Association of JCI Senators in Europe (ASE)

Internal Rules – Annual Senate Luncheon at European Conference

Draft protocol prepared by Paul Hill #49094 for ASE Board meeting Sheffield January 2014.

1. LOCATION AND TIMING OF THE LUNCHEON
   1. The Senate Luncheon will be held on the Saturday of the European Conference, from 13:00 (call to sit down) to approximately 15:00.
   2. Where the Luncheon venue is not in the same location as the ASE AGM, clear directions as to how Senators can reach the venue should be included in the conference brochure and signposted at the AGM venue.
   3. The venue should have regard to the number of Senators registered for the conference and it is recommended the SOC ensure there is a ticket exchange at the Senators’ desk on arrival such that the number of participants can be clearly identified.
   4. To this number should be added, say, ten for “special guests” – i.e. World President, Senate Chairman, Secretary General and their accompanying persons/guests.
   5. A “roving” microphone for the MC and any speakers will be required.
   6. A stage, preferably, or at least a clear area near to the top tables will need to be set out with two chairs to facilitate the transfer of the chain.
2. BEFORE THE LUNCHEON
   1. The President will need to appoint an MC to oversee the Luncheon process – for the past four years this has been me!
   2. The Secretary will need to establish who has the Past President’s chain of office and ensure that it is brought to the Luncheon and given to the MC – this did not happen in Monaco!
   3. Time at the Luncheon is always at a premium and presentations/speeches other than by the World President and/or JCI Senate Chairman are to be discouraged and taken at the AGM instead.
   4. Getting the World President and/or Senate Chairman to the Luncheon is to be encouraged as even is they have addressed the AGM, there will be a lot of, in particular, younger Senators who will not attend the AGM for various reasons. This will need to be arranged by the SOC and often suggested to them by the liaison officer at a very early stage to prevent the COC organising something else for the World President at the time of Senate Luncheon – this has happened at least twice in the past four years.
3. AT THE LUNCHEON
   1. The MC will call Senators and guests to luncheon for a prompt 13:00 start and the SOC should make the venue aware of the strict timetable.
   2. The MC will need to liaise with the venue immediately before the Luncheon and identify the “top” tables to be served first – this is extremely important if the World president and other VIPs can only attend for part of the event, which is better than not attending at all!
   3. There will need to be usually three top tables to accommodate VIPs including the incoming and outgoing ASE Presidents, JCI VIPs, MC and their guests on one and then two for the incoming and outgoing boards.
   4. The SOC should advise the MC of particular facts relating to the lunch venue and to the menu, particularly if this involves local specialities, such that this can be relayed to the Luncheon.
   5. The MC will arrange for the highest and lowest numbers present to be identified.
   6. The MC will host the transfer of the Chain by asking and if time permits identifying the Past Presidents in the room, calling them to the stage and then asking the incoming and outgoing Presidents to the stage for the ceremony.
   7. Following this, again if time permits, the incoming President will introduce their team for the forthcoming year.
   8. The MC will close the Luncheon.
4. FOLLOWING THE LUNCHEON
   1. The MC will confirm the locations and timing of the incoming board meeting and Bumble Bee Club meetings and any transport arrangements that are required.
   2. The MC will thank the venue staff.