Precedence and Recognition

THE PRECEDENCE LIST

Presiding Officer of a meeting or event

International President

International Representative Guest(s) of Honor (those who are not members of Zonta) (Discretion should be exercised in the number of Guests of Honor as other guests may be considered important but are not Guests of Honor. Follow the order of precedence for government officials wherever possible.)

Guest(s) of Honor (those who are members of Zonta)

International President-Elect

International Vice President

International Treasurer/Secretary

International Directors, in alphabetical order of surnames

International Honorary Members, in alphabetical order of surnames

International Committee Chairmen and Committee Members, standing committees followed by special committees, each group in alphabetical order of committee

Past International Presidents, in chronological order of terms of service Zonta Protocol Manual March 2014 10

Past International Vice Presidents, in chronological order of terms of service

Past International Treasurer/Secretaries, in chronological order of terms of service

Past International Directors, in chronological order of terms of service, then by alphabetical order of surnames

Governors

Lt. Governor(s)

District Treasurer(s)

District Secretary(s) Area Directors, by areas in number order (a host area precedes all other areas)

Vice Area Directors, by areas in number order (a host area precedes all other areas)

District Committee Chairmen, standing committees followed by special committees, each group in alphabetical order of committees

When officers of more than one district are present, the following precedence should be observed:

By office titles as listed above, by districts in numerical order (host district precedes all other districts)

Past Governors

Past Lt. Governors

 Past District Treasurers

Past District Secretaries

Past Area Directors

Past Vice Area Directors

When more than one past district office holder is present, the following precedence should be observed:

 By office titles as listed above

By districts in number order

By areas in number order In chronological order of terms of service

Club President

Club President-Elect, if relevant

Club Vice Presidents, 1st Vice President precedes 2nd Vice President

Club Treasurer

Club Recording Secretary

Club Corresponding Secretary

Club Directors, in alphabetical order of surnames

Club Honorary Members, in alphabetical order of surnames

Club Committee Chairmen, standing committees, followed by special committees, each group in alphabetical order of committees

Note: Where office holders of more than one club are present, the following precedence should be observed:

By office titles as above

By districts in numerical order (host district precedes all other districts) Zonta Protocol Manual March 2014 11

By areas in numerical order (host area precedes all other areas)

By clubs in alphabetical order of club names (host club precedes all other clubs)

Past Club Presidents

Past Club Vice Presidents

 Past Club Treasurers

Past Club Recording Secretaries Past Club Corresponding Secretaries

 Past Club Directors Note: Where more than one club office holder is present, the following precedence should be observed:

 By office titles as above

By districts in numerical order

By areas in numerical order

By clubs in alphabetical order of club names

In chronological order of terms of service

In alphabetical order of surnames

NOTE: A Parliamentarian is not a member of the Board and is not to be mentioned under the Precedence List.

NOTE: A Centurion is an advisor to the governor but holds no official position and is not to be mentioned under the Precedence List. Zonta Protocol Manual March 2014 12 Section 3 Addressing Protocol

RECOGNITION PROTOCOL

To honor those who serve or served in major positions, it is the Presiding Officer's responsibility to include them in the greeting part of the agenda item on recognition. While the following are recommended for inclusion in the recognition protocol, the Presiding Officer may refer to the Zonta International Precedence List for order of precedence.

INTERNATIONAL EVENTS

• Current International Officers and Directors

• International Honorary Members

• Past International Presidents

DISTRICT EVENTS

• Current International Officers and Directors

• International Honorary Members

• Past International Presidents

• Past International Board Members

• Current District Board Members

• District Honorary Members

• Past Governors

AREA EVENTS

• Current International Officers and Directors

• International Honorary Members

• Past International Presidents

• Past International Board Members

• Current District Board Members

• District Honorary Members

• Past Governors

• Past Area Directors CLUB EVENTS

• Current International Officers and International Honorary Members

• Past International Presidents

• Past International Board Members

• Current District Board Members

• Past Governors • Past Area Directors

• Club Honorary Members

• Current Club Board Members

• Past Club Presidents

Note: At area events, the Area Director is the Presiding Officer and the Precedence List is followed.