

PROCEDURE FOR THE PENNSYLVANIA CAUCUS

PURPOSE:

The purpose of the Pennsylvania Caucus is to provide a forum for all candidates from other Multiple and/or Single Districts who are seeking International Office to address the assembled delegates from MD 14. The Caucus also provides an opportunity for the MD 14 delegates to hear presentations and to discuss pending ballot questions.

This policy shall be a guideline and procedure for conducting the MD-14 Pennsylvania Caucus.

GENERAL:

1. The International Convention Committee Vice Chairperson, hereinafter referred to as the Vice Chairperson, shall notify all multiple districts and all known candidates for International office as to the date, time and location of the Pennsylvania Caucus.
2. The Vice Chairperson shall attend the meeting of the Nominating Committee at the International Convention. The Vice Chairperson shall obtain the names of all the candidates for the ballot and will announce the date, time and location of the Pennsylvania Caucus.
3. The Vice Chairperson is the chairperson of the Caucus meeting. He/she shall announce the start and finish times of the Pennsylvania Caucus at the Nominating Committee meeting of LCI as published in the International Program Booklet.
4. The Vice Chairperson shall arrange for a table and two (2) chairs outside the Caucus Room at the Pennsylvania Breakfast or Caucus Meeting room.
5. Distribution of candidate material or brochures shall be as follows:
 - a. NO brochures may be distributed during the PA Breakfast.
 - b. Brochures may be distributed prior to the start of the PA Breakfast or Caucus meeting.
 - c. Brochures may be distributed during the candidate's presentation.
6. Each candidate for International Director shall be allowed one (1) minute for an introduction by their representative and three (3) minutes for the candidate to speak to the Lions of Pennsylvania. If only one person will be speaking, they may use the entire four (4) minutes.
7. Each candidate for International Vice President should be given one (1) minute for introduction by their representative and four (4) minutes for the candidate to speak to the Lions of Pennsylvania. If only one person will be speaking, that person may use the entire five (5) minutes.
8. The Vice Chairperson shall arrange for one or two of the International Convention Committee members to be assigned to the sign-in table (If the

caucus is held in conjunction with a meal, it is imperative that the Lions remain at the sign-in table during the meal).

9. Candidates shall be presented on a first-come, first-serve basis, EXCEPT any candidate for International Vice President shall have preference and be moved to the top of the list.
10. A list of all members of the International Family from Multiple District 14 who are present at the Caucus should be made available to each candidate.
11. The volunteers at the sign-in table should advise the representative or the candidate of the time each person may speak.
12. A member of the International Convention Committee or another volunteer shall act as a "runner". It is the "runner's" job to take the form filled out by the candidate (or his representative) to the Chairperson at the head table.
13. The Vice Chairperson shall appoint two volunteers to act as timers for presentations.
14. The Vice Chairperson and those assisting the Vice Chairperson shall dress in Formal Summer Greens or business suit.