

# DISTRICT 49B POLICY MANUAL

EFFECTIVE DATE OCTOBER 28, 2023

Amended at 2nd Cabinet Mtg, Fairbanks, AK (Oct 28, 2023)

## PREAMBLE

The Policy Manual is an administrative guideline that provides the District with outlines of operational procedures. In the event there is a conflict with the current District 49B Constitution and By-Laws, Multiple District 49 Constitution and By-Laws and/or the International Association of Lions Clubs Constitution and By-Laws then those documents will take precedent over this Policy Manual.

### I. ADMINISTRATION:

#### A. Policy Manual Updating or Revisions:

1. This policy manual may be updated at each regularly called meeting of the District 49B Cabinet. Policy manual Updating or Revisions can only be made by members of the cabinet. Such revisions must be in accordance with the current Constitution and By-Laws of District 49B, and further comply with the added constraints in the following sub-paragraph {2.}.

2. The policy manual updating procedure is as follows. A written revision must be presented to the Cabinet Secretary/Treasurer at least thirty (30) days prior to the next Cabinet meeting. The proposed written revision will be forwarded to the District Governor and Vice District Governors to be reviewed and discussed. If sufficient information necessary to make a decision is not present, the proposed revision shall be referred back to the submitting authority for the information required and requested. Otherwise, the District Governor and Vice District Governors will refer the revision to the Cabinet Secretary/Treasurer with the following recommendation(s) 1). Do accept as proposed, or 2). Do not accept.

3. The Cabinet Secretary/Treasurer will forward the proposed revisions to all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and each Lions Club throughout the District. The proposed revisions will be sent to the President of each Lions club within the District, this will be considered as being sent to each respective Lions club within the District.

4. The proposed change will be included on the agenda, under new business, for the next regularly scheduled cabinet meeting; where the cabinet will accept or not accept the change by cabinet vote.

5. Revisions to the policy manual will become effective immediately upon approval of the Cabinet and will remain into effect until rescinded by the Cabinet.

#### B. Meetings;

1. All meetings of the Cabinet shall and will be open meetings to all Lions of the District. No business or meetings can be conducted in closed sessions except for those declared an "Executive session" as defined and constrained below.

2. An Executive session shall mean a session in which no minutes are taken and are for the purposes of resolving a personality conflict, interview for an administrative position and/or reviewing written proposals by Clubs, Individual Lions, Businesses or other enterprises in which the discussion shall revolve around.

(a). An Executive session is restricted to the District Governor, Vice District Governors, Cabinet Secretary-Treasurer, Region Chairs, and Zone Chairs, and no one else.

(b). If one Lion is invited to sit in on an Executive Session then all Lions present shall be allowed to sit in on the session. The exception being interviewing an individual for a position then only that person shall attend the Executive Session.

(c). The Cabinet must report the result of the executive session to all those present at the next regularly scheduled Cabinet meeting. Any action in the Executive session meeting must be confirmed in an open meeting through the regular parliamentary procedures

C. Reporting: Minutes of all Cabinet meetings must be reported in a timely manner. Within 10 days from the date of the Cabinet meeting the minutes shall be presented to the Cabinet members, all International Directors, Past International Directors, Past Council Chairmen, Past District Governors and the President of all Lions Clubs within District 49B.

#### D. Trading Pins:

1. Once the MD49 Council of Governors has established an official pin for the upcoming fiscal year, the district governor will ensure the district Pin chairperson is given an electronic copy of the pin design.

2. The district pin chairperson will develop a pre-order form, (see template in Appendix A) and take orders from each Lions Club and/or any other Lion in the district, with an order cut-off date of May 31<sup>st</sup>.

3. The district will not maintain an excessive inventory of MD49 pins. The district pin chairperson will limit its MD49 pin order to the total number of pre-ordered pins, plus an additional amount equal to 10-15% of the total number of pre-ordered pins.

