

## GENERAL POLICY

International Convention shall commence no earlier than the third Friday in June and no later than the first Friday in July.

### 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 This endorsement may not be withdrawn. In lieu of the local Lion endorsement a city may instead provide additional funding as noted in the convention bid, subject to the approval of the convention committee. 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 5,000 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 August 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 beginning the Monday preceding convention week through Tuesday of convention week, for a total of nine (9) days.

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.

In the event that a selected bid includes a convention center or arena which is under construction, the construction must be completed by August 1, three years prior to the year in which the convention is held. A reinspection of the convention venue(s), at the expense of the city, will be conducted by the convention chairperson of the international convention committee or designee appointed by the international president and convention division staff. The site reinspection report will be presented and a decision made at the September/October board meeting to determine if the construction is substantially completed. If the construction is not substantially completed and the bid is determined to no longer be viable, a new city may be selected for that year's convention.

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. Bids which include no more than two acceptable hotels to function as the headquarters hotel(s), and no more than three acceptable hotels in close proximity to serve as the district governors-elect school, shall receive preference.
  - c. Each bidding city will be inspected as warranted, at the expense of the city, by the chairperson of the international convention committee or designee appointed by the international president and convention division staff prior to the board meeting where a convention site will be selected. Determination for the site inspection will be made after all of the convention bids have been received and in consultation with the chairperson of the international convention committee.
  - d. The International Board of Directors shall not select a convention city more than seven (7) 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 or if required, at another in-person or virtual meeting of the Board of Directors, as determined by the Convention Committee.

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. **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.

6. **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.
7. **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.
8. **Reinspection of Convention City**
  - a. The vice president who will preside as president, accompanied by one adult companion, the Convention Committee chairperson, the Convention Division manager, and the Convention Services and Housing Department managers shall make a complete reinspection of the city approximately two years prior to convention to establish that suitable facilities are still available.
  - b. The vice president, accompanied by one adult companion, may make a visit to the site of the convention at which they take office of president approximately one year in advance for the purpose of inspecting and recommending hotels/ facilities for the district governors-elect seminar.
  - c. The president, accompanied by one adult companion may make a visit to the site of the convention over which they will preside as president approximately one year in advance.
9. **Reinspection Report** – The Convention Committee shall report the results of the inspection at the board meeting immediately following such reinspection.
10. 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 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. **Convention Registration** Lions may complete a registration form for the following year's international convention at the site of the current convention. Payment of the designated registration fee shall accompany the application. A listing of designated international convention hotels for the next convention will be available at the time of convention registration.
3. **Housing and Cancellation Deadlines**— Except as the board of directors may from time to time otherwise determine:
- a. With the exception of the Headquarters Hotel(s) and DGE Hotel(s), individual Lions may reserve a hotel room within any of the approved convention hotels.
  - 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\$10.00 will be withheld from each approved refund for registration, and a fee of US\$15.00 will be withheld from each approved refund for housing upon receipt of notice of cancellation prior to May 1 of the convention year.

Housing requests received after these dates shall be assigned if rooms are available.

4. **Housing Procedures** – All hotel room reservation requests must be processed through the Convention Division of Lions Clubs International or its designee. 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.

5. **Headquarters Hotel** – Hotel rooms in the international headquarters hotel shall be made available to the following and their families:

- a. International Executive Officers
- b. International Directors and Appointees
- c. Past International Presidents
- d. Past International Directors
- e. LCIF Board of Trustees
- f. 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
- e. International Third 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 adult companions and immediate family members (mothers, fathers, sons and daughters). 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 one adult companion only, and such officer will be reimbursed only for actual expense incurred.

6. **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.
7. **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 they will take the office of president for the purpose of inspecting and recommending hotels/facilities for the district governors-elect housing/seminar.
8. **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, and trustees who have died since the previous convention, shall be named in the memorial service.

