

# CHAPTER VIII CONVENTION

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## GENERAL POLICY

International Convention time preference shall be:

- a. First – third or fourth week in June
- b. Second – second week in July
- c. Third – first week in July (provided it is to the association's financial benefit)

## A. CONVENTION SITE SELECTION PROCEDURE

1. **Primary Bid Requirements** – A city's bid for the international convention will not be considered prior to receipt by the Convention Division of a letter of endorsement in support of a bid for a specific year from the presiding council of governors of a multiple district (or the cabinet of a single district, in the absence of a multiple district) wherein the city is located. This endorsement may not be withdrawn. Following a convention site selection, the host single district or multiple district will receive annual updated information on the progress of arrangements for the convention, particularly as it will involve the host Lions.
2. No city will be considered, inspected, or submitted for consideration of the International Board of Directors, unless its bid meets the following primary requirement:

A commitment of a minimum of 6,000 acceptable guest rooms, of which 75% are within a 10-mile radius and the remaining 25% are within a 15-mile radius by a convention shuttle, to the major convention hall facilities; air conditioned, as deemed necessary, suitable for double occupancy, under contract between each participating property and Lions Clubs International, each with full private bath facilities, either existing or under construction, (the latter to be completed and available for inspection two (2) years prior to the convention dates.)

No increase in room rates will be made after May 1, two years prior to the year in which the convention is held.

## 3. Additional Bid Requirements:

- a. A commitment for a convention hall or indoor arena; air conditioned, as deemed necessary, with a minimum of 12,000 seats in place, in full view of a stage area, approximately 40 feet by 70 feet, to accommodate the convention's general sessions and other major events as scheduled. This facility must be available Friday through Friday of the convention period, for a total of eight (8) days, with sufficient storage space through the following Monday.

In addition, the convention hall facilities must include a minimum of 170,000 square feet of suitable space with sufficient auxiliary meeting rooms for convention offices, air conditioned, as deemed necessary, to accommodate convention services such as registration, certification, voting, club supplies, information, etc. This space must be available Thursday, preceding convention week through the Saturday of convention week for a total of ten (10) days, with sufficient storage space, through the following Monday.

A firm statement on the total cost for use of the proposed convention hall facilities must be included in the bid.

- b. Acceptable facilities must be provided for the proper functioning of the district governors-elect school and convention headquarters hotel.
- c. Each bidding city shall be inspected, at the expense of the city, by the convention committee chairperson and the manager of the convention division prior to the board meeting when a convention site will be selected. Exception to this procedure may be made if the convention has been held in the bidding city, or the bidding city has been inspected, within the past three (3) years. In the event that any of the above named individuals are unable to make said inspection and/or additional persons are needed, the international president in consultation with the chairperson of the International Convention Committee and the executive director shall have the right to designate the personnel required.

d. The International Board of Directors shall not select a convention city more than five (5) years in advance.

4. **Bid Forms** – All cities wishing to bid for the international convention must file with the international office properly executed bid forms, supplied by Lions Clubs International, covering all necessary facilities required by Lions Clubs International, including individual hotel contracts, by November 15, of the year prior to the board meeting when the convention city is to be selected. The bids will be heard and a decision made at the March/April board meeting each year.

Supplemental documentation will not be accepted after March 1. The Convention Committee may limit the number of bids accepted each year.

All bidding cities shall be afforded equal opportunity in written presentation and consideration of bids.

5. **Site of Convention Outside USA** – A convention site outside the United States shall be chosen, at least once in every five (5) years, provided an acceptable bid of a non-continental United States site has been made.

6. **Bid Review and Preparation** – All bids submitted for convention sites shall be reviewed, prior to their submission to a meeting of the International Board of Directors, by the general counsel and Convention Division manager, to assure that all terms thereof, are consistent with board policy and that all such bids (together with all exhibits, housing agreements, letters of authority, lease forms and other legal documents necessary to legal completion thereof) are in hand and in form sufficient for submission to said board meeting. The general counsel and Convention Division manager, in cooperation with the international convention chairperson, shall take all steps necessary and proper to effect, consistent with board policy, legal completion of all terms of any such bid prior to said board meeting.

Such bids shall include, without limitation, signed housing agreements, in form approved by the association, committing room and public space accommodations in the number and kind required by board policy. Any bid which shall include a commitment of rooms yet to be constructed shall contain a written statement detailing construction time tables on such accommodations.

The Convention Committee chairperson, in cooperation with the Convention Division and Legal Division shall prepare a comprehensive, comparative evaluation of each city's bid. This evaluation will focus on the pros and cons of each bid and include a recommendation from the Convention Committee.

This evaluation will be submitted to each member of the International Board of Directors no earlier than one (1) month in advance of the time at which the convention site vote shall be taken, but no later than twenty-four (24) hours prior to that time.

In the preparation of this evaluation, if it is determined that any bid is not in form sufficient for inclusion in such evaluation, within the time specified, the bid shall not be considered, nor submitted to the members of the International Board of Directors.

The International Convention Committee chairperson and those involved in the preparation of the evaluation will be present and formally submit the evaluation at the opening session of the March/April International Board Meeting for general review and discussion before a vote is taken to select the convention city in question. The vote shall be taken no later than the closing session of said international board meeting.

7. **Bids and Contracts** – The general counsel shall be responsible to see that all convention bids and housing contracts are executed by the association and returned to the appropriate parties within 180 days after the selection of the respective site by the International Board of Directors.

8. **Convention Site Correspondence** – Copies of all letters written by the convention committee chairperson and/or the convention division manager shall be furnished to the president, the vice president whose convention site such letters concern and the convention committee chairperson or convention division manager, as the case may be.

