



Lions Clubs International

CONSTITUTION AND BY-LAWS

DISTRICT 16 L

As amended May 21, 2022

Lions Clubs International

PURPOSES

TO ORGANIZE, *charter and supervise service clubs to be known as Lions clubs.*

TO COORDINATE *the activities and standardize the administration of Lions clubs.*

TO CREATE *and foster a spirit of understanding among the peoples of the world.*

TO PROMOTE *the principles of good government and good citizenship.*

TO TAKE *an active interest in the civic, cultural, social and moral welfare of the community.*

TO UNITE *the clubs in the bonds of friendship, good fellowship and mutual understanding.*

TO PROVIDE *a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.*

TO ENCOURAGE *service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.*

VISION STATEMENT

TO BE *the global leader in community and humanitarian service.*

MISSION STATEMENT

TO EMPOWER *Lions clubs, volunteers and partners to improve health and well-being, strengthen communities, and support those in need through humanitarian service and grants that impact lives globally, and encourage peace and international understanding.*

CONSTITUTION

ARTICLE I – Name	7
ARTICLE II – Purposes	7
ARTICLE III – Membership	7
ARTICLE IV – Emblem, Colors, Slogan and Motto	
SEC. 1 – Emblem	7
SEC. 2 – Use of Name and Emblem	8
SEC. 3 – Colors	8
SEC. 4 – Slogan	8
SEC. 5 – Motto	8
ARTICLE V – Supremacy	8
ARTICLE VI – Officers and District Cabinet	
SEC. 1 – Officers	8
SEC. 2 – District Cabinet	8
SEC. 3 – Election/Appointment of District Cabinet	9
SEC. 4 – Removal	9
ARTICLE VII – District Convention	
SEC. 1 – Time and Place	9
SEC. 2 – Club Delegate Formula	9
SEC. 3 – Quorum	10
SEC. 4 – Special Convention	10
ARTICLE VIII – District Dispute Resolution Procedure	10
ARTICLE IX – Amendments	
SEC. 1 – Amending Procedure	11
SEC. 2 – Automatic Update	11
SEC. 3 – Notice	11
SEC. 4 – Effective Date	11

BY-LAWS

ARTICLE I – Nominations and Endorsement Third Vice President and International Director Nominees

SEC. 1 – Endorsement Procedure	11
SEC. 2 – Nomination	11
SEC. 3 – Seconding Speech	12
SEC. 4 – Vote	12

SEC. 5 – Certificate of Endorsement	12
SEC. 6 – Validity	12

ARTICLE II – District Nominations, Elections and Appointments

SEC. 1 – Nominating Committee	12
SEC. 2 – District Governor Election Procedure	13
SEC. 3 – First and Second Vice District Governor Election Procedures	13
SEC. 4 – Ballot	14
SEC. 5 – District Governor Vacancy	14
SEC. 6 – First and Second Vice District Governors and Other Vacancies	15
SEC. 7 – Region/Zone Chairperson Qualifications	16
SEC. 8 – Appointment/Election of Region/Zone Chairperson	16
SEC. 9 – Region/Zone Chairperson Vacancy	16

ARTICLE III – Duties of District Officers/Cabinet

SEC. 1 – District Governor	16
SEC. 2 – First Vice District Governor	17
SEC. 3 – Second Vice District Governor	18
SEC. 4 – Cabinet Secretary – Treasurer	19
SEC. 5 – Global Service Team (GST) District Coordinator	19
SEC. 6 – Global Membership Team (GMT) District Coordinator	20
SEC. 7 – Global Leadership Team (GLT) District Coordinator	21
SEC. 8 – LCIF District Coordinator	21
SEC. 9 – Leo/Leo-Lion Cabinet Liaison	22
SEC. 10 – Region Chairperson	23
SEC. 11 – Zone Chairperson	24
SEC. 12 – District Governor’s Cabinet	25
SEC. 13 – Sergeant-at-Arms	25
SEC. 14 – District Chaplain.....	25
SEC. 15 – Parliamentarian.....	25

ARTICLE IV – District Committees

SEC. 1 – District Governor’s Advisory Committee	26
SEC. 2 – District Global Action Team	26
SEC. 3 – District Governor’s Honorary Committee	26
SEC. 4 – District Cabinet Committees	26

ARTICLE V – Meetings

SEC. 1 – District Cabinet Meetings	27
SEC. 2 – Alternative Meeting Formats	27
SEC. 3 – Business Transacted by Mail	27
SEC. 4 – Regions and Zones	27

ARTICLE VI – District Convention

SEC. 1 – Convention Site Selection	28
SEC. 2 – Official Call	28

SEC. 3 – Site Change	28
SEC. 4 – Officers	28
SEC. 5 – Sergeant-at-Arms	28
SEC. 6 – Official Report	28
SEC. 7 – Credentials Committee	28
SEC. 8 – Order of Convention Business	29
SEC. 9 – District Convention Committees	29
SEC. 10 – Time Keeper	29
 ARTICLE VII – Convention Fund	
SEC. 1 – Convention Fund Tax	29
 ARTICLE VIII – District Administration Fund	
SEC. 1 – District Revenue	29
SEC. 2 – Remaining Funds	30
 ARTICLE IX – Miscellaneous	
SEC. 1 – District Governor Expenses – International Convention	30
SEC. 2 – Financial Obligations	30
SEC. 3 – Cabinet Secretary – Treasurer Bond	30
SEC. 4 – Audit or Review of Books	30
SEC. 5 – Compensation	30
SEC. 6 – Fiscal Year	31
SEC. 7 – Rules of Procedure	31
 ARTICLE X – Amendments	
SEC. 1 – Amending Procedure	31
SEC. 2 – Automatic Update	31
SEC. 3 – Notice	31
SEC. 4 – Effective Date	31
 EXHIBIT A – Rules of Procedure	
District Convention	32
 EXHIBIT B – Rules of Procedure	
Special Meeting to Recommend a Lion for Appointment as District Governor	35
 EXHIBIT C – Rules of Procedure	
Special Meeting to Recommend a Lion for Appointment as First or Second Vice District Governor	37
 EXHIBIT D – Nominating Committee Checklist	
District Governor Candidate	38

EXHIBIT E – Nominating Committee Checklist

First Vice District Governor Candidate 39

EXHIBIT F – Nominating Committee Checklist

Second Vice District Governor Candidate 40

EXHIBIT G – Standard Ballot

District Governor, First Vice District Governor & Second Vice District Governor 41

Lions Clubs International Code of Ethics.....44

ARTICLE I

Name

This organization shall be known as “Lions District 16L”, hereinafter referred to as “district” and or “District 16L”.

ARTICLE II

Purposes

The purposes of this district shall be:

- (a) To provide an administrative structure with which to advance the Purposes of Lions Clubs International in this district.
- (b) To create and foster a spirit of understanding among the peoples of the world.
- (c) To promote the principles of good government and good citizenship.
- (d) To take an active interest in the civic, cultural, social and moral welfare of the community.
- (e) To unite the members in the bonds of friendship, good fellowship and mutual understanding.
- (f) To provide a forum for the open discussion of all matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members.
- (g) To encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavors.

ARTICLE III

Membership

The members of this organization shall be all Lions clubs in this district chartered by Lions Clubs International.

The boundary lines of this district shall be the boundary lines of the New Jersey Counties of: Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Monmouth, Ocean and Salem.

ARTICLE IV

Emblem, Colors, Slogan and Motto

Section 1. **EMBLEM.** The emblem of this district and each chartered club shall be of a design as follows:



Section 2. **USE OF NAME AND EMBLEM.** Use of the name, goodwill, emblem and other logos of this District shall be according to the guidelines established from time to time in the by-laws of Lions Clubs International.

Section 3. **COLORS.** The colors of this district and of each chartered club shall be purple and gold.

Section 4. **SLOGAN.** The Slogan of this district shall be: Liberty, Intelligence, Our Nation's Safety.

Section 5. **MOTTO.** The Motto of this district shall be: We Serve.

ARTICLE V

Supremacy

The Standard Form District Constitution and By-Laws shall govern this district unless otherwise amended so as not to conflict with the Multiple District and International Constitution & By-Laws and policies of Lions Clubs International.

Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the Multiple District 16 Constitution and By-Laws then the Multiple District 16 Constitution and By-Laws shall govern.

Whenever there may exist a conflict or a contradiction between the provisions set out in the district constitution and by-laws and the International Constitution and By-Laws, then the International Constitution and By-Laws shall govern.