4. Pins orders will be pre-paid at an estimated rate of \$2 (US) per pin. Once the district is given a final bill for its pin order, any cost in excess of the \$2 per pin rate will be billed and paid by the requesting Lions Club/Lion prior to delivery. Postage costs will be paid by the requesting Lions Club/Lion.

5. The district pin chairperson will submit the district pin order to the district governor no later than (NLT) June 1<sup>st</sup>. The district governor will submit the final district pin order to MD49 NLT June 15<sup>th</sup>, with an expectation to take delivery prior to the upcoming US-Canada Leadership Forum.

6. Funds billed and collected from any District 49B Lions Clubs will be reflected on each club's District account statements.

7. Resale of pins by Lions is strictly prohibited. The pins are to be used as trading material at the Multiple District, International Convention, and the USA-Canada Lions Forum.

## II. FINANCES:

### A. Auditing:

1. A bookkeeping account for each active Lions Club in the District will be established/ maintained. The purpose of this account will be to record all income received from a club, as well as the debt they have incurred. A statement of each club's account will be sent to the club president by the Cabinet Secretary-Treasurer, on a quarterly basis. The onus for ensuring statement accuracy is borne by each Lions club. More frequent reports are strongly encouraged, however delivery is limited to an electronic report being sent to an e-mail address designated by each club and the district web page.

2. All accounts of the District should be reconciled on a monthly basis and a financial report made to the Cabinet at each meeting. Reports should include as a minimum; a balance sheet which reflects

the value of each district asset and liability; and a report of income and expenses in comparison to the approved budget. Reports will be reflected in both US and Canadian dollars.

3. A final audit of the District's financial records for each closing administrative year should be made to the Cabinet at the first scheduled meeting of the new Cabinet.

4. Auditing will be performed by the audit committee appointed by the incoming district governor; and approved by the new district cabinet.

B. Currency: The accounting of district funds must be maintained in the currency of the United States of America (US\$). Conversion of other national currencies shall be made at the rate of exchange, at the date of transfer of such funds into US\$.

C. Disbursements:

1. Disbursement of District funds shall be made only with the presentation of an expense voucher (See Appendix B) which will include all transportation, lodging and meals bills and other out of pocket expenses; with receipts attached. Said Disbursement is authorized only after said expense claim is approved by the District Governor.

2. The rules of audit governing reimbursement of expenses for district officers shall apply. Such rules of audit are:

(a). DISTRICT OFFICERS: District Officers are defined in the International Constitution as: District Governor, Immediate Past District Governor, Vice District Governors, Region Chairs, Zone Chairs, and Cabinet Secretary-Treasurer.

(b). PRESENTATION OF CLAIMS: Expenses are to be rendered on the forms provided, itemized and accompanied by receipts for each expense. All claims must be submitted monthly, by the 20<sup>th</sup> of the following month. Any claim delayed more than 60 days will be subject to Cabinet approval. Charges for items other than those covered by these Rules will not be recognized as just-claims against the District and therefore will not be honored. When more than one authorized Lion travel together, reimbursement will be limited to the cheaper of: actual expenses; or the combined (# of eligible Lions multiplied by) allowances set forth herein.

(c). TRANSPORTATION: Payments made for trips outside the district, are subject to prior approval by the District Governor. Transportation will always be by the most economical means unless prior approval has been granted by the district governor.

1. Auto – may be used on 60 (US) per mile or 37 cents (US) per kilometer basis, while traveling to clubs in the US or Canada.

2. Rail – first class railroad fare will be reimbursed. Cancelled transportation ticket required.

3. Plane – reimbursement will be made on the basis of economy fares. If private plane is used, reimbursement will be made on the basis of regular air-fare or ~~50~~ 60 (US) per mile or 37+ cents (US) per kilometer if cost of regular plane is not available. Cancelled transportation ticket required.

(d). HOTEL: Maximum allowance is \$150 (US) per day. Higher rates for more costly rural areas may be preapproved by the district governor. Itemized receipt required.