9. **Reinspection of Convention City**
- a. The vice president who will preside as president, accompanied by his/her spouse, the Convention Committee chairperson, the Convention Division manager and the Convention Services and Housing Department manager shall make a complete reinspection of the city approximately two years prior to convention time to establish that suitable facilities are still available. In the event that any of the above named individuals are unable to make said reinspection and/or additional persons are needed, the inter-

national president, in consultation with the executive director, shall have the right to name a replacement.

- b. The vice president, accompanied by his/her spouse, may make a visit to the site of the convention at which he/she takes office of president approximately two years in advance for the purpose of inspecting and recommending hotels/facilities for the district-governor-elect housing seminar.
- c. The president, accompanied by his/her spouse, may make a visit to the site of the convention over which he/she will preside as president approximately one year in advance.

**10. Reinspection Report** – The Convention Committee shall report the results of the inspection at the board meeting immediately following such reinspection.

11. Details of convention city bids shall remain strictly confidential and not be disclosed to other bidding cities.

## **B. CONVENTION HOUSING AND REGISTRATION**

### **1. Registration Fee**

- a. The board of directors interprets the language of Article II, Section 6 of the International By-Laws to mean that payment of the convention registration fee is required to attend any business session, official proceeding or convention activity including entry into any merchandise or exhibit area, unless otherwise authorized by the International Board of Directors' Convention Committee or its designee.
- b. The registration fee, which includes the convention activity coupons, shall be established at the March/April meeting of the board of directors of the year which precedes the convention.
- c. Any child under 18 who wishes to secure an official convention badge, convention program and/or attend any official convention event that requires proof of registration will be required to pay the children's fee approved by the board of directors for a given convention.
- d. A room deposit will not include the adult registration fee. Such deposits will be approved at the March/April board of directors meeting in the year preceding the convention. Room deposits and registration certificates will not be transferable.

**2. Pre-Registration** – In connection with international conventions, the individual Lion may fill out a pre-registration application, enclose the registration fee and receive a name badge, activity book and any appropriate convention information.

**3. Delegation Hotels** – A listing of delegation hotel assignments will be available at the Housing Office in the Convention Hall.

**4. District Headquarters Housing and Cancellation Deadlines** – Except as the board of directors may from time to time otherwise determine:

- a. The assignment of room reservations to a district headquarters hotel shall be made until December 31 of the convention year or until the room allocation is depleted, whichever comes first.
- b. The convention committee shall establish the individual room reservation cut-off date. The cut-off date shall be determined no later than the closing session of the March/April board meeting of the year preceding the convention.
- c. Refunds of deposits for group room blocks consisting of 10 or more rooms shall be allowed until May 1 of the convention year.
- d. Refunds for pre-registrations cancelled shall be allowed until May 1 of the convention year.
- e. A processing fee of US\$5.00 will be charged for changes to each registration and/or each housing request. A processing fee of US\$5.00 will be charged for each cancellation. A processing fee of US\$5.00 will be withheld from each approved refund for housing and/or each approved refund for registration. Special exceptions for any of the above requests to be at the discretion of the International Convention Committee Chairperson. This will be effective with the 2001 convention in Indianapolis.

Housing requests received after these dates shall be assigned if rooms are available. Appropriate notice of these deadlines shall be publicized in THE LION Magazine and in such additional newsletters and bulletins necessary to accomplish this purpose.

**5. Housing Procedures** – All hotel room reservation requests must be processed through the Convention Division of Lions Clubs International. All reservations must be individually filed by Lion name, address, and club name on the official forms designated by Lions Clubs International. All hotel room

reservations will be returned to individual Lions, or to a party, duly authorized by a multiple district council or district cabinet to coordinate group housing arrangements.

No such party shall be recognized by the association unless and until said parties shall execute an agreement approved by the general counsel which protects the association against failure of said party to properly deliver reservation certificates or to comply with rules of the association concerning cancellation of reservations.

6. **Headquarters Hotel** – Hotel rooms in the international headquarters hotel shall be made available to the following and their families:
  - a. The international family
  - b. Past international presidents
  - c. Past international directors
  - d. Headquarters staff

After rooms are assigned in the international headquarters hotel to those listed above, housing may be allocated, as available, to the multiple districts of the:

- a. International president
- b. Immediate international past president
- c. International first vice president
- d. International second vice president

International President and First Vice President: At international conventions and at board meetings held in conjunction with international conventions, a sufficiently large suite (two bedroom) is to be provided to accommodate the retiring international president and the president-elect and their immediate families (mothers, fathers, sons, daughters and their spouses). Immediate family members do not include brothers, sisters, mothers-in-law, fathers-in-law, cousins or other relatives. In addition to the suite, a maximum of two double rooms will be provided by the association to accommodate the immediate family members. On other occasions and for other executive officers, a regular suite (one bedroom) is to be provided for the officer and his/her spouse only, and such officer will be reimbursed only for actual expense incurred.

7. **Past Presidents' Accommodations** – Past international presidents attending the international convention will be accommodated for eight (8) nights in the international convention headquarters hotel with a modest parlor and a connecting bedroom or, as circumstances dictate, a parlor with two (2) connecting bedrooms to share with another past international president. Assignments will be subject to annual review by the International Convention Committee based on availability and appropriate budgetary consideration.

Past international president appointees to the international board will be afforded the same privilege for the pre- and post- convention board meetings.

8. **Reserve Housing for Each District Governor – District governors** will be allocated rooms at their district headquarters hotel if there is assignment of district headquarters. This allotment of rooms will be held until the cut-off date for individual reservations. District governors will be required to remit their room reservation deposit with their official housing request.
9. **Reserve Housing for Each District Governor-Elect** – Such housing shall be determined for a given convention subject to recommendations of the Convention Committee and approved by the International Board of Directors. Each first vice president may visit the site of the convention at which he/she will take the office of president for the purpose of inspecting and recommending hotels/facilities for the district governors-elect housing/ seminar.