#### 6. **Parade Participation**

- a. The International Parade of Nations order of procession is recommended to begin with an honor guard flag corps/marching band followed by vehicles provided for the international family in the following order:

President  
Immediate Past President  
First Vice President  
Second Vice President  
Third Vice President  
Past International Presidents  
Board of Directors, Appointees and Leo-Lion Liaisons  
Lions Clubs International Foundation Board of Trustees and Appointees  
Leos of the World

The International district parade order of march may include area or national delegations of districts, wearing traditional costumes and carrying an association approved flag, with the area or nations rotating sequentially each year as arranged by the convention committee. The parade order of march including within an area or national delegation, if applicable, will alternate each



year 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 convention host district will be last in order of march or otherwise approved under item c. below.

- b. 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.
- c. No later than September 1 of the convention year, district delegations may submit a request to the convention committee to modify the parade order of march to enable the delegation to march with other international delegations.
- d. Delegation participation in the parade shall be limited to Lions from countries and geographical areas officially recognized by Lions Clubs International.
- e. Delegations may display banners/posters in their parade units in support of current candidates for election.

## **7. International Show, Plenary Sessions, Other Events**

- a. General - The international show shall be concluded with an appropriate international closing.
- b. International Family - For the international show and plenary sessions, reserved seating for the international family (president, immediate past president and vice-presidents, past presidents, directors, board appointees and LCIF Board of Trustees) will be located in close proximity of the stage, with easy access to the behind stage green room/production check-in area.
- c. Arrangements – As determined by the Convention Committee, event seating may also be reserved on select days for individuals such as LCIF recognitions, convention host committee members, speakers, entertainers, and individuals scheduled to be presented on stage. The remainder of the seats will be open and available to the lions of the world.

## **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 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 their 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.

#### **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, second and third 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**

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 them and one adult companion.

### 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 third 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 adult companions. The immediate past international president, first vice president and the third vice president, banquet chairperson and a

past president or past director selected by the international president to represent them.

- (2) **District Governors and Past District Governors Banquet:** The head table shall include the following Lions and their adult companions, 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:
  - a. One member to be selected by the immediate past president
  - b. One member to be selected by the first vice president
  - c. One member to be selected by the second vice president
  - d. One member to be selected by the third vice president

Up to three additional members can be selected by each candidate for an executive officer position on the final ballot 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. Additional members of the committee shall be appointed as follows:
  - a. Up to three (3) members to be selected by each candidate for each executive officer position on the final ballot for which there is more than one candidate.
  - b. Each director candidate on the final ballot to select one member.

- c. Candidate must report the committee appointments two weeks prior to the opening of the convention.
- d. Other members up to a total of 15 to be approved by the committee chairperson, or his or her designee, on as equitable a basis as practicable from the eight (8) geographical areas of Lionism.
- e. The total number of Elections Committee appointees should not exceed forty (40).
- f. 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 process 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 on as equitable a basis as practicable from the eight (8) geographical areas of Lionism.

- 3. **Elections Year Badges for Elections Committee** – Distinctive elections committee badges shall be worn by Elections Committee members at all times.
- 4. **Campaign Expenditures** – Candidates for international offices shall exercise moderation insofar as campaign expenditures are concerned.
- 5. **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.

## **6. Candidates for International Offices – Speeches**

- a. Third Vice President candidates shall be allotted a total of eight (8) 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 discretion utilize said period for a combination of such purposes.
- 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 be provided a designated forum, 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 third vice president or international director shall be permitted to speak at any official function of the international convention or District Governors-elect Seminar.

## **7. 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  
Third vice president  
International Directors by Constitutional Area

- 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.

