

# **Practical Protocol for Floridians**

Revised 7th Edition



**A publication  
compiled by the Office of the Clerk**

Tallahassee  
2012

# Table of Contents

Reason for this Guide.....	1
Additional Resources .....	2
<b>THE LEGISLATURE .....</b>	<b>3</b>
Organization Session.....	3
Regular Session, Opening Day.....	3
Joint Sessions of the Legislature .....	4
State of the State Address .....	4
The Speaker as Host.....	4
Seating.....	5
Processional .....	5
The Joint Session .....	6
Notifying the Governor.....	6
Gubernatorial Greetings.....	7
Joint Meetings.....	8
Who Decides When a Joint Meeting Shall Be Called .....	8
Addresses by Others .....	9
Chamber .....	9
Gifts on Opening Day/Organization Session .....	10
Mourning a Member of the Legislature.....	11
Mourning of Officials.....	11
Closing of Public Offices .....	12
<b>GENERAL PROTOCOL.....</b>	<b>13</b>
Use of the American and Florida Flags .....	13
Position and Display of the American Flag.....	14
In the Event of the Death of Certain Individuals .....	17
Respect for the American Flag.....	18

Folding the Flag.....	20
State Flag Protocol.....	21
In the Event of the Death of Certain Individuals .....	21
POW/MIA and Firefighter Memorial Flags .....	23
Frequently Asked Questions.....	24
Annual Days to Display the Flags .....	27
The Flag and the National Anthem.....	28
Suggested Interreligious Guidelines for Prayer	
on Public Occasions .....	28
Some Basic Guidelines .....	28
<b>FORMS OF ADDRESS.....</b>	<b>30</b>
Introduction .....	30
When to Use “The Honorable” .....	30
Executive Branch, United States Government .....	32
Judicial Branch, United States Government.....	32
Legislative Branch, United States Government .....	33
State and Local Government.....	34
Members of Diplomatic Missions, American	
and Foreign .....	38

*With great respect and gratitude, this guide is dedicated to the late Allen Morris, Clerk of the House 1966-1986, Clerk emeritus 1986-1995, and Historian of the Florida House of Representatives. May this guide assist you in the performance of your duties and enrich your mind with some details of protocol and etiquette.*

# Reason for this Guide

In 1984, the Clerk of the Florida House of Representatives, Allen Morris, saw the need for a guide on matters of protocol for Floridians. He published the first edition of *Practical Protocol for Floridians*. This publication has seen several revisions and served Florida well.

*Practical Protocol for Floridians* complements standard books of etiquette and protocol by including those areas not addressed in other references or by covering those areas where usage in Florida is different.

Protocol is a very expansive topic. *Webster's Third New International Dictionary* defines protocol as follows:

*A rigid long-established code prescribing complete deference to superior rank and strict adherence to due order of precedence and precisely correct procedure.*

Readers are challenged to learn the basics of the matters of protocol they will encounter on a regular basis. Prepare in advance—know where to go or who to go to for the protocol information you need. Often times an error in protocol will result in only a temporary embarrassment. But at other times, a seemingly minor error in protocol can set off a major offense to an important official.

You will notice a significant rewrite of the 6th Edition. The 7th Edition is a much smaller publication. The earlier editions were accurate for the customs of their day, but much of the protocol of that period has changed in the 40 years since the original material was written.

Therefore, the 7th Edition focuses on routine questions that most Floridians would have.

# Additional Resources

Below are a few examples of reference books available that may assist you in finding an answer to your specific international protocol question. Additionally, you may contact the U.S. Department of State, Office of Protocol: (202) 647-1735. This office specializes in assisting callers who have foreign protocol questions.

*Protocol: The Complete Handbook of Diplomatic, Official & Social Usage, 25th Edition* by Mary Jane McCaffree, Pauline Innis, and Richard M. Sand

*European Business Customs & Manners: A Country-by-Country Guide to European Customs and Manners* by Mary Murray Bosrock

*Asian Business Customs & Manners: A Country-by-Country Guide* by Mary Murray Bosrock

*Kiss, Bow, or Shake Hands (The Bestselling Guide to Doing Business in More than 60 Countries)* by Terri Morrison and Wayne A. Conaway

The listing above only represents a suggestion of books available that may assist the reader in determining an answer to their protocol question. The Florida House of Representatives does not endorse any publication referenced commercially or as to content.

Please contact the Office of the Clerk, Florida House of Representatives, at (850) 717-5400 if we can be of assistance.

# **THE LEGISLATURE**

## **Organization Session**

The Constitution of the State of Florida provides, in Article III, section 3(a), that the Legislature shall convene for the exclusive purpose of organization and selection of officers on the 14th day following the general election. New and returning members take the oath of office and are sworn in, typically by the Chief Justice of the Florida Supreme Court. Each convened house will then adopt its “Rules,” elect the Speaker and Speaker pro tempore, President and President Pro Tempore, and designate a Clerk of the House, a Secretary of the Senate, a Sergeant at Arms for the House, and a Sergeant at Arms for the Senate.

The Organization Session is very festive and exciting as newly elected members and their families arrive at the Capitol to begin their terms of office. Seating in the gallery for the Organization Session is typically by invitation only. Special sections are reserved for guests of the Speaker-designate, who will be elected and sworn in. Reserved seating is usually arranged for others being elected or designated. It is regularly the practice on this day for members to have their spouses join them on the House floor for the session.

## **Regular Session, Opening Day**

The Constitution of the State of Florida provides, in Article III, section 3(b), that the Legislature shall convene for its regular 60-day session “on the first Tuesday after the first Monday in March,” with the exception being every 10 years following the decennial census when the Legislature meets in January on “such other date as may be fixed by law” to complete the task of redistricting. Typically, on opening day, each chamber will meet separately to declare its chamber convened and will send a committee to the other chamber to so advise them. Once both chambers are convened, they will meet in joint session at the time appointed to hear the State of the State address by the Governor. Members and guests will be asked to rise when the Governor, Lieutenant Governor, Cabinet, and Supreme Court are introduced and welcomed

into the House Chamber for the joint session. In recent years, Florida's congressional delegation has also been invited by the presiding officers.

In the old days, desks in the Chamber were covered with flowers, plants, and other gifts for the members, giving the room a festive appearance. Today, security issues and the gift law bring about restrictions on what can be brought into the Chamber. Those considering flowers to the members should consult with the Sergeant at Arms of each chamber and review the gift law to determine what is appropriate.

## **Joint Sessions of the Legislature**

### **State of the State Address by the Governor**

Article IV, section 1(e), of the State Constitution states, "The governor shall by message at least once in each regular session inform the legislature concerning the condition of the state."

The Governor sends a letter to the President of the Senate and the Speaker of the House of Representatives requesting the privilege of addressing the Legislature. The Governor will specify the time preferred. There is no time fixed by law or custom.

### **The Speaker as Host**

The Governor should make his request well in advance. This is necessary because the Speaker, as presiding officer of the host chamber, has the obligation of writing letters of invitation to the Justices of the Supreme Court, Lieutenant Governor, and members of the Cabinet. The Speaker advises them where to assemble for the purpose of being escorted into the House Chamber for recognition and special seating. The custom has been for the Justices to wear their robes.

Separate from the Governor and the members of the Senate, the Justices of the Supreme Court, Lieutenant Governor, and members of the Cabinet assemble in a designated area near the House Chamber. A joint session is usually convened approximately 10 minutes before the Governor is presented for his address.

## **Seating**

The Speaker, acting through the Sergeant at Arms of the House, has the responsibility of seating the official guests of the House.

The Senate, accompanied by its Secretary and Sergeant at Arms, enters the House Chamber and is announced by the Senate Sergeant at Arms. Individual senators will typically be seated adjacent to House members from their home areas.

The Senate President and President Pro Tempore are seated on the dais with the House Speaker and the Speaker pro tempore. The Senate Secretary joins the Clerk of the House at the Clerk's desk, and the Senate Sergeant at Arms joins the House Sergeant at Arms in the rear of the Chamber.

After the senators have been seated, the Sergeants at Arms alternate in bringing the Lieutenant Governor, members of the Cabinet, the Chief Justice and members of the Supreme Court into the Chamber and to their places at the front, their presence being announced as they enter the Chamber.