10. **Suite (Complimentary)** – The chairperson of the International Convention Committee shall be permitted a suite at the international convention, provided it is complimented by the host city. The number of complimentary rooms and suites shall be made known to the board of directors and shall be assigned by the Convention Committee, subject to the approval of the board.

## C. CONVENTION EVENTS AND ACTIVITIES

### 1. Activities or Events Approval

All activities or events proposed for an international convention will be subject to review by the Convention Committee and approved by the International Board of Directors. All such activities and events should be determined at the March/April board meeting one year prior to each convention.

2. **Meal Functions** – Ticket costs for meal functions shall be made on a basis that the entire cost of the function will be covered in the tickets sold. Such functions are not to be subsidized by Lions Clubs International.

3. **Shows and Entertainment Review and Bid Proposal** – Shows and entertainment format, acts and special effects shall be reviewed by the Convention Committee before finalization with show producers. Selection of producers through review of bid proposals shall be the joint responsibility of the Convention Division and the Convention Committee.

#### 4. Flag Ceremony

- a. Participation – The association policy governing recognition of countries and geographical locations, and the right of participation in international flag ceremonies shall not be affected by political issues existing among the peoples of any defined territory considered thereunder, and shall be and hereby is charged to grant country recognition and such right of participation to any country or geographical location which has an association approved flag.

- b. Except as the board of directors may from time to time otherwise determine, the flag of the host country shall follow the flag of the country that gave the organization birth, which will be preceded by the remainder of the flags in the inverse order in which they entered Lionism.

The flag ceremony at the international convention shall include the following announcement, somewhat as follows:

“Now we have the honor to present the flags of the nations in which Lionism is established.”

5. **Memorial Service** – Only present and past executive officers and directors, who have died since the previous convention, shall be named in the memorial service.

#### 6. Parade Order, Prohibitions and Participation

- a. The single or multiple district of the president will lead the parade, followed by the single or multiple district of the immediate past president, the first vice president and the second vice president, respectively. An international delegation wearing traditional costumes and carrying an association approved flag will then follow. The parade order will then continue, alternating the order of march every four (4) years to be effective in 1996 as follows:

- 1) M to A - then Z to N
- 2) N to Z - then A to M
- 3) A to Z
- 4) Z to A

The host district will be last, unless it is the home of an executive officer.

- b. Automobiles for the international family in the parade shall be in the following order:

President  
Immediate Past President  
Vice Presidents  
Directors  
Past Presidents  
Administrative Officers

- c. No commercial float or advertising of a commercial nature will be permitted in any international parade.
- d. Participation in the parade of international conventions shall be limited to multiple districts, sub-districts, provinces, states, nations, and affiliate possessions and protectorates are to march with the country with which they are affiliates or of which they are possessions or protectorates.
- e. The throwing or passing out of materials at any time from floats or parade units is strictly prohibited. States or districts who have candidates for international office may, at their option, display appropriate banners and symbols on their parade units in support of candidates from their state or districts.
- f. Every district shall be allowed to enter in the parade a total number of musical units corresponding to the total number of sub-districts in the district, and the same ruling will apply to the entry of floats with other mechanized entries to be included in the count of floats allowed. Excepted from this ruling is the district of the incoming president and the host district.
- g. The Leos of the world shall be included in the Parade Order of March following the International Family. Leos shall be allowed to carry the Leo flag.

#### 7. International Show

The international show shall be concluded with an appropriate international closing.

#### 8. Forums, Meetings, Conferences

- a. **Seminars and Forums on International Relations** – Part of the seminar or workshop for club presidents should include an emphasis on international relations.

- b. **Past International Directors Seminar** – a seminar will be conducted by the immediate past international president at each international convention for past

international directors, the subject matter of which shall include, but not be limited to, current information about programs, needs and concerns, generally, of the association and the incoming international president will be invited to participate in the seminar for the purpose of expressing his/her program and goals for the ensuing year.

9. **Service Activities Center** – A service activities center, together with appropriate translators, shall be made available in a highly visible location at international conventions. The purpose of this center will be to provide and display information on Lions Clubs International service activities exclusively and announce the availability of resource materials in those areas.

10. **Convention Sales - Merchandise and Convention Trading Pins**

- a. At international conventions districts and clubs may distribute authorized convention trading pins to their respective members with return of cost and/or contributions; otherwise, unless approved by Lions Clubs International no sales of merchandise and convention trading pins may be made except by the Club Supplies and Distribution Division.
- b. Six Lions shall be appointed by the international president as assistant sergeants-at-arms who will bring to the attention of security and the Convention Committee, any violation which may occur in the sale of convention trading pins and/or merchandise during international conventions for the necessary action by security and the Convention Committee.

11. **District Governors-Elect Spouses Orientation**

Lions Clubs International, in conjunction with the convention program, shall sponsor an orientation session at an appropriate time during the governors-elect school for the governors-elect spouses.

#### D. INTERNATIONAL FAMILY ARRANGEMENTS

1. **Introductions** – Unless otherwise determined appropriate with respect to a particular convention, introduction of the international family at the international show shall consist of individual introductions of the president, immediate past president and vice-presidents and group introductions (not individually) of directors, past presidents, board appointees and administrative officers.

Seating arrangements shall follow the same order.

2. **International Officers – Special Services**

- a. **Transportation Service** – Transportation service for the international convention shall be provided for the president, immediate past president, first and second vice presidents during the June/July board meeting and the convention period on a will-call basis with two hours advance notice required.

- b. **Shipment of Gifts** – The Convention Division shall arrange for packing and shipping of convention gifts for directors and past presidents. Lions Clubs International's cost of packing is borne by Lions Clubs International, while the Directors or Past International Presidents are to pay all shipping charges.

3. **Convention Awards**

- a. **Retiring International President** – An appropriate certificate, suitably framed, shall be presented during the convention to the retiring international president. This certificate shall be of the highest quality design and be signed by all executive officers and directors.

