

RULES OF PROCEDURE

Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention.

District Convention

Rule 1 The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2 Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 4-A2 Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3 Credentials Committee.

(a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.

(b) The registration and certification of delegates shall occur on the day(s) of Saturday between the hours of 7 a.m. and 1 p.m.

(c) The number of certified delegates shall be announced to the convention upon close of certification and prior to the commencing of voting.

Rule 4 Nominations Committee.

- (a) Sixty (60) days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of a nominations committee consisting not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.
- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5 Replacement of delegates and alternate delegates.

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the copy of the credential certificate issued to the member he/she is replacing provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate.
- (b) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6 Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be limited to nominating/seconding speeches not to exceed three (3) minutes for each nominee.

Rule 7 **Elections Committee.**

- (a) Prior to the convention, the district governor shall appoint, and designate the chairperson of, an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.

- (b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- (c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8 Voting.

- (a) Voting will take place at a predetermined location and time, to secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (b) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.
- (c) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (d) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

**RULES OF PROCEDURE
SPECIAL MEETING TO RECOMMEND
A LION FOR APPOINTMENT AS DISTRICT GOVERNOR**

Rule 1 In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in good standing within the district** for the purpose of recommending a Lion for appointment by the International Board of Directors.

Rule 2 Written invitations to this meeting shall be sent as soon as possible so that the meeting is held within the required **fifteen (15)** days of receipt of notification. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3 The chairperson shall maintain a **written** attendance roster.

Rule 4 Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5 Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6 **Voting.**

(a) Voting will occur immediately after the close of nominations.

(b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.

(c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.

(d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7 At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8 The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as district governor for the (remainder of the) term.

SUMMARY OF RULES

SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

1. The international office has advised the district to convene a special meeting to recommend a member for appointment as district governor.
2. The immediate past district governor prepares invitations for the special meeting. Invitations are to be sent to the district governor, immediate past district governor, first and second vice district governors, the region chairpersons, zone chairpersons and the secretary and treasurer or secretary-treasurer and all past international presidents, past international directors and past district governors who are members in good standing of a chartered Lions club in the district. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot unless a majority of attendees select another voting method.

6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a simple majority vote, voting continues as outlined in the rules of procedure.

7. The chairperson forwards the meeting results at the conclusion of the meeting.

RULES OF PROCEDURE

SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

Rule 1 In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members of the existing cabinet as provided for in the International Constitution and By-Laws and all past international officers who are members in good standing of a chartered Lions club in good standing in the district. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term.

Rule 2 In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available chairperson, to send out written invitations to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3 The district governor shall maintain a written attendance roster.

Rule 4 Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5 Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6 **Voting.**

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot unless a majority of the members attending the meeting select another voting method.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7 At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Signatures:

F. Dean Church _____, Date: December 1, 2018
District Constitution and Bylaws Chair
_____, Date: _____
Constitution and Bylaws Committee Member

NOMINATION AND ELECTION

FORMS

LCI Revisions July 4, 2017 & June 28, 2018 updated 12/2018

Nominating Committee Checklist District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name _____ of _____ Candidate:

Name _____ of _____ Candidate's _____ Lions _____ Club:

Date _____ of _____ Nominating _____ Committee Meeting:

Date _____ of _____ Election:

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in the district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications: for the office of second vice district governor:

- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served
- District Cabinet (check one)
 - Zone or Region Chairperson: Year Served _____
 - Cabinet Secretary and/or Treasurer): Year Served _____
 - One (1) additional year as a member of district cabinet
 Position held: _____ Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson _____ Date _____

Nominating Committee Member _____ Date _____

**Nominating Committee Checklist
First Vice District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name _____ of _____ Candidate: _____

Name _____ of _____ Candidate's _____ Lions _____ Club: _____

Date _____ of _____ Nominating _____ Committee _____ Meeting: _____

Date _____ of _____ Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in the district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the second vice district governor within this district.

In the event the current second vice district governor does not stand for election as first district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications: for the office of second vice district governor:

- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served
- District Cabinet (check one)
 - Zone or Region Chairperson: Year Served _____
 - Cabinet Secretary and/or Treasurer): Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson _____ Date _____

Nominating Committee Member _____ Date _____

**Nominating Committee Checklist
Second Vice District Governor Candidate**

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name _____ of _____ Candidate:

Name _____ of _____ Candidate's _____ Lions _____ Club:

Date of Nominating Committee Meeting:

Date of Election:

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in the district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: Year Served _____
- Club Board of Directors Two (2) Years Served
- District Cabinet (check one)
 - Zone or Region Chairperson: Year Served _____
 - Cabinet Secretary and/or Treasurer): Year Served _____
- With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson Date

Nominating Committee Member Date

**Standard Ballot
District Governor, First Vice District Governor
and Second Vice District Governor Elections**

Sample 1 Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing a (mark) an appropriate symbol in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor	Candidate A	
	Candidate B	

Sample 2 Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing a (mark) an appropriate symbol in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor	Candidate A		

Sample 3 Ballot where there are three or more candidates.

Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

Instructions. Indicate your preference by clearly marking next to each candidate’s name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc).

Position	Name	Preference/Rank
Second Vice District Governor	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

Rules for Preferential Voting:

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his

first preference, the numeral 2 beside his second preference, and so on for every possible choice.

2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers' report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
 - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
 - b. The number of ballots in each remaining pile after this distribution is again recorded.
 - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
 - d. Again the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
 - e. The tellers' report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).