ARTICLE VI

Officers and District Cabinet

Section 1. OFFICERS.

- (a) The officers of this district shall be the district governor (DG), the immediate past district governor (IPDG), the first and second vice district governors (1st VDG, 2nd VDG), the region chairpersons (RC) (if the position is utilized during the district governor's term), the zone chairpersons (ZC), a cabinet secretary-treasurer (CS/T) or a cabinet secretary (CS) and a cabinet treasurer (CT).
- (b) Each of the above stated officers shall be a member in good standing of a Lions club in good standing in District 16L in order to serve, or continue to serve, as such officer.

Section 2. DISTRICT CABINET.

- (a) The district shall have a district cabinet composed of the district governor, the immediate past district governor, the first and second vice district governors, the region chairpersons (if the position is utilized during the district governor's term), the zone chairpersons, a cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer and such other club members as may be included in this section as amended in accordance with the amendment procedures

contained herein. In addition, the global membership team district coordinator, global leadership team district coordinator, global service team district coordinator and LCIF district coordinator, district chaplain, sergeant at arms, and the district parliamentarian shall be non-voting members of the district cabinet.

- (b) Each of the above stated cabinet members shall be a member in good standing of a Lions club in good standing in the district, in order to serve or continue to serve. In the event a Leo or Leo-Lion is appointed to the position of Leo/Leo-Lion cabinet liaison, the position would serve as a non-voting advisor to the cabinet.
- (c) No Cabinet member, whether elected or appointed, shall serve simultaneously in more than one cabinet position. [This does not prohibit the district governor from appointing a cabinet Secretary-Treasurer instead of appointing a Cabinet Secretary and a Cabinet Treasurer.] This provision shall apply to both voting, and non-voting members of the District Cabinet.

Section 3. ELECTION/APPOINTMENT OF DISTRICT CABINET.

- (a) The district governor and first and second vice district governors shall be elected at the annual convention of the district.
- (b) The district governor shall ensure that the following are appointed by the time he/she takes office: the cabinet secretary-treasurer or a cabinet secretary and a cabinet treasurer, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone in the district, the district parliamentarian, the district chaplain, the sergeant at arms, the global membership team district coordinator, the global leadership team district coordinator, the global service team district coordinator, the Leo/Leo-Lion cabinet liaison and the LCIF district coordinator and such other club members as may be included in the district cabinet.

Section 4. REMOVAL.

Members of the District Cabinet appointed by the District Governor may be removed from office for cause by the District Governor. Elected members of the District Cabinet other than the District Governor, First Vice District Governor and Second Vice District Governor may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the entire number of the District Cabinet.

ARTICLE VII District Convention

Section 1. TIME AND PLACE. The annual convention of the district shall be held in each year to conclude no less than thirty (30) days prior to the convening of the international convention. A meeting of the registered delegates of the district in attendance at the annual convention of Multiple District 16, of which this district shall be a part, shall constitute the annual convention of the district.

Section 2. CLUB DELEGATE FORMULA.

- (a) Each chartered club in (in good standing in Lions Clubs International, in good standing in Multiple District 16, and in good standing in District 16L) shall be entitled in each annual

district convention to one (1) delegate and one (1) alternate for each ten (10) members, who have been enrolled for at least one year and a day in the Lions club or major fraction thereof, of said Lions club as shown by the records of the international office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members.

- (b) Each certified delegate present in person shall be entitled to cast one (1) vote only for each office to be filled by, and one (1) vote only on each question submitted to the respective convention.
- (c) Unless otherwise specified herein, the affirmative vote of a majority of the delegates voting on any question shall be the act of the convention.
- (d) All eligible delegates must be members in good standing of a Lion's club in good standing in Lions Clubs International, in Multiple District 16, and in District 16L. (It is not required for a member to be enrolled in a club for a year and a day in order to qualify as an eligible delegate.)
- (e) Delinquent dues may be paid (in cash, by certified check, by cashier's check, and/or by money order) and good standing acquired up to fifteen (15) days prior to the close of the credential certification of the Multiple District 16 Convention, as such closing time shall be established by the Rules of the Multiple District 16 Convention.

Section 3. **QUORUM.** The attendance in person of a majority of the delegates of District 16L registered at the Multiple District 16 Convention shall constitute a quorum at any session of the district convention provided said delegate has proper credential certification with him/her.

Section 4. **SPECIAL CONVENTION.** A Special Convention of the Lions clubs of District 16L may be called by a two-thirds vote of the District Cabinet (by the members eligible to vote) at such time and place as they shall determine; provided that such Special Convention shall conclude no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the District by the District Cabinet Secretary, no less than 30 days prior to the convening date of the Special Convention.

ARTICLE VIII

District Dispute Resolution Procedure

All disputes or claims arising from provisions of the District 16L Constitution and By-Laws or any policy or procedure adopted from time to time by the District 16L cabinet, or any other internal Lions District 16L matters that cannot be satisfactorily resolved through other means, arising between any clubs in the District 16L, or any club(s) and the District 16L administration, shall be resolved in accordance with the Dispute Resolution Procedures established by the International Board of Directors.

ARTICLE IX

Amendments

Section 1. **AMENDING PROCEDURE.** This constitution may be amended only at a district convention, by resolution of the Constitution and By-Laws Committee and adopted by the affirmative vote of two-thirds (2/3) of the votes cast.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the international convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been published by regular post or electronic means to each Lions club in the district no less than thirty (30) days prior to the convening date of the District's annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

BY-LAWS

(based upon Standard Form LA-4, effective 10-31-21)

ARTICLE I

Nominations and Endorsement Third Vice President and International Director Nominees

Section 1. **ENDORSEMENT PROCEDURE.** Subject to the provisions of the International Constitution and By-Laws, any member of a Lions club in District 16L seeking endorsements of a District 16L convention as a candidate for the office of international director or third vice-president shall:

- (a) Deliver (by mail or in person) written notice of intention to seek such endorsement to the district governor, and the multiple district council chairperson no less than 30 days prior to the convening date of the district convention at which such question of endorsement is to be voted upon.
- (b) Deliver with said notice of intention evidence of fulfillment of the qualifications for such office set forth in the International Constitution and By-Laws.

Section 2. **NOMINATION.** Each notice of intention so delivered shall be transmitted forthwith by the district governor to the Nominating Committee of the District 16L convention, which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws, and shall place in nomination at the District 16L convention the name of each such

prospective candidate who has fulfilled said procedural and constitutional requirements. The nominating speech shall be no more than five (5) minutes duration.

Section 3. **SECONDING SPEECH.** Each such nominee for endorsement is entitled to one seconding speech of no more than three (3) minutes in duration.

Section 4. **VOTE.**

- (a) The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken.
- (b) The nominee receiving a majority of the votes cast by the delegates present and voting in order to shall be declared endorsed (elected) as the candidate for the office of International Director or International Third Vice-President. In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue until one receives the required majority of the votes cast.
- (c) For purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.
- (d) If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority.
- (e) In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected.

Section 5. **CERTIFICATION OF ENDORSEMENT.** Certification of endorsement of the Candidate by the District 16L convention shall be made in writing to the Multiple District Council of Governors by the district officials designated, in accordance with the requirements set forth, in the International Constitution and By-Laws.

Section 6. **VALIDITY.** No District 16L endorsement of any candidacy of any member of a Lions club in this district shall be valid unless and until the provisions of this Article have been met.

ARTICLE II

District Nominations, Elections and Appointments

Section 1. **NOMINATING COMMITTEE.**

- (a) Each district governor shall appoint by written notification within 30 days of taking office, a Nominating Committee of not less than three (3) and no more than five (5) members.
- (b) Each member of the Nominating Committee shall be a member in good standing of a different Lions club in good standing in District 16L.
- (c) Each member of the Nominating Committee shall not through the duration of their appointment hold any district cabinet or international office either by election or appointment.