(e). MEALS: Maximum allowance is \$25 (US) per meal, up to 3 meals per day. Meals must be listed on the form provided; reasonable tips may be included (not to exceed 20%); itemized receipts are required. (Fall Festival/Midwinter or annual convention registration fees are considered a part of meal expenses. Fees in excess of the daily meals rate are not reimbursable.) Expenditures on alcohol are excluded from reimbursements.

(f). PRINTING/REPRODUCTION EXPENSE: A reasonable amount of reimbursement on a monthly basis, provided the necessity thereof is shown and the expenses were actually incurred.

(g). ELECTRONIC COMMUNICATIONS: Cost of additional cell telephone, mobile and/or wi-fi services used for District business may be reimbursed;. All claims should include a receipt and reflect a purpose.

(h). POSTAGE: A reasonable amount will be allowed. Postage charges should cover mailings pertaining to administering clubs within the District on behalf of the District only. A general statement as to purpose of the mailings should be included.

(i). CABINET MEETING/DISTRICT CONVENTION: Reimbursement will be made to the voting district cabinet members for attendance at four cabinet meetings (not to exceed one day for the first and third cabinet meetings; and three days for the Fall Festival/Midwinter and annual convention).

(j). DISTRICT/CLUB OFFICER/MEMBER TRAINING SESSIONS: Reimbursement can be made for attendance at Zone training sessions in the respective zones for each zone chairmen (not to exceed two days). Selected Lions or District Chairpersons participating in the program may also be eligible for reimbursement, subject to prior approval by the District Governor.

(k). Reimbursement to any other district officer for visits to clubs other than those mentioned above, will be made on a case-by-case basis. Such visits are subject to prior approval by the District Governor.

(l). Nominations, Elections and Constitution Committee Chairs with required roles at the annual convention may be reimbursed for travel expenses as prescribed above.

3. Any deviation from this procedure requires a written explanation to the District Governor and Cabinet. Only the Cabinet can authorize a deviation to the rules of audit.

D. District 49B Disaster Relief Fund: A fund will be maintained in a Canadian bank as a means to supporting emergency relief throughout District 49B. The District shall maintain a separate account (Alaska USA LCIF Grant Fund) on the Alaska side of the district as a means for receiving and expending LCIF grant, emergency grant or district disaster relief funds (Toronto Dominion).

1. Any District 49B club officer may request to the cabinet that these funds be made accessible in the event of a disaster where a need arises anywhere within District 49B. The District Governor will evaluate all emergency relief needs/requests, and make a telephonic recommendation to the cabinet for any disbursements.

2. Signatures: The District Governor, Cabinet -Treasurer, Immediate Past District Governor and the two Appointed Canadian Representative will be co-signatures on the bank account. Each disbursement will require district governor and cabinet approval and two authorized signatures.

3. Donations: Donations to this fund may be made by any individual, however they should be sent to the District Cabinet -Treasurer for appropriate deposit and recording.

4. Reporting/Audit: The status of this fund will be reported and audited like all other District 49B accounts.

E. District 49B Gaming Fund: A fund will be maintained in an Alaska bank as a means to support Alaska statues as it applies to receiving and distributing funds earned from gaming activities.

1. Any District 49B club officer may request to the cabinet these funds be made available to support and advance leadership development within the district, i.e., regional leadership symposiums, grants to US-Canada Forum, LCI sponsored courses, etc. Distribution of funds will be in accordance with Alaska gaming statues

2. Signatures: The Appointed Gaming Representative, their Alternate, the District Governor, and the Cabinet -Treasurer (CST) will be co-signatures on the bank account. The CST will be the principal for making deposits and issuing checks. Each disbursement will require district governor and cabinet approval and two authorized signatures.

3. Funds: Funds deposited into this account will be strictly limited to those earned from activities, (other than initial start up funds) and will not be mixed with income from other sources.