- b. **Election** – a Certificate of Election, signed by the president and attested to by the secretary, shall be sent to each newly elected director and executive officer of the association.

4. **Activity Coupons/Tickets**

- a. Activity coupons at international convention shall be furnished without cost to members of immediate families of executive officers, directors, past presidents, administrative officers and members serving on board committees.

Two activity coupons shall be provided without charge to each past international director in attendance at the convention for use by him/her and his/her spouse or a member of his/her immediate family.

- b. Two tickets for the past international presidents and past international directors banquets at the international convention shall be furnished without charge to each past international president and past international director in attendance for use by him/her and his/her spouse or a member of his/her immediate family.

## 5. Housing

(Refer to "Convention Housing and Registration" Paragraph B, Items 6 & 7)

## 6. Official Banquets

### a. General

- (1) The international president shall appoint a chairperson for each banquet.
- (2) No certified candidate for the office of international director or second vice president shall be seated at any head table.

### b. Arrangements

- (1) **Past International Presidents and Past International Directors Banquet:** The head table shall include the following Lions and their spouses: The immediate past international president, first vice president, banquet chairperson and a past president or past director selected by the international president to represent him/her.
- (2) **District Governors and Past District Governors Banquet:** The head table shall include the following Lions and their spouses: the international president, second vice president, banquet chairperson, administrative officers and past district governors selected by the immediate past president and first vice president to represent them. The international directors shall be seated in a reserved area.

### c. Procedures

Budgets, menus and any entertainment shall be subject to approval of the International Convention Committee. Other arrangements pertaining to the program format for each banquet may be developed by the respective banquet chairperson with the approval of the International Convention Committee. Program content will be non-political in nature.

## E. ELECTION PROCEDURE

1. **Make-up of the Credentials Committee –** The president shall appoint all members (a constitutional requirement). It is recommended that the chairperson and vice chairperson

of this committee be selected by the president. Other members to be selected as follows:

One member to be selected by the immediate past president

One member to be selected by the first vice president

One member to be selected by the second vice president

Three additional members to be selected by each candidate for an executive officer position other than the current executive officers.

2. **Make-up of the Elections Committee –** The president shall appoint the chairperson, the vice chairperson, and three other members who under the direction of the chairperson, shall supervise all phases of the election procedure from the point of the ballots being placed in the ballot boxes and including the receipt and distribution of blank ballots and the security of marked ballots and "voted" credential cards. The president shall also appoint additional members selected as follows:

- a. Not less than five nor more than fifteen members to be selected by each candidate for each executive officer position for which there is more than one candidate.
- b. Each director candidate to select two members.
- c. Other members up to a total of 100 to be selected by the president on as equitable a basis as practicable from the seven (7) geographical areas of Lionism.
- d. One member of the committee selected by each candidate for an executive officer position shall be designated by the chairperson as observers. The observers, together with the chairperson of the committee, shall also constitute a Judging Committee (within the Elections Committee) to rule as to the legality of all questionable ballots. All other members of the committee shall perform such duties as are assigned to them by the chairperson and/or vice chairperson; provided, however, that one member selected by each director candidate, as designated by the chairperson of the committee, may also observe any phase of the counting procedure at any time.

It shall be the duty of those persons making the selections for appointment to

this committee to make sure that all such appointees accept their appointments and appear for duty promptly as directed, and such appointees not so reporting for duty may be replaced by the chairperson from among a list of alternate committee members appointed by the president – such alternate committee members to be selected by the president on as equitable a basis as practicable from the seven (7) geographical areas of Lionism.

3. **Elections Year Badges for Elections Committee** – Distinctive elections committee badges carrying the year of the election shall be worn by Elections Committee members at all times.
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 for their assigned duties as early as possible. Elections Committee badges shall be accepted by the sergeants-at-arms for permitting advance entry to the voting area.
5. **Refreshments** – An adequate supply of appropriate food and refreshments shall be furnished all Elections Committee members at appropriate times during the course of the voting and counting of the votes.
6. **Campaign Expenditures** – Candidates for international offices shall exercise moderation insofar as campaign expenditures are concerned.
7. **Candidate Campaign Material** – The use of posters, signs, banners, and similar campaign material shall not be permitted at an international convention by or on behalf of a Lion who is not a candidate for office at the convention. Posting of campaign material for certified candidates within the area of the convention hall will be determined by the International Convention Committee.
8. **Candidates for International Offices – Speeches**
  - a. Second Vice President candidates shall be permitted seconding nomination speeches not to exceed three (3) minutes in duration. Immediately thereafter they shall be allowed not to exceed five (5) minutes to speak to the delegates assembled should they choose to do so.
  - b. Candidates for the office of international director, following their nomination for such office by the chairperson of the

Nominations Committee, shall be allowed not to exceed two (2) minutes during which time they may speak to the delegates assembled or, if they choose to do so, have someone speak in their behalf, or at their election utilize said period for a combination of such purposes.

- c. At the conclusion of the association's business session during which nominations for such offices are scheduled, candidates may remain in the convention hall, immediately upon recess or adjournment, for a period of approximately thirty (30) minutes during which time delegates may meet and talk with them. Candidates may make themselves available in front of the stage at the front of the hall.
- d. The Official Convention Program shall contain a statement at the end of this business session schedule as follows:

Candidates for all offices who choose to do so will remain in the convention hall in front of the stage, for a period of approximately thirty (30) minutes, where delegates will have an opportunity to talk with them.
- e. No candidate for the office of second vice president or international director shall be permitted to speak at any official function of the international convention or District Governors-elect Seminar.

