

## STATE CONVENTION RULES OF PROCEDURE

### PURPOSE:

The purpose of this policy is to set forth steps that must be taken to coordinate and conduct each annual Multiple District 14 Lions State Convention.

### GENERAL:

1. Order of Business:

The regular order of business as shown in the program will be adhered to and new business will be in order each session only at the conclusion of the regular program.

2. Speaker:

No person exclusive of those assigned set speeches and discussion will be allowed to speak on more than one subject at any one time and while speaking shall contain his/her remarks strictly to the subject in order to allow everyone an opportunity to address the convention.

3. Resolutions:

Any and all resolutions must be typewritten and double-spaced on correspondence size paper (8 ½ x 11) one side only and delivered in triplicate at the time of presentation to the presiding District Governor.

4. Reports of Committees:

Any and all committee reports must be typewritten and double-spaced on correspondence size paper (8 ½ " x 11 ") one side only and delivered in triplicate at the time of presentation to the presiding officer.

5. Who May Vote:

Only registered delegates who are members of a Lions Club in good standing in Multiple District 14, who shall be present at the convention and whose credentials shall have been certified by the Credentials Committee of the convention shall be entitled to vote upon all questions and matters properly presented. Each delegate present shall have but one vote. No proxies are allowed.

6. Nominations for a Candidate for an International Office:

Nominations for International Office shall be made on Saturday during the regular business session. The State Council Chairperson shall place in nomination at the convention the name of each prospective candidate who has fulfilled said procedural and Constitutional requirements. Each such nominee for International Office shall be entitled to one seconding speech of no more than three (3) minutes duration.

Voting for the candidate to be endorsed from Pennsylvania for the International Office shall be on the official ballot on Sunday during the regular voting hours. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the Multiple District 14. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

7. How to Nominate District Governors and Vice District Governors:

Any delegate desiring to present a candidate for the office of District Governor or Vice District Governor in his/her respective district, will present said nomination in writing to the Chairperson of the Nominating Committee appointed for that district, no later than 11:00 am of the seventh (7th) day prior to the convention, except where a District Governor or Vice District Governor shall have been elected at a Sub-District Convention; in which event no nomination will be accepted. However, a certificate of election duly authenticated by the District Governor and Cabinet Secretary of the said Sub-District, shall be presented in lieu thereof. The Chairperson and members of the State Convention Nominating Committee will be announced at the first business session of the convention.

8. Nominating Speeches:

Speeches in support of nominees for the District Governor and Vice District Governor will be made at Sub-District caucuses.

9. Qualified Voters:

The Credentials Committee will certify in the Election Committee all qualified voters, but nothing in this rule shall be construed to prevent the permanent substitution of an alternate for a delegate during the period of the convention. The Credentials Committee and/or the Elections Committee may require proof of identity of delegates or alternates at the time of certification or at the time of voting.

10. How to Secure Recognition:

Any member desiring to secure recognition of the chair is required to state his NAME and CLUB and then address the chair by using the word "LION" in place of the prefix "Mr." Anyone desiring recognition must notify the chairperson in advance.

11. Presentation to Convention:

Anyone wishing to make a presentation to the convention must have prior approval from the presiding officer.

12. Election Rules:

The Election Rules and Procedure as set forth in Policy 407 shall be adopted as a Section of these Rules of Procedure.

13. Parliamentary Authority:

Roberts Rule of Order, Newly Revised, shall be the parliamentary authority for all matters of procedure not otherwise specifically covered.