

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. Site 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 sleeping room nights 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 attendees.
 - c. A commitment for a banquet room to seat approximately 500 attendees and enough rooms for other meal functions to seat as many as 200 attendees.
 - d. Adequate facilities for the proper functioning of the general meetings, with a minimum of 100 attendees, and minimum of 500 attendees for a Necrology Service, as well as facilities to hold seminars, and committee meetings, adequate displays space area, other needs as determined and approved by Council of Governors.

2. Convention Bids:
 - a. Soliciting convention bids shall be done five years prior to the convention. The bids 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. Completed bids 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 I, of the MD-14 By-Laws, a minimum of four years in advance of the proposed convention.
 - c. The completed bids shall be signed by the District Governor and submitted by the Host District Chairperson to the State Administrator and the MD-14 Legal Counsel to review in accordance with Policy 108.
 - d. After the State Administrator, State Council Chairperson and the MD-14 Legal Counsel approve the bid, it will be presented to the Council of Governors for acceptance or rejection.

3. Convention City/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. Host District Committee shall first propose the site for the Multiple District 14 State Convention.

- c. 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 that the city or area can host the convention.
- d. The initial inspection shall be made five (5) 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 no less than four (4) years prior to the Lions year in which the state convention will be held.
- e. 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 MD-14 Legal Counsel for review in accordance with Policy 108: State Purchases and Contracts.
 - i. MD-14 Legal Counsel 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 facility to address the concerns outlined in the proposed contract.
 - ii. MD-14 Legal Counsel 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.
- f. After the Council of Governors formally approve the site for the convention, the State Administrator shall sign all contract for the convention.
- g. State Administrator will announce the city or area to host the state convention to the delegates at the Business Session of the State Convention no later the four (4) years prior.
- h. State 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 24 months prior to the date the city or area is to host the state convention.
- i. State Council Chairperson (if available), State Administrator and Host District Chairperson may make another inspection of the chose site 12 months prior to the date the city or area is to host the state convention and more visits thereafter, if necessary.
- j. State Administrator shall report the results of all re-inspections at the next State Council meeting.
- k. State Administrator listed herein in any section of this policy is entitled to expenses as outlined in his/her job description. State Council Chairperson and Host District Chairperson may submit expenses under Policy 204.