## 9. Convention Election Ballots

- a. Positions of Candidates' Names - Positions of candidates' names on international convention ballots shall be as determined by lot drawing conducted by the convention Nominating Committee. Names of candidates shall be so listed for all offices to be filled and said offices shall be listed on the ballot in the following order:

International president  
First vice president  
Second vice president

Directors from India, South Asia, Africa and the Middle East

Directors from Australia, New Zealand, Papua New Guinea, Indonesia and the islands of the South Pacific Ocean

Directors from Canada

Directors from Europe

Directors from the Orient and Southeast Asia

Directors from South America, Central America, Mexico and Islands of the Caribbean Sea

Directors from the United States of America and its affiliates, Bermuda and the Bahamas

- b. Amendments to International Constitution and By-Laws - All constitution and by-laws amendments proposed at international conventions shall be voted upon by written ballot.

#### 10. Procedures for Credentials, Certification, Voting

- a. **Registration** – Dates and times of registration at the convention will be determined for a given convention by the International Board of Directors based on recommendations from the Convention Committee. All persons who wish to be certified as a voting delegate or non-voting alternate delegate must register before his/her credentials may be certified. Each person registering must pay the specified registration fee and complete the registration procedure as established for the convention.
- b. **Credentials** – Dates and times for operation of the credentials certification area will be determined for a given convention by the International Board of Directors based on recommendations from the Convention Committee. The following procedure will be utilized in pre-certifying delegates and alternate delegates to the convention and in confirming credentials at the convention.

(1) **Credential Forms:** Delegate and/or alternate delegate form will be mailed directly to each club.

- (a) Form will be mailed in the language of the club members. It will be a two-part form and delegate and alternate delegate should bring bottom section to the convention. (The top section is returned to the international office.)
- (b) One form will be mailed to each club indicating the number of delegates and alternate delegates allowed to that club (one delegate and one alternate delegate for each twenty-five members or major fraction

thereof) according to the computer membership records ending November 30. A separate sheet should be copied for each additional delegate or alternate delegate.

- (c) Club secretaries must complete the delegate and alternate delegate forms specifying the names of the delegates and alternate delegates.
- (d) All delegate and alternate delegate forms must be signed by the club president or secretary or other duly authorized officer of such club. If other officers are authorized to sign delegate and alternate delegate forms, a letter naming the officer(s) and indicating the office(s) held, must be furnished for record, signed by the club president and secretary.
- (e) All delegate and alternate delegate forms must be signed by the delegate or alternate delegate.
- (f) All delegate and alternate delegate forms should be returned to the international office no later than May 1 preceding the convention.

#### (2) Replacement Forms:

Replacement forms will be mailed to each club at the time delegate and alternate delegate information is sent. These forms are to be used for replacing a delegate or alternate delegate whose name has already been submitted to the international office.

This form must be signed by the club president or secretary, or other duly authorized officer, of such club. The replacement delegate and replacement alternate delegate must also sign this form. If no club officer is present, such form may be signed by the district governor or district governor-elect of the district in which the club is located.

#### (3) Computer:

The association computer will be utilized to process the precertification of delegates and alternate delegates.

- (a) **Credential Computer Records:** The computer will prepare an alphabetical listing by

district and club name with club identification number and with names of delegates and alternate delegates which have been submitted as representing each club. Beside each club name will be the total number of members and the number of delegates and alternate delegates authorized. This will be prepared at the time of the final computer printout which is based on the membership figures of the first day of the month last preceding that month during which the convention is held.

(b) **Credential Card:** The computer will prepare a two part credential card indicating the club name and club identification number and delegate's name. These shall be numbered consecutively. Two signature lines will be included, Line numbered "1" and Line numbered "2." These copies will be a color different from the original.

(c) **Replacement Forms:** Replacement forms, replacing delegates or alternate delegates already submitted to the international office, should be received in the international office by May 1 preceding the convention. Otherwise, these substitute forms should be brought to the convention and handed to the appropriate personnel in the credential area. If received by May 1, the substitute names will be recorded in the computer and will appear on the final printout. If received after May 1 or brought to the convention, they will be recorded by the credentials personnel on computer records at the time of certification.

**(4) Delegate and Alternate Delegate Certification:**

(a) All delegates will be certified as part of their respective multiple district, whether or not there are clubs from two or more countries in said multiple district.

(b) Delegate and/or alternate delegate must register in order to be certified.

(c) Delegate and/or alternate delegate following registration, will be directed to report to the credentials area.

i. Credentials personnel will be staff members and/or clerical personnel with supervision by the Credentials Committee.

ii. The Credentials Committee, under the direction of its chairperson and vice chairperson, shall meet with all credentials personnel at a designated time and place, sufficiently prior to the opening of the credential certification stations, to provide adequate instruction and training of said personnel in all phases of the procedures as they relate both to certification of credentials, and to the voting process to the point the delegate receives the blank ballot cards.

(d) Delegate and/or alternate delegate must present positive identification and convention name badge to the credentials personnel. Identification may be in the form of the Lions membership card, passport, visa, driver's license, social security card, national identification card, travel passes acceptable for travel within a country by citizens of another country, or other positive identification acceptable to the Credentials Committee.

(e) Credentials personnel will check name on credential computer records (prepared by the staff from names submitted by clubs by May 1) and verify delegate's and/or alternate delegate's name. If name is not already in credential computer records, follow procedure set forth in paragraph number 6 below.

Credentials personnel will enter reporting delegate's and/or alternate delegate's name on the credential computer records to indicate he/she has been certified.

- (f) Credentials personnel will print out delegate's credential card (prepared by the staff from names submitted by clubs by May 1) or alternate delegate's credential card or credential certificate, as the case may be, shall be prepared by the credentials personnel. The delegate's card number shall be entered in the credential computer records.
- (g) The delegate must sign the electronic signature pad on signature line "1." The delegate's signature will be retained on the computer.
- (h) Credentials personnel shall give the delegate copy of the credential card to the delegate and the delegate must present such copy to the voting personnel in order to secure a ballot. Credentials personnel shall star the top and bottom sections of the alternate delegate's credential certificate and give the bottom section to the alternate delegate. The alternate delegate's signature will be retained on the computer.
- (i) Credentials personnel shall file the original signed delegate's credential card and the top section of the starred alternate delegate's credential certificate in the "certified" file.
- (j) Credentials Committee: The Credentials Committee shall act in an advisory and supervisory capacity only and shall rule on any questionable matters relating to an individual Lion's eligibility to be certified, which shall require a majority agreement of the committee. No member of the committee shall physically certify or validate an individual delegate's or alternate delegate's credentials. No delegate or alternate delegate may be certified

unless he/she meets all requirements for certification and positively no deviation from the established procedures, under any circumstances, shall be made.

