

# **STATE COUNCIL MEETING REPORTING PROCEDURE**

## **PURPOSE:**

This policy establishes the procedure to be followed by Coordinators and Committee Chairpersons for attendance and reporting to the Council of Governors at the State Council Meetings.

## **DEFINITION**

A Coordinator is defined as a Lion who is responsible for a specific project

A Committee Chairperson is defined as a Lion who chairs a 3- or 4-member committee, standing or ad hoc, that is responsible for a specific project

## **GENERAL**

1. Each Committee Chair and Coordinator, as required by their policy, will submit a report to the Council of Governors in writing their activities to the State Office no later than two weeks (14 days) prior to the State Council Meeting. Complete versions of all written committee reports will be included in the office minutes of the State Council Meeting.
2. Any action item proposal received by the State Office after the date must be approved by a two-thirds vote by the Council of Governors and Council Chair present before it may be presented for consideration. An action item submitted after the deadline that does not receive the needed two-thirds vote for consideration will be tabled until the next State Council Meeting.
3. With some notable exceptions, oral committee and coordinator reports will be subject to a three-minute time limit. Exceptions are at the discretion of the Council Chair.
4. Any state committee chairperson or member, coordinator or Lion making a presentation to Council of Governors in the General Session, shall be dressed in proper business attire or formal summer or winter greens.

5. Individual Committee Chairpersons and Coordinators are not entitled to be reimbursed for attendance at State Council Meeting unless they are on the agenda or called upon to report to the Council of Governors.
  - a. If the Chairperson of the committee is not present at the meeting, he/she may designate a member of the committee to make the report. The committee member would be entitled to reimbursement.
  - b. Committee Chairpersons and Coordinators are entitled to expenses for travel, lodging and meals for State Council meetings in accordance with Policy 204 and for State Conventions in accordance with Policy 204
  - c. The following Coordinators: PA Lions Sight Conservation and Eye Research Foundation, PA Lions Hearing Research Foundation, PA Lions Foundation, PA Lions Beacon Lodge Camp; are reimbursed by the respective foundations.