4. Reporting/Audit: The status of this fund will be reported to the State of Alaska each March IAW Alaska statues as it applies to submitting an annual gaming report. The annual report will be presented to the cabinet at the annual convention. This will serve as the annual audit.

#### F. Good Standing:

1. A club which has an unpaid balance in excess of US \$20 per member or US \$1,000 per club, whichever is less, outstanding past 120 days will be suspended including the charter, rights, privileges, and obligation of the Lions Club for a period not to exceed 90 days.

2. Any club that has been approved for a payment plan by the District Governor will not be suspended, as long as it continues to fulfill its obligation per the approved payment plan. In the event the club does not reach good standing within the 90-day suspension period, their charter would be automatically canceled.

#### III. APPOINTMENTS:

A. Committee Appointments shall be made by the District Governor and approved by the Cabinet as soon as possible after assuming office.

B. Committee Appointments should advance the developmental needs of emerging Lion leaders by focusing selection on active Lions who have served in positions of authority and leadership within the District; Use of Past District Governors should be considered as a last resort.

C. Appointed Committee Chairpersons (as mandated by the International Association of Lions Clubs) trained by the International Association of Lions Clubs may not resign such position for purposes of running for or holding other offices of the District until the term of such appointment is fully completed.

D. Only the Cabinet has the authority to revoke or change an appointment to a position within the District. Such revocation or change notification should be made in writing to the approved appointee(s) in writing and state the reasons for said revocation or change. The revocation or change of an appointment must be approved by the Cabinet at a regular Cabinet meeting.

#### IV. DISTRICT LEADERSHIP AND MANAGEMENT

A. District Governor: The District Governor is an officer of Lions Clubs International. The District Governor is the political and administrative leader of District 49B. As such they are responsible for determining the direction the Cabinet and District will take administratively and/or politically.

1. Administrative leader: The District Governor will work with and through their cabinet members and Lions club level board of directors to ensure the district, its clubs and individual Lions: live up to the Lions Clubs International's Objects and Code of Ethics; practice prudent fiscal management; and prompt, accurate reporting of membership and activities.

2. Political leader: The District Governor will work with and through the current International Director, or Immediate Past International Director, or the most recent Past International Director in communication with the International Association of Lions Clubs political arena.

(a). International Director: The sitting International Director from MD49 will work with the District Governor and Cabinet in communication with the political arena of Lions International. This includes but is not limited to candidates for the various offices of Lions International Executive Committee and Board of Directors. The current International Director will keep the District Governor and Cabinet informed of all activities being proposed at the International level as it concerns all Lions as well as the District

(b). Immediate Past International Director: In lieu of a sitting International Director, the current Immediate Past International Director (IPID) from MD49 will work with the District Governor and Cabinet in the political arena of Lions International, communication with other Executive Board officers, International Directors, Past International Presidents and Past International Directors. This will include but not be limited to communications, directives, appointments and initiatives that pertain to the District and Lions in general.

(c). Past International Director(s): If there is no sitting Director or IPID, the most recent PID from MD49 is the International liaison for the District Governor and Cabinet. The Past International Directors will communicate with the International Executive Committee and the Board and other PID's upon request of the District Governor and Cabinet.

B. First Vice District Governor (VDG): It is presumed the sitting First Vice District Governor will be the District Governor the following year, subject to the requirements of the constitution and by-laws of the District.

1. Development: The primary focus of the 1VDG is to become well acquainted with the make-up of the district, its issues, needs, and members.

2. Leadership: The 1VDG will lead the District Global Action Team. The 1VDG is strongly encouraged to participate in the International Convention, USA-Canada Leadership Forum, MD49 Council of Governors meetings, and District 49A's Cabinet meetings and conferences.

3. Planning: The 1VDG is authorized to seek out qualified Lions to fill the various cabinet level positions for the upcoming year. Ideally, the 1VDG will have identified a full complement of cabinet officers and chairpersons by the third cabinet meeting of the current year; and in turn the new cabinet can spend the last quarter planning for the next year.