## 8. **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 must pay the full specified registration fee and complete the registration process as established for the convention before their credentials may be certified.
- b. **Credentials** – Dates and times for operation of the voting area will be determined for a given convention by the International Board of Directors based on recommendations from the Convention Committee.
  - i. **Credential Forms:** Delegate registration information will be published on the association's Web site in all official languages. No credential certification forms will be available on siteClub officers must complete the Delegate form registration process specifying the names of the delegate(s). A separate form must be completed and registration must be completed for each delegate.
  - ii. All Delegate registrations must be completed by the duly authorized officer of such club.
  - iii. Delegates who are not properly registered may not be authorized to vote.
  - iv. If the club wishes to replace a delegate whose name has already been submitted to the international office, the club must update the delegate registration.

### (2) **Delegate Certification:**

- i. 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.
- ii. Delegate must register in order to be certified.
  - a) Elections staff will be Lions Clubs International staff members and/or clerical personnel who will be supervised by the Credentials Committee.
- iii. Delegate must present positive identification and convention

name badge to the credentials staff. Identification must be a government issued photo ID or other positive identification acceptable to the Credentials Committee.

- iv. Elections staff shall provide the certified delegate access to a ballot.
- v. 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 credentials. No delegate may be certified unless they meet all requirements for certification and positively no deviation from the established procedures, under any circumstances, shall be made.

**(3) Replacement of Delegates:**

Prior to the close of registration:

- i. To replace a delegate, the club must update the delegate registration.

- (4) Translators shall be furnished in the areas of registration 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 an emergency process to facilitate the voting process. That shall be consistent in principle with these rules and preserve the integrity of the voting process.

- (1) The use of election equipment 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.
- (2) Ballot instruction sheets shall be made available in all the approved languages of Lionism to delegates who do not speak English.



- (3) 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, they shall submit the ballot in a secure manner as indicated by the election staff. In the event a delegate spoils their ballot, they may return the ballot to a new ballot. All spoiled ballots should be maintained.

- d. **Voting Process** – The Elections Committee will oversee the voting, tallying of 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 their 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 distributed from the respective voting station.

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

- (2) Only the Elections Committee will have access to the secured “voted ballot” and/or secure results.

- 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. At the conclusion of the voting and such counting, all ballots which have been so processed, together with all spoiled ballots (if any), shall be turned over to the appropriate Elections Committee personnel, the designated Elections Committee personnel will then take the totals received, 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 on as equitable a basis as practicable from the eight (8) 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 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.
- (7) The Elections Committee shall submit the completed reports to the international office along with all records of the election.
- (8) No bands or propaganda or election material shall be permitted in or near the area where the voting takes place. Lions Clubs International employees may be assigned as floor supervisors to assist the election committee. The Information Technology Division Manager and their assistant may assist the elections committee in managing the election.

No Delegate shall remain in the voting area longer than is reasonably necessary to cast their ballot.

- (9) The vote on any proposed amendment to the International Constitution and By- Laws shall be 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.
- (10) The current number of certified delegates, listed by state and country, shall be made available to convention attendees.

- (11) No candidate for international office may withdraw from the contest after the Nominating Committee meeting.
- (12) 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.
- (13) The international office shall furnish information on the previous convention as to the number of delegates 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 administrator 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 General Reimbursement Policy:

- 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. **Committee Reimbursement** – The members of the Credentials and Elections 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 completed by December 31 of the year in which the convention is held. The Convention Proceedings shall be given to the members of the International Board and Past International Presidents and made available to Past International Directors and District Governors upon request.
- 2. **Convention Highlights** – Convention Highlights shall be displayed in the

convention center and include pictures of the candidates for international office, if supplied by the candidates in advance.

3. **Publicity and Notices of Seminars and Sessions** – The Convention Division shall properly publicize official sessions and seminars in applicable publications.
4. **Post-Convention Survey** - A post-convention survey shall be sent to all registered Lions who provided an email address at the time of registration.
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. **Magazine Editors' Meeting** – Editors of 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. **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.
3. **Badge Replacements** – Convention identification badges shall be supplied to the international family, past officers, and their adult companions, as well as headquarters staff, only upon change of office or appropriate notification when such badge is lost or damaged.
4. **Staff Badges** – All headquarters staff at conventions shall wear a name badge 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.