- (k) In case of equipment or power failure or other significant event, the members of the Credentials Committee in consultation with the Constitution and By-Laws Committee of the International Board of Directors may, by the decision of a majority of its members, implement a manual rather than computerized procedure to facilitate the timely certification of delegates and alternate delegates. Said manual procedures shall be consistent in principle with these rules and preserve the integrity of the certification process.

**(5) Replacement of Delegates and Alternate Delegates:**

Prior to the close of registration and certification:

- (a) To replace a delegate and/or alternate delegate who has not been certified, the replacement must present a duly signed replacement form.
- (b) To replace a delegate and/or alternate delegate already certified, the replacement must surrender the duplicate copy of the delegate credential card or alternate delegate credential certificate, as the case may be, and present a duly signed replacement form.
- (c) On the day of voting, a duly certified alternate delegate shall be allowed to obtain a ballot(s) and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate delegate credential certificate together with the copy of the certified delegate's credential card to the voting personnel at which time the voting personnel will change name on this card to the name of the certified alternate delegate,

have alternate delegate sign his/her name on signature line 2, certify his/her signature with the signature of alternate delegate on file in the computer and otherwise follow the foregoing procedure, except that the copy of the certified alternate delegate's credential certificate shall be retained by the voting personnel and stapled to the certified delegate's credential card and stamped "voted," the copy of which shall be returned to the Elections Committee. Alternate delegates who were not certified cannot replace a certified delegate or uncertified delegate.

**(6) Delegates and/or Alternate Delegates not Precertified:**

Delegates and/or alternate delegates not precertified by the club and wishing to be certified must, following registration, submit required identification and;

- (a) Present the completed delegate and/or alternate delegate form signed by the club president or secretary, or other duly authorized officer, of such club or, if no such club officer is present, by the district governor or district governor-elect of the district in which such club is located; or
  - (b) Complete the delegate and/or alternate delegate form and have it signed by the club president or secretary, or other duly authorized officer of such club or, if no club officer is present, by the district governor or district governor-elect of the district in which such club is located in the presence of credential personnel.
  - (c) Credentials personnel thereupon shall enter name in credential computer records and prepare a delegate credential card or alternate delegate certificate, as the case may be, and handle as provided in subparagraph (b)(4).
- (7) Translators shall be furnished in the areas of registration, certification or credentials and voting up to time

delegates are handed their ballots, to assist those delegates who do not speak English.

**c. Voting**

In case of equipment or power failure or other significant event, the members of the Credentials Committee and the Elections Committee chairperson and vice chairperson in consultation with the Constitution and By-Laws Committee of the International Board of Directors may, by the decision of a majority of its members, implement a manual rather than computerized procedure to facilitate the timely voting of delegates and alternate delegates. Said manual procedures shall be consistent in principle with these rules and preserve the integrity of the voting process.

- (1) Unless otherwise determined by action of the international board, voting will be held between 7:00 am and 10:00 am on the final day of the convention.
- (2) The use of voting machines in connection with elections and other matters requiring a secret ballot is hereby authorized subject to a determination by the Executive Committee that such use is feasible and practicable, the same to be purchased or rented as may be determined by the Executive Committee.
- (3) The voting area will use similar physical setup and personnel as are used for certification of credentials, with supervision by the Credentials Committee. Each voting station (language area) will be assigned a number for identification purposes which shall be used on all records referring to said voting station.
- (4) To secure a ballot (candidate ballot and constitution ballot), the delegate must report to his/her appropriate language station (language area which will be easily identifiable by a language sign).
- (5) The delegate will present the duplicate signed copy of the credential card to the voting personnel. The voting personnel will display the signature on the computer screen and have the delegate sign on signature line "2." The signature must be verified (signature on line "2" must bear a sufficient likeness to signature on

signature line "1") before a ballot instruction sheet and ballot are issued. Each delegate shall be issued a ballot in the same language as that indicated on the delegate's credential card. Ballot instruction sheets shall be made available in all the approved languages of Lionism to delegates who do not speak English.

- (6) The voting personnel will stamp "voted" on the delegate credential card handed to them by the delegate and retain the delegate stamped credential card for return to the Elections Committee to secure additional ballots. The delegate will be given a separate receipt as evidence that he/she has voted.
- (7) A prenumbered printed ballot and an appropriate instruction sheet if necessary will be handed to the delegate. He/she will then move to the voting area to cast his/her vote.
- (8) The voter shall indicate his/her vote by filling in the broken arrow opposite the name of the candidate of his/her choice and opposite the "yes" or "no" box opposite the respective resolution of amendment. A filled in arrow must be placed in the proper line to constitute a vote. Any ballot containing votes for more or less than the specified number of offices to be filled in any section shall be declared invalid as to that particular section.

When the delegate has completed voting on both sides of ballot, he/she shall place the ballot in a secured "voted ballot" container. In the event a delegate spoils his/her ballot, he/she may return the ballot to Elections Committee personnel, who shall issue him/her a new ballot. Elections Committee personnel shall maintain all spoiled ballots in a secured container.