The Lieutenant Governor and Chief Justice are seated in the first chairs on opposite sides of the center aisle. The members of the Cabinet are seated in the constitutional order next to the Lieutenant Governor and the Justices in the order of appointment next to the Chief Justice.

Former Speakers of the House along with former majority and minority leaders often are present at the invitation of the current Speaker and are seated together at the front of the Chamber, to one side of the dais. When a Congressional session allows, U.S. Representatives and Senators are sometimes present in the Chamber as well.

Other guests, including the spouse and family of the Governor and spouses of the other officials, are seated in the galleries in places reserved for them by the House Sergeant at Arms.

## **Processional**

As each group reaches the door of the House Chamber and its presence is announced by the alternating Sergeants at Arms, the Speaker de-

clares: “Let the (Supreme Court or Lieutenant Governor and Cabinet) be received.” The members of the House and Senate stand as each group is received.

### **The Joint Session**

After all have assembled, the Speaker calls the joint session to order. As the host, the Speaker invites the Senate President to preside. The President declares a quorum of the joint session present. A prayer is offered by the chaplain for the day. The President generally leads the assembly in the Pledge of Allegiance.

### **Notifying the Governor**

A member is designated, generally the Chair of the House Rules and Calendar Committee, to move that a committee be appointed to notify the Governor that the joint session is assembled to receive his message. After the motion has been agreed to, the President appoints (three or more) Senators and the Speaker appoints (three or more) Representatives to perform that duty. The purpose of the committee is in recognition that the Executive is invited into the Chamber to address the Legislature, reflecting the equal status of the legislative branch.

The committee leaves the Chamber to notify and escort the Governor from the Governor’s office. The joint session may stand in informal recess until the committee returns with the Governor and is announced by one of the Sergeants at Arms. The President declares, “Let the Governor be received,” and the audience stands. The committee escorts the Governor to the Speaker’s dais and the President presents the Governor for the State of the State address.

After the Governor concludes the address, the process is reversed, with the committee and a Sergeant escorting the Governor from the Chamber. After the Governor is escorted, the Sergeants first escort the Justices and then the Lieutenant Governor and Cabinet from the Chamber, in that order.

Generally, the Chair of the Senate Rules Committee moves that the joint session dissolve and the Senate return to its Chamber. The motion being agreed to, the President and President Pro Tempore are escorted

from the dais by the Senate Sergeant at Arms and Secretary, followed by the members of the Senate.

After the House Chamber has been cleared of its honored guests, the Speaker may reconvene the House.

### **Gubernatorial Greetings**

Governors have used these greetings in addressing the Legislature:

Governor Haydon Burns, April 6, 1965: “Mr. President, Mr. Speaker, my colleagues of the Cabinet, Honorable Justices of the Supreme Court, distinguished members of the Legislature and ladies and gentlemen.”

Governor Claude R. Kirk, Jr., April 4, 1967: “Mr. President, Mr. Speaker, members of the State Cabinet, Honorable Justices of the Florida Supreme Court, distinguished members of the Florida Legislature, my fellow Floridians.”

Governor Reubin O’D. Askew, April 6, 1976: “Mr. President, Mr. Speaker, Mr. President Pro Tem, Mr. Speaker pro tem, members of the Legislature, Mr. Chief Justice and members of the Supreme Court of Florida, Lieutenant Governor Williams, my colleagues on the Cabinet, Dr. McMillan, all our families, ladies and gentlemen and my fellow Floridians everywhere.”

Governor Bob Graham, April 7, 1981: “Mr. President, Mr. Speaker, Mr. Chief Justice and Members of the Supreme Court, Mr. Lieutenant Governor, Members of the Cabinet, Members of the Senate and the House of Representatives, Citizens of Florida.”

Governor Bob Martinez, April 5, 1988: “Mr. President, Mr. Speaker, Lieutenant Governor Brantley, Justices of the Florida Supreme Court, Members of the Florida Cabinet, Members of the House and Senate, and, of course, the woman who has been my First Lady for 33 years—Mary Jane.”

Governor Lawton M. Chiles, Jr., March 4, 1997: “President Jennings, Speaker Webster, members of the Supreme Court, my friend and partner, Lieutenant Governor Buddy McKay, members of the Cabinet, ...

members of the Senate and the House of Representatives, the family, and my fellow Floridians.”

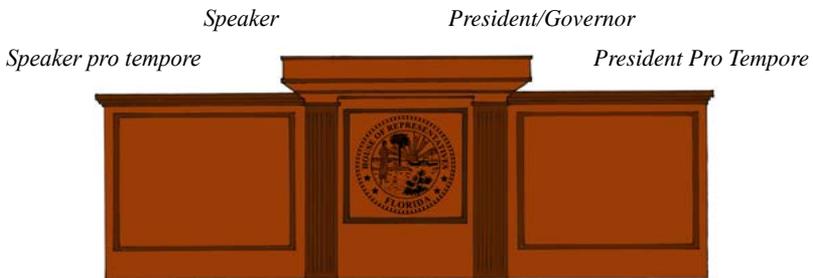
Governor Jeb Bush, March 8, 2005: “President Lee, Speaker Bense, members of the Legislature, members of the Supreme Court, honored guests, and my fellow Floridians, it is an honor to be with you today to review the current state of our beloved state of Florida and to begin a discussion of the next steps toward a future of continued promise and opportunity.”

Governor Charlie Crist, March 6, 2007: “Good morning. Mr. President, Mr. Speaker, Chief Justice and members of our Court, members of the Cabinet, the Legislature, honored guests, my fellow Floridians across our state. Good morning to you all.”

Governor Rick Scott, March 8, 2011: “President Haridopolos, Speaker Cannon, [Chief] Justice Canady, members of the Supreme Court, members of the Cabinet, members of the Legislature, my fellow Floridians.”

### **Joint Meetings**

A gathering of the House and Senate other than for the purpose of receiving the Governor’s message under the constitutional mandate is called a joint meeting. At times the terminology has been used interchangeably and a joint meeting has been called a “joint session”.



*Front view of rostrum seating during joint meetings*

### **Who Decides When a Joint Meeting Shall be Called**

Except for the message by the Governor mandated by the Constitution, the discretion for joint meetings is vested in the presiding officers of

the Senate and House of Representatives. If in session, this process of calling such a session is often accomplished through the adoption of a concurrent resolution in each house.

These resolutions originate in the host chamber and are usually introduced by the Chair of the Rules and Calendar Committee of that body. Because it is able to accommodate the seating of all Senate and House members, the host chamber is the House of Representatives.

### **Addresses by Others**

The Legislature is addressed from time to time by persons whose message is deemed worthy of a joint meeting. There have been joint meetings (or “sessions”) to accommodate Florida Supreme Court Justices who delivered judicial reports, and United States Presidents and Vice Presidents have addressed a legislature. Some other addresses have included: a joint session in 1987 to receive an address by Holocaust survivor Elie Wiesel; a communication link-up with the space station in 2001; a joint session in 2003 to communicate through Skype with Representative Carey Baker, who was then serving in the military in Iraq; and a joint session in 2009 to receive an address by former United States Justice of the Supreme Court, Sandra Day O’Connor.

In addition to joint meetings (or joint sessions as they are sometimes called), there have been ceremonies conducted in the House Chamber, some of which have included the rededication of the renovated House Chamber in 2000, a eulogy for former Clerk of the House Allen Morris by Admiral Phil Ashler in 2002, and in 2008, a concurrent resolution expressing profound regret for the involuntary servitude of Africans and calling for reconciliation among Floridians. This resolution, adopted by the Senate and the House, was followed up with remarks by former Clerk of the House John B. Phelps.

## **Chamber**

When the House and Senate are in session, access to the Chamber is controlled by the Sergeants at Arms and their staff. The Rules of each House dictate who has the privilege of the floor. The Governor, Lieutenant Governor, Cabinet, members of the Senate, Justices of the

Supreme Court, former members of the House, the doctor of the day, Chaplain, and specified staff all have the privilege of the floor. The Rules further specify that those having the privilege of the floor are prohibited from lobbying while on the House floor. All those being granted the privilege of the floor should dress in proper business attire. The Rules address decorum in the Chamber, along with all pertinent aspects of the legislative process.

