

District 19E Policy Manual

Chapter 1

Policy Manual

Note: A general statement regarding the District 19E Policy Manual:

Lions Clubs International, District 19E of Washington, is governed by the Constitution & By-laws of The International Association of Lions Clubs, the Constitution & By-laws of Multiple District 19, the Constitution & By-laws of District 19E, and the policies recorded in the International Board Policy Manual.

To enhance, improve & clarify the organization and administration of District 19E (hereafter referred to as "19E"), the District E Cabinet shall adopt and maintain a current and accurately revised District 19E Policy Manual. This manual contains all policies established by the Cabinet and shall not take precedence over the authority of those listed in the above first paragraph.

Parliamentary Law which is not contained in the International Association of Lions Clubs Constitution & By-laws, the International Board Policy Manual, or in the District 19E Policy Manual, shall follow "Roberts Rules of Order, Revised Edition": Part I (Rules of Order) and Part I (Organization & Conduct of Business) unless otherwise specified.

- A. This Policy manual shall be made available free of charge to the following Lions of 19E: District Governor, Vice District Governor, 19E Committee Chairpersons, 19E Zone Chairpersons, and members of the Policy Manual Committee. Any individual Lions or Lions Clubs, requesting copies shall be charged an amount sufficient to cover the cost of printing and postage.
- B. Lions Clubs in good standing, 19E committees, members of the Cabinet, or individual delegates from the floor attending a regularly scheduled Cabinet meeting may recommend Policy Manual changes to the Cabinet stating chapter, page, item number, etc. in their recommendation.
- C. This District 19E Policy Manual shall be perpetual, and may be amended by the Cabinet within the following guidelines:
 - 1. Routine Change Procedure
 - a. Any proposed Policy Manual changes shall be presented in writing to the Policy Manual Committee immediately following.

adjournment of the Cabinet meeting at which said changes were proposed.

- b. The Policy Manual Committee shall submit the requested changes to the Cabinet for discussion and action (by majority vote) at their next regularly scheduled meeting.
- c. The Policy Manual changes can be adopted on approval of a simple majority of the Cabinet and can be put in the Policy Manual without Policy Manual Committee approval or action. Any adopted changes must be sent to the 19E Policy Manual Committee members and the Cabinet.
- d. Changes go into effect at the close of the Cabinet meeting during which they were passed.
- e. Newly accepted changes to the Policy Manual will be identified by highlighting.

2. Urgent Change Procedure (Note: **An urgent change is any item which, due to the severity of its impact, must be amended and decided prior to the next Cabinet meeting.**)

- a. Urgent changes to the Policy Manual proposed and accepted by a two-thirds (2/3) affirmative vote of the Cabinet at a ~~regularly~~ **special** scheduled Cabinet Meeting shall become effective immediately upon passage of vote at said meeting. The affected changes shall be presented to the Policy Manual Committee immediately upon adjournment of same meeting. The Policy Manual Committee shall implement the necessary changes as addenda to the Policy Manual and submit these changes to all the appropriate parties through email, fax and/or the next District Newsletter issue.
- b. Changes go into effect at the close of the Cabinet meeting during which they were passed.

3. All changes of policy shall be identified on the Cabinet Meeting agenda as "Action Items" and noted in the minutes with maker and the second as passed, defeated, tabled or postponed. (Action items normally appear for consideration either under New Business or Other, ~~later on the agenda~~).

4. This District 19E Policy Manual was originally adopted by a majority vote of the 19E Cabinet at a regularly scheduled fall meeting in October 2004. Upon said date, it became the governing policy for 19E, its zones, clubs, Lions, Leos, and Lioness where applicable and not in conflict with overriding authority.

5. Unless otherwise noted, the seated District Governor and Vice District Governors shall be ex-officio members of all committees. They will therefore not be noted on individual committees except when specifically required to describe the function and functioning of the committee.
6. No changes can be made to this Policy Manual that affect expenditures of 19E funds without going to the Budget and Finance Committee and the Cabinet.
7. This 19E Policy Manual is to be reviewed by the DGE, 1st VDGE, 2nd VDGE & ZCE's prior to 1 July and, with any recommendations, presented to their first 19E Cabinet meeting for a vote of acceptance. Any subsequent changes to this Policy Manual must be approved by the 19E Cabinet at a regular or special meeting.