

**CHAPTER VI**  
**CONVENTIONS & CONFERENCES**  
**(ANNUAL-DISTRICT-INTERNATIONAL)**

Multiple District, District and Zone Banners represent the history and the pride of each of these particular entities. As such, they shall be treated with respect. The banners themselves are expensive to purchase new, but after they have been embroidered with the names of the multiple district, district, or zone leaders, they are invaluable, and become extremely expensive and difficult to replace. When these banners are displayed at a Multiple District 19 Annual Convention or at a District Conference, they shall never be pilfered, but shall be protected by all Lions. Pilfering of any Lions Paraphernalia is strongly discouraged.

The Multiple District 19 Lions own and maintain the British Columbia, Canada, Lions Clubs International, Northern Idaho, United States, and Washington flags, along with their standards and stands to be used at the MD19 Annual Convention, MD19 Council of Governors' Meetings, and in the parade at the Lions Clubs International Convention. A large parade banner is also maintained to precede the MD19 delegation in the International Convention parade each year. Any other use of these flags and banner must be approved by the Council of Governors.

It is highly recommended that bands and other amplified entertainment performing at MD19 Conventions, Fall Forums or others meetings shall be requested to keep the sound level at 85 decibels or lower. This should be discussed with the entertainers during the initial discussions.

**A. ANNUAL CONVENTION:**

1. The MD19 Council, acting as the Convention/Conference Commission, shall have complete oversight of the planning, preparation and implementation of the MD19 Annual Convention as per the MD19 Constitution & By-laws, Article III "BL", Section 1.a.
2. The MD19 Annual Convention shall be held each fiscal year at a time and place to be determined by the MD19 Council. The selection of said convention site shall be made by the Council not more than four (4) years, nor less than two (2) years, prior to the bid dates under consideration.
3. The MD19 Annual Convention shall be scheduled during a period of days not to exceed a Wednesday through the following Sunday noon format.
4. The Convention Director shall be the MD19 Executive Secretary/Treasurer as per MD19 Constitution & By-laws, Article II "BL", Section 5.f.
5. The Executive Secretary arranges for the screening and selection of the Convention speakers with the MD19 Leadership Chairperson /GLT, the Seated Council Chairperson, the Incoming Council Chairperson and the Annual Convention Chairperson. In the selection of the International Guest for the MD19 Annual Convention, the seated International Director or the most recent Past International Director will make recommendations and be involved with this selection process.
6. The Lions Host Club designated shall be as per MD19 Constitution & By-laws, Article VI, Section 3.
7. The MD19 Annual Convention Chairperson shall be selected by the Convention Director and the Officers of the Host Lions Club.
8. The MD19 Annual Convention Chairperson shall be recommended to the Council Chairperson for presentation and subsequent approval by the MD19 Council of Governors.
9. The Convention Director shall cooperate with, and advise, the Host Club of their obligations and duties as addressed in the MD19 Constitution & By-laws, Article IV "BL", Section 1.d., e., and f.
10. Bids submitted to host an Annual Convention shall be detailed on properly executed forms, provided by the Convention Director.
11. Bids shall be submitted to the MD19 Executive Secretary/Treasurer on, or before, January 5th, indicating a desire to host the Annual Convention in a fiscal year 3 to 4 years in the future. Bids shall include, but not be limited to, such information as hotels available, the number of rooms and estimated costs, meeting and banquet rooms including their size and any potential costs, distances between convention activities, and other facilities in area, etc. Bids submitted must be accompanied by a letter signed by the submitting Lions Club's President, and Club's Secretary indicating their Club has agreed, by Board action, to serve as the Host Lions Club for the convention at the location upon which they have bid.
12. In the event no bids are received, or no bids fulfill the requirements as outlined on the bid form, the MD19 Council shall direct the Executive Secretary/Treasurer to seek possible sites from which the Council may make a selection at their next regularly scheduled meeting.

