RULES OF PROCEDURE FOR THE STATE CONVENTION

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.

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.

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.

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.

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.

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.

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.

Nominating Speeches

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

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.

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.

Presentation to Convention

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

Election Rules

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

Parliamentary Authority

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

GENERAL

1. MAKE-UP OF GENERAL ELECTION COMMITTEES:

The chairperson and members called upon to serve on individual committees relative to the General Election held annually in conjunction with each Multiple District 14 Lions State Convention shall be appointed in accordance with Article III, Section 1, of the Multiple District 14 By-Laws. Such committees are Registration, Credentials and Elections.

All members of the committees shall perform such duties as are assigned to them by the Chairperson and/or Vice-Chairperson of the Committee to which they have been so appointed.

It shall be the duty of the District Governor making selections for Lions to serve on committees to make sure that all such appointees accept their appointments and appear for duty promptly as directed. Appointees not reporting for duty shall be replaced by an alternate appointed by the Committee Chairperson or the District Governor of the District responsible for the absent appointee.

2. JUDGE OF ELECTIONS

At the third State Council meeting the State Administrator shall recommend a qualified Lion to State Council for appointment as the Judge of Elections. The Host Committee Chairperson shall assist the Judge of Elections. The duties and responsibilities of the Judge of Election shall include, but not limited to, assisting the State Administrator and supervising the election procedure for voting during the official election program at the State Convention. Further, the Judge of Election shall verify the final results of the balloting on all questions presented on voting ballots.

3. BADGES:

The Chairperson and Members of the Election Committee, Registration Committee and Certification Committee at all times while on duty shall wear distinctive Badges.

4. ELECTIONS COMMITTEE VOTING TIME:

Members of the Elections Committee who have been certified as voting delegates shall be permitted to vote prior to any other delegate in order that they may report to their assigned duties as early as possible.

Election Committee Badges shall be accepted by the Sergeants-At-Arms for permitting advance entry into the voting room.

5. **REFRESHMENTS:**

The Elections Committee Chairperson shall pre-arrange with the Chairperson of the Convention Committee for an adequate supply of appropriate food and refreshments to be furnished to the Elections Committee Members at appropriate times during the course of the election process and vote counting.

6. **CANDIDATE CAMPAIGN MATERIAL:**

The use of posters, signs and other similar campaign material shall not be permitted at an annual Multiple District 14 Convention by or on behalf of a Lion who is not a candidate for office at that Convention. Posting of campaign material for certified candidates within the area of the Elections Room shall be determined by the Constitution and By-Laws Committee in cooperation with the Elections Committee and the Council of Governors.

7. **POSITION OF CANDIDATES ON BALLOTS:**

a. POSITION OF CANDIDATES ON BALLOTS WHO ARE SEEKING ENDORSEMENT FOR INTERNATIONAL DIRECTOR OR INTERNATIONAL VICE-PRESIDENT:

At annual Multiple District 14 Conventions where there is more than one candidate seeking the endorsement for the office of International Director or International Vice President, positions on the Ballots shall be determined by lot drawing conducted by the Constitution and By-Laws Committee.

b. POSITION ON THE BALLOTS FOR DISTRICT GOVERNOR CANDIDATES;

The position on Multiple District 14 convention Ballots for District Governors from those Districts where there is more than one candidate and such District does not elect their District Governor at a Sub-District Convention, shall be determined by the affected Sub-District. Should a Sub-District not determine such position, then the Multiple District 14 Constitution and By-Laws Committee shall determine the positions by lot drawing,

c. AMENDMENTS TO THE MULTIPLE DISTRICT CONSTITUTION AND BY-LAWS:

All Multiple District 14 Constitution and By-laws Resolutions of Amendments shall be voted upon by secret, written ballot.

8. **PROCEDURE FOR CREDENTIALS, CERTIFICATION AND VOTING**:

a REGISTRATION:

Dates and times of registration at MD-14 Annual Convention will be determined for a given Convention by the State Council of Governors based on recommendations from the State Convention Host Committee. All persons to be certified as a voting Delegate or non-voting Alternate Delegate must register before their credentials can be certified.