- (9) A duly certified alternate delegate shall be allowed to obtain a ballot and vote in lieu of a duly certified delegate from the same Lions club by presenting his/her copy of his/her alternate delegate credential certificate together with the copy of the certified delegate's credential card

to the voting personnel at which time the voting personnel will change name on this card to the name of the certified alternate delegate, have alternate delegate sign his/her name on signature line 2 (original and duplicate), certify his/her signature with signature of alternate delegate on file in the computer, and otherwise follow the foregoing procedure, except that the copy of the certified alternate delegate's credential certificate shall be retained by voting personnel and stapled to the certified delegate's credential card and stamped "voted" on the copy, of which shall be returned to the Elections Committee to secure ballots.

**d. Voting Procedure** – The Elections Committee will oversee the voting, count ballots, conduct a thorough audit and prepare and present specified reports of the election results. The chairperson of the Elections Committee shall call a meeting of his/her entire committee at a time and place sufficiently prior to the opening of voting to provide adequate instruction in the procedures to be followed.

- (1) All ballots will be prenumbered consecutively and packaged in bundles of 50 for each of the official languages that will be distributed from the respective voting station.

The ballots for amendments to the International Constitution and By-Laws shall be printed in all official languages of the association.

- (2) The printer shall deliver the blank ballots to the Elections Committee chairperson or vice chairperson at a designated time and place, determined by the Elections Committee chairperson, who shall take responsibility therefore, check the numerical sequence to determine that all ballots are accounted for, and will distribute and collect ballots from the voting personnel. Blank ballots shall be kept secured in locked containers at all times, except when removed for distribution to voting personnel.
- (3) The Elections Committee will initially provide each voting station (language area) with two bundles of 50 ballots each.

- (4) When the voting station (language area) has distributed 50 ballots in an official language to certified delegates, the Elections Committee will replace the same with 50 additional ballots and collect the 50 credential cards (marked "voted") collected in distributing the previous 50 ballots. The chairperson or vice chairperson of the Elections Committee shall secure all such "voted" credential cards in locked trunks as they are collected.
- (5) The Elections Committee shall supervise all phases of the election procedures from the point of the ballot being placed in the "voted ballot" containers and including the receipt and distribution of blank ballots and the security of "voted ballot" and "voted" credential cards and the counting of votes cast, in accordance with the established procedures.
- (6) Only the Elections Committee will have access to the secured "voted ballot" containers.
- (7) If a delegate reports to the voting area without the duplicate credential card, or claims he/she lost or misplaced his/her credential card, he/she must go to "Lost Credentials" area and must properly identify himself/herself. The voting personnel will display the original credential card and have the delegate sign on signature line "2." When the signatures are verified, the voting personnel will mark the computer, "duplicate lost" and "voted" and retain a reprinted credential card for return to the Elections Committee to secure additional ballots.

**e. Vote Counting**

- (1) The Elections Committee will have complete control and responsibility for ballots which have been voted.
- (2) The Elections Committee may commence the counting of the ballots at such time as the chairperson of the Elections Committee shall direct. The ballot count shall be made by an optical scanner. Periodically during the conduct of the election, at the direction and under the supervision of designated Elections Committee personnel, voted ballot will be removed from the "voted ballot" container, delivered to the per-

sonnel operating the optical scanner and processed through the same. At the conclusion of the voting and such counting, all ballots which have been so processed, together with all spoiled ballots, shall be turned over to the appropriate Elections Committee personnel, the designated Elections Committee personnel will then take the totals "printed out" by the ballot counter machine, prepare the required reports and submit the same to the convention.

The Elections Committee shall audit the ballot count as many times as it deems necessary to assure an accurate count and report.

- (3) The Elections Committee chairperson shall designate one member of the committee selected by each candidate for an executive officer position, to serve as observers and together with the chairperson, shall constitute a Judging Committee (within the Elections Committee) to rule as to the legality of all questionable votes. All other members of the committee shall perform such duties as are assigned to them by the chairperson and/or vice chairperson; provided, however, that one member selected by each director candidate as designated by the chairperson of the committee may also observe any phase of the counting procedure at any time. It shall be the duty of those persons making the selections for appointment to this committee to make sure that such appointees accept their appointments and appear for duty promptly as directed, and such appointees not so reporting for duty may be replaced by the chairperson from among a list of alternate delegate committee members appointed by the president, such alternate delegate committee members to be selected by the president on as equitable a basis as practicable from the seven (7) geographical areas of Lionism.
- (4) The Elections Committee will keep complete and accurate records of votes cast. A separate record of all ballots declared to be invalid must be kept. All ballots must be retained, both valid and invalid.
- (5) No members of the Elections Committee shall be permitted to

leave the counting and tabulating area until all counting has been completed, except upon permission of the chairperson or vice chairperson.

- (6) The Elections Committee will make a complete and thorough audit of the number of ballots cast and credential cards collected. They shall make a comparison and prepare a report of the number of ballots cast and ballots not used to ensure that all prenumbered ballots are accounted for. They shall review and prepare a report on the number of delegates precertified, the number of delegates who have been certified as delegates at the convention, and the number of delegates actually voting. A similar report shall be prepared on alternate delegates (except for voting).
- (7) The Elections Committee will prepare and present a report of the results of the elections at the final convention session for adoption by the delegates. Such reports shall conform to requirements of the International Constitution and By-Laws.
- (8) The Elections Committee shall submit the completed reports to the international office along with all records of the election, such as ballots, credential cards, credential book, tally sheets, etc.
- (9) No bands or propaganda or election material shall be permitted in or near the area where the voting takes place. No Lions Clubs International employee shall be allowed to serve on the Elections Committee or to loiter in or near the credentials or voting area; PROVIDED, however, that the Information Technology Division Manager and his/her assistant may assist in the operation and maintenance of the voting and ballot counting machines.  
  
No individual other than Elections Committee members and authorized personnel shall remain in the voting area longer than is reasonably necessary to cast his/her ballots.
- (10) The vote on any proposed amendment to the International Constitution and By-Laws shall be by printed

ballot under the same rules as provided hereinabove for election of officers. Voting on all questions other than election of association officers and amendments to the International Constitution and By-Laws shall be by such method as the presiding officer of the convention shall deem proper, unless the assembled delegates shall otherwise provide.