Guests are allowed to sit in the Chamber gallery on the 5th floor and observe the Legislature in session. Those observing the session from the Chamber gallery should not do anything that distracts members from their business at hand. Cheering the “pro” or “anti” sides, displaying signs or placards, yelling, talking on cell phones, etc., are all prohibited activities.

Often, the presiding officers will interrupt the business of the House to either introduce special guests in the gallery or recognize a member to do so. An introduced guest should stand when recognized. Special guests are, on occasion, granted the privilege of the floor for an introduction and brief remarks from the well. On such an occasion, the guest will be escorted by either a member or the Sergeant at Arms. Special guests are not allowed to roam the Chamber while in session. The guest should stay with their escort or sit in the chair provided at the escorting member’s seat. House employees are specifically prohibited by policy from sitting in the gallery.

## **Gifts on Opening Day/Organization Session**

The “Gift Law” (s. 112.3148, F.S.), passed in 2005, has had an impact on social life in Tallahassee. Legislators (and legislative staff) can no longer accept free food, drinks, or gifts from lobbyists except under very strict guidelines. The Governor issues his guidelines for the executive branch in a document entitled “The Governor’s Code of Ethics.” Gifts to any Florida State court judge are governed by Canon 5D(5) of the Florida Code of Judicial Conduct. Specific questions should be addressed to the respective general counsel of each branch or department.

# **Mourning of a Member of the Legislature**

Upon receipt of information that a sitting member has died, the presiding officers notify the Sergeants at Arms, Clerk, or Secretary. The Sergeants will arrange for an appropriate display of mourning in the chamber where the member served. The presiding officers, Clerk, or Secretary, if designated, notify all members and staff of the death of the member. This is typically done by e-mail. If the Legislature is in session when the notice arrives, the presiding officer generally will make an announcement to the members in the Chamber. (In the Florida House, the Chaplain often serves as the primary contact to the deceased member's family to coordinate plans.) If the family requests, a memorial may be conducted in the Chamber when the members or senators are in Tallahassee. If the death occurs when members are not in Tallahassee and will not be for some time, the memorial may be deferred or omitted. It is at the discretion of the presiding officers, working with the deceased member's family, as to the format of the memorial. It could involve the member lying in state, an honor guard, eulogies, music, photo display, or even a reception.

When the Clerk of the House or the Senate Secretary's office receives notification of the death of a former member of the Legislature, an e-mail is sent to current members of the Legislature with the notice of death, funeral arrangements, contact information, and other information as applicable.

## **Mourning of Officials**

The bodies of certain officials may, at the discretion of the family, be placed for a two-hour period of official mourning in the building where they served. Generally, this period will commence at noon but the hours may be influenced by the time of services and the place of interment.

The Governor, Lieutenant Governor, and members of the Cabinet may repose in state in the rotunda of the Capitol.

The Justices of the Supreme Court (including Justices of a retired status) may repose in the rotunda of the Supreme Court Building.

The President of the Senate and the Speaker of the House may be placed either in the Chamber over which they presided or at the rotunda midway of the legislative Chambers.

Sometimes an honor guard may be provided either by a military department or the Highway Patrol. The members of the honor guard serve also as temporary pallbearers, taking the casket in and out of the Capitol or Supreme Court Building.

A person designated by the responsible officers (the Secretary of State in the case of the Executive Branch; the Chief Justice for the Judicial Branch; the President or Speaker for the Legislative Branch) should consult with the family regarding the public ceremony of mourning, if desired.

Whether this ceremony is conducted at the Capitol or Supreme Court Building, the person concerned with protocol should endeavor to determine a time schedule for the paying of last respects by the officials of the Executive, Judicial, and Legislative branches. These officials should be scheduled in groups.

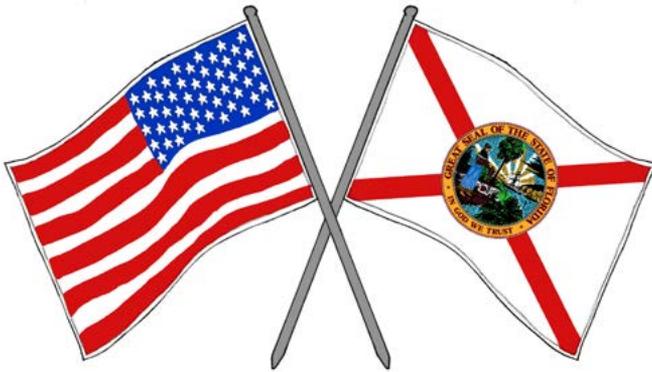
Similarly, where the rites are conducted at a church, the person concerned with protocol should consult with the family and the funeral director so that ushers will know where and how to seat the official mourners. Again, seating should be by groups: the Governor, Lieutenant Governor, and Cabinet in the constitutional order, and the Supreme Court, by Chief Justice and Justices by seniority. These groups should withdraw as a procession rather than as individuals.

The protocol officer should feel no hesitation about offering his services to the family and funeral director for the guidance he can provide or offering to help with matters that otherwise may be overlooked. However, he should be careful not to presume if the family determines the service shall be private.

## **Closing of Public Offices**

Public offices may be closed at the discretion of the Governor or the official immediately responsible for an office for such period, not to exceed a day, as the transaction of the public's business will allow.

# GENERAL PROTOCOL



## Use of the American and Florida Flags

The basic rule for civilian display of the flag of the United States is that it should be in advance of any other flag, not equal to or below.

When displayed from a pole at a meeting, the American flag should be placed to the speaker's right as he faces the audience. The Florida state flag is displayed to the speaker's left.

The American flag should be displayed in or near every polling place on election days.

The American flag should be displayed daily on or near the main administration building of every public institution. The law also requires the display, weather permitting, of the flag at the Capitol, each county courthouse, and public auditoriums. The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

The flag should be hoisted briskly and lowered ceremoniously.

It is custom to display the American flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, when a

patriotic effect is desired, the flag may be displayed 24 hours a day if properly illuminated during the hours of darkness.

The American flag should be displayed during school days in or near every schoolhouse.

The Department of State, by law (s. 256.031, F.S.), is the custodian of the state flag, with the responsibility of assisting schools, governmental agencies, and other organizations in the care, handling, and history of the state flag, including all flags that have flown over any part of the state of Florida by those sovereigns to which Florida has belonged. Those are the flags of Spain, Great Britain, France, and the Confederacy. Improper use of the American, Florida, and Confederate flags is forbidden. Such misuse is defined in Chapters 256.85 and 256.051, Florida Statutes.

## **Position and Display of the American Flag**

The position and manner of display of the American flag as established in Title 4 of the United States Code:

The flag of the United States of America, when carried in a procession with another flag or flags, should be either on the marching right, that is, the flag's own right, or, if there is a line of other flags, in front of the center of that line.

(1) The flag of the United States of America should not be displayed on a float in a parade except from a staff.

(2) The flag of the United States of America should not be draped over the hood, top, sides, or back of a vehicle, railroad train, or boat. When the flag is displayed on a motorcar, the staff shall be fixed firmly to the chassis or clamped to the right fender.

(3) No other flag or pennant should be placed above or, if on the same level, to the right of the flag of the United States of America, except during church services conducted by naval chaplains at sea, when the church pennant may be flown above the flag during church services for the personnel of the Navy. No person shall display the flag of the United

Nations or any other national or international flag equal, above, or in a position of superior prominence or honor to, or in place of, the flag of the United States at any place within the United States or any Territory or possession thereof: Provided, that nothing in this section shall make unlawful the continuance of the practice heretofore followed of displaying the flag of the United Nations in a position of superior prominence or honor, and other national flags in positions of equal prominence or honor, with that of the flag of the United States at the headquarters of the United Nations.

(4) The flag of the United States of America, when it is displayed with another flag against a wall from crossed staffs, should be on the right, the flag's own right, and its staff should be in front of the staff of the other flag.

(5) The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from staffs.

(6) When flags of states, cities, or localities, or pennants of societies are flown on the same halyard with the flag of the United States of America, the latter should always be at the peak. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to the United States flag's right.

(7) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in times of peace.