(1) Each person registering for the Convention must pay a specified registration fee and complete the registration procedure as is set forth in the Multiple District 14 Constitution and By-laws.

b. CREDENTIALS:

Dates and times for operation of the Credentials Certification Room or Area for a given Convention shall be determined by the State Council of District Governors based upon recommendations received from the State Convention Host Committee.

(1) Credential Forms for Delegates and Alternates shall be mailed directly to each Lions Club in sufficient time that would permit each Club to receive such credentials no less than thirty (30) days prior to the opening of a given Multiple District 14 State Lions Convention.

(2) The exact number of Delegates and Alternate Delegates forms will be mailed to each club according to the number of Delegates and Alternates allowed each club (one delegate and one alternate for each ten [10] members or major fraction thereof) in accordance with the MD-14 Constitution and By-laws.

(3) Club Secretaries must complete the Delegate and Alternate Delegate forms specifying the names of the Delegates and Alternates.

(4) Each Delegate and Alternate Delegate form must by signed by the Lions Club President or Secretary or District Governor of the Delegate's District.

(5) The Delegate or Alternate Delegate must sign each Delegate and Alternate Delegate form.

c. DELEGATE AND ALTERNATE DELEGATE CERTIFICATION:

(1) All delegates will be certified as part of and to represent their respective Sub-District.

(2) Each Delegate and/or Alternate Delegate must register in order to be certified.

(3) Each Delegate and/or Alternate Delegate, following registration, shall be directed to report to the appropriate personnel in the Credentials Room for certification.

(4) The Credentials Committee, under the direction of its Chairperson, shall meet at a designated time and place prior to the opening of the Credentials Certification Stations. This is done in order that certification personnel receive adequate instruction and training in all phases of procedures as they relate to certification of credentials.

(5) Delegates and/or Alternate Delegates must present positive identification and Convention Name Badges to the credentials personnel in order to be certified. Identification may be in the form of a Lions Membership Card, Driver's License.

(6) Credentials Personnel will have each Delegate and Alternate Delegate sign the Credentials Book in the appropriate section designated for Delegates or Alternate Delegates. The Credentials person at the Certification Station of the Sub-District will then stamp and initial the back of the Credentials Card to show that the Delegate or Alternate has been certified.

(7) Credentials Certification Stations shall close no later than 15 minutes prior to the closing of ballot voting.

d. REPLACEMENT OF DELEGATE'S AND ALTERNATE DELEGATE'S CREDENTIALS CARD AND SUBSTITUTING AND ALTERNATE DELEGATE FOR A DELEGATE:

(1) The following steps shall be taken when an Alternate Delegate must replace a regular Delegate for voting purposes. The Alternate Delegate must first obtain a Delegate's Credentials Card from the District Governor of his home District, which the District Governor must first obtain from the Multiple District Office at the Convention. The District Governor must sign the new Delegate's Credentials Card prior to giving it to the Alternate Delegate.

The Alternate Delegate will then take the Credentials Card to the Credentials Certification Station of their home Sub-District. At this time the Credentials person will, in the case where the Alternate had previously signed the Credentials Book, cross out the Alternate's signature, initial the cross out, and then have the Alternate Delegate sign the book in the place that is allocated for Delegate signatures. In such cases where the Alternate Delegate has not previously signed the Credentials Book, the Credentials person would not have to cross out any signature but would have the Alternate Delegate sign the book in the location allocated for Delegate Signatures.

(2) Should a Delegate or an Alternate Delegate lose or misplace their Credentials Certificate Card, then the same process as set forth in the above paragraph would be followed to obtain a new card.

e. <u>VOTING</u>

(1) Voting will be held between 6:30 a.m. and 9 a.m. on the final day of the convention.

(2) The use of Ballot Boxes in connection with the elections and other matters requiring a secret vote is hereby authorized, subject to the approval of State Council that such use is the acceptable way at the time of the voting.

