

**GENERAL**

**FUNCTION:**

Establish the process for preparing, approving, managing changes, recording and distributing procedures.

**REFERENCES:**

1. LCI and State constitution and bylaws
2. State policy and procedure manuals.
3. LCI LA-1: Lions Clubs International (LCI) Constitution and By-Laws (CBL)
4. LCI LA-4: LCI Standard District CBL

**GENERAL:**

All procedures outlined in this Procedure Manual must conform to the latest issue of the Lions Clubs International (LCI) Constitution and By-Laws (CBL) as published in LCI Pamphlet LA-1 and the LCI Standard District CBL (LCI Pamphlet LA-4). LA-4 and as amended (supplemented) by the District 14-C Procedure Manual will constitute the District 14-C's standard CBL.

This Procedure Manual provides pertinent procedures for use by the District 14-C officers (Cabinet) and provides operational guidelines for District chairpersons and committees appointed by the District Governor (DG). It is not intended to repeat or replace information provided from LCI in LA-1 and LA-4 but only to expand upon and clarify those guidelines for effective operation of the District's functions.

**AMENDMENT PROCESS:**

- A. Proposed amendments to the District constitution shall be presented in accordance with LA-4, Article IX.
- B. Proposed amendments to the District by-laws shall be presented in accordance with LA-4, Article X.
- C. Proposed amendments to the District Procedures Manual shall be processed as follows:
  1. Any Lion in good standing may submit a Procedure Manual amendment proposal to the District Governor (DG) for consideration.
  2. Proposed amendments shall be directed to the Long Range Planning Committee (LRPC) by the DG for study and coordination. The LRPC shall draft and submit a summary of the proposed amendment to the DG with a copy to the Constitution and By-Laws Committee chairperson. The LRPC shall identify the amendment as a proposed new procedure or an amendment to a current procedure. The LRPC shall provide an initial recommendation of action for the DG. The proposed procedure change shall be identified as a draft as defined below.
  3. The CBL committee shall submit the finalized proposed amendment(s) to the DG and voting Cabinet in writing at least fourteen (14) days prior to a District Cabinet meeting. The CBL committee will present the resolution at the Cabinet Meeting. The Cabinet will take appropriate action (accept, reject or refer back) at this District Cabinet meeting.
  4. A majority vote of the District voting Cabinet present at the Cabinet meeting shall constitute a quorum for approval/rejection of amendments to this Procedures Manual.
  5. Procedures that impact the full membership, such as dues, shall be presented to the District Convention Delegates for a vote.
  6. A change encompassing a change to a majority of procedures will be identified a "Change X".

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- 7. Proposed amendments to general operating procedures, such as spelling or edit corrections or general updates to committee assignments may be completed by the CBL Committee without presentation to the Cabinet for approval action. A summary of these changes will be presented by the CBL as information to the Cabinet.
- 8. The CBL Committee shall be responsible for distributing approved changes to the Cabinet, Past District Governors and others as identified and maintaining the master record of approved and historical procedure change activities. Procedures will be posted on the District Website.

**PROCEDURE FORMAT:**

The Procedure cover shall show the latest date of approved changes in the right side footer.

Each page shall contain a header that is formatted similar to this Procedure Number 001.

Each procedure will contain a paragraph header of FUNCTION, REFERENCE (as appropriate), GENERAL, and DUTIES (as appropriate)

A change in process shall be identified as a Draft 1, 2, 3, etc and the date submitted at the lower right footer.

Changes to a procedure shall be highlighted by using “Text Highlight” color gray 25%.

Approved procedures shall be identified at the lower right footer with the date of approval by the Cabinet. (Example; Approved: Change 1: February 18, 2017). A complete change to the manual will be identified a “CHANGE #”, Approved: Date.

Procedure file naming shall be as follows: Procedure #\_Title\_Revision\_Date (Note the use of an underscore “\_”)

The Constitution and By-Laws Committee has the responsibility to complete the final format of approved procedures, distribute the procedures and to assure a proper record of procedure change history.

**Procedure Change History:**

- May 1, 2002
- April 22, 2006
- April 25, 2009
- November 19, 2016
- February 18, 2017

The below footer also provides samples of using the change identification. While in review this procedure will be identified as a draft. Once approved, it will show the approved date as shown at the right. If the complete manual is treated as a full change it would be identified as “Change 2: Approved: mm-dd-yyyy”.