

## REVEILLIERS MEETING ROLES

### Invocation/Pledge/Exhortation (I/P/E)

Recitation of the Pledge of Allegiance to the American flag is a part of every Reveilliers meeting. The I/P/E person chooses to present either an invocation or an exhortation, or both, along with leading the club in the pledge. An Invocation is defined as “the act or process of invoking, especially an appeal, to a higher power for assistance.” Exhort is defined as “to urge or incite by strong argument, advice or appeal.” The I/P/E person directs attendees to stand, salute the flag and join in the recitation of the pledge. Toastmasters protocol is “God before Country”, so invocations precede the pledge, and exhortations follow the pledge. The preferred presentation of the I/P/E/ is from the lectern. (Definitions are from “The American Heritage Dictionary, Second College Edition.”)

### Educational Minute

The Educational minute is a one-minute segment in which to communicate a tip, technique, procedure or process. This could be something defined by Toastmasters International or something unique to Reveilliers. It could also be something you've learned on your own. Some ideas for educational minutes include; “Filling Out the Comments/Ballot Form;” “Preparing for Table Topics;” “Acting as the Timer;” “Lectern Etiquette;” “U.S. Flag Etiquette;” “When You're the Toastmaster;” or “How to Be a Better Listener.” The Educational Minute is presented from the lectern as a part of the business meeting.

### Listener

The Listener role can be filled by anyone: new or long-time members—even guests. Standing at his or her seat, the Listener explains the role to the rest of the attendees at the beginning of the meeting, then pays attention to things that occur or are said during the meeting. The Listener develops a series of questions based on those events and occurrences. During the General Evaluation portion ~~At the end~~ of the meeting, standing at his/her seat, the Listener quizzes attendees, who then ~~call out the~~ answer the questions openly as a group. No awards are given for getting all the questions right, but the exercise helps everyone hone their listening skills.

### Wizard of Ah's

Standing at his or her seat, the Wizard of Ah's explains the role to the rest of the attendees at the beginning of the meeting, then during the meeting records each attendee's use of “Ah”/”Um” as well as other crutch or filler words and "double clutches" or repeated words. “Clickers” are used by all members to draw attention to these verbal *faux pas* unless the speaker is a guest, or is delivering a prepared speech or evaluation. The Wizard of Ah's reports the results while standing at his or her place when called during the evaluation portion of the meeting.

## REVEILLIERS MEETING TIPS & ETIQUETTE

### Meeting Fines

- Members are assessed a 5 cents fine (maximum of 25 cents per meeting) for every Ah/Um.

- Not wearing a name badge is also cause for a fine in the amount of 25 cents.
- New members are assessed these fines as well, but their assigned mentor actually pays the fine until the new member has completed three speeches.
- Fines are saved as part of the club treasury, and used for a once-each-year expenditure (such as a gift for the restaurant waitress, or towards a TM publication or item, or a District event.

### Ballots/Comments

After each prepared speech, club members take approximately one minute to jot down comments to each speaker. Members are also encouraged to write comments, words of encouragement, and constructive feedback to the Toastmaster of the Day, Table Topics Master, or any other meeting attendee (member or guest. Although this is not required it is very much appreciated. It is correct Reveilliers etiquette to sign your comments in case your notes are illegible or the suggestions are unclear, allowing the recipient to speak with you immediately after the meeting..

### Leadership Manual Projects

Members are encouraged to work towards their Competent Leader award by completing the CL manual. This means having another member provide a written evaluation of your contributory role performed at a meeting. If time permits at the end of the meeting, the President will call forth members who are using the Leadership manual to give very brief feedback (~ 30 seconds), stating what job was being evaluated and what suggestion(s) for improvement. The feedback is given from their chair. No need to stand up or walk to the lectern, but do stand when speaking.

### Club Resources

The Sergeant-at-Arms maintains a portable file box that is a resource for all club members. Within are blank agenda, evaluation sheets, ballots, timer's report, and former "Words of the Day" that can be recycled if the Grammarian for the day forgets to bring one.

### Meeting Setting-Up and Closing Down

If club members show up early to a meeting, they should be courteous and offer to help the Sergeant-at-Arms prepares the room for the day's meeting. If members are not in a rush to leave the meeting at the end, it is also highly appreciated if they pitch in, gather up any blank ballots, "Ah" Clickers, trophies, pack up the lectern, roll up the Reveilliers banner, the U.S. flag, and help clean up and pack away the club's supplies. Teamwork is another trademark of the Reveilliers.

## **Parliamentary Procedures**

### Lectern Etiquette

- When invited to the lectern, upon arrival you should shake the hand of the person who invited you.
- When finished speaking, you should "Return Control" to the person who invited you, naming them by their role (Table Topics Master, Toastmaster of the Day, General Evaluator, President, Presiding Officer, etc), and provide a handshake before stepping away from the lectern

- Never leave the lectern unattended or walk away without returning control to someone; imagine the lectern is “a baby” – one which warrants appropriate care and attention.
- Use the phrase “Stand at Ease” when necessary...a verbal command given which allows to leave the lectern unattended for just a moment (such as to retrieve a note from your seat)
- The hand shake...when a person comes up to the Lectern, pull them into the lectern space and gracefully step back letting them take over.
- Say “I now Return Control to” ....never say “I turn over control to...”