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.**

- (a) Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to **2nd Cabinet Meeting** of the fiscal year. (Per Article V, Section 1 (a) of these By-laws, this meeting shall occur in the second quarter of the fiscal year – October, November or December).
- (b) Anyone filing his/her intention to so run must at the same time also furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. [Refer to the district governor nominating committee checklist - Exhibit “D” included herein for the qualifications.]
- (c) The Nominating Committee shall announce at the **3rd Cabinet Meeting** (held in the third quarter of the fiscal year – January, February or March) the name(s) of the Lion(s) who has (have) submitted their intention to so run in writing with the Nominating Committee (provided the Nominating Committee has determined that the Lion is in compliance with the qualifications for said office set out in the International Constitution and By-Laws.)
- (d) The Nominating Committee shall place in nomination at the District 16L annual convention the name(s) of all candidate(s) so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor.
- (e) A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.**

- (a) Any member of a club in the district 16L seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to **2nd Cabinet Meeting** of the fiscal (Per Article V, Section 1 (a) of these By-laws, this meeting shall occur in the second quarter of the fiscal year – October, November or December).
- (b) Anyone filing his/her intention to so run must at the same time also furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. [Refer to the First and Second vice district governor nominating committee checklists - Exhibit “E” and Exhibit “F” included herein for the qualifications.]
- (c) The Nominating Committee shall announce at the **3rd Cabinet Meeting** (held in the third quarter of the fiscal year – January, February or March) the name(s) of the Lion(s) who has (have) submitted his/her intention to so run in writing with the Nominating Committee (provided the Nominating Committee has determined that the Lion is in compliance with the qualifications for said office set out in the International Constitution and By-Laws.
- (d) The Nominating Committee shall place in nomination at the District 16L convention the names of all candidates so qualified. If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor.
- (e) Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 4. **BALLOT.**

- (a) The election shall be by secret written ballot, with the candidate or candidates required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions.
- (b) If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidate or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority.
- (c) In case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected. [Refer to the recommended ballot form for district governor, first vice district governor and second vice district governor included herein as Exhibit “G”.]

Section 5. **DISTRICT GOVERNOR VACANCY.** In the event of a vacancy in the office of district governor, the same shall be filled in accordance with the provisions of the International Constitution and By-Laws. The immediate past district governor, first and second vice district governors, past district governors, past international directors and past international presidents in the district shall convene at a date, time and place called and determined by the immediate past district governor to select a replacement for recommendation to the International Board of Directors. [See Exhibit B included herein].

It shall be the duty of the immediate past district governor, if he/she is not available, the most recent past district governor who is available, to send out invitations fifteen (15) days in advance of the meeting to attend said meeting.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in District 16L for at least one (1) fiscal full year.
- (b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
- (c) Have served or will have served at the time he/she takes office as district governor:
 - (i) As officer of a Lions club for a full term or major portion thereof; and
 - (ii) As a member of the district cabinet of any District in Lionism for two (2) full terms or major portion thereof.
 - (iii) With none of the above being accomplished concurrently.

It is encouraged that the first vice district governor fulfills his/her full term of office and other qualified Lions be considered for filling a vacancy in the office of district governor.

Section 6. **FIRST AND SECOND VICE DISTRICT GOVERNORS AND OTHER VACANCIES.** Any vacancy in office except that of district governor and first and second vice district governors shall be filled by appointment from the district governor for the unexpired term.

In event of a vacancy arising in the office of first or second vice district governor, the district governor shall convene a meeting of the immediate past district governor, first vice district governor and second vice district governor and all past international officers who are members in

good standing of a chartered Lions club in good standing in District 16L. It shall be the duty of the attendees at this meeting to appoint a qualified club member as first or second vice district governor for the remainder of the term. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recent past district governor who is available, to send out invitations fifteen days (15) in advance of the meeting to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The chairperson shall convey the results to the international office within seven (7) days together with evidence of invitations sent and meeting attendance. Each Lion who is entitled to receive an invitation to attend and is present at said meeting shall be entitled to cast one vote for the Lion of his/her choice.

In order for a Lion to be eligible and qualified to be selected to fill a vacancy in the office of first or second vice district governor, he/she must:

- (a) Be an Active Member in good standing of a chartered Lions club in good standing in District 16L for at least one (1) fiscal full year.
- (b) Secure the endorsement of his or her club or a majority of the clubs in his/her single district.
- (c) Have served or will have served at the time he/she takes office as first or second vice district governor:
 - i. As officer of a Lions club for a full term or major portion thereof; and
 - ii. As a member of the district cabinet of any District in Lionism for one (1) full term or major portion thereof;
 - iii. With none of the above being accomplished concurrently.
- (d) Has not completed a full term or major portion thereof as district governor. This becomes effective July 1, 2022.

Section 7. REGION/ZONE CHAIRPERSON QUALIFICATIONS. Each region and zone chairperson shall:

- (a) Be an active member in good standing in his/her respective region or zone; and
- (b) Have served or will have served at the time of taking office as region or zone chairperson as president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years.
- (c) Have not previously served a full term or a major portion thereof as district governor. This becomes effective July 1, 2023.
- (d) Zone and region chairpersons may serve no more than three (3) cumulative years in said position. This becomes effective July 1, 2023.

Section 8. APPOINTMENT/ELECTION OF REGION/ ZONE CHAIRPERSON. The district governor shall appoint, by the time he/she takes office, one region chairperson for each region (if the position is utilized during the district governor's term), and one zone chairperson for each zone, in the district.

Section 9. **REGION/ZONE CHAIRPERSON VACANCY.** If any region chairperson or zone chairperson shall cease to be a member of a club in the region or zone, as the case may be, to which he/she was appointed, his/her term of office shall thereon cease and the district governor shall appoint a successor to fill said office. Provided, however, the district governor, in his/her discretion may determine not to use the position of region chairperson for the remainder of the term.

ARTICLE III

Duties of District Officers/Cabinet

Section 1. **DISTRICT GOVERNOR.** Under the general supervision of the International Board of Directors, he/she shall represent the association in District 16L. In addition, he/she shall be the chief administrative officer in in District 16L and shall have direct supervision over the first and second vice district governor, region chairpersons, the zone chairpersons, the cabinet secretary-treasurer (or a cabinet secretary and a cabinet treasurer) and such other cabinet members as may be provided for in this district constitution and by-laws. His/her specific responsibilities shall be to:

- (a) Serve as the Global Action Team district chairperson to administer and promote membership growth, new club development, leadership development and humanitarian service to clubs throughout the district.
 - (1) Ensure the selection of a qualified Lion leader for the positions of GST district coordinator, GMT district coordinator and GLT district coordinator.
 - (2) Ensure regular meetings to discuss and advance initiatives established by the District Global Action Team.
 - (3) Collaborate with the multiple district's Global Action Team
- (b) Promote the Lions Clubs International Foundation and all service activities of the association.
- (c) Preside, when present, over cabinet, convention and other district meetings. During any period, he/she is unable to so preside, the presiding officer at any such meeting shall be the first or second vice district governor, but if he/she is not available, the district officer chosen by the attending members shall preside, (preferably the Cabinet Secretary or Cabinet Treasurer, in that order).
- (d) Promote harmony among the chartered Lions clubs.
- (e) Exercise such supervision and authority over cabinet officers and district committee appointees as is provided in this district constitution and by-laws.
- (f) Ensure that each Lions club in the district be visited (virtually or in person) by district governor or other district officer once every year to facilitate successful administration of the club.
- (g) Submit a current itemized statement of total district receipts and expenditures to his/her cabinet at each District 16 L Cabinet meeting and to his/her district convention or annual meeting of his/her district at a multiple district convention.

- (h) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the district to his/her successor in office.
- (i) Report to Lions Clubs International all known violations of the use of the association's name and emblem.
- (j) Perform such other functions and acts as shall be required of him/her by the-International Board of Directors through the District Governor's Manual and other directives.

Section 2. **FIRST VICE DISTRICT GOVERNOR.** The first vice district governor, subject to the supervision and direction of the district governor, shall be the chief administrative assistant and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor, and participate in Multiple District 16 Council of Governors meetings as appropriate.
- (e) Assist the district governor in the review of the strengths and weaknesses of the clubs in the district, identifying the existing and potential weak clubs and establishing plans to strengthen them.
- (f) Conduct club visitation as the representative of the district governor when requested by the district governor.
- (g) Work with the District Convention Committee and assist the committee to plan and conduct the annual district convention and assist the district governor to organize and promote other events within the district.
- (h) At the request of the district governor, supervise other district committees.
- (i) Participate in the planning of the next year including the district budget.
- (j) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the office of the district governor, he/she would be better prepared to assume the duties and responsibilities of said office as the acting district governor until the vacancy is filled according to these by-laws and rules of procedure adopted by the International Board of Directors.
- (k) Conduct a district quality assessment and collaborate with the district officers, specifically members of the district's Global Action Team, and other committee chairpersons, during his/her term as first vice district governor to develop a plan for membership growth, leadership development, operational improvement and the fulfillment of humanitarian services to be presented and approved by the district cabinet during his/her term as district governor.