C. In order to spur and entice leaders from all economic walks within the district to take on the district governor position, the following represents the expected commitment required to support a district governor in terms of financial support, friendship, organizational fortitude and Lionism in general:

1. Financial: The following should provide for an annual budget of approximately \$18,000. Providing less than this amount will curtail the expected activities of your Governor. The actual costs will change from time to time, and these projections should be considered a point of departure for calculating support.

(a). Home club will budget approximately \$1000 toward the purchase of Governor's pins and banners

(b). Zones raise funds of approximately \$4000 for expenses of the office

(c). District will budget approximately \$2500 for expenses of the office

(d). Lions Clubs International provides approximately \$9600 for expenses of the office (based on a rolling three year average of the expenses claimed by previous district governors).

(e). Clubs hosting Governor visits should assist with meals and lodging where financially feasible.

2. Time Away From Home and Family

(a). DGs should develop a twelve month calendar

(b). DGs should plan trips so more than one club may be visited within one trip

(c). Clubs should consider changing meeting times to facilitate joint club meetings or maximizing a governor's travel itinerary.

3. Respect for the Governor

(a). Lions in the district (including PDGs/PIDs) have the responsibility to support the DG.

(b). The DG should have two or three very close confidants (PDGs/PIDs) who will help him or her out of difficult situations or better yet make sure they never get into those situations

#### 4. Job Inflation

(a). The DG can not be the be-all solution and energy to everything in the district; other leaders and day-to-day Lions need to augment the DG's efforts.

(b). Remember there is more to life than LIONS; longevity and durability is found in balance.

### V. SERVICE PROJECT PARTNERSHIPS:

A. Lions Clubs International has adopted the following eight categories of Lions programs

1. Vision
2. Youth
3. Disaster Relief
4. Humanitarian
5. Diabetes
6. Hunger
7. Environment
8. Childhood cancer

B. Lions Clubs International has adopted these service programs to fulfill the following criteria:

1. Exemplify the "We Serve" motto and are relevant to Lions clubs internationally
2. Meet an important community or humanitarian need
3. Achieve measurable outcomes which benefit service recipients
4. Provide "hands-on" involvement by Lions
5. Include leadership roles for Lions
6. Promote public awareness of Lions service
7. Are sustainable

C. In support of these service programs, District 49B has adopted a number of signature service projects.

1. *Leader Dogs for the Blind/Canadian National Institute for Blind*
2. *Life Alaska Donor Services*
3. *Aurora-Borealis Lions Eyeglass Recycling Center*
4. *Lions Quest – USA/CANADA*
5. Youth Exchange

D. District officers and each Lions Club in the district are charged to vigorously embrace these service projects with either time, labor, materials, and/or financial support.

E. In order to facilitate the best possible support for these projects and their sponsors, District 49B has partnered with District 49B Lions Foundation to provide oversight to any associated assets and/or management of project funds. In doing so, District 49B Lions Foundation acknowledges a District 49B appointment of a service program committee chairperson as the same in its organization, i.e., The District 49B Childhood cancer Chairperson is the same person as the District 49B Lions Foundation Childhood cancer Chairperson.

VI. COMMUNICATIONS: A challenge for every Lions leader is to keep strong communications between district and club level leaders, individual lions, and those we serve. In order to best serve everyone the district supports use of the following medias:

A. Directory: Prior to the beginning of each governor's term, the district governor will form a directory committee to publish a District 49B Directory. Every effort should be taken by the committee to offset the publishing costs with sponsorships and/or advertisements.

B. News Letter: Prior to the beginning of each governor's term, the district governor may form a newsletter committee to publish a monthly district 49B newsletter.

C. Web-page: Prior to the beginning of each governor's term, the district governor may form a web-page committee to serve as web-master for the district web-page.

D. Electronic Communications: The District Cabinet Secretary-Treasurer will use the district directory to up-date and maintain a standing e-mail mailing lists for district leaders, club presidents and secretaries, past-district governors, and all Lions. Where Lions Club have a President and Secretary without an e-mail address, correspondence will be sent hard-copy through the postal service.

