



While these accepted conventions might seem overly formal, they contribute greatly toward a professionally conducted meeting, and help us develop good leadership skills.		
When?	What is the Correct Protocol?	Why?
Before the meeting	Key Meeting Officials call people on the phone tree: <ul style="list-style-type: none"> ☛ Chairman (👤): Toastmaster ☛ Toastmaster (👤): Speakers, Speech Evaluators ☛ Evaluators (👤): Speakers 	To ensure everyone is well prepared; To provide an opportunity for mini-mentoring
If you are signed up for a role, or not	Prepare! Arrange for a replacement if you have a role and cannot attend. ☛ Everyone (👤) Contact VP/Ed & chairperson if you are unable to fulfill your meeting responsibility, or have an unexpected absence. Practice the back pocket habit: have a speech, and some humour or inspiration, in case of last minute cancellations.	To ensure quality of meeting; to practice good leadership skills
When you are a "key meeting official"	Each portion of the meeting is under the control of one of the key meeting officials (Chair, Toastmaster, Table Topics Master, & General Evaluator) symbolized by the possession of the gavel. Wait at the lectern till the new official arrives, then pass control to the next person by handing over the gavel at the lectern.	To ensure correct "passing of control" in the meeting
During Round Robin	Clap to encourage new speakers/guests during this warm-up session. Round Robin Protocol: Mr./Mme Chair, Fellow TM and Welcome Guests. My name is _____. (My answer to the question you posed is:) _____ (max. 20 seconds). Mr./Mme. Chair,	To create energy, and streamline meeting
During Meeting	Speak only when you have an official role. Try to keep paper rustling, movements and other distractions to a minimum.	To show respect and courtesy
When you are a key meeting official; when a speaker arrives at the lectern	Introduce speaker positively; applaud enthusiastically until s/he reaches the lectern. Wait at the lectern, shake hands and say a few words of greeting before stepping behind the new speaker and walking away from the lectern. Sit up front and to the side with easy access to lectern--not behind speaker.	To keep up the momentum; to spotlight the speaker; to ensure quick transitions
When you are a key meeting official; after a speaker finishes	Return to lectern, shake speaker's hand and say a few words before speaker walks away. Lead clapping and clap until person gets back to his/her seat.	To create a welcoming environment
When you go up to deliver a speech	Shake hands, thank introducer and address audience "Mr./Mme Chair/TM, fellow toastmasters and guests"; N.B. this doesn't have to be at very beginning of speech—you can get audience attention first, then address the Chair or Toastmaster.	To show courtesy, poise & "Finesse"
When you finish speaking	End speech, address official in charge by saying (e.g.,) Mr./Mme. Chair/TM or TT Master. (Don't say thank you.) If at lectern, stay till official returns, shake hands, leave.	
When you speak	Send an introduction to the person introducing you. We recommend that members be mindful of diversity, using good taste and sensitivity when selecting speech topics, content and language. A good rule of thumb is to avoid preaching about topics such as sex, religion and politics.	To avoid offending someone in audience
When you evaluate	Address the audience using the sandwich approach...say what you saw, what you heard, what you felt, with 'an area of opportunity for next time' sandwiched between several positive, encouraging statements. End your evaluation on a high note.	To educate the audience and encourage speakers
After the meeting	Provide verbal or written feedback to participants with a signed note; help with take down/clean up of room.	To share in the responsibilities