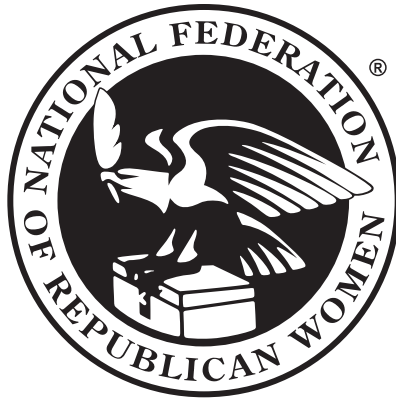


National Federation of Republican Women

# **Protocol in Politics**

*Updated: September 2018*





National Federation of Republican Women

# Protocol in Politics

*Revised September 2018*

**NFRW Protocol Committee**

Fay Williamson, Chair, Virginia

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# PROTOCOL 101

Protocol is a code of political manners that ensures smooth-running meetings and events by using friendliness, courtesy and consideration. Everyday protocol vocabulary should include basic etiquette: “Please,” “I’m sorry,” and “Thank you.”

Protocol is a large umbrella that covers meetings, installations, political campaigns, proper attire, invitations, RSVPs, how to address government officials and more.

Select goals of the Protocol Committee are to prepare correct seating at the dais, identify different locations for the lectern, and diagram charts for small and large meetings.

The protocol chairman is to serve and advise the club, state or national president on matters of protocol.

It is the intent of the National Federation of Republican Women and the Protocol Committee to provide this manual as a useful tool for members of their clubs.

## DUTIES OF PROTOCOL CHAIRMAN

### Job Description

- Helps ensure smooth-running meetings and events by using protocol guidelines.
- Is subject to the president’s wishes and assists her upon request.
- Educates Federation members as to proper protocol when writing to, speaking with and seating guests.
- Assists in the green room with the seating lineup and in the gathering of members of the head table prior to seated functions.
- Advises; does not correct.

## Preparing for Meetings

### *Prior to the Meeting*

- Prepare charts for the proper seating at the head table; distribute copies to the committee who will assist.
- Notify those who are to be seated at the head table. Set name cards on head table in proper place.
- Ascertain that arrangements for the speaker are made in advance.

### *At the Meeting*

- Place a volunteer near the registration table to assist guests with placing name tags on the right side of the chest.
- If needed, escort speakers and guests to assigned seating.
- If necessary for the speaker to leave immediately after speaking, have a designated person escort her/him from the room.

## Format for Agenda

The responsibility of preparing the agenda for a meeting or event is shared by the president, secretary and/or staff, to the satisfaction of the president or presiding officer. The parliamentarian is usually consulted.

Copies should be distributed to the protocol chairman to aid in the seating of the participants for the meeting or event.

The proper format for the agenda for a meeting is in the current edition of *Robert's Rules of Order Newly Revised*.

## Format for Event with Speakers

- Make certain there is always a flag.
- Introduce members of the head table as they enter the room.
- Have place cards previously arranged at head table to avoid confusion in seating.
- Invocation (with audience standing).
- Pledge of Allegiance (standing).

- Welcome.
- Lunch/dinner (if arranged before speaker).
- Program.

## **Introductions**

When introducing the head table, the presiding officer will begin at the far left of the lectern, and then proceed to the far right. The officer may ask, "Please stand as you are introduced, and the assembly will hold their applause until all introductions have been made."

If introductions are made immediately following the meal, the last person introduced by the presiding officer will be the person who introduces the speaker and is seated to the speaker's right. The person who introduces the speaker will come to the lectern.

When introductions are made prior to the meal, the speaker will be recognized last. The presiding officer introduces the person who will introduce the speaker. That person then comes to the lectern.

A business meeting differs in that the parliamentarian is always seated to the left of the lectern to assist the president

When a large number of dignitaries are present, it is advisable to have a two-tiered or layered head table.

The immediate past president is seated at the head table.

## ***Introductions at Club Meetings***

Introductions at club meetings should be made in this order:

1. NFRW Officers
2. State Officers
3. Club Officers
4. Elected officials in order of rank

## Seating the Head Table

When two candidates or incumbents are invited to the same meeting, the office they hold, or to which they aspire, is the deciding factor. Precedence in seating arrangements is determined by the number of people the guests represent. Elected officials outrank appointed ones.

