

## MULTIPLE DISTRICT 14 ELECTION AND VOTING PROCEDURE

### PURPOSE:

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

### 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 IV, Section 1. of Multiple District 14 By-Laws. Such committees are Registration, Certification 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 Host Committee Chairperson and State Administrator making selections for Lions to serve on committees to make sure that all appointees accept their appointments and appear promptly for duty as directed. Appointees not reporting for duty shall be replaced by an alternate appointed by the Committee Chairperson or Host Committee Chairperson or State Administrator.

2. Judge of Elections: At the third State Council meeting the State Administrator shall recommend a qualified Lion to the Council of Governors for appointment to the Judge of Elections. The Host Committee Chairperson shall assist the Judge of Elections. The duties and responsibilities of the Judge of Elections 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 Elections shall verify the final results of the balloting on all questions presented on the voting ballots.
3. Badges: The Chairpersons and Members of the Elections Committee, Registration Committee and Certification Committee shall wear distinctive badges at all times while on duty.
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 delegates 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 area.

5. 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: 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.
8. All Multiple District 14 Constitution and By-Laws Resolutions of Amendments shall be voted upon by secret, written ballot.
9. Procedure for Certification and Voting:
  - a. Registration: Dates and times of registration at the annual MD-14 convention will be determined for a given convention by the Council of Governors based on recommendations from the State Convention Host Committee. All persons to be certified as a voting delegate must register before their credentials can be certified. 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 Certification area for a given convention shall be determined by the Council of Governors based upon recommendations received from the State Convention Host Committee.
    - i. Certification Forms for Delegates shall be mailed or emailed 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 MD-14 State Convention.
    - ii. Delegate Forms will be mailed or emailed with instructions related to the number of delegates allowed each club (one delegate for each ten (10) members of the major fraction thereof) in accordance with MD-14 Constitution and By-Laws.
    - iii. Club secretaries must complete the delegate forms specifying the names of the delegates.
    - iv. Each Delegate form must be signed by the Lions Club President or Secretary or District Governor of the Delegate's District.
    - v. Delegate must also sign his/her Delegate form.
  - c. Delegate Certification:
    - i. All delegates will be certified as part of and to represent their respective sub-district
    - ii. Each delegate must register for the state convention in order to be certified
    - iii. Certification Committee under the direction of its Chairperson shall meet at a designated time and place prior to the opening of the Credentials Certification Station. 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.

- iv. Delegates must present positive identification and convention name badge to Certification personnel in order to be certified. Identification may be in the form of a Lions Membership Card, Driver's License or other form of photo identification.
- v. Certification personnel will have each delegate sign in the appropriate section of the Certification Book. The Certification personnel at the appropriate sub-district station will then stamp and initial the back of the Credential Form to show that the delegate has been certified.
- vi. Certification stations shall close no later than fifteen (15) minutes prior to the closing of the voting period.

d. Replacement of Delegate Credentials

- i. Delegate must obtain a Delegate Form from the Certification personnel. The President or Secretary of the delegate's home club or District Governor of the delegate's sub-district must sign the new Delegate Credential Form. The delegate will then take the credential form to the certification station of their home sub-district to be certified to vote.

e. Voting:

- i. Voting will be held between 6:30 a.m. and 9:00 a.m. on the final day of the convention.
- ii. 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 the Council of Governors that such use is the acceptable way at the time of the voting.
- iii. The voting room shall be of sufficient size so as to accommodate no less than six (6) voting stations for each ballot box and for an influx of voting delegates of no less than fifty (50) at any given time.
- iv. To secure a Ballot, a delegate must present a signed and certified Credential Form to indicate 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.
- v. Once the delegate is identified, the Elections personnel will stamp "voted" on the front of the form and return it to the delegate. Upon entry into the voting area the delegate will present his/her stamped certification form to a member of the Elections Committee, who will then hand the delegate a Voting Ballot for use to vote on each item appearing on the Ballot or Ballots for that year's MD-14 convention.
- vi. The voter shall indicate a choice by marking the Ballot opposite the "yes" or "no" box for the respective Resolution of Amendment that appears on the Ballot. Any Ballot card containing votes for more or less than the specified number of choices shall be declared invalid as to that particular section of the Ballot.

- vii. When the voter has completed voting, each Ballot is to be deposited in the Ballot Box located within the voting area. In the event a voter spoils a Ballot, said spoiled Ballot is to be returned to the Elections Committee Chairperson or Vice-Chairperson who shall then issue a new Ballot. Election personnel shall retain all spoiled Ballots in a separate and secured container.
- f. Vote Counting:
- i. 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.
  - ii. The Elections Committee, using personnel assigned or appointed to the committee shall begin counting the votes no later than 9:00 a.m.
  - iii. 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 Counter or designated Election personnel, is permitted to enter the vote counting room without explicit approval of the Chairperson of the Elections Committee or 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 be in contact with persons other than the Elections personnel or Sergeants-at-Arms. This arrangement shall be in force until the counting of votes is finalized. Then and only then shall the Elections Committee Chairperson or the Judge of Elections excuse the entire Elections and Voting Committees.
  - iv. 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 vote upon for a final report.
  - v. The Elections Committee Chairperson and Judge of Elections shall keep complete and accurate records of votes cast and delegates voting. A separate record must be maintained of Ballot cards spoiled, replaced or declared invalid. These subject ballots and reports must be kept in a secure position for a period of no less than one (1) year or until the Council of Governors approves the disposal of those materials.
  - vi. No member of the Elections or Vote Counting Committee shall be permitted to leave the vote counting 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.
  - vii. In addition to Sub-Section 4 set forth above, the Elections Committee shall prepare a report of all votes cast, Ballots used, Ballots spoiled, Ballot declared invalid and Ballots not used to assure that all Ballots 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.