(8) When the flag of the United States of America is displayed from a staff projecting horizontally or at an angle from the window sill, balcony, or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When the flag is suspended over a sidewalk from a rope extending from a house to a pole at the edge of the sidewalk, the flag should be hoisted out, union first, from the building.

(9) When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right, that is, to the ob-

server's left. When displayed in a window, the flag of the United States of America should be displayed in the same way, with the union or blue field to the left of the observer in the street.

(10) When the flag of the United States of America is displayed over the middle of the street, it should be suspended vertically with the union to the north in an east and west street or to the east in a north and south street.

(11) When used on a speaker's platform, the flag of the United States of America, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the flag should hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergyman's or speaker's right as he faces the audience. Any other flag so displayed should be placed on the left of the clergyman or speaker or to the right of the audience.

(12) The flag of the United States of America should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

(13) The flag of the United States of America, when flown at half-staff, should be first hoisted to the peak for an instant and then lowered to the half-staff position. The flag should be again raised to the peak before it is lowered for the day. On Memorial Day the flag should be displayed at half-staff until noon only, and then raised to the top of the staff.

(14) When the flag of the United States of America is used to cover a casket, it should be so placed that the union is at the head and over the left shoulder. The flag should not be lowered into the grave or allowed to touch the ground.

(15) When the flag of the United States of America is suspended across a corridor or lobby in a building with only one main entrance, it should be suspended vertically with the union of the flag to the observer's left upon entering. If the building has more than one main entrance, the flag should be suspended vertically near the center of the corridor or lobby with the union to the north, when entrances are to the east and west or to the east when entrances are to the north and south. If there are entrances in more than two directions, the union should be to the east.

## **In the Event of the Death of Certain Individuals**

By order of the President, the flag of the United States of America shall be flown at half-staff upon the death of principal figures of the United States government and the governor of a state, territory, or possession, as a mark of respect to their memory. In the event of the death of other officials or foreign dignitaries, the flag is to be displayed at half-staff according to presidential instructions or orders, in accordance with recognized customs or practices not inconsistent with law. In the event of the death of a present or former official of the government of any state, territory, or possession of the United States, the governor of that state, territory, or possession may proclaim that the national flag shall be flown at half-staff. The state flag shall be flown at half-staff whenever the national flag is flown at half-staff. Rules for particular officials, servicemembers, and public servants follow.

(1) The national flag shall be flown at half-staff for 30 days from the day of death of the President or a former President.

(2) The flag shall be flown at half-staff 10 days from the day of death of the Vice President, the Chief Justice or a retired Chief Justice of the United States Supreme Court, or the Speaker of the United States House of Representatives.

(3) The flag shall be flown at half-staff from the day of death until interment of an Associate Justice of the Supreme Court, a secretary of an executive or military department, a former Vice President, or the governor of a state, territory, or possession.

(4) The flag shall be flown at half-staff on the day of death and the following day for a member of Congress from Florida, and shall be done so over the State Capitol, at State facilities throughout Florida, and at the county courthouse and city hall in the decedent's hometown.

(5) The flag shall be flown at half-staff on the day of interment (or day of family's preference) of a member of the Armed Forces from Florida who dies while serving on active duty, and shall be done so over the State Capitol and at the county courthouse and city hall in the decedent's (or the family's) hometown.

(6) The flag shall be flown at half-staff on the day of interment of prominent present or former State of Florida officials, and shall be done so over the State Capitol and at the county courthouse and city hall in the decedent's hometown.

(7) The flag shall be flown at half-staff on the day of interment of Florida law enforcement officers and firefighters killed in the line of duty, and selected other State and local officials, and shall be done so at the local agency where the decedent was employed and at the county courthouse and city hall in the decedent's hometown.

The flag shall be flown at half-staff on Peace Officers Memorial Day, unless that day is also Armed Forces Day.

As used in this subsection: the term "half-staff" means the position of the flag when it is one-half the distance between the top and bottom of the staff; the term "executive or military department" means any agency listed under sections 101 and 102 of Title 5, United States Code; and the term "Member of Congress" means a U.S. Senator, a U.S. Representative, a Delegate, or the Resident Commissioner from Puerto Rico.

### **Respect for the American Flag**

No disrespect should be shown to the flag of the United States of America, nor should the flag be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags are to be dipped as a mark of honor.

(1) The flag of the United States of America should never be displayed with the union down, except as a signal of dire distress in instances of extreme danger to life or property.

(2) The flag of the United States of America should never touch anything beneath it, such as the ground, the floor, water, or merchandise.

(3) The flag of the United States of America should never be carried flat or horizontally, but always aloft and free.

(4) The flag of the United States of America should never be used as wearing apparel, bedding, or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free. Bunting of blue, white, and red, always arranged with the blue above, the white in the middle, and the red below, should be used for covering a speaker's desk, draping the front of the platform, and for decoration in general.

(5) The flag of the United States of America should never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.

(6) The flag of the United States of America should never be used as a covering for a ceiling.

(7) The flag of the United States of America should never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature.

(8) The flag of the United States of America should never be used as a receptacle for receiving, holding, carrying, or delivering anything.

(9) The flag of the United States of America should never be used for advertising purposes in any manner whatsoever. It should not be embroidered on such articles as cushions or handkerchiefs and the like, printed, or otherwise impressed on paper napkins or boxes or anything that is designed for temporary use and discard. Advertising signs should not be fastened to a staff or halyard from which the flag is flown.

(10) No part of the flag of the United States of America should ever be used as a costume or athletic uniform. However, a flag patch may be affixed to the uniform of military personnel, firemen, policemen, and members of patriotic organizations. The flag represents a living country and is itself considered a living thing. Therefore, the lapel flag pin being a replica should be worn on the left lapel near the heart.

(11) The flag of the United States of America, when it is in such condition that it is no longer a fitting emblem for display, should be destroyed in a dignified way, preferably by burning.

# Folding the Flag

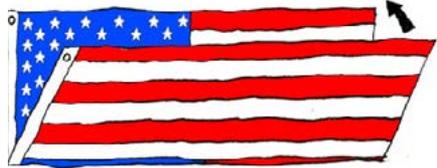
1.



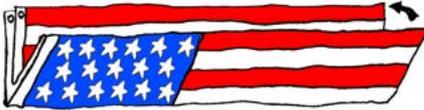
To begin, with one person at either end, hold the flag waist high so that its surface is parallel to the ground.

Fold the lower half of the stripe section lengthwise over the field of stars, holding the bottom and top edges securely.

2.



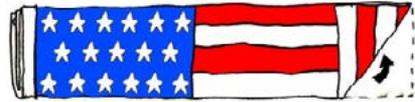
3.



Fold the flag again lengthwise, now with the blue field on the outside.

Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.

4.



5.



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.

Continue the triangular folding until the entire length of the flag is folded in this manner.

6.



7.



When the flag is completely folded, only a blue field of stars should be visible. If a hem protrudes beyond the blue field, neatly tuck it inside the folds of the flag so that it does not show.

# State Flag Protocol

Proclamations for designated occasions can be found on the White House website [www.whitehouse.gov](http://www.whitehouse.gov). A list of the occasions typically proclaimed by the President to lower flags to half-staff can be found on page 27 of this protocol. The national and state flags shall be lowered to half-staff at all state and local government buildings for the time period indicated in the proclamation issued by the President. The state flag shall be flown at half-staff whenever the national flag is flown at half-staff.

## **In the Event of the Death of Certain Individuals**

(1) The Governor may order or proclaim that the state flag shall be flown at half-staff upon the death of principal figures of the United States or State government as a mark of respect to their memory, consistent with 4 U.S. Code Section 7(m) and the United States General Service Administration Flag Policy and following a presidential proclamation or order or upon the Governor's initiative as follows:

(a) President or former President of the United States – The state flag shall be lowered to half-staff at all State owned buildings, and all courthouses and city halls throughout Florida for 30 days from the day of death.

(b) Vice President, Chief Justice or former Chief Justice of the U.S. Supreme Court or the Speaker of the U.S. House of Representatives – The state flag shall be lowered to half-staff at all State owned buildings and all courthouses and city halls throughout Florida for 10 days from the day of death.