When two or more senators or representatives attend the same dinner, the highest ranking is given to the one who has served the greatest number of consecutive years. If several are present who were sworn in on the same day, their relative rank is determined alphabetically. A senator outranks a representative at all times, regardless of length of service.

The spouse of an official assumes the rank held by the official. Spouses of deceased individuals have no rank, but are often given a courtesy position. The only exception is that the spouse of a deceased President of the United States has a definite ranking in official precedence.

Other honored guests who are not at the head table should be seated at reserved tables in front of the head table.

Some presidents prefer to have the secretary seated next to the parliamentarian to expedite counting votes and quorums. The president makes this decision. If you are presiding without a parliamentarian, the secretary takes the first seat to the left of the lectern and the first vice president takes the seat next to the president. (See the optional seating diagrams on the following pages.)



## Optional Head Table Seating

*For Banquet or Fundraiser*



**AF**



**SF**

- |                           |                                |
|---------------------------|--------------------------------|
| AF — American Flag        | 7 — Speaker/Special Guest      |
| 1 — Pledge of Allegiance  | 8 — Person Introducing Speaker |
| 2 — Third Vice President  | 9 — Fourth Vice President      |
| 3 — First Vice President  | 10 — Secretary                 |
| 4 — Second Vice President | 11 — Immediate Past Pres.      |
| 5 — Treasurer             | 12 — Invocation                |
| 6 — President             | SF — State Flag                |
| L — Lectern               |                                |

## Optional Head Table Seating

*Four Places*



**AF**



**SF**

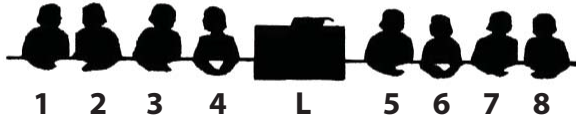
- |                          |
|--------------------------|
| AF — American Flag       |
| 1 — First Vice President |
| 2 — Parliamentarian      |
| L — Lectern              |
| 3 — President            |
| 4 — Secretary            |
| SF — State Flag          |

## Optional Head Table Seating

*Eight Places*



**AF**



**SF**

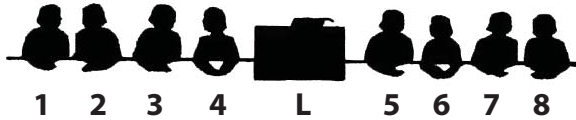
- |                          |                              |
|--------------------------|------------------------------|
| AF — American Flag       | 5 — President                |
| 1 — Pledge of Allegiance | 6 — Secretary                |
| 2 — First Vice President | 7 — Immediate Past President |
| 3 — Treasurer            | 8 — Invocation               |
| 4 — Parliamentarian      | SF — State Flag              |
| L — Lectern              |                              |

## Optional Head Table Seating

*With Speaker \**



**AF**



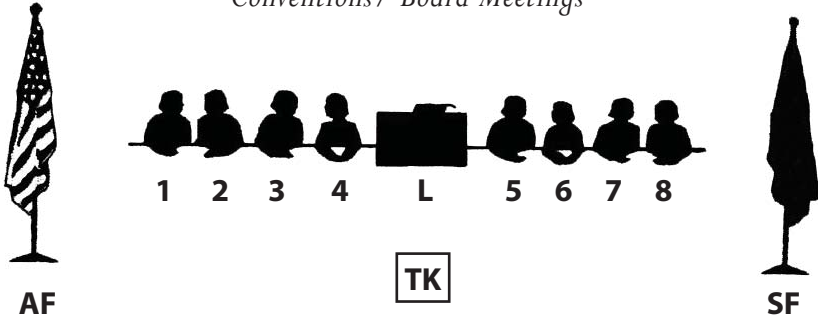
**SF**

- |                          |                              |
|--------------------------|------------------------------|
| AF — American Flag       | 5 — President                |
| 1 — Pledge of Allegiance | 6 — Secretary                |
| 2 — First Vice President | 7 — Immediate Past President |
| 3 — Treasurer            | 8 — Invocation               |
| 4 — Speaker              | SF — State Flag              |
| L — Lectern              |                              |

\* After the business portion of the meeting is over and if there is no meal, the guest speaker is invited to come to the head table. The parliamentarian is moved from the head table and the arrangement would be as pictured above. If room at the head table permits, seat the persons giving the invocation and leading the Pledge of Allegiance. Otherwise, they should be seated at reserved tables on the floor near the head table.