## VII. AWARDS:

A. *International Certificate of Appreciation*: Lions who have performed a significant service to the association are given this award at the International President's discretion.

B. *International President's Lapel Pin*: Lions who have performed a significant service to the association are given this award at the International President's discretion.

C. International Medals: Each year there is an opportunity to submit names of outstanding Lions to receive recognition from the International President. This activity is coordinated through an International Director or Immediate Past International Director, or the most recent Past International Director who solicits a name from each District Governor with sufficient justification to be forwarded to the International Presidents office for consideration. The name of potential recipients is considered confidential and not revealed until they are presented. Submissions of names are usually accomplished during the month of January. International awards, that are approved, and made available for presentation, are normally done by the International Guest at the Multiple District Convention. The number of awards available is determined by the total Multiple District membership. Based on current membership, two such awards are usually available, one Presidential and one Leadership.

1. *International Leadership Medal*: Lions who have made a significant leadership contribution during the International President's year in office are eligible to receive this award.

2. *International President's Medal*: The International President may present up to 425 awards during his presidential year.

D. Other International Awards: The district governor receives a number of other International Awards during their district governor training by Lions Club International, i.e., *Environmental Awareness*, *Diabetes Awareness*, *International Understanding*, etc. The District Governor will present these awards at the annual awards banquet, based on the criteria issued by Lions Club International.

## E. District Governor's Recognition

1. *District Governor's Appreciation Medal*: Lions who have made a significant contribution to their club during the District Governor's year in office are eligible to receive this award. Candidate names will be submitted prior to each of the governor's official club visit. The number of District Governor Appreciation Medals available to each governor will be limited to 25% of the total number of Lions Clubs in the district at the beginning of their term.

2. District Governor's Contest: Each governor may establish a set of District Governor's Contest rules prior to the beginning of their term. As a minimum, criteria should be established for



determining Lion of the Year, Club of the Year, Zone Chair of the Year, Club President of the Year, Club Secretary of the Year. Awards will be presented at the annual awards banquet.

3. Other Recognition: Each district governor is highly encouraged to exhaust every alternative to offer praise and recognition to the deserving Lions of District 49B.

#### VIII. DISTRICT GOVERNOR CLUB VISIT PROTOCOL

A. District Governor Honorary: Prior to the beginning of each governor's term, the district governor will designate a District Governor Honorary.

B. The District Governor Honorary will serve as the chief liaison between the individual Lions clubs and the district Governor. Their primary purpose is:

1. Schedule/coordinate the district governor's visit to each Lions Club
2. Advise each club on proper protocols during the District Governor's visit.

3. Schedule a meeting of the Past District Governors when necessary and asked by the District Governor. In doing so, the Honorary will convey the governor's concerns for the PDGs to address.

#### IX. GLOBAL ACTION TEAM:

A. The district shall establish a Global Action Team, as defined by Lions Club International.

B. Each GAT Chairperson shall:

1. Report the health of their program at cabinet meetings, conferences, and conventions.
2. Form a standing committee for their program element, and recruit committee members.
3. Develop and further a comprehensive program to meet all assigned district goals and objectives.

#### X. DISTRICT FALL FESTIVAL/MIDWINTER CONFERENCE.

A. Each year the district governor will convene a Fall Festival/Midwinter Conference at a location of their choice.

B. Conference Dates and location: Conference dates must be established at the earliest date to afford the necessary time to coordinate a fitting event, as well as, invite guests that are best suited for District 49B. The 1<sup>st</sup> Vice District Governor, prior to the beginning of their term as DG, will designate a Fall Festival/Midwinter Conference date and location. In choosing a date and place, the following should be considered:

1. When/where District 49A's conference is
2. Travel costs: High costs will deter Lions from attending the conference.
3. Advocating a balance between Alaska and Canadian locations for all four cabinet meetings
4. Location of annual convention.
5. What/when special events are being sponsored by the various Lions Clubs
6. Confirmation of a club willing to host the Fall Festival/Midwinter Conference.