Section 3. **SECOND VICE DISTRICT GOVERNOR.** The second vice district governor, subject to the supervision and direction of the district governor, shall be an assistant in the administration of the district, and representative of the district governor. His/her specific responsibilities shall be, but not limited, to:

- (a) Further the purposes of this association.
- (b) Perform such administrative duties assigned by the district governor.
- (c) Perform such other functions and acts required by the International Board of Directors.
- (d) Participate in the cabinet meetings, and conduct meetings in the absence of the district governor and first vice district governor, and participate in Multiple District 16L council of governor's meetings as appropriate.
- (e) Familiarize himself/herself with the health and status of the clubs in the district, review the monthly financial report and assist the district governor and the first vice district governor in identifying and strengthening the existing and potential weak clubs.
- (f) Conduct club visitation, as the representative of the district governor, when requested by the district governor.
- (g) Assist the district governor and first vice district governor in planning and conducting the annual district convention
- (h) Work with the District LCIF Coordinator and assist the committee to achieve the goals of the year through regular distribution of LCIF information and materials to increase understanding and support of LCIF.
- (i) Work with the District Information Technology Committee and assist the committee to promote the use of the association's web site and the Internet among the clubs and members to obtain information, file reports, purchase club supplies, etc.
- (j) At the request of the district governor, supervise other district committees.
- (k) Assist the district governor, first vice district governor, and the cabinet in planning of the next year, including the district budget.
- (l) Familiarize himself/herself with the duties of the district governor so that, in the event of a vacancy in the offices of district governor and first vice district governor, he/she would be better prepared to assume the duties and responsibilities of said offices as the acting district governor or acting vice district governor until the vacancies are filled according to these by-laws and rules of procedure adopted by the International Board of Directors.

Section 4. **CABINET SECRETARY-TREASURER.** He/ she shall act under the supervision of the district governor. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Perform such duties as are implied by the title of said office, including but not by way of limitation, the following:

- (1) Keep an accurate record of the proceedings of all meetings of the cabinet, and within five (5) days after each meeting forward copies of the same to all members of the cabinet, and the office of Lions Clubs International.
 - (2) Take and keep minutes of the District 16L convention and furnish copies of the same to Lions Clubs International, the district governor and the secretary of each club in District 16L.
 - (3) Make reports to the cabinet as the district governor or cabinet may require.
 - (4) Collect and receipt for all dues and taxes levied on members and clubs in District 16L, deposit the same in such bank or banks as the district governor (with cabinet approval) shall determine and disburse the same by order of the district governor.
 - (5) Remit and pay over to the multiple district council secretary-treasurer the multiple district dues and taxes, if any, collected in District 16L, and secure a proper receipt.
 - (6) Keep accurate books and records of account, and minutes of all District 16L cabinet and District 16L meetings, and permit inspection of the same by the district governor, any cabinet member and any club (or any authorized agent of any of them) at any reasonable time for any proper purpose. Upon direction of the district governor or the cabinet, he/she shall furnish any such books and records as requested to any auditor appointed by the district governor.
 - (7) Secure bond for the faithful performance of his/her duties in such sum and with such sureties as may be required by the district governor and approved by the district cabinet.
 - (8) Deliver, in a timely manner, at the conclusion of his/her term in office, the general and/or financial accounts, funds and records of the District 16L to his/her successor in office.
- (c) Perform such other functions and acts as may be required of each by directives of the International Board of Directors.
- (d) If separate offices of cabinet secretary and cabinet treasurer are adopted, the duties listed in (b) are to be attributed to each of the offices according to the nature of such duties.

Section 5. GLOBAL SERVICE TEAM (GST) DISTRICT COORDINATOR. The GST district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Encourage clubs to implement service projects that are aligned with global Lions Clubs International initiatives, including the Lions Clubs International Service Framework.
- (b) Work with clubs to raise the visibility of Lions service impact in local communities.
- (c) Collaborate with GMT and GLT district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership retention and growth, and expanding humanitarian service.
- (d) Work with region, zone, and club service chairpersons to help clubs reach their service goals, ensure regular reporting in MyLCI, and encourage utilization of Lions Clubs International tools (such as the App) to increase engagement in service projects.

- (e) Support local community service projects that create a sense of belonging and pride to the Lions and Leos in the district.
- (f) Promote service projects that attract multi-generational participants, including the integration and leadership development of Leos.
- (g) Act as the advocacy champion for the district to implement activities including but not limited to community awareness/education, legislative/public policy, events and partnerships” and re-lettering the remaining items.
- (h) In collaboration with the LCIF district coordinator, maximize LCIF resource utilization and fundraising and monitor LCIF grants given to the district.
- (i) Gather club and district feedback related to service challenges, opportunities, and successes and share information gathered with multiple district coordinator to troubleshoot/remove barriers impeding the successful implementation of service programs.

Section 6. GLOBAL MEMBERSHIP TEAM (GMT) DISTRICT COORDINATOR. The GMT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with the GLT and GST district coordinators and the Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district membership development plan.
- (c) Collaborate with region, zone, and club membership chairpersons to identify communities without a club or where additional clubs can be chartered.
- (d) Motivate clubs to invite new members, inspire positive club membership experiences, and ensure clubs are aware of available membership programs and resources.
- (e) Monitor club membership reports. Recognize clubs that are increasing membership and support clubs that are losing members.
- (f) Work with clubs in danger of cancellation by ensuring payments are submitted on time.
- (g) Include diverse populations to participate in Global Action Team Initiatives.
- (h) Respond promptly to prospective member leads provided by the GMT multiple district coordinator or Lions Clubs International track recruitment and provide status report of the lead.
- (i) Complete requirements and submit applications to receive district funding from Lions Clubs International for membership development activities.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GLT district coordinator and the club officers.
- (k) Provide retention strategies to clubs in collaboration with GLT and GST district coordinators.

Section 7. **GLOBAL LEADERSHIP TEAM (GLT) DISTRICT COORDINATOR.** The GLT district coordinator is a member of the District Global Action Team. His/her responsibilities include:

- (a) Collaborate with your GMT and GST district coordinators and Global Action Team district chairperson (district governor) to further initiatives focused on leadership development, membership growth and expanding humanitarian service.
- (b) Develop and execute an annual district leadership development plan.
- (c) Communicate regularly with region/zone chairpersons and club vice presidents to ensure they are aware of leadership development programs and resources available.
- (d) Provide ongoing motivation to region/zone chairpersons and club vice presidents to achieve leadership development goals.
- (e) Promote leadership development opportunities that encourages participation all levels of the association.
- (f) Collaborate with GMT and GST district coordinators to provide retention strategies to clubs.
- (g) Include diverse populations to participate in Global Action Team initiatives.
- (h) Identify potential and new leaders to participate in service, membership and leadership development opportunities.
- (i) Organize and facilitate instructor-led and web-based training in coordination with Lions Clubs International.
- (j) Confirm new members are provided an effective member orientation at the club level, in collaboration with the GMT district coordinator and club officers.
- (k) Complete requirements and submit applications to receive district funding from Lions Clubs International for leadership development activities.

Section 8. **LCIF DISTRICT COORDINATOR.** The LCIF district coordinator is nominated by the LCIF multiple district coordinator, in consultation with the district governor, and appointed by the LCIF chairperson, to serve for a three-year term. This position serves as an ambassador for Lions Clubs International Foundation and reports directly to LCIF multiple district coordinator while working closely with district leadership. His/her responsibilities include:

- (a) Be familiar with LCIF initiatives and educate Lions within the district on the various grants and projects supported by LCIF. Assist district governors with grant applications to LCIF, as needed.
- (b) Promote foundation initiatives in district publications, during district events and to the public at large.
- (c) Ensure that local LCIF-funded projects receive proper promotion and follow grant-criteria guidelines.
- (d) Encourage all Lions to contribute to LCIF and promote individual and club recognition programs as incentives to donate to LCIF.

- (e) Identify potential major gift donors, local foundations, corporations, and businesses with the potential to support LCIF and, and when appropriate, be involved in the gift-request process.
- (f) Assist with the submission of LCIF funds, MJF applications, and other donation information when necessary.
- (g) Encourage clubs to select a Lion to serve as the club LCIF coordinator (which may be the immediate past club president). Host an annual training for club LCIF coordinators. Communicate with each LCIF club coordinator quarterly.
- (h) In collaboration with the district governor and the LCIF multiple district coordinator, develop and execute a plan with agreed upon goals. Communicate monthly with the LCIF multiple district coordinator to discuss progress and challenges.