(c) Former Vice President of the United States, Associate Justice of the U.S. Supreme Court, Secretary of an executive or military department, President Pro Tempore of the U.S. Senate, Majority Leader and Minority Leader of the U.S. House of Representatives, and the Governor of Florida – The state flag shall be lowered to half-staff at all State owned buildings and all courthouses and city halls throughout Florida from the day of death until interment.

(d) Member of Congress from Florida – The state flag shall be lowered to half-staff on the day of death and the following day over the State Capitol, at State facilities throughout Florida, and at the county courthouse and city hall in the decedent’s hometown.

(e) Prominent present or former State of Florida officials (including a former Governor, former member of Congress, member and former member of the Florida Cabinet, Justice or former Justice of the Florida Supreme Court) – The state flag shall be lowered to half-staff on the day of interment over the State Capitol and at the county courthouse and city hall in the decedent’s hometown.

(2) In 2007, Congress passed the “Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007” now codified in 4 U.S. Code Section 7(m). Consistent with this law the Governor may proclaim that the state flag shall be lowered to half-staff in the event of the death of a member of the Armed Forces who dies while serving on active duty.

(a) Upon the death of a member of the Armed Forces from Florida who dies while serving on active duty, the Governor may, by proclamation, have the state flag lowered to half-staff over the State Capitol and at the county courthouse and city hall in decedent’s (or the family’s) hometown.

(b) The state flag will be flown at half-staff one day only, from sunrise to sunset, giving deference to the family’s day of preference.

(3) Police officers or firefighters who die in the line of duty and State and local officials – The state flag shall be lowered to half-staff on the day of interment at the local agency where the decedent was employed and at the county courthouse and city hall in decedent’s hometown.

Contact the Governor’s Office if there is a request to have a personal flag flown over the State Capitol that is unrelated to death.

# Display of the POW/MIA and Firefighter Memorial Flags

(1) Each state-owned building at which the flag of the United States is displayed must also display a POW-MIA flag, if such flag is available free of charge to the agency that occupies the building and if such display is in accordance with federal laws and regulations. (s. 256.12, F.S.)



(2) The Florida Department of Transportation shall display the POW-MIA flag year-round at each of the rest areas along interstate highways in this state. (s. 256.13, F.S.)

(3) The Department of Environmental Protection shall purchase and display the POW-MIA flag year-round at each of the state parks where the flag of the United States is displayed. (s. 256.14, F.S.)

(4) The Division of State Fire Marshal of the Department of Financial Services shall design, produce, and implement the creation and distribution of an official state Firefighter Memorial Flag to honor firefighters who have died in the line of duty.

(a) The flag may be displayed at memorial or funeral services of firefighters who have died in the line of duty, at firefighter memorials, at fire stations, at the Fallen Firefighter Memorial located at the Florida State Fire College in Ocala, by the families of fallen firefighters, and at any location designated by the State Fire Marshal.



(b) The flag shall have a blue background, with a black horizontal stripe across the middle of the flag and a horizontal purple stripe above and below the black stripe. It shall also contain a red Maltese

Cross or Cross of St. Florian in the center of the flag surrounding the Great Seal of the State of Florida. The phrase “Florida Fallen Firefighters” in gold capital letters shall be placed at the top of the flag and the phrase “Memorial Flag” shall be placed at the bottom of the flag. Each arm of the cross shall contain one of the words: “Courage,” “Honor,” “Sacrifice,” and “Valor.”

(c) The Department of Financial Services may adopt rules relating to the production and distribution of the flag. (s. 256.15, F.S.)

## **Frequently Asked Questions**

### **(1) What hours should the flags be flown?**

Answer: Normally, the flags may be flown from sunrise to sunset. Where facilities open later or close earlier, the flags may be flown during the normal business hours, if properly illuminated during hours of darkness.

### **(2) May private citizens follow the Governor’s request to lower the flags to half-staff?**

Answer: Yes. These protocols apply to public buildings, but private parties are encouraged to similarly honor an individual or occasion.

### **(3) Should anyone lower the flags to half-staff without permission of the President or Governor?**

Answer: No.

### **(4) Is there a penalty for not raising or lowering the flags according to code or proclamation?**

Answer: No, the Flag Code does not prescribe any penalties for non-compliance nor does it include enforcement provisions.

### **(5) Why are the flags sometimes lowered to half-staff at the Capitol but not at all other state or local government buildings?**

Answer: The directive issued for flag lowering directs when and where the flags are to be flown at half-staff. Many times the directive issued only allows for lowering over the Capitol in Tallahassee and the county courthouses and city hall of the decedent's (or family's) hometown.

**(6) Why are the flags sometimes lowered to half-staff at a county courthouse or city hall but not at the Capitol?**

Answer: Custom and tradition, as well as the Flag Code, guide the Governor in determining when and where the flags should be flown at half-staff.

**(7) Can constituents request flags be flown at half-staff for other reasons not addressed in the flag protocol?**

Answer: Yes. Approval for displaying the flags at half-staff, however, resides with the Governor.

**(8) How can I be placed on the flag notification list?**

Answer: You may submit your request via the Governor's website at [www.flgov.com/flag-protocol](http://www.flgov.com/flag-protocol), or call the Governor's legal office at (850) 717-9310.

**(9) Who notifies state facilities when the flag(s) are to be lowered to half-staff?**

Answer: Each state agency facility manager in Tallahassee will notify all their respective agency officers throughout Florida.

**(10) Are state flags flown at federal buildings?**

Answer: Ordinarily state flags are not flown at federal buildings, except on the statehood anniversary date and on state holidays.

**(11) Is death "while serving on active duty" limited to combat?**

Answer: No, death "while serving" in the Armed Forces includes non-combat deaths while on active duty.

**(12) Does the Governor honor a fallen service member as soon as the Governor learns of the death?**

Answer: The Governor waits for the U.S. Department of Defense to notify the family before honoring a fallen service member.

**(13) Will the Governor order the lowering of the flags to half-staff for any fallen service member who has a nexus to Florida?**

Answer: No. There are over 225,000 military members with some nexus to Florida, but only 60,000 who reside in the state. The Governor will order the lowering of the flags to half-staff for those who reside in Florida (a determination made by the Department of Defense) or for those who are interred in Florida.

# ANNUAL DAYS TO DISPLAY THE NATIONAL AND STATE FLAG IN ACCORDANCE WITH GENERAL SERVICES ADMINISTRATION

New Years Day.....	January 1
Inauguration Day (every fourth year) .....	January 20
Martin Luther King, Jr.'s Birthday.....	Third Monday in January
Lincoln's Birthday .....	February 12
Washington's Birthday.....	Third Monday in February
Easter Sunday.....	Variable
Mother's Day .....	Second Sunday in May
Peace Officers Memorial Day* .....	May 15
Armed Forces Day .....	Third Saturday in May
Memorial Day** .....	Last Monday in May
Flag Day.....	June 14
Father's Day.....	Third Sunday in June
Independence Day.....	July 4
National Korean War Veterans Armistice Day.....	July 27
Labor Day .....	First Monday in September
Patriot Day* .....	September 11
Constitution Day .....	September 17
National Fallen Firefighters Memorial Day* .....	Sunday of week in which October 9 falls
Columbus Day .....	Second Monday in October
Navy Day .....	October 27
Veterans Day .....	November 11
Thanksgiving Day.....	Fourth Thursday in November
National Pearl Harbor Remembrance Day* .....	December 7
Christmas Day.....	December 25
Birthdays of States (date of admission)	
State Holidays	
Other Days Proclaimed by the President of the United States	

\* Half-staff from sunrise to sunset

\*\* Half-staff until noon

# **The Flag and the National Anthem**

In playing the “Star Spangled Banner,” persons not in uniform should stand at attention facing the flag with the right hand over the heart. A man wearing a hat or cap should remove the headdress with the right hand and hold the hat or cap at the left shoulder with the hand being over the heart.

Persons in military uniform stand and salute at the first note of the anthem and retain this position until the last note. According to a provision of the 2009 Defense Authorization Act, veterans and active-duty service members in civilian dress may now also salute during the national anthem.

If no flag is present, those present should face the music and act as they would if the flag were displayed.

