

Model Agenda for any Meeting: Broad Guidelines

- Silent Prayer
- Flag Salutation
- Adornment with Medallion
- Meeting called to Order
- Address by President
- Hony. Secretary's Report
- Introduction of Dignitaries on the Dais and welcome of the Chief Guest
- Address by the Chief Guest
- Awards/Felicitations, if any
- Vote of thanks
- National Anthem

Protocol during welcome address, felicitation and while honouring, giving mementoes etc...

National IMA Protocol Order

1. National President, IMA
2. Chief Guest, if any
3. Immediate Past National President, IMA
4. Past National Presidents, IMA
5. National President Elect, IMA
6. Senior National Vice President, IMA
7. Other National Vice Presidents, IMA according to seniority
8. National President Elect, IMA
9. Hony. Secretary General, IMA
10. National Finance Secretary, IMA
11. Dean, IMA CGP
12. Chairman, IMA AMS
13. Director, IMA Dr. AKN Sinha Institute
14. Hony. Editor, JIMA
15. Hony. Editor, Your Health of IMA
16. Hony. Editor, Apka Swasthya of IMA
17. Other Wing Chairpersons
18. National Hony. Joint Secretaries, IMA
19. National Wing Secretaries, IMA

Protocol in IMA

- Protocol should be observed strictly in all formal occasions.
- Presiding officers, Master of ceremonies and every member of IMA should know and follow protocol.

Protocol for arranging Chairs on the Dais

(Please see seat arrangement diagrams)

- The number of chairs in the front Row of the Dais should be in odd numbers.
- The chair of presiding officer should be in the middle.
- The podium shall be placed on the Right end of the Dais (Right hand side of the presiding officer).
- The seat of the speaker /chief guest /Guest of honour should be on the Right hand side of presiding officer.
- Nameplates, badges of the peoples on the Dais may be placed on the table in front of each office bearer.
- The printed or typed names and office bearers should be stuck on the respective chairs. (as per diagram)

Protocol while the Dignitaries are lead to the dais and seated:

- It is better to escort the dignitaries to the dais by some member.
- There should be someone on the dais to welcome the dignitaries with a warm hand shake (President/Secretary).
- The order of leading to the dais should be as per protocol order (given below).
- The President is adorned with the Presidential Medallion by respective Secretary (National/State/Local) Branch)

Who will be the presiding officer ?

- National meeting : National President should be the presiding officer and shall call the meeting to order.
- State meetings : The State President should be the presiding officer and shall call the meeting to order.
- Branch meetings : The Branch President should be the presiding officer and shall call the meeting to order.

Order of addressing during SOLUTION by speakers:-

- The presiding officer should be addressed first.
- Then the Chief Guest / Guest of honor / speakers should be addressed next to the presiding officer followed by others with regard to official rank in IMA.

State IMA Branch Protocol Order

1. State President
2. Chief Guest/IMA HQs. Office Bearers or dignitaries
3. Immediate Past State President
4. Past State Presidents
5. State President Elect
6. State Vice Presidents
7. State Hony. Secretary
8. State Hony. Finance Secretary
9. Chair persons of various wings
10. Hony. Secretaries of various Wings.
11. State Joint Secretary
12. Joint Secretaries of various wings.

National Past President of IMA if present to be invited on the dais

Local IMA Branch Protocol Order

1. IMA Local Branch President
2. Chief Guest/Guest of Honour/IMA HQs. Office bearers/ State HQs. Office Bearers
2. Immediate Past President
3. Branch President Elect
4. Branch Vice Presidents
5. Branch Secretary
6. Branch Treasurer
7. Chairpersons of Various wings
8. Branch Joint Secretary
9. Secretaries of Various wings

Past National President or Past State President of IMA, if present, to be invited on the dais