Section 9. LEO/ LEO-LION CABINET LIAISON. The district governor, in consultation with the district Leo chair, may choose to appoint a Leo or a Leo-Lion to serve a one-year term in an official non-voting capacity. The Leo/Leo-Lion cabinet liaison shall represent the interests and perspectives of Leos and Leo-Lions and facilitate communication and connection between Leos and Lions. In areas with a Leo district, the role shall be filled by a Leo-Lion or Leo, who is a current or past Leo district president, vice-president, secretary, or treasurer. In areas where no Leo district has been formed, the role shall be filled by a Leo or a Leo-Lion who is a current or former Leo club president.

The district governor shall assign the Leo/Leo-Lion cabinet liaison to the standing cabinet committee(s) that would most benefit from a young adult voice. The cabinet liaison may remain on the same committee for the duration of the year or transition among committees as determined by the district governor.

The responsibilities of the Leo/Leo-Lion cabinet liaison include:

- (a) Facilitate communication between Leos and Lions within the district.
- (b) Serve as a resource to district cabinet officers and assigned committee(s).
- (c) Coordinate with the district Leo chairperson in the promotion of the Leo club, Leo-Lion programs, and engagement opportunities for young people within the Lions' district.
- (d) Support district Leo chairperson in conducting training for Leo district officers.
- (e) Advocate for leadership and leadership training opportunities for Leos and Leo-Lions within Lions district activities.
- (f) Serve as support and point of contact for district Leos to explore Lions membership program opportunities.
- (g) Communicate with Leo district president, Leo/Leo-Lion council liaison (if appointed), and the constitutional area representative of the Leo Club Program Advisory Panel to collaborate on initiatives related to young people.
- (h) Assist in planning and integration of Leos and Leo-Lions in Lions district convention, forum events and trainings.

- (i) Attend Leo district meetings as necessary.
- (j) Chair one district collaboration project between Leos and Lions.

Section 10. **REGION CHAIRPERSON** (if the position is utilized during the district governor's term). The region chairperson subject to the supervision and direction of the district governor, shall be the chief administrative officer in his/her region. The Region Chairperson is a member of the District Global Action Team. His/her specific responsibilities should be to:

- (a) Further the Purposes of this association.
- (b) Supervise the activities of the zone chairpersons in his/her region and such district committee chairpersons as may be assigned to him/her by the district governor.
- (c) In coordination with the District GMT Coordinator, play an active role in organizing new clubs and in strengthening weak clubs.
- (d) Visit a regular meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor, the GMT district coordinator, the GLT district coordinator and the GST district coordinator, as appropriate.
- (e) Visit a regular board of directors meeting of each club in his/her region at least once during his/her term of office, reporting his/her findings to the district governor and the GMT district coordinator, the GLT district coordinator and the GST district coordinator as appropriate.
- (f) Endeavor to have every club in his/her region operating under a duly adopted club constitution and bylaws.
- (g) Promote the Club Quality Initiative to the clubs within the region.
- (h) In coordination with the District GLT Coordinator, play an active role in supporting leadership initiatives by informing Lions with the zone about leadership development opportunities at the zone, district or multiple district.
- (i) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the region about service opportunities in the region, district or multiple district.
- (j) Promote representation at international, multiple district, and district conventions by at least the full quota of delegates to which clubs in his/her region are entitled.
- (k) Carry out such official visitations to club meetings and charter nights as shall be assigned to him/her by the district governor.
- (l) Perform such additional assignments as shall be given to him/her from time to time by the district governor.

In addition, the region chairperson shall perform such other functions and acts as may be required by the International Board of Directors through a region chairperson's manual and other directives.

Section 11. **ZONE CHAIRPERSON**. The zone chairperson, subject to the supervision and direction of the district governor and/or region chairperson, shall be the chief administrative officer

in his/her zone. The Zone Chairperson is a member of the District Global Action Team. His/her specific responsibilities shall be to:

- (a) Further the Purposes of this association.
- (b) Serve as chairperson of the District Governor's Advisory Committee in his/her zone and as such chairperson to call regular meetings of said committee.
- (c) Endeavor to include the GMT district coordinator, the GLT district coordinator, and the GST district coordinator as special guests to a District Governor's Advisory Committee meeting to discuss needs related to membership, leadership development and service and how these teams may assist the clubs within the zone.
- (d) Make a report of each District Governor's Advisory Committee meeting and send copies within five (5) days thereafter to Lions Clubs International and to the district governor. Copies should also be sent to the GMT district coordinator, the GLT district coordinator, the GST district coordinator and region chairperson when appropriate.
- (e) Promote the Club Quality Initiative to the clubs within the zone.
- (f) In coordination with the GMT district coordinator, play an active role in organizing new clubs and keep informed of the activities and well-being of all clubs in his/her zone.
- (g) In coordination with the GLT district coordinator, play an active role in supporting leadership initiatives by informing Lions within the zone about leadership development opportunities at the zone, District 16L or Multiple District 16 level.
- (h) In coordination with the GST district coordinator, play an active role in promoting global service initiatives by informing Lions within the zone about service opportunities in the zone, district or multiple district.
- (i) Represent each club in his/her zone in any problems with the region, with district 16L, with Multiple District 16 council chairperson or Lions Clubs International.
- (j) Supervise the progress of district, multiple district, and Lions Clubs International projects in his/her zone.
- (k) Endeavor to have every club within his/her zone operating under a duly adopted club constitution and by-laws.
- (l) Promote representation at international, district, and multiple district conventions by at least the full quota of delegates to which clubs in his/her zone are entitled.
- (m) Visit a regular meeting of each club in his/her zone once or more during his/her term of office, reporting his/her findings to the region chairperson – particularly with respect to weaknesses he/she may have discovered (copy to district governor, district GMT coordinator, district GST coordinator and district GLT coordinator).
- (n) Perform such other functions and acts as may be required of him/her by directives of the International Board of Directors.

Section 12. **DISTRICT GOVERNOR'S CABINET.** The district governor's cabinet shall:

- (a) Assist the district governor in the performance of his/her duties and in the formulation of administrative plans and policies affecting the welfare of Lionism within District 16L.

- (b) Receive, from the region chairpersons or other assigned district cabinet members, reports and recommendations which concern the clubs and zones.
- (c) Supervise the collection of all dues and taxes by the cabinet treasurer, designate a depository(s) for said funds and authorize the payment of all legitimate expenses pertaining to the administration of the affairs of the district.
- (d) Secure, set the amount of and approve the surety company issuing, the surety bond for the cabinet treasurer.
- (e) Secure, semi-annually or more frequently, sub-district financial reports from the cabinet treasurer.
- (f) Provide for an audit of the books and accounts of the cabinet treasurer, or cabinet secretary-treasurer and with the district governor's approval, set up definite schedule of dates, times and places of cabinet meetings to be held during the fiscal year.

Section 13. **SERGEANT-AT-ARMS.** The Sergeant-at- Arms shall maintain order and decorum at the District 16L convention and meetings and perform such other duties as are incident to his/her office under ROBERT'S RULES OF ORDER, NEWLY REVISED and may be assigned to him/her by the District Governor.

Section 14. **DISTRICT CHAPLAIN.** The Chaplain shall act as the spiritual guide and spiritual leader for the district, provide the invocation and benediction at the cabinet meetings, and shall perform such other duties as may be assigned to him/her by the District Governor.

Section 15. **PARLIAMENTARIAN.** The Parliamentarian shall advise the District Governor on Parliamentary procedure pursuant to Robert's Rules of Order, Newly Revised.

ARTICLE IV

District Committees

Section 1. **DISTRICT GOVERNOR'S ADVISORY COMMITTEE.** In each zone, the zone chairperson and the presidents, first vice presidents and secretaries of the clubs in the zone shall compose a District Governor's Advisory Committee, with the zone chairperson as chairperson. At a date, time and place called by the zone chairperson, this committee shall hold a first meeting in either the first quarter or second quarter of the fiscal year; and a second meeting in the third quarter of the fiscal year. The club service chairpersons, club marketing communications chairpersons, and club membership chairpersons should attend when information is shared that relate to their position. It shall assist the zone chairpersons in an advisory capacity, procure recommendations affecting the welfare of Lionism and the clubs in the zone, and relay the same through the zone chairperson to the district governor and his/her cabinet.