## **Suggested Interreligious Guidelines for Prayer on Public Occasions**

*As Recommended by the National Conference for Community and Justice*

Accepting an invitation to lead the general community in prayer includes a genuine responsibility to be sensitive to the diversity of faiths among those in whose names the prayer is being offered. A request to offer a public invocation, blessing, benediction or other form of prayer should not be construed as an opportunity to give a personal testimony or a Bible devotional. Such religious meditations or preaching should be reserved for a house of worship or for public events where the sponsors specifically request it. Religious sectarianism at public events is not only a breach of etiquette, but represents insensitivity to the faith of others.

### **Some Basic Guidelines**

Before rendering a public prayer, it may be most worthwhile to consider several guidelines relevant to the community setting:

## 1. Special Occasions

In giving an invocation or benediction one calls upon God's presence on behalf of the particular public gathered (civic clubs, chambers of commerce, graduations, baccalaureates, etc.). Consequently, one is serving as a representative for others present and not as an individual petitioner.

## 2. Common Language

In communicating on behalf of others, one is expected to use common language and share symbols that are acceptable and understandable and not offensive or unintelligible. When appropriate, one may want to utilize a moment of group silence or consider a creative alternative. The challenge is to seek the "highest common denominator" and the best level of inspiration without compromise of conscience.

## 3. Nature of Public Prayer

Such a public prayer may call for addressing, confessing, appealing and advocating. It is not an occasion for preaching or testifying to the public.

## 4. Appropriate Expressions

In opening and closing the prayer, the leader should be especially sensitive to expressions that may be unsuitable to members of some faiths.

# FORMS OF ADDRESS

## Introduction

As a citizen of the state of Florida, there is the possibility you may need to address persons of rank. In recent years you may have had occasion to meet, in person or through correspondence, among others, the following: former Presidents Bush and Clinton, former Attorney General Janet Reno, Nobel Peace Prize recipient and former President of South Africa Nelson Mandela, and former Justice Sandra Day O'Connor.

As Letitia Baldrige points out in her *Complete Guide to New Manners for the '90s*,

People like—and have the right—to be addressed by their proper names and titles. It jars the psyche to be called by an improper name or to see one's name misspelled.

A former ambassador does not like receiving mail without “The Honorable” in front of his or her name, and a United States senator is justifiably miffed when he or she receives a piece of mail addressed to just plain “Mr.” or “Mrs.”

A chart containing proper forms of address begins on page 32.

## When to Use “The Honorable”

Beyond those officers, elective and appointive, whose positions obviously entitle them to this honorific, there may be doubt as to who else should be so recognized. The rule of thumb is that everyone who has ever received a commission over the Great Seal of the State should be known as “The Honorable.”

The prefix remains with them the rest of their lives as a mark of respect, much as a person once a judge will be known as “Judge” after leaving the bench. The Speaker of the House, the President of the Senate, and

the Governor all retain their courtesy title. Senators enjoy the lifetime courtesy title of “Senator,” however, House members do not retain the lifetime title of “Representative.”

Since “Honorable” is a term of esteem, persons who have earned this honorific should never apply the title to themselves. The title is not shared with a spouse, it is not coupled with military or scholastic titles, and it is never abbreviated to “The Hon.” or “Hon.”

**Executive Branch - United States Government**

<b>The President of the United States</b>	<i>Envelope</i>	The President The White House (address)	<i>Salutation</i>	Dear Mr. (Madam) President (and Mrs. (Mr.) Doe)	<i>Introductions</i>	The President of the United States of America
	<i>Official</i>		<i>Complimentary Close</i>	Sincerely,		The First Lady (Gentleman), Mrs. (Mr.) Doe
	<i>Social</i>	The President (and Mrs. (Mr.) Doe)	<i>Invitation</i>	The President (and Mrs. (Mr.) Doe) or if abroad: The President of the United States of America (and Mrs. (Mr.) Doe)	<i>Conversation</i>	Mr. (Madam) President or Sir (Madam) Mrs. (Mr.) Doe
	<i>Spouse of the President</i>	Mrs. (Mr.) Doe	<i>Place Card</i>	The President or if abroad: The President of the United States of America The First Lady (Gentleman)	<i>Note</i>	The first name (or initials) of the President and spouse should never be used at any time.
<b>The Vice President of the United States</b>	<i>Envelope</i>	The Vice President The White House (address)	<i>Salutation</i>	Dear Mr. (Madam) Vice President (and Mrs. (Mr.) Doe)	<i>Introductions</i>	The Vice President of the United States of America Mrs. (Mr.) Doe
	<i>Official</i>		<i>Complimentary Close</i>	Sincerely,		
	<i>Social</i>	The Vice President (and Mrs. (Mr.) Doe)	<i>Invitation</i>	The Vice President (and Mrs. (Mr.) Doe)	<i>Conversation</i>	Mr. (Madam) Vice President or Sir (Madam) Mrs. (Mr.) Doe
	<i>Spouse of the Vice President</i>	Mrs. (Mr.) (full name)	<i>Place Card</i>	The Vice President or if abroad: The Vice President of the United States of America Mrs. (Mr.) Doe		

**Judicial Branch - United States Government**

<b>The Chief Justice of The Supreme Court of the United States</b>	<i>Envelope</i>	The Chief Justice The Supreme Court of the United States (address)	<i>Salutation</i>	Dear Mr. (Madam) Chief Justice (and Mrs. (Mr.) Doe)	<i>Introductions</i>	The Chief Justice of the United States Supreme Court (and Mrs. (Mr.) Doe)
	<i>Official</i>		<i>Complimentary Close</i>	Sincerely,		
	<i>Social</i>	The Chief Justice (and Mrs. (Mr.) Doe)	<i>Invitation</i>	The Chief Justice of the United States Supreme Court (and Mrs. (Mr.) Doe)	<i>Conversation</i>	Mr. (Madam) Chief Justice or Sir (Madam) Mrs. (Mr.) Doe
			<i>Place Card</i>	The Chief Justice Mrs. (Mr.) Doe		
<b>Associate Justice of The Supreme Court of the United States</b>	<i>Envelope</i>	Justice Doe The Supreme Court of the United States (address)	<i>Salutation</i>	Dear Mr. (Madam) Justice (and Mrs. (Mr.) Doe)	<i>Introductions</i>	Justice Doe of the Supreme Court of the United States (and Mrs. (Mr.) Doe)
	<i>Official</i>		<i>Complimentary Close</i>	Sincerely,		
	<i>Social</i>	Justice Doe (and Mrs. (Mr.) Doe) <sup>1</sup>	<i>Invitation</i>	Justice Doe (and Mrs. (Mr.) Doe)	<i>Conversation</i>	Mr. (Madam) Justice or Sir (Madam) Mrs. (Mr.) Doe
			<i>Place Card</i>	Justice Doe Mrs. (Mr.) Doe		

<sup>1</sup>Where the Spouse occupies an official position bearing a complimentary title: Justice Doe and  
The Honorable John Jacob Doe