- (11) The current number of certified delegates, listed by state and country, shall be posted in the credentials area each day.
- (12) No candidate for international office may withdraw from the contest after the Nominating Committee meeting.
- (13) Election voting results shall be provided at the international convention to the association's executive officers, international directors, members serving on board committees, past international presidents and to the newly elected executive officers and international directors and unsuccessful international candidates. In addition, a copy of the results of said election shall be made available to any Lion upon request.
- (14) The international office shall furnish information on the previous convention as to the number of delegates and alternate delegates that were certified and the number of delegates who voted.

## **F. PERSONNEL/PROCEDURES (APPOINTEES, MODERATORS, GUEST SPEAKERS, HEADQUARTERS STAFF)**

### **1. Employees Assignments and Approval**

- a. Employees from the international office shall not be taken to international conventions held outside of Chicago, provided the type of personnel required can be secured in the convention city where the international convention is held. The names of all employees, with assignment descriptions, shall be submitted to the executive director for approval.
- b. **Employees** – Language Identification of Translators – Members of the staff who speak languages other than English shall, at international conventions, wear appropriate identification of those languages.

## 2. Reimbursement of Appointees

The association shall reimburse no more than five (5) of the following as designated by the International President for their international convention expense, in line with established Rules of Audit:

- a. Chairperson of the Credentials Committee
- b. Vice Chairperson of the Credentials Committee
- c. Chairperson of the Elections Committee
- d. Vice Chairperson of the Elections Committee
- e. Sergeant-At-Arms
- f. Assistant Sergeant-At-Arms
- g. Chairperson of the Nominating Committee
- h. Vice Chairperson of the Nominating Committee

Except as otherwise provided, such expenses shall be charged to the convention budget.

## 3. Reimbursement Procedures

- a. **Credentials Committee Reimbursement** – The members of the Credentials Committee appointed to serve without reimbursement shall receive payment for the approved per diem for three days expense.
- b. **Staff Per Diem** – The per diem allowance for staff working at the international convention shall be established by the International Board of Directors.

## 4. Speakers – Seminars

- a. Speakers on the various topics at seminars should be chosen according to their expertise on a given subject.
- b. As far as possible, without compromising the need for expertise, speakers from various language and cultural groups should be selected.
- c. Speakers who are non-English speaking should be encouraged to make their presentation in their native language.
- d. A qualified translator should be provided for each non-English speaking speaker at each seminar. (Since the number of staff translators would not be adequate for this function, speakers would be encouraged to provide their own translator, if possible. Otherwise, translation service might have to be purchased.)

- e. Translation of all non-English speaking presentations should be made into English.

5. **Appreciation Certificate or Gift for Convention Speakers** – A certificate of appreciation or an appropriate gift shall be presented on behalf of the association to all guest speakers at the international convention.

## G. CONVENTION INFORMATION – PUBLICATIONS, COMMUNICATIONS

1. **Convention Proceedings – Official Convention Proceedings shall be sent to the following:**

International Officers  
International Directors  
Past International Presidents  
Past International Directors  
District Governors, and a supply for the Headquarters Office.

Production of such proceedings shall be completed and mailed by December 1 of the year in which the convention is held. Proceedings shall be sent on a disk. A limited number of hard-bound copies shall be available for special requests.

2. **Convention News and Notes** – Pictures of all the candidates for international director, if supplied by the candidate, shall appear in the Convention News and Notes.
3. **Publicity and Notices of Seminars and Sessions** – The Convention Division shall properly publicize official sessions and seminars in applicable publications.
4. **Suggestion Box** – A suggestion box shall be utilized in an appropriate location where the individual Lion can present ideas for consideration at the next annual convention.
5. **Translation Equipment** – The district governors-elect seminar will be conducted in English and translated into all official languages. The plenary sessions will be conducted in English and translated into each official language unless deemed unnecessary by the Convention Committee. Delegates using translation equipment will be required to pay a suitable deposit, refundable upon its return.
6. **Financial Statement** – A summary of financial statements for Lions Clubs International and Lions Clubs International Foundation will be included in the convention proceedings.

7. **Magazine Editors' Meeting** – Editors of THE LION Magazine shall be encouraged to meet at the time of the Lions International Convention and at no expense to Lions Clubs International.

#### H. BADGES

1. **Name Badges** – The convention badge shall contain a medallion giving the year and place of the convention.
2. **Delegates** – Delegate sticker shall show thereon the year of the convention.
3. **Non-Lions** – No Lions' badges shall be provided for any group of non-Lions, unless approval has been granted by the board of directors of the association.
4. **Badge Replacements** – Convention identification badges shall be supplied to the international family, past officers, and their spouses, as well as headquarters staff, only upon change of office or appropriate notification when such badge is lost or damaged.
5. **Staff Badges** – All headquarters staff at conventions shall wear a name badge attached with an easily-identified ribbon that says "STAFF."

#### I. SOURCE OF REVENUE

1. BE IT RESOLVED, That, the Convention Committee shall have authority to seek appropriate sources of revenue to augment registration and other fees of the association to fund all aspects of the international convention, with such sources to include, but not by way of limitation, magazine ads, program ads, commercial sponsors, governmental sponsors, etc.; provided, however, that any necessary contracts shall be negotiated and executed by the appropriate officers and staff representatives of the association, that any use of the association's name and emblem shall be appropriate and require approval of the association's general counsel, and that income realized from any such sources and arrangements shall be treated and handled in accordance with association accounting practices then in force and effect.
2. All official exhibitors at the International Convention shall be permitted to conduct sales in their designated booth space so long as the items do not include the Lions Clubs International emblem and the association approves the items in advance.