Section 2. **DISTRICT GLOBAL ACTION TEAM.** Chaired by the district governor and includes the GMT district coordinator, GST district coordinator and GLT district coordinator. Develops and initiates a coordinated plan to help clubs expand humanitarian service, achieve membership growth, and develop future leaders. Meets regularly to discuss the progress of the plan and initiatives that may support the plan. Collaborates with members of the multiple district's Global

Action Team to learn about initiatives and best practices. Shares activities, achievements and challenges with members of the multiple district Global Action Team. Attends the District Governor Advisory Committee meeting and other zone, region, district or multiple district meetings that feature service, membership or leadership initiatives to share ideas and gain knowledge that may be applied to club practices.

Section 3. **DISTRICT GOVERNOR'S HONORARY COMMITTEE.**

- (a) The district governor may appoint a District Governor's Honorary Committee composed of past international officers who are members in good standing of clubs within District 16L.
- (b) The Chairperson of the Honorary Committee shall be appointed by the District Governor and, this committee shall meet when and as called upon by the district governor.
- (c) It shall act under the direction of the district governor in the promotion of harmony throughout District 16L.
- (d) The chairperson of this committee shall attend meetings of the cabinet (without having a vote) when requested by the district governor.

Section 4. **DISTRICT CABINET COMMITTEES.**

- (a) The district governor may establish and appoint such other committees and/or chairpersons as he/she deems necessary and appropriate for the efficient operations of the district.
- (b) A Chairperson of a committee shall attend meetings of the cabinet when requested by the District Governor. Such committee chairpersons shall be deemed nonvoting members of the district cabinet.

ARTICLE V

Meetings

Section 1. **DISTRICT CABINET MEETINGS.**

- (a) **Regular.** A regular meeting of the cabinet shall be held in each quarter of the fiscal year, with the first of which should be held within sixty (60) days after the adjournment of the preceding international convention. Ten (10) days written notice of meetings setting forth a date, time and place determined by the district governor shall be given to each member by the cabinet secretary.
- (b) **Special.** Special meetings of the cabinet may be called by the district governor at his/her discretion, and shall be called upon written request made to the district governor or the cabinet secretary by a majority of the members of the cabinet. No fewer than five (5) nor more than twenty (20) days written (including letters, electronic mail, facsimile transmission, or cable) notice of special meetings, setting forth the purposes and a date, time and place determined by the district governor, shall be given to each member by the cabinet secretary.
- (c) **Quorum.** The attendance of a majority of the officers of this district shall constitute a quorum for any cabinet meeting.

- (d) **Vote.** The voting privilege should be extended to the voting member of the district cabinet as defined in Article VI, Section 2 of the District 16L constitution.

Section 2. **ALTERNATIVE MEETING FORMATS.** Regular and/or special meetings of the district cabinet may be held through the use of alternative meeting formats, such as teleconference and/or web conference as determined by the district governor.

Section 3. **BUSINESS TRANSACTED BY MAIL.** The district cabinet may transact business by mail (including letters, electronic mail, facsimile transmission, or cable), provided that no such action shall be effective until approved in writing by two-thirds (2/3) of the entire number of the members of the district cabinet (excluding nonvoting members). Such action may be initiated by the district governor or any three (3) officers of the district.

Section 4. **REGIONS AND ZONES.**

- (a) **Organizational.** Regions and zones shall be subject to change by the district governor, when in his/her sole discretion, he/she shall deem the same necessary to the best interests of the District and Lions Clubs International; The district should be divided into regions of sixteen (16) to ten (10) Lions clubs. Each region should be divided into zones of between eight (8) and four (4) Lions Clubs, giving due regard to the geographical locations of the clubs.
- (b) **Region Meetings.** Meetings of representatives of all clubs in a region, with the region chairperson (if the position is utilized during the district governor's term) or other district cabinet member as may be assigned by the district governor presiding, should be held during the fiscal year at times and places fixed by the region chairperson of the respective region.
- (c) **Zone Meetings.** Meetings of representatives of all the clubs in a zone, with the zone chairperson presiding, shall be held twice during the fiscal year at times and places fixed by the zone chairperson.

ARTICLE VI

District Convention

Section 1. **CONVENTION SITE SELECTION.** The annual District 16L Convention shall be held each year at the same time and place as the annual convention of Multiple District 16. The multiple district convention site shall be selected in accordance with the provisions of the Multiple District 16 Constitution and By-laws.

Section 2. **OFFICIAL CALL.** The district governor shall issue an official call by printed or electronic means to all clubs for the annual district convention not less than sixty (60) days prior to the date fixed for holding the same, stating the place, day and hour thereof.

Section 3. **SITE CHANGE.** The district cabinet shall retain, and have, power to change at any time, for good reason, the annual district convention site previously chosen - provided that if the annual District Convention is not held at the Multiple District 16L Convention, then the annual

District Convention site shall be located within the District - and neither the district, officers of the district nor any member of the district cabinet, shall incur any liability thereby to any club or club member in the district. Notice of this site change shall be furnished in writing to each club in the district no less than sixty (60) days prior to the convening date of the annual district convention.

Section 4. **OFFICERS.** The members of the district cabinet shall be the officers of the annual district convention.

Section 5. **SERGEANT-AT-ARMS.** A convention sergeant- at-arms and such assistant sergeant-at-arms as deemed necessary shall be appointed by the district governor.

Section 6. **OFFICIAL REPORT.** Within fifteen (15) days after the close of the annual district convention, the cabinet secretary shall transmit one copy of the complete proceedings to the international office. Upon written request from any club in the district a copy shall be furnished to said club.

Section 7. **CREDENTIALS COMMITTEE.** The Credentials Committee of the district convention shall be composed of the district governor, as chairperson, the cabinet secretary or the cabinet secretary-treasurer and two other non-officers of the district appointed by the district governor within 30 days prior to the district convention, each of whom shall be a member in good standing of a different Lions club in good standing in the district. The non-officers shall not, through the duration of the appointment, hold any district or international office either by election or appointment. The Credentials Committee shall have the powers and perform the duties set forth in ROBERT'S RULES OF ORDER, NEWLY REVISED. The district governor shall appoint one of the non-officers on the Credentials Committee to also serve as the District's Representative on the Multiple District's Credential's Committee; he/she shall have the powers and perform the duties as may be assigned to him/her by the District Governor and/or Multiple District Council Chairperson.

Section 8. **ORDER OF CONVENTION BUSINESS.** The district governor shall arrange the order of business for the District 16L convention, and the same shall be the order of the day for all sessions.

Section 9. **DISTRICT CONVENTION COMMITTEES.** The district governor shall appoint the chairperson of, and fill any vacancies occurring in the following District 16L convention committees: Multiple District Convention, Registration, Resolutions, Elections, Constitution and By-Laws, Rules of Procedure and International Convention. Each region, if any, shall have at least one representative on each such committee. These committees shall perform such duties as the district governor shall designate.

SECTION 10. **TIME-KEEPER.** The District Governor shall appoint for the District's Convention a Time-Keeper and such Assistant Time-Keepers as deemed necessary by the District Governor.

ARTICLE VII CONVENTION FUND

Section 1. **CONVENTION FUND TAX.** District 16L does not levy a convention fund tax upon its members, and therefore does not maintain a Convention Fund.

ARTICLE VIII District Administration Fund

Section 1. **DISTRICT REVENUE.** To provide revenue for approved district projects and to defray the administrative expenses of the district, an annual district administrative fund tax of **\$12.00** is hereby levied upon each member of each club in the district and shall be collected and paid in advance by each club in two (2) semi-annual payments as follows: **\$6.00** per club member on **July tenth** of each year to cover the semi-annual period July 1 to December 31; and **\$6.00** per club member on **January tenth** of each year, to cover the semi-annual period January 1 to June 30, with billings of the same to be based upon the roster of each club as of the first days of July and January, respectively.

Said tax shall be paid to the cabinet treasurer (or secretary-treasurer) by each club in the district, except newly chartered and reorganized clubs, which shall collect and pay said tax on a pro-rata basis from the first day of the second month following the date of their organization or reorganization, as the case may be. Said tax shall be disbursed only for administrative expenses of the district and only upon approval by the district governor's cabinet. Disbursement therefrom shall be by check drawn and signed by either the Cabinet Treasurer, the 1st Vice District Governor, the 2nd Vice District Governor, the Cabinet Secretary, or the District Governor. However, if the District Cabinet approves online banking, no signature will be required.

Student Members of Campus Clubs shall not be required to pay any District taxes (dues).