**Legislative Branch - United States Government**

<b>President of the Senate (The Vice President) of the United States</b>	<i>Envelope</i>	The Honorable (full name) The President of the Senate <sup>2</sup> (address)	<i>Salutation</i>	Dear Mr. (Madam) President	<i>Introduction</i>	The Vice President of the United States and President of the Senate (and Mrs. <i>(Mr.)</i> Doe)
	<i>Social</i>	The Honorable (full name) (and Mrs. <i>(Mr.)</i> Doe)	<i>Complimentary Close</i>	Sincerely,		
<b>The Speaker of the United States House of Representatives</b>	<i>Envelope</i>	The Honorable (full name) The Speaker of the United States House of Representatives (address)	<i>Salutation</i>	Dear Mr. (Madam) Speaker (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Speaker of the United States House of Representatives (and Mrs. <i>(Mr.)</i> Doe) or The Speaker (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>		<i>Complimentary Close</i>	Sincerely,		
	<i>Social</i>	The Speaker of the United States House of Representatives (and Mrs. <i>(Mr.)</i> Doe)	<i>Invitation</i>	The Speaker of the United States House of Representatives (and Mrs. <i>(Mr.)</i> Doe) or The Speaker (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Mr. (Madam) Speaker or Sir (Madam) Mrs. (Mr.) Doe
			<i>Place Card</i>	The Speaker of the United States House of Representatives or if space does not permit full title: The Speaker Mrs. (Mr.) Doe		
<b>United States Senator</b>	<i>Envelope</i>	The Honorable (full name) United States Senate (address)	<i>Salutation</i>	Dear Senator Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), United States Senator from (state) (and Mrs. <i>(Mr.)</i> Doe) or Senator Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>		<i>Complimentary Close</i>	Sincerely,		
	<i>Social</i>	The Honorable (full name) (and Mrs. <i>(Mr.)</i> Doe)	<i>Invitation</i>	Senator Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Senator Doe Mrs. (Mr.) Doe
	<i>if away from Washington</i>	The Honorable (full name) United States Senator (address)	<i>Place Card</i>	Senator (first name) Doe Mrs. (Mr.) Doe		
<b>United States Representative</b>	<i>Envelope</i>	The Honorable (full name) United States House of Representatives (address)	<i>Salutation</i>	Dear Representative Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), United States Representative from (state) (and Mrs. <i>(Mr.)</i> Doe) or Representative Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>		<i>Complimentary Close</i>	Sincerely,		
	<i>Social</i>	The Honorable (full name) (and Mrs. <i>(Mr.)</i> Doe)	<i>Invitation</i>	Representative Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Representative Doe Mrs. (Mr.) Doe
	<i>if away from Washington</i>	The Honorable (full name) United States Representative (office address)	<i>Place Card</i>	Representative (first name) Doe Mrs. (Mr.) Doe		

<sup>2</sup>The Vice President is addressed as *The President of the Senate* in transmitting proposed legislation and certain reports required by law.

**State and Local Government**

<b>The Governor of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Governor Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Governor of Florida (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) The Governor of Florida (address)	<i>Complimentary Close</i>	Sincerely,		The First Lady (Gentleman) of the State of Florida, Mrs. (Mr.) Doe
			<i>Invitation</i>	The Governor of Florida (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Governor <i>or</i> Sir (Madam) Mrs. (Mr.) Doe
	<i>Social</i>	The Governor of Florida (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Governor of Florida Mrs. (Mr.) Doe		
<b>The Lieutenant Governor of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Lieutenant Governor Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Lieutenant Governor of Florida (and Mrs. <i>(Mr.)</i> Doe) <i>or</i> Lieutenant Governor Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) The Lieutenant Governor of Florida (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Lieutenant Governor of Florida (and Mrs. <i>(Mr.)</i> ) Doe	<i>Conversation</i>	Lieutenant Governor <i>or</i> Sir (Madam) Mrs. (Mr.) Doe
	<i>Social</i>	The Lieutenant Governor of Florida (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Lieutenant Governor of Florida Mrs. (Mr.) Doe		
<b>The Chief Justice of the Florida Supreme Court</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Mr. (Madam) Chief Justice (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Chief Justice of the Florida Supreme Court (and Mrs. <i>(Mr.)</i> Doe) <i>or</i> Chief Justice Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) The Chief Justice of the Florida Supreme Court (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Chief Justice of the Florida Supreme Court (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Mr. (Madam) Chief Justice <i>or</i> Sir (Madam) Mrs. (Mr.) Doe
	<i>Social</i>	The Chief Justice (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Chief Justice of the Florida Supreme Court <i>or</i> Chief Justice Doe Mrs. (Mr.) Doe		
<b>The President of the Senate of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Mr. (Madam) President (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The President of the Florida Senate (and Mrs. <i>(Mr.)</i> Doe) <i>or</i> President Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) The President of the Florida Senate (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The President of the Florida Senate (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Mr. (Madam) President Mrs. (Mr.) Doe
	<i>Social</i>	The Honorable (full name) (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The President of the Florida Senate Mrs. (Mr.) Doe		

**State and Local Government (cont.)**

<p><b>The President Pro Tempore of the Senate of Florida</b></p>	<p><i>Envelope</i></p>	<p><i>Salutation</i></p> <p>Dear President Pro Tempore (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Introductions</i></p> <p>The President Pro Tempore of the Florida Senate (and Mrs. <i>(Mr.)</i> Doe) or President Pro Tempore Doe (and Mrs. <i>(Mr.)</i> Doe)</p>
	<p><i>Official</i></p> <p>The Honorable (full name) The President Pro Tempore of the Florida Senate (address)</p>	<p><i>Complimentary Close</i></p> <p>Sincerely,</p>	
		<p><i>Invitation</i></p> <p>The President Pro Tempore of the Florida Senate (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Conversation</i></p> <p>President Pro Tempore Mrs. (Mr.) Doe</p>
	<p><i>Social</i></p> <p>The Honorable (full name) (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Place Card</i></p> <p>The President Pro Tempore of the Florida Senate Mrs. (Mr.) Doe</p>	
<p><b>The Speaker of the Florida House of Representatives</b></p>	<p><i>Envelope</i></p>	<p><i>Salutation</i></p> <p>Dear Mr. (Madam) Speaker (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Introductions</i></p> <p>The Speaker of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe) or The Speaker (and Mrs. <i>(Mr.)</i> Doe)</p>
	<p><i>Official</i></p> <p>The Honorable (full name) The Speaker of the Florida House of Representatives (address)</p>	<p><i>Complimentary Close</i></p> <p>Sincerely,</p>	
		<p><i>Invitation</i></p> <p>The Speaker of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Conversation</i></p> <p>Mr. (Madam) Speaker or Sir (Madam) Mrs. (Mr.) Doe</p>
	<p><i>Social</i></p> <p>The Speaker of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Place Card</i></p> <p>The Speaker of the Florida House of Representatives or if space does not permit full title: The Speaker Mrs. (Mr.) Doe</p>	
<p><b>The Speaker pro tempore of the Florida House of Representatives</b></p>	<p><i>Envelope</i></p>	<p><i>Salutation</i></p> <p>Dear Speaker pro tempore (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Introductions</i></p> <p>The Speaker pro tempore of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe) or The Speaker pro tempore (and Mrs. <i>(Mr.)</i> Doe)</p>
	<p><i>Official</i></p> <p>The Honorable (full name) The Speaker pro tempore of the Florida House of Representatives (address)</p>	<p><i>Complimentary Close</i></p> <p>Sincerely,</p>	
		<p><i>Invitation</i></p> <p>The Speaker pro tempore of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Conversation</i></p> <p>Speaker pro tempore or Sir (Madam) Mrs. (Mr.) Doe</p>
	<p><i>Social</i></p> <p>The Speaker pro tempore of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Place Card</i></p> <p>The Speaker pro tempore of the Florida House of Representatives or, space not permitting: The Speaker pro tempore Mrs. (Mr.) Doe</p>	
<p><b>The Speaker-designate of the Florida House of Representatives</b></p>	<p><i>Envelope</i></p>	<p><i>Salutation</i></p> <p>Dear Speaker-designate (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Introductions</i></p> <p>The Speaker-designate of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe) or The Speaker-designate (and Mrs. <i>(Mr.)</i> Doe)</p>
	<p><i>Official</i></p> <p>The Honorable (full name) The Speaker-designate of the Florida House of Representatives (address)</p>	<p><i>Complimentary Close</i></p> <p>Sincerely,</p>	
		<p><i>Invitation</i></p> <p>The Speaker-designate of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Conversation</i></p> <p>Speaker-designate or Sir (Madam) Mrs. (Mr.) Doe</p>
	<p><i>Social</i></p> <p>The Speaker-designate of the Florida House of Representatives (and Mrs. <i>(Mr.)</i> Doe)</p>	<p><i>Place Card</i></p> <p>The Speaker-designate of the Florida House of Representatives or if space does not permit: The Speaker-designate Mrs. (Mr.) Doe</p>	