13. Room rates and facility or meeting room costs, if any, shall be guaranteed firm by September 1st of the same fiscal year in which the Annual Convention is scheduled to be held. The costs of meals, which are part of the Convention's schedule of events, shall be guaranteed firm by September 1<sup>st</sup> of the same fiscal year in which the Annual Convention is scheduled to be held. **NOTE: Every effort shall be made to secure reasonable room and meal costs.**
14. Complimentary rooms, not to exceed four (4) nights, shall be made available to the following attendees and Partners in Service, if in attendance, at the Annual Convention: Council Chairperson, International Guest, MD19 International Director (if in attendance), MD19 Annual Convention Chairperson, MD19 Executive Secretary/Treasurer (Convention Director).
15. The Immediate Past Council Chairperson and Vice Council Chairperson should be given complimentary rooms if the Convention Chairperson has any available.
16. Complimentary tickets for the meals listed on the convention registration form, with the exception of the luncheon which is served in conjunction with the Council Meeting, shall be provided to all those listed above receiving complimentary rooms. Complimentary meals will also be provided for the MD19 Vice Council Chairperson, seated District Governors, and their Partners In Service, if in attendance. **NOTE: If a non-Lion is scheduled to be a guest speaker at a Convention event which includes a meal, then a complimentary meal ticket shall be provided for the speaker and their spouse or escort, if in attendance.**
17. Complimentary tickets for the noon luncheon which is served in conjunction with the Council Meeting shall be provided to the following attendees: all members of the MD19 Council, International Guest, MD19 International Director (if in attendance), and Parliamentarian.
18. There shall be no increase to the cost of meal tickets purchased by the attendees over the actual cost of said meals as charged by the caterer. The only exception would be the rounding off to the nearest fifty cents or one dollar over the caterer's charge to ease accounting procedures.
19. Any Lion who has written an NSF (Non-Sufficient Funds) check for a Annual Convention will be asked to pay for their registration at future Annual Conventions with either a cashiers check or money order. The records will be kept by the MD19 Office.
20. All Fees for the convention to include events, meals, etc. shall be publicized and paid only in the currency of the Host Country.
21. The dress standard shall conform to Chapter VIII, Section B for members of the Council of Governors. The dress standard for the International Guest, Parliamentarian and the MD19 Executive Secretary-Treasurer at all general sessions of the Convention shall be: business suits/sports jackets with slacks, dress shirts and ties for the men; daytime dresses/suits and blouses/coordinated pants outfits for ladies. Acceptable dress for Partners in Service is required when seated at the head table.
22. The dress code for Council Chairperson, Vice Council Chairperson, Immediate Past Council Chairperson, seated District Governors, International Guests and their Partners in Service at all evening meals scheduled as a part of the Convention shall be as noted above in A-21 for men and women with the exception of the District Governors' Banquet which is covered in A-23 below. **NOTE: If other individuals are seated at a head table, they will be expected to comply with the same dress code and will be notified of same by the Convention Chairperson well in advance of the event.**
23. The dress code for the District Governors' Banquet for the Council Chairperson, Vice Council Chairperson, Vice Council Chairperson Elect, International Guests, seated District Governors, District Governors Elect, MD19 Executive Secretary/Treasurer and their Partners In Service attending the District Governors Banquet shall be: formal white dinner jacket, black dress pants with a tuxedo shirt and appropriate accessories, and black shoes and socks for the men; evening dresses - tea-length (ankle) or floor length - for the women.
24. In an effort to make the MD19 Annual Convention interesting and concise for the audience, the following procedures are highly encouraged. Introductions of dignitaries, other than the International Guest and his/her Partner in Service, shall only be made at the Opening General Session and Closing banquet. While current officers should be recognized individually with their Partners in Service, to save time and repetition, group recognition shall be utilized for past officers, i.e. 'Will all PID's please stand and be recognized,' and the same for PCC's PDG's, PZC's and ZC's. Those dignitaries not introduced at the opening General Session may be introduced at the first major event following their arrival. Keynote speakers shall be formally introduced during the event at which they are giving their address. To save time and repetition, the national anthems shall be sung only at the opening General Session and closing banquet.
25. No smoking shall be permitted at the Council Meeting, general sessions, any meal functions, seminars, training sessions, or any organized function of the Annual Convention. Available smoking areas shall be so noted in the Convention Program.
26. **Attendees shall not be allowed to bring any cellular phones into any of the function rooms, general sessions, meeting rooms, seminars, training sessions, meals which are part of the scheduled events,**