Section 2. **REMAINING FUNDS.** In any fiscal year, any balance remaining in the district administrative fund after payment of all district administrative expenses in that year shall remain in said district administrative fund. The District Budget shall be based on the income from current year's taxes (dues) and any other amounts received during the year. Any unexpended funds remaining at the end of the fiscal year shall be held in reserve either in a general fund or a reserve fund. It shall not be included in any subsequent budget. Any such reserve funds may only be authorized for payment for a specific use and must be approved by the majority of the then sitting Cabinet.

Section 3. **SEED MONEY.** Each administration shall provide its successor with \$1,000 seed money to establish an account immediately after July 1 when the new fiscal year begins to pay for initial expenses incurred prior to the dues being collected for that new fiscal year.

ARTICLE IX Miscellaneous

Section 1. **DISTRICT GOVERNOR EXPENSES – INTERNATIONAL CONVENTION.** Expenses of the district governor in connection with his/her attending the international convention shall be considered a district administrative expense. Reimbursement for such expenses shall be made by the district on the same basis as outlined in the General Reimbursement Policy of Lions Clubs International.

Section 2. **FINANCIAL OBLIGATIONS.** The district governor and his/her cabinet shall not incur obligations in any fiscal year which will create an unbalanced budget or deficit in said fiscal year.

Section 3. **CABINET TREASURER BOND.** The Cabinet Treasurer and authorized signatories shall be bonded in such amount and with such surety company as shall be approved by the District Cabinet (unless said bond requirement is waived by a 2/3 vote of those members of the District Cabinet eligible to vote) and the cost of same shall be a district administrative expense. If the District Cabinet shall vote to waive the bond requirement, said decision must be read at the next cabinet meeting.

Section 4. **AUDIT OR REVIEW OF BOOKS.** The district governor's cabinet shall provide for an annual or more frequent audit or review of the books and accounts of the cabinet treasurer (or cabinet secretary-treasurer).

Section 5. **COMPENSATION.** No officer or cabinet members shall receive any compensation for any service rendered to this district in his/her official capacity but officers and cabinet members may be reimbursed for eligible out-of-pocket expenses for travel and or meals incurred during the course of their service at the discretion of the District Governor.

Section 6. **FISCAL YEAR.** The fiscal year of this district shall be from July 1st to June 30th.

Section 7. **RULES OF PROCEDURE.** Except as otherwise specifically provided in this constitution and by-laws, or in a District Policy Manual, or in the rules of procedure adopted for a meeting, all questions of order and procedure in any district meeting or convention, any meeting of the district cabinet, region, zone or member club or of any group or committee of any one of them, shall be determined by ROBERT'S RULES OF ORDER, NEWLY REVISED.

ARTICLE X Amendments

Section 1. **AMENDING PROCEDURE.** These by-laws may be amended only at a district convention, by resolution reported by the Constitution and By-Laws committee and adopted by a majority of the votes cast.

Section 2. **AUTOMATIC UPDATE.** When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect

on this District Constitution and By-Laws shall automatically be updated in this district constitution and by-laws at the close of the International convention.

Section 3. **NOTICE.** No amendment shall be so reported or voted upon unless the same shall have been furnished in writing to each club no less than thirty (30) days prior to the convening date of the annual convention with notice that the same will be voted upon at said convention.

Section 4. **EFFECTIVE DATE.** Each amendment shall take effect at the close of the convention at which adopted unless otherwise specified in the amendment.

EXHIBIT A

SAMPLE RULES OF PROCEDURE

These Sample Rules of Procedure are guidelines and may be amended by the district cabinet and adopted by the delegates of the convention. These are the minimum requirements. The district may add additional rules so long as they are not in conflict with mandatory rules which are highlighted in yellow.

DISTRICT 16 CONVENTION

Rule 1. The district governor shall arrange the order of business for the district convention. Except for registration and certification hours, which may not be changed, deviation from the announced order of business shall be made only by consent of three-fourths (3/4) of the certified delegates assembled at any session at which a quorum is present. A majority of those certified delegates present in person at any session shall constitute a quorum.

Rule 2. Except as otherwise provided in the Lions Clubs International Constitution and By-Laws, the District 16L Constitution and By-Laws, national custom and practice or these rules, Robert's Rules of Order, Newly Revised shall govern all questions of order and procedure.

Rule 3.

- (a) The credentials committee shall be composed of the district governor, as chairperson, the cabinet secretary/treasurer and two other non-officers of the district appointed by the district governor; provided, however, the district governor may designate any other committee member as chairperson. The credentials committee's primary responsibility shall be to verify club delegate credentials. In carrying out this responsibility, the credentials committee shall have the powers and shall perform the duties as established by national custom and practice or as set forth in Robert's Rules of Order, Newly Revised.
- (b) The registration and certification of delegates shall occur on the day(s) of the Multiple District State Convention designated by the Multiple District as Registration Days and during hours designated by the Multiple District as Registration hours.
- (c) The number of certified delegates shall be announced to the district convention upon close of certification and prior to the commencing of voting.

Rule 4.

- (a) Within 30 days of taking office and at least 60 days prior to the convening of the convention, the district governor, unless otherwise provided, shall appoint, and designate the chairperson of, a nominations committee consisting of not less than three (3) and no more than five (5) members. It shall be the committee's responsibility to review the qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of the same.
- (b) Candidate may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee.

Rule 5. Replacement of delegates and alternate delegates.

- (a) To replace a delegate and/or alternate delegate already certified, the replacement must provide a certificate signed by two officers of the club, certifying that the replacement is eligible as an alternate delegate, and surrender the copy of the credential certificate issued to the member he/she is replacing.
- (b) On the day of voting, 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 credential certificate together with the copy of the certified delegate's credential certificate to the voting personnel at which time the voting personnel will make the necessary notation on the credential records marking that a substitution has been made on the respective club's delegate entitlement. Alternate delegates who were not certified cannot replace a certified or uncertified delegate.

Rule 6. Nominations for the offices of district governor, first and second vice district governor and such other offices to be filled by the convention shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Rule 7.

- (a) Prior to the convention, the district governor shall appoint, and designate the chairperson of an elections committee consisting of three (3) members. Each duly nominated candidate shall also be entitled to designate one (1) observer through his/her club. The observers may oversee election procedures only, but may not participate directly in the committee's decision making.
- (b) The elections committee shall be responsible for preparation of elections materials, vote tabulation, and resolving questions concerning the validity of individual ballots. The committee's decision shall be final and binding.
- (c) The elections committee shall prepare a comprehensive report of the election results containing the following components: date, time and place of election; specific voting results by candidate; signature of each committee member and observer. The district governor, council chairperson and all candidates shall be provided a copy of the committee's report.

Rule 8. Voting.

- (a) Voting will take place at a predetermined location and time.
- (b) To secure a ballot card, the delegate shall present his/her credential certificate to voting personnel for verification. Once verified, the delegate shall be issued a ballot.
- (c) The voter shall indicate his/her vote by placing a mark in the appropriate location by the name of the candidate of his/her choice. The mark must be placed in the proper location to

constitute a valid vote. Any ballot containing votes for more than the specified number of offices to be filled in any section shall be declared invalid to that particular section.

- (d) A majority vote shall be necessary to elect the district governor, first vice district governor and second vice district governor. A majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If a majority vote is not received in the election of district governor, first vice district governor and second vice district governor, a vacancy shall occur and Article IX, Section 6(d) of the International By-Laws shall apply.
- (e) A majority vote shall be necessary to elect all other candidates. In the event any one candidate shall fail to receive the required number of votes to be elected, additional balloting shall take place as outlined in this section until such time as one candidate secures a majority vote.

EXHIBIT B

RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises in the office of district governor, it shall be the duty of the immediate past district governor, or if not available, the most recent past district governor who is available, upon notification from the international office, to convene a meeting of the immediate past district governor, first and second vice district governors, and all past international presidents, past international directors and past district governors **who are members in good standing of a chartered Lions club in good standing within the district** for the purpose of recommending a club endorsed Lion for appointment by the International Board of Directors.

Rule 2. Written invitations to this meeting shall be sent not less than fifteen (15) days in advance of the meeting. The immediate past district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time within the required fifteen (15) days.

Rule 3. The chairperson shall maintain a **written** attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

Rule 8. The International Board of Directors, pursuant to Article IX, Sections 6(a) and (d) of the International By-Laws shall consider, but is not bound by, any recommendation resolved at the special meeting. The International Board of Directors reserves the right to appoint the recommended or any club member as district governor for the (remainder of the) term.