## Optional Head Table Seating For Larger Clubs

*Conventions/ Board Meetings*



- |                          |                           |
|--------------------------|---------------------------|
| AF — American Flag       | 7 — Second Vice President |
| 1 — Treasurer            | 8 — Immediate Past Pres.  |
| 2 — Third Vice President | SF — State Flag           |
| 3 — First Vice President | TK — Timekeeper           |
| 4 — Parliamentarian      | VM — Voting Members       |
| L — Lectern              | NVM — Non-Voting Members  |
| 5 — President            |                           |
| 6 — Secretary            |                           |

## FLAG ETIQUETTE AND PROTOCOL

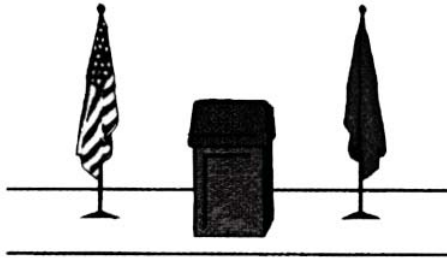
### Conduct During Playing of the National Anthem

When the Flag of the United States of America is displayed as the national anthem is played, stand at attention facing the flag with right hand over heart. Men remove hats and hold at left shoulder with hand over heart. Military personnel in uniform render the military salute at the first note of the anthem and retain this position until the last note. If the flag is not displayed during rendition of the national anthem, turn toward the music and act in the same manner as though the flag were displayed.

## The Pledge of Allegiance to the Flag

While reciting the Pledge of Allegiance to the Flag, stand at attention facing the flag with right hand over heart. Men remove hats and hold at left shoulder with hand over heart. Military personnel in uniform face the flag and render salute. The same is done anytime the flag passes in review.

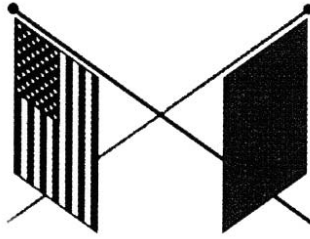
## Position and Manner of Display



When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a public auditorium, the Flag of the United States of America holds the position of superior prominence in front of the audience and in the position of honor at the speaker's right as he/she faces the audience.



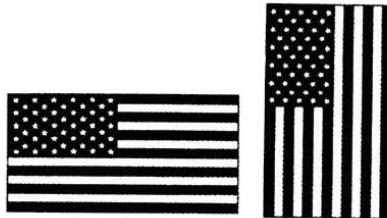
No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America.



The Flag of the United State of America, when displayed from crossed staffs against a wall along with another flag, is on the right, the flag's own right, and its staff is in front of the staff of the other flag.



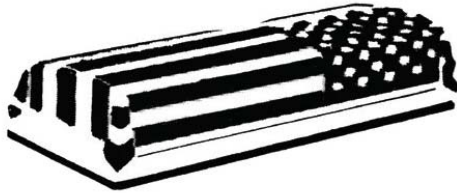
The Flag of the United States of America is at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.



When displayed either horizontally or vertically against a wall, the blue field is uppermost and to the flag's own right, to the observer's left.

The flag should not be draped over the hood, top, sides or back of a vehicle, railroad train, car or boat. When the flag is displayed on an automobile, the staff shall be fixed firmly to the chassis or clamped to the right fender.

The flag should not be displayed on days when there is inclement weather except when an all-weather flag is displayed.



When the flag is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or be allowed to touch the ground.

The flag, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day.

The term “half-staff” means the position of the flag when it is one-half the distance between the top and bottom of the staff.