### Informal Consideration

When a meeting has missing key players (e.g., Table Topics Master, GE, speakers, or even Toastmaster) just before the meeting is about to begin, use the command of calling forth an “Informal Consideration.” This command will typically be used by either the presiding officer or the Toastmaster of the day at the early part of the meeting. Benefits to the club by using this command:

- 1) Meetings start on time
- 2) The whole club takes ownership of the meeting, versus one or two people scrambling to fill jobs.
- 3) Creates a protocol that allows for a productive and smoother transition.
- 4) Once the missing roles are filled the meeting continues on.

## **REVEILLIERS AWARDS**

Presented by the General Evaluator during the Evaluation portion of the meeting:

### Whitewash Award

This award is optional, and given to any evaluator who doesn't provide constructive suggestions to a speaker. Nominations are made by all attendees. After nominations are closed, a vote is taken to determine the winner. This vote may be by a voice vote or by a show of hands.

### Bone Award

The Bone award is optional and given to the person who commits the biggest “bone-headed” error or mistake of the day. Nominations are accepted by all attendees. Examples of such errors might include a person making an error in parliamentary procedure or meeting etiquette. After nominations are made and closed, a vote is taken to determine the “winner” of this dubious honor.

### Fig Leaf Award

The Fig Leaf is awarded to a person who makes an apology or gesture-oriented faux-pas. These mistakes may be verbal (“I'm sorry” or “Pardon me” or even “Thank You”) or non-verbal (raccoon-like hand-washing gestures or holding one's hands clasped in front of body in the traditional “fig leaf” position, and other inappropriate use of hands and arms which distract from the quality of a presentation). Nominations for the Fig Leaf are accepted by all attendees. After nominations are closed, a voice vote or a show of hands determines the “winner.”

### Spark Plug Award

The Spark Plug is awarded at the discretion of the General Evaluator and is unique to Reveilliers. There may be meetings where it is not awarded. When presented, it recognizes the person whom the General Evaluator feels contributed special impetus or vitality to the meeting.

Presented by the Toastmaster following the General Evaluation portion of the meeting:

### Best Speaker Award

All speakers should deliver a prepared speech during the meeting, using a Toastmaster speech or project manual (“no free speeches”). To be eligible for the meeting’s “Best Speaker” award, speakers must stay with the speech’s timing guidelines; speakers are disqualified from the award consideration for not meeting the announced timing constraints. They are allowed a 30-second cushion on either side of the time limit. Immediately after all speakers have made their speeches, the Toastmaster will call for a Timer’s report, and attendees are asked to vote for the speaker who best met his or her speech objectives that day for qualified speakers. The Toastmaster of the day also casts a vote, but marks it as a “Tie-Breaker.” Ballots are collected and counted following the evaluation portion of the meeting. A trophy is presented to the winner at the end of the meeting along with a “Best Speaker” blue ribbon. Although the trophy stays in the club’s custody to be reused the following week, the ribbon is the winner’s permanent memento.

### Best Table Topics Award

Immediately after the Table Topics portion of the meeting is concluded, the Table Topics Master will call for a Timer’s report, and attendees vote for the participant who best responded to their particular topic for qualified participants. The best Table Topics responses are structured as “mini” speeches, with an opening, body and conclusion. Table Topics participants must use the Word of the Day and meet the time constraint of 1-2 minutes to qualify. Table Topics participants, like speakers, have 30-seconds of leeway on either side of the time limitation. The Toastmaster of the day also casts a vote, but marks it as a “Tie-Breaker.” A trophy is presented to the winner at the end of the meeting along with a white “Best Table Topics” ribbon. The trophy is presented each week, so it stays in the club’s possession at the close of the meeting. The ribbon is the winner’s permanent memento.

### Best Evaluator Award

Everyone who evaluates one of that day’s speakers (who presented a prepared speech) is eligible for the “Best Evaluator” award. Evaluations must be 2-3 minutes in length, with a 30-second cushion on either side of the limit. Evaluators are disqualified for not meeting this parameter. Immediately after all evaluators have made their presentations, the General Evaluator will ask for a Timer’s report, and attendees are asked to vote for the best evaluator of the day if the evaluation was delivered with the allowed timing. The Toastmaster of the day also casts a vote, but marks it as a “Tie-Breaker.” Ballots are collected and counted after the evaluations are conducted. A trophy is presented to the winner at the end of the meeting along with a “Best Evaluator” red ribbon. The trophy stays in the club’s custody but the ribbon is the winner’s to keep.

## **Other Topics**

Website information and address: [www.reveilliers.com](http://www.reveilliers.com)

Email information: All members who have electronic mail address have an easy way of communicating with other members of the club. A member of the club maintains a mail forwarding list, allowing members to have a “club email address” while not publishing their real email addresses. Since Reveilliers has its own domain name, all members have a first-name, last-name-initial naming convention – for example, Sam Jones would [SamJ@reveilliers.com](mailto:SamJ@reveilliers.com).

**Suggestions from members to improve this document are gladly accepted**