Summary of Rules

Special Meeting to Recommend A Lion for Appointment as District Governor

1. The international office has advised the District to convene a special meeting to recommend a member for appointment as District Governor.
2. The Immediate Past District Governor prepares invitations for the special meeting. Invitations are to be sent to the Immediate Past District Governor, First Vice District Governor, Second Vice District Governor and all Past District Governors who are members in good standing of a chartered Lions club in District 16L. The invitations should state the date, time and location for the meeting.
3. The chairperson maintains an attendance roster at the meeting.
4. Nominations are made from the floor. Each nominee may speak for five (5) minutes, and his/her seconder may speak for an additional three (3) minutes.
5. Voting begins immediately after nominations close. Voting is by written ballot.
6. A majority of votes cast by those present and voting is necessary to be recommended. If no one candidate secures a majority vote, voting continues as outlined in the rules of procedure.
7. The chairperson forwards the meeting results at the conclusion of the meeting.

EXHIBIT C

RULES OF PROCEDURE SPECIAL MEETING TO RECOMMEND A LION FOR APPOINTMENT AS FIRST OR SECOND VICE DISTRICT GOVERNOR

Rule 1. In the event a vacancy arises in the office of first or second vice district governor, the district governor shall convene a meeting of the members as defined in Article II, Section 6 of these By-laws who are members in good standing of a chartered Lions club in good standing in District 16L. It shall be the duty of the attendees at this meeting to appoint a qualified club endorsed member as first or second vice district governor for the remainder of the term.

Rule 2. In filling said vacancy, it shall be the duty of the district governor, or if not available, the most recently serving past district governor who is available, to send out written invitations no less than fifteen (15) days in advance of the meeting, to attend said meeting and it shall also be his/her responsibility to preside as chairperson of the meeting. The district governor, as the meeting's chairperson, shall have the authority to select the meeting site, date and time. However, he/she shall use his/her best efforts to select a centrally located meeting venue, and schedule the meeting at a convenient date and time.

Rule 3. The district governor shall maintain a written attendance roster.

Rule 4. Each Lion who is entitled to attend the meeting may make one nomination of his/her choice from the floor.

Rule 5. Each such nominee shall be entitled to one seconding speech, only, in his/her behalf of not more than three (3) minutes in duration, and may speak personally for five (5) additional minutes. When each nominee has had an opportunity to present his/her remarks, the chairperson shall declare the nominations closed. No additional nominations shall be accepted after the close of nominations.

Rule 6. Voting.

- (a) Voting will occur immediately after the close of nominations.
- (b) Voting will be by written ballot.
- (c) The member shall indicate his/her vote by writing the name of his/her choice on the ballot. Any ballot containing votes for more than one nominee shall be declared invalid.
- (d) A majority vote shall be necessary to recommend a member for appointment as first or second vice district governor. In the event any one candidate shall fail to receive the required number of votes to be selected, additional balloting shall take place as outlined in this Rule 6 until such time as one candidate secures a simple majority vote.

Rule 7. At the conclusion of the meeting, but in no event more than seven (7) days after the conclusion of the meeting, the chairperson will forward a written report of the voting results to the international office together with evidence of invitations sent and attendance at the meeting.

EXHIBIT D

Nominating Committee Checklist District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- ☐ Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- ☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- ☐ Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

- ☐ Club President: Year Served _____
- ☐ Club Board of Directors Two (2) Years Served _____
- ☐ District Cabinet (check one)
 - ☐ Zone or Region Chairperson Year Served _____
 - ☐ Cabinet Secretary and/or Treasurer Year Served _____
- ☐ One (1) additional year as a member of district cabinet
Position held: _____ Year Served _____
- ☐ With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT E

Nominating Committee Checklist First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- ☐ Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- ☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- ☐ Candidate is currently serving as the second vice district governor within this district,

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, the candidate fulfills the qualifications for the office of second vice district governor:

- ☐ Club President: Year Served _____
- ☐ Club Board of Directors Two (2) Years Served _____
- ☐ District Cabinet (check one)
 - ☐ Zone or Region Chairperson Year Served _____
 - ☐ Cabinet Secretary and/or Treasurer Year Served _____
- ☐ With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6 (b).

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT F

Nominating Committee Checklist Second Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____

Name of Candidate's Lions Club: _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- ☐ Candidate is an Active Member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- ☐ Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- ☐ Club President: Year Served _____
- ☐ Club Board of Directors Two (2) Years Served _____
- ☐ District Cabinet (check one)
 - ☐ Zone or Region Chairperson Year Served _____
 - ☐ Cabinet Secretary and/or Treasurer Year Served _____
- ☐ With none of the above being accomplished concurrently.

**Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the close of credential certification to ensure that his/her club pay outstanding dues.*

I have reviewed this checklist and certify that the candidate listed above has met the requirements for Second Vice District Governor in accordance with the International By-Laws, Article IX, Section 6 (c).

Nominating Committee Chairperson

Date

Nominating Committee Member

Date

EXHIBIT G

Standard Ballot District Governor, First Vice District Governor & Second Vice District Governor Elections

Sample 1: Ballot where there are two candidates.

Instructions: Clearly indicate your vote by placing an appropriate symbol¹ in the box next to the name of the candidate you are casting your vote for.

Position	Name	Vote
First Vice District Governor		
	Candidate A	
	Candidate B	

Sample 2: Ballot where there is only one candidate.

Instructions: Clearly indicate your vote by placing an appropriate symbol² in the box indicating a yes or a no vote for the candidate.

Position	Name	Yes	No
District Governor			
	Candidate A		

Sample #3: Ballot where there are three or more candidates:

(Note: there are a few different options when there is more than one candidate. If time permits, you may have the voter indicate their selection next to the candidate they wish to vote for. If no candidate receives a majority of the votes, then the candidate with the lowest amount of votes is dropped off the ballot and another vote is taken (The ballot would look like Sample #1 above). This process would continue until a candidate receives the required number of votes. As most districts do not have the time to conduct such a lengthy process, the option of Preferential Voting allows the voter to complete one ballot. Following is an example of a Preferential Voting Ballot):

Instructions. Indicate your preference by clearly marking next to each candidate's name a number (1, 2, 3 or 4) indicating your preference in the order in which you would elect the candidate (i.e., 1, representing highest preference, 2 – next preference, etc.)

¹ Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters.

² Please note that the district should indicate the appropriate symbol to use or approved stamp provided to all voters. In addition, a candidate must receive a majority of affirmative votes to move forward. If there is a tie between a yes and no vote, the candidate would not have received the required number of votes to be elected and it would result in an vacancy.

Position	Name	Preference/ Rank
Second Vice District Governor		
	Candidate A	4
	Candidate B	2
	Candidate C	1
	Candidate D	3

Rules for Preferential Voting:

1. On the preferential ballot - for each office to be filled the voter is asked to indicate the order in which he prefers all the candidates, placing the numeral 1 beside his first preference, the numeral 2 beside his second preference, and so on for every possible choice.
2. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate.
3. The number of ballots in each pile is then recorded for the tellers’ report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below.
4. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows:
 - a. The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots.
 - b. The number of ballots in each remaining pile after this distribution is again recorded.
 - c. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into the other piles, except that, if the name eliminated in the last distribution is indicated as second choice on a ballot, that ballot is placed accordingly to its third choice.
 - d. Again, the number of ballots in each existing pile is recorded, and if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots, the result being thereby determined.
 - e. The tellers’ report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.
5. If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of its marked names have been eliminated, it should not be placed in any pile, but should be set aside.

6. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated.
7. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate that was strongest in terms of first choice (by referring to the record of the first distribution).

Lions Clubs International

CODE OF ETHICS

TO SHOW *my faith in the worthiness of my vocation by industrious application to the end that I may merit a reputation for quality of service.*

TO SEEK *success and to demand all fair remuneration or profit as my just due, but to accept no profit or success at the price of my own self-respect lost because of unfair advantage taken or because of questionable action on my part.*

TO REMEMBER *that in building up my own business it is not necessary to tear down another's; to be loyal to my clients or customers and true to myself.*

WHENEVER *a doubt arises as to the right or ethics of my position or action towards others, to resolve such doubt against myself.*

TO HOLD *friendship as an end and not a means. To hold that true friendship exists not on account of the service performed by one to another, but that true friendship demands nothing but accepts service in the spirit in which it is given.*

ALWAYS *to bear in mind my obligations as a citizen to my nation, my state and my community, and to give them my unswerving loyalty in word, act and deed. To give them freely of my time, labor, and means.*

TO AID *others by giving my sympathy to those in distress, my aid to the weak, and my substance to the needy.*

TO BE CAREFUL *with my criticism and liberal with my praise; to build up and not destroy.*