### **Respect for the Flag**

- The flag is never displayed with the blue field down.
- The flag never touches anything beneath it, such as the ground, floor, water or merchandise.
- The flag is never carried flat or horizontally, but always aloft and free. When using bunting to cover the speaker’s table or the front of a platform, the bunting is arranged with the blue above, the white in the middle and the red below.
- Being a replica, a flag pin is worn on the left lapel near the heart.

## When to Fly the Flag

New Year's Day	January 1
Martin Luther King Day	Third Monday in January
Inauguration Day	January 20
Lincoln's Birthday	February 12
Washington's Birthday	February 22
Presidents' Day	Third Monday in February
Easter Sunday	
Mother's Day	Second Sunday in May
Peace Officers Memorial Day	May 15 *
Armed Forces Day	Third Saturday in May
Memorial Day	Last Monday in May *
Flag Day	June 14
Army Day	June 14
Independence Day	July 4
Korean War Veterans Day	July 27
Labor Day	First Monday in September
Patriot Day	September 11 *
Citizenship Day	September 17
Air Force Day	September 17
Constitution Day	September 17
POW/MIA Recognition Day	September 21
Columbus Day	October 12
Navy Day	October 27
National Election Day	First Tuesday in November
Marine Corps Day	November 10
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
National Pearl Harbor Remembrance Day	December 7 *
Christmas Day	December 25
State and Local Holidays	

*\* The flag at half-staff (sunrise to sunset), with the exception of Memorial Day, when it is half-staff until noon.*

# PROTOCOL FOR RECEIVING LINES

## Receiving Lines

- The president forms the receiving line followed by the guest of honor, others according to rank.
- A designated hostess greets each person approaching the line, clearly states the name when presenting a person to the president.
- The president then introduces each guest to the guest of honor.
- All in the receiving line should be provided with name tags to be worn near the right shoulder.
- It is not advisable to have a long receiving line.

## Ranking Order

Guests:

1. National before state
2. State before district
3. Secretary
4. Treasurer, etc.
5. Any others designated by the president

Officers:

1. President
2. Guest(s) of honor
3. Vice president(s)
4. Secretary
5. Treasurer, etc.
6. Any others designated by the president



# PROTOCOL FOR INSTALLATIONS

## Clubs

It is suggested that the state federation president, officers or committee chairmen serve as installer.

Using the leadership of your state federation will solidify your club membership, making them feel they are a part of both the state and the National Federation of Republican Women.

Ideally, the state president would serve as the installing officer. However, if she cannot attend, do not hesitate to ask other state officers. State federation officers and state committee chairmen are qualified to install or speak on other subjects you may request. Your state committee chairmen have been appointed because of their expertise.

## Installers

When called upon to install a slate of officers, do your homework well in advance. Have the names and correct pronunciation of each officer to be installed. Obtain a list of the club's past accomplishments (i.e., awards, membership).

Begin your installations by thanking the outgoing officers. Close your installation by saying, "By the authority vested in me by the (name of State) Federation of Republican Women, I declare you duly installed as officers of the (name of club) for the (year or years)." Congratulate the new officers and wish them well!

Even though the gavel is passed to a new president following installation, the outgoing president ALWAYS ends the meeting. This is a courtesy given her for a job well done. She also conducts the post-board meeting because that is considered a part of the original program.

# PROTOCOL FOR CORRESPONDENCE

## **Listing of Officers on Stationery**

When creating official stationery for your state federation or club, please list officers in this order:

1. President
2. Vice President(s) (in numerical order, if more than one)
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Immediate Past President
7. District Directors

## **The President of the United States**

Address the envelope:

The President

The White House

Washington, D.C. 20500

Salutation:

Dear Mr. /Madam President

In Speaking:

Mr. /Madam President or Sir/Madam

Place Card:

The President

A name is never used at any time when addressing the President.

## **Spouse of the President of the United States**

Address the envelope:

Mrs. /Mr. (surname only)

The White House

Washington, D.C. 20500

Salutation:

Dear Mrs. /Mr. (surname only)

In Speaking:

Mrs. /Mr. (surname only)

Place Card:

Mrs. /Mr. (surname only)

Only the surname of the spouse should ever be used. The first name or initials should not be referred to at any time.