**nor at the Council Meeting.**

27. The Convention Committee, with the approval of the Council, may conduct one (1) single raffle / fund raiser / tail twisting activity and if so authorized:
  - a. it shall be held in conjunction with the convention:
  - b. it shall be conducted only by the Host Club or other clubs noted in the official convention program;
  - c. all proceeds shall be deposited in the Convention fund and used to defray the cost of the convention.
28. No Lions, Lioness, or Leo Clubs, nor any of their members, shall conduct any fund raising promotion(s) at or near the site of the MD19 Annual Convention within the dates and times of starting and ending said Convention (including the date of the Council Meeting) without the express written consent of the Annual Convention Committee. The exception to this rule would be is a Lions, Lioness or Leo Club purchased a vendor table through the MD19 Office, they would be allowed to promote their activity or sell their product from that table only. If signs or selling occurred more than two (2) feet away from the table, they would be asked to remove their display and wares from the convention site for the remainder of the Convention.
29. At each MD19 Annual Convention there shall be scheduled a session(s) to allow the District Officer Trainers to meet with the MD 19 Officer Trainer for an exchange of ideas.
30. At each MD19 Annual Convention the MD19 Leo Chairperson will hold an informational session with all incoming and outgoing District Leo Chairpersons to exchange ideas and promotional skills.
31. Resolutions: All Resolutions shall be presented to the Multiple District Executive Secretary/Treasurer not later than the time specified by the Convention Program. The Executive Secretary/Treasurer will forward all submitted resolutions to the Council Chairperson and the Multiple District Committees concerned. The Committee ort Committees with Resolutions shall report them to the Convention, with their comments and recommendations.
32. Nomination Procedures: Candidates for Vice Council Chairperson and International Director will each have 12 minutes total time for their nomination, second, candidate's comments and demonstration. MD19 Leadership Chairperson will monitor.
33. Election Procedures:
  - a. Election/Certification Committee: Sixty days (60) or more prior to the Annual Convention, the Chairperson of the MD19 Council of Governors shall appoint the Chairperson of the Election/Certification Committee. Each District Governor shall appoint two Lions, both of whom should be the immediate Past Zone Chairpersons. The names and phone numbers of the District Appointees must be sent to the Multiple District 19 Office.

This Committee shall do the following:

    1. Certify the voting certificates of the registered delegates and alternates after making sure their club is in good standing in the Multiple District.
    2. Certify the voting certificates of any current Past International Directors and/or current Past International Presidents who are members of Lions Clubs in Multiple District 19;
    3. Compile a complete list of the accredited, registered delegates and alternates for each district;
    4. Supervise the balloting for Multiple District Officers and all other balloted items;
    5. Assist in counting the ballots at the close of the elections.
  - b. Scrutineers  
Each candidate whose name appears on the current ballot shall be allowed to appoint one Lion to represent him or her to scrutinize the voting and ballot tallying for the office in which he/she is a candidate.
  - c. Hours for Certification of Credentials

Thursday	1:00 pm – 5:00 pm
Friday	8:30 am – 12:00 pm; 2:00 pm – 5:00 pm and 7:00 pm – 9:00 pm
Saturday	7:30 am – 11:30 am

Two people are required for each shift.
  - d. Certification Procedures:

1. Delegate presents proof of registration, which is the "Registration" Ticket found in each attendee's Registration packet.
2. Delegate presents the Voting Certificate to Certification Official. The Delegate and Alternate portions of the Voting Certificate must be attached together and the Club President, Secretary or District Governor must have signed the Voting Certificate for it to be valid.
3. If the club is in Good Standing, the Certification Official will stamp the Voting Certificate with a "Certified" stamp. The Delegate will print and sign his/her name on his/her Club Page in the District Voting Roster Book.

Alternate does not need to be certified unless Certified Delegate is unable to vote and therefore gives the alternate the Voting Certificate.

- e. Hours for voting will be published in the Convention program.
- f. Voting Procedures:
  1. 6:30 am Election Committee Meeting at site of voting.
  2. At least 4 people are needed to check credentials.
    - a. They will certify those who have been certified;
    - b. Verify the signature of delegate against the District Voter Registration Books (If possible, one person should be assigned to each District Book);
    - c. Put a check in the box marked Ballot #1;
    - d. Hand a ballot to the delegate.
  3. Room and Door Monitors as needed (Each situation will be different).
  4. 2 Ballot Box Monitors – 1 box for Candidates and 1 box for Constitutional amendments.
34. Formal pictures, taken during the Annual Convention in conjunction with the District Governors' Banquet, will be made available to all members of the then seated Council.
35. An MD19 reception honoring the Council Chairperson Elect, the International Director (if filled) and District Governors-Elect will be held each year at the MD19 Annual Convention.

#### C. **DISTRICT CONFERENCES:**

**DISCLAIMER: If an MD19 District shall address in either their District's Constitution & Bylaws or their District's Policy Manual similar items as may be outlined below, and should these following sections be in conflict with the District Constitution & Bylaws or District Policy Manual, the District's provisions will supersede; provided they are not in conflict with the MD19 Constitution & Bylaws, nor the Lions