(3) The voting room shall be of sufficient size so as to accommodate no less than ten (10) square feet of space for each Sub-District Election Committee Member Station in Multiple District 14 and for an influx of voting delegates of no less than two hundred (200) at any given time.

(4) Each Sub-District Station will be assigned one (1) Ballot Box, which is to be under lock and key at all times during the voting period and can only be opened by the Election Committee Chairperson or Judge of Elections. Counting of the votes shall begin on or before 9:00 a.m.

(5) To secure a Ballot Card, a Delegate must report to the appropriate Sub-District Station and then present a signed and certified Credentials Card to show that they are certified to vote. Election Personnel may at that time, if they so desire, require additional identification, over and above that which was required by the Sergeants-at Arms at the entrance door.

(6) Once the Delegate is identified, then the Elections Personnel will remove the VOTE IN DISTRICT stub from

the Delegate's Credentials Card, stamp “voted” on the front of the card and then return it to the Delegate. At that time the Elections Personnel will then hand the Delegate a Voting Ballot for use to vote on each item appearing on the subject Ballot or Ballots as it pertains to their Sub-District and Multiple District 14.

(7) The voter shall indicate their choice by marking the Ballot opposite the name of their choice for the position being voted upon and opposite the "yes or no" box for the respective Resolution of Amendment which appears on the Ballot. Any Ballot Card containing votes for more or less than the specified number of choices or Resolutions of Amendments to vote upon shall be declared invalid as to that particular section of the ballot.

(8) When the voter has completed voting on the Ballot they shall deposit the completed Ballot into the Ballot Box located at the Station of their Sub-District. In the event a voter spoils a Ballot, they shall return said spoiled Ballot to the Elections Committee Chairperson or the Judge of Election, who shall then issue a new Ballot. Election Personnel shall retain all spoiled Ballots in a separate and secured container.

f. <u>VOTE COUNTING:</u>

(1) The Judge of Elections, assisted by the Elections Committee, shall have control of the election process and responsibility for the ballot cards and vote counting during the elections.

(2) The Elections Committee, using personnel assigned or appointed to the committee from each of the Sub-Districts as Vote Counters, shall begin counting the votes no later than 9:00 a.m.

(3) The vote counting room must be of sufficient size so as to accommodate the Vote Counting Committee and be so located that it is directly connected to the voting room without interference from other sources or activities. No person, other than Vote Counters or designated Election Personnel, is permitted to enter the vote counting room without the explicit approval of the Chairperson of the Elections Committee or the Judge of Elections. The vote counting room shall contain comfort facilities or be so located near such facilities so that the vote counting personnel will not have to be in contact with other persons other than the Elections Personnel or Sergeants-at-Arms. This arrangement shall be in force until the counting of votes is finalized and the results are announced to the Candidates. Once such an announcement is made, then and only then,

shall the Elections Committee Chairperson or the Judge of Elections excuse the entire Elections and Voting Committees.

(4) The vote counting personnel, under the jurisdiction of the Elections Committee Chairperson, or Judge of Elections, shall audit (count) the results of the election or elections as often as they deem necessary to assure accurate count for each item voted upon for a final report.

(5) The Elections Committee and Judge of Elections shall keep complete and accurate records of votes cast and Delegates and Alternate Delegates voting. A separate record must be maintained of Ballot Cards spoiled, replaced or declared invalid. These subject cards must be kept in a secure position for a period of no less than one (1) year.

(6) No member of the Elections or Vote Counting Committee shall be permitted to leave the Vote Counting or Balloting (Elections) Room until the counting of votes has been finalized except in an emergency and with the explicit approval of the Chairperson of the Elections Committee or the Judge of Elections.

(7) In addition to Sub-Section (4) set forth above, the Elections Committee shall prepare a report of all votes cast, Ballots used, Ballots spoiled, Ballots declared invalid and Ballots not used per each Sub-District to assure that all Ballot Cards printed for the Election are accounted for. The Elections Committee shall thoroughly review and submit a report, through the Elections Committee Chairperson, of the results of the elections at the final session of the convention for adoption by the delegates. Such report shall conform to the requirements of the Multiple District 14 Constitution and By-Laws.