Note 1: All facilities/events should be handicap accessible.

Note 2: All meals should be diabetic friendly.

E. Fall Festival Conference Finances/Expenses:

1. The host club/committee is responsible for all planning tied to the Fall Festival/Midwinter Conference, to include any and all associated financial planning, contracts and expenses.

(a). The Host committee may establish a conference registration fee to cover facility, equipment, catering, and other non-lodging or travel costs. Unless otherwise stipulated herein, all registration, travel and lodging costs will be directly borne by each attendee.

(b). All conference expenses that may be incurred are borne by the Host committee (and/or its parent Lions Club). Contracts, if any, shall be signed by the Host Committee Chairperson to be valid and binding.

(c). Only those raffles, auctions or other gimmicks for financial consideration shall be handled by the Host Committee. No other group outside the host committee shall be permitted to promote auctions, raffles or other financial gaining gimmicks, without the expressed permission of the host committee.

(d). The Host club/committee shall retain all funds/income received in excess of the conference costs. This provision is intended to be an incentive for clubs to host the conference, however, profit margins should not be excessive in so much as to inhibit Lions from attending the conference.

## 2. Special Guest Accommodations:

(a). District 49B Governor: The host committee will arrange for accommodations at the conference hotel for both the District Governor and spouse. All conference expenses that may be incurred by the District Governor and Spouse are borne by the host committee.

(b). MD49 Council Chairman: The host committee will arrange for accommodations at the conference hotel for the Council Chairman and spouse. All conference expenses that may be incurred by the Council Chairman and Spouse are borne by the Council Chairman, however the host committee may defer all or some portion of those expenses.

(c). District 49A Governor: The host committee will arrange for accommodations at the conference hotel for the District 49A Governor and spouse. All conference expenses that may be incurred by the District 49A Governor and Spouse are borne by the District 49A Governor, however the host committee may defer all or some portion of those expenses.

F. Reporting: The Conference Committee shall report on a regular basis the progress of the Conference planning. This report must consist of the agenda, space allotment, lodging, catering and such other facilities and equipment that may be necessary to put on a successful conference.

G. Club paraphernalia on display at the conference shall be off limits to all other Lions and Lion Clubs for theft or other activities that would mar the harmony of the conference.

## XI. DISTRICT ANNUAL CONVENTION.

A. Each year the district governor will convene an annual convention in concert with the MD49 convention.

B. District & International Convention Chairperson: The district governor will designate a District & International Convention Chairperson. This person will work in concert with the MD49 and District 49A convention chairpersons, in an effort to plan an appropriate annual convention.

C. Convention Dates and location: Conference dates and location are determined by the MD49 Council of Governors.

D. District Convention Events: In addition to the MD49 convention requirements, as a minimum the District 49B convention will provide for the following:

1. Cabinet meeting: Sufficient time to address old and new business items;

2. Convention: Sufficient time to receive committee reports, resolutions, announcements, and nominations for prospective candidates;

3. Awards Banquet;
4. Elections; and
5. Other functions as may be determined by the Host Committee and approved by the District Governor.

E. Coordination: The District Convention Chairperson will work with the District Governor, Cabinet Secretary-Treasurer, and Awards Chairperson to ensure:

1. The convention program includes the required events;
2. The facilities have sufficient seating, head table, flags, bell and gavel, sound system, and projection equipment to satisfy each event's particular needs;
3. Appropriate protocol is adhered to; and
4. The events decorum and atmosphere promotes a strong spirit of Lionism and camaraderie.

Note 1: All facilities/events should be handicap accessible.

F. Award Banquet Emcee: The convention chairperson will assist the district governor in selecting an appropriate Awards Banquet Emcee. Additionally, the convention chairperson will assist the emcee in planning/organizing the awards banquet, to include publishing a banquet program booklet.

