

STATE CONVENTION SITE SELECTION PROCESS

PURPOSE:

The purpose of this policy is to outline the procedures for the site selection and bidding on the MD 14 State Convention. The city or area bidding shall have all the necessary facilities to conduct an orderly and progressive convention for the Lions of Pennsylvania.

GENERAL:

1. Convention City/Area Selection:

No City or Area shall be considered for a State Convention unless the Official Bid Form contains the following:

- a. A commitment of a minimum of 300 individual bed rooms at the State Convention Headquarters Hotel and any other contracted hotels. No hotels shall be considered which are under construction.
- b. In the event that such rooms are not available in close proximity to the Headquarters Hotel, shuttle bus service shall be provided for the delegates.
- c. A commitment for a banquet room to seat approximately 600 attendees and enough rooms for other meal functions to seat from 100 to 200 attendees.
- d. Adequate facilities for the proper functioning of the general meetings, to seat no fewer than 100 delegates, minimum of 500 attendees for a necrology service and facilities to hold various seminars, adequate display area, district caucuses and such other rooms as may be determined by the Council of Governors.

2. Convention Bid Forms:

- a. The State Council Administrator shall give the convention bid forms to the District Governor of the district hosting the convention. This shall be done five years prior to the convention. The bid form shall also be provided to the Host District Chairperson after the Council of Governors has approved a Lion, who shall serve as the Host District Chairperson.
- b. The completed bid form shall be returned by the Host District Chairperson to the State Administrator who shall forward the completed bid form to the State Council Chairperson in accordance with Article I, Section 1, of the MD-14 By-Laws, four years in advance of the proposed convention.
- c. The completed bid form shall be signed by the District Governor and submitted by the Host District Chairperson to the State Administrator and the State Attorney to review the requirements set forth in Policy 108.
- d. After the State Administrator, State Council Chairperson and the State Attorney approve the bid, it will be presented to the Council of Governors for ACCEPTANCE OR REJECTION.

3. Convention City or Area Inspections:
- a. For identification purposes, the Host District Chairperson and the State Administrator shall mean only those Lions in their respective positions at the time of the inspections.
 - b. The Host District Committee shall first select the site for the Multiple District 14 Lions State Convention.
 - c. Following the Council of Governors preliminary approval of the State Convention site at the third State Council meeting, all contracts shall be sent to the State Attorney for review in accordance with Policy No. 108-General Counsel and Contracts.
 - i. The State Attorney shall recommend any clarifications, corrections and/or remarks in the contract being reviewed. The contract shall be returned to the State Administrator and the Convention Host District Committee Chairperson who shall contact the facilities to address the concerns outlined in the proposed contract.
 - ii. The State Attorney shall approve all contracts, which shall be sent to the State Administrator who shall forward copies to the State Council Chairperson and Host District Chairperson.

After the Council of Governors approves the site for the convention, the State Administrator and the State Council Chairperson shall sign all the contracts for the convention.
 - d. The State Council Chairperson (if available), Host District Chairperson and the State Administrator shall inspect the designated city or area for the purpose of establishing that the city or area meet the requirements as outlined in policy.

If the city or area meets all the requirements as outlined in policy, the State Administrator shall report to the Council of Governors the city or area can host the convention.
 - e. The initial inspection shall be made four years prior to the State Convention. The results of the inspection shall be reported to the Council of Governors at the third State Council Meeting which would enable State Council to make a final decision in May.
 - f. The State Administrator shall announce the City or Area to host the state convention in four years to the delegates at the Sunday General Session of the State Convention.
 - g. The Council Chairperson (if available), State Administrator and Host District Chairperson shall make an inspection of the City or Area chosen for the State Convention no later than twenty-four months prior to the date the city or area is to host the State Convention.
 - h. The Council Chairperson (if available), State Administrator and the Host District Chairperson may make another inspection of the chosen site twelve months and more visits if necessary prior to the State Convention.

- i. The State Administrator shall report the results of all re-inspections at the next State Council meeting.
- j. The State Administrator listed herein in any section of this policy is entitled to expenses as outlined in his/her job description. The State Council Chairperson and the Host District Chairperson may submit for expenses using the PA General Reimbursement Policy.