**State and Local Government (cont.)**

<b>Senator of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Senator Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), Florida State Senator (and Mrs. <i>(Mr.)</i> Doe) or Senator Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) The Florida Senate (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	Senator Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Senator Doe or Mr. (Madam) Chair (if chair of a committee) Mrs. (Mr.) Doe
	<i>Social</i>	The Honorable (full name) (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	Senator Doe Mrs. (Mr.) Doe		
<b>Representative of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Representative Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), Florida House Representative (and Mrs. <i>(Mr.)</i> Doe) or Representative Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) Florida House of Representatives (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	Representative Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Representative Doe or Mr. (Madam) Chair (if chair of a committee) Mrs. (Mr.) Doe
	<i>Social</i>	The Honorable (full name) (and Mrs. <i>(Mr.)</i> Doe) or if a committee chair: The Honorable (full name) Doe, Chair, Rules & Calendar Committee	<i>Place Card</i>	Representative (first name) Doe Mrs. (Mr.) Doe		
<b>The Secretary of State of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Secretary of State Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	Mr. (Mrs.) (full name), The Secretary of State of Florida (and Mrs. <i>(Mr.)</i> Doe) or Secretary Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	Mr. (Mrs.) (full name) The Secretary of State of Florida (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Secretary of State of Florida (and Mrs. <i>(Mr.)</i> Doe)	<i>Conversation</i>	Mr. (Madam) Secretary or Secretary Doe Mrs. (Mr.) Doe
	<i>Social</i>	Mr. (Mrs.) (full name), The Secretary of State of Florida (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Secretary of State of Florida Mrs. (Mr.) Doe		
<b>The Attorney General of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Attorney General Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), The Attorney General of Florida (and Mrs. <i>(Mr.)</i> Doe) or Attorney General Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) The Attorney General of Florida (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Attorney General of Florida (and Mrs. <i>(Mr.)</i> Doe)		
	<i>Social</i>	The Honorable (full name), The Attorney General of Florida (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Attorney General of Florida Mrs. (Mr.) Doe	<i>Conversation</i>	Mr. (Madam) Attorney General or Attorney General Doe Mrs. (Mr.) Doe

**State and Local Government (cont.)**

<b>The Chief Financial Officer of Florida</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Chief Financial Officer Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), The Chief Financial Officer of Florida (and Mrs. <i>(Mr.)</i> Doe) or Chief Financial Officer Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) Chief Financial Officer of Florida (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Chief Financial Officer of Florida (and Mrs. <i>(Mr.)</i> Doe)		
	<i>Social</i>	The Honorable (full name), The Chief Financial Officer of Florida (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Chief Financial Officer of Florida Mrs. (Mr.) Doe	<i>Conversation</i>	Mr. (Madam) Chief Financial Officer Doe Mrs. (Mr.) Doe
<b>The Commissioner of Agriculture and Consumer Services</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Commissioner Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), The Commissioner of Agriculture (and Mrs. <i>(Mr.)</i> Doe) or Commissioner of Agriculture Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) Commissioner of Agriculture (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Commissioner of Agriculture (and Mrs. <i>(Mr.)</i> Doe)		
	<i>Social</i>	The Honorable (full name), Commissioner of Agriculture (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Commissioner of Agriculture Mrs. (Mr.) Doe	<i>Conversation</i>	Mr. (Madam) Commissioner or Commissioner Doe Mrs. (Mr.) Doe
<b>Head of an Agency</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Secretary Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	Mr. (Mrs.) (full name), The Secretary of (Agency) (and Mrs. <i>(Mr.)</i> Doe) or Secretary Doe (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	Mr. (Mrs.) (full name) Secretary of (Agency) (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Secretary of (Agency) (and Mrs. <i>(Mr.)</i> Doe)		
	<i>Social</i>	Mr. (Mrs.) (full name), The Secretary of (Agency) (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	The Secretary of (Agency) Mrs. (Mr.) Doe	<i>Conversation</i>	Mr. (Madam) Secretary or Secretary Doe Mrs. (Mr.) Doe
<b>The Mayor</b>	<i>Envelope</i>		<i>Salutation</i>	Dear Mayor Doe (and Mrs. <i>(Mr.)</i> Doe)	<i>Introductions</i>	The Honorable (full name), Mayor of the City of (city) (and Mrs. <i>(Mr.)</i> Doe)
	<i>Official</i>	The Honorable (full name) Mayor of the City of (city) (address)	<i>Complimentary Close</i>	Sincerely,		
			<i>Invitation</i>	The Mayor of (city) (and Mrs. <i>(Mr.)</i> Doe)		
	<i>Social</i>	The Honorable (full name), Mayor of the City of (city) (and Mrs. <i>(Mr.)</i> Doe)	<i>Place Card</i>	Mayor Doe Mrs. (Mr.) Doe	<i>Conversation</i>	Mr. (Madam) Mayor or Sir (Madam) Mrs. (Mr.) Doe

**Members of Diplomatic Missions, American and Foreign**

<b>The American Ambassador</b>	<i>Envelope</i>	The Honorable (full name) American Ambassador of the United States (address)	<i>Salutation</i>	Dear Mr. (Madam) Ambassador (and Mrs. (Mr.) Doe) or Dear (military rank: e.g. Admiral) Doe (and Mrs. (Mr.) Doe) or Sir (Madam)	<i>Place Card</i> (at post)	The American Ambassador of the United States Mrs. (Mr.) Doe
	<i>Official</i> (at post)				<i>(away from post)</i>	The American Ambassador to (country) Mrs. (Mr.) Doe
	<i>(away from post)</i>	The Honorable (full name) American Ambassador to (country)	<i>Complimentary</i> <i>Close</i>	Sincerely,	<i>Introductions</i> (at post)	The Honorable (full name), Ambassador of the United States of America (and Mrs. (Mr.) Doe)
	<i>Social</i> (at post)	The Honorable (full name), The American Ambassador of the United States (and Mrs. (Mr.) Doe)	<i>Invitation</i> (at post)	The American Ambassador of the United States (and Mrs. (Mr.) Doe)		
	<i>Social</i> (away from post)	The Honorable (full name), The American Ambassador to (country) (and Mrs. (Mr.) Doe)	<i>(away from post)</i>	The American Ambassador to (country) (and Mrs. (Mr.) Doe)	<i>(away from post)</i>	The Honorable (full name), American Ambassador to (country) (and Mrs. (Mr.) Doe)
<b>The American Consul General, Consul, Vice Consul</b>	<i>Envelope</i>	(full name), Esquire American Consul General (or Consul or Vice Consul) (address)	<i>Salutation</i>	Dear Consul General Doe (and Mrs. (Mr.) Doe) or Sir (Madam)	<i>Introductions</i>	The American Consul General (or Consul or Vice Consul) Doe (and Mrs. (Mr.) Doe)
	<i>Official</i>		<i>Complimentary</i> <i>Close</i>	Sincerely,		
	<i>Social</i>	Mr. and Mrs. (full name)	<i>Place Card</i>	American Consul General (or Consul or Vice Consul) Doe Mrs. (Mr.) Doe	<i>Conversation</i>	Consul ( Vice Consul) General Doe Mrs. (Mr.) Doe
			<i>Invitation</i>	American Consul General (or Consul or Vice Consul) Doe (and Mrs. (Mr.) Doe)		
<b>The Foreign Ambassador in the United States</b>	<i>Envelope</i>	His (Her) Excellency (full name) <sup>3</sup> Ambassador of (full name of country) (address)	<i>Salutation</i> (formal)	Excellency	<i>Place Card</i>	The Ambassador of (country) Mrs. (Mr.) Doe <sup>4</sup>
	<i>Official</i>		<i>(informal)</i>	Dear Mr. (Madam) Ambassador (and Mrs. (Mr.) Doe) <sup>4</sup>	<i>Introductions</i>	His (Her) Excellency (full name), Ambassador of (full name of country) (and Mrs. (Mr.) Doe) <sup>4</sup>
	<i>Social</i>	His (Her) Excellency The Ambassador of (full name of country) (and Mrs. (Mr.) Doe) <sup>4</sup>	<i>Complimentary</i> <i>Close</i>	Sincerely,	<i>Conversation</i>	Your Excellency or Mr. (Madam) Ambassador Mrs. (Mr.) Doe <sup>4</sup>
		<i>Invitation</i>	The Ambassador of (country) (and Mrs. (Mr.) Doe) <sup>4</sup>			

<sup>3</sup>If appropriate, Dr. may be used before the name following the title His (Her) Excellency.

<sup>4</sup>It is customary to use the American title of Mrs., except when the wife of an Ambassador holds a royal or personal title, i.e. Princess or Countess.