G, International Convention: The convention chairperson will promote attendance of the International Convention and USA-Canada Leadership Forum; to include facilitating registration and acquisition of parade uniform items.

## XII. VOTING:

The following serves two purposes: 1). Define procedures to implement the provisions for voting addressed in the District Bylaws, Exhibit A, Rules of Procedure, District 49B Convention, Rule 8. Voting; and 2). Provide for voting by electronic methods.

### A. Election Notice

1. The Election Committee shall serve notice to each club of the annual election, with the notice distributed ideally no later than December 15<sup>th</sup>.
2. The election notice will include as a minimum:
  - (a). Club eligibility to participate in the election, with a definition of "Club in good standing"
  - (b). How to calculate the number of delegates,
  - (c). How to designate the club's delegates and the deadline to do so
  - (d). What positions are up for election, criteria for nominations, and deadline for submission
  - (e). Date, time and place of the election.

### B. Voting Method

1. All methods, written or electronic shall be visually impaired friendly.
2. The principal medium for casting votes shall be through the use of an electronic medium/software, i.e., *Electionrunner.com*.
3. As a contingency, the election committee shall be prepared a means to cast/collect votes on paper, for those in-person delegates at convention.

C. Voting Equipment. The district shall have four (4) media devices readily available to serve as voting stations. Delegates shall be able to, and encouraged to, cast their vote using the chosen software on their personal electronic equipment, with their assigned access code/link. The software/website shall be set Voter ID & Voter Keys to a one-time use.

D. Delegate Certification. The Cabinet Secretary Treasurer shall certify all club delegates and alternates prior to the beginning of the first day of the annual convention. The CST and Election committee chair shall jointly enter each delegate and alternate into the chosen election website/software.

E. Ballot. The CST and Election committee chair shall jointly create the required ballot to support the election **no earlier than** two weeks prior to the convention and **no later than** 9 pm on the annual meeting day at convention.

F. Voting period. Voting will be opened **no later** than at 9 pm on the 4th Cabinet meeting day at convention, and **close** at 9 am on the designated election day of the convention.

G. Invitation to Vote. The CST and Election committee chair shall jointly email to each delegate the voting link (includes a unique Voter ID & Voter Key for each delegate). Alternates will not receive an invitation.

H. Election Poll. The CST and Election committee chair will jointly staff the election check-in station on the convention election day.

1. Slips with each delegate's Voter ID & Voter will be on hand, should a delegate need it
2. District media devices will be pre-staged at the election site open and ready to receive Voter ID & Voter Key.
3. CST & Chair will monitor which delegates have cast their vote
4. Delegates may present themselves for voting in person in lieu of using their personal device. In this case, delegates will be given access to one of the district's media devices to cast their vote
5. Should the need to employ an Alternate delegate arise, they will be given a slip with their Voter ID & Voter Key

I. Election Report

1. Produce a list of delegates which cast votes
2. Produce a tally report of voting results
3. Tally and add any paper ballots to the electronic results

J. Present final election report

APPENDIX A

**DISTRICT 49B PIN ORDER FORM**

In order to prevent the stock piling of excess MD49 pins, we are taking pin orders up through May 31<sup>st</sup> of each year. Our hope is to receive our pins just prior to the USA-Canada Leadership Forum in September. The district governor will order an additional 10% on top of the orders turned in, to be sold at cabinet or convention meetings.

Please complete the following and submit this form and your pre-payment check to the CST:

Estimated cost per pin: \$2.00

**(Any excess funds above actual cost will be refunded to each club, upon delivery.)**

Club: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Standard Pin</b>	Qty ordered:	\$.
<b>Prestige Convention Pin</b>	Qty ordered: _____	\$ _____

**TOTAL**                      **QTY:**                      **\$** \_\_\_\_\_

Check # \_\_\_\_\_ Amount Submitted: \$ \_\_\_\_\_