### **The Vice President of the United States**

Address the envelope:

The Honorable Joe/Jan Smith (Same as the President)

Salutation:

Dear Madam/Mr. Vice President

In Speaking:

Madam/Mr. Vice President

Place Card:

The Vice President

### **The Speaker of the House of Representatives**

Address the envelope:

The Honorable Joe/Jan Smith

Salutation:

Dear Mr. /Madam Speaker

In Speaking:

Mr. /Madam Speaker

Place Card:

The Speaker of the House of Representatives

The Speaker's name is never used when being addressed, except on an envelope or the heading of a letter.

## **The Chief Justice of the Supreme Court**

Address the envelope:

The Chief Justice of the United States

Salutation:

Dear Mr. /Madam Chief Justice

In Speaking:

Justice Smith or Mr. /Madam Justice

Place Card:

Justice Smith

## **Associate Justice of the United States**

Address the envelope:

Justice Smith

Salutation:

Dear Mr. /Madam Justice or Dear Justice Smith

In Speaking:

Justice Smith or Mr. /Madam Justice

Place Card:

Justice Smith

## **Member of the United States Senate**

Address the envelope:

The Honorable John/Jane Doe

United States Senate

Washington, D.C. 20510

Salutation:

Dear Senator Doe

In Speaking:

Senator Doe from Texas

Place Card:

Senator Doe

## **Member of the United States House of Representatives**

Address the envelope:

The Honorable (full name)

United States House of Representatives

Washington, D.C. 20515

Salutation:

Dear Mr./Mrs./Ms./Miss Doe

In Speaking:

Mr./Mrs./Ms./Miss Doe

Introduction:

Representative Doe from Illinois

Place Card:

Mr./Mrs./Ms./Miss Doe

A member should never be addressed as “Representative” except when introducing. “Congressman Doe” is never used. The term “Congressman” indicates a Senator or Representative, both male and female.

## **State Governor**

Address the envelope:

The Honorable John/Jane Doe

Governor of California

Salutation:

Dear Governor Doe

In Speaking:

Governor Doe or Governor

Place Card:

Governor Doe

Only the President of the United States and the Vice President rank

above the governor in his or her own state. Outside his/her state, a governor ranks just below any member of the United States Senate. If governors from the other states are present, they are ranked according to when the state they represent entered the Union.

## **CAMPAIGN PROTOCOL FOR CANDIDATES**

At times a protocol chairman can be of help to a candidate in a campaign.

Work with your Republican state party and your Republican county committees at the county and state levels. Offer your assistance with protocol to committee chairmen and candidates in upcoming campaigns, especially those who have never been involved in a campaign. And, although others may have participated in a campaign, they may not realize how to properly hold an event and the importance of doing so.

Give your assistance, if asked, to all Republican candidates. Do not “choose” candidates with opposition in a primary. Keep your efforts aimed at grassroots candidates (county races, state senate and house races). Federal candidates, most likely, have qualified staff to handle their events.

Meet with the candidate, campaign manager and treasurer of the campaign well in advance of the event. Review plans and ask any questions relating to the event. During the event, always be available for the candidate or campaign manager.

### **The Event**

A volunteer is assigned to the registration table to assist the guests with placing the name tag on the right side of the chest.

Approximately halfway through the event, one of the candidate's supporters thanks the guests for attending and then introduces the candidate.

The candidate introduces family members who are present, all members of the host committee, the campaign chairman, the treasurer and others who are important to the campaign.

Prior to the closing of the scheduled event, the candidate is stationed at the exit door and again thanks the guests for coming.

Protocol chairman, when the event takes place, do not make suggestions or corrections. Your job is completed when the event begins.

## **REFERENCES**

Letitia Baldrige's *New Complete Guide to Executive Manners, Revised and Rewritten*.

*Robert's Rules of Order Newly Revised, Current Edition*.

*The Complete Handbook of Diplomatic, Official and Social Usage*, by Mary Jane McCaffree and Pauline Innis, revised 1997.

U.S. Flag Code, Title 4, U.S. Code, Chapter 1, Sections 6-10 (updated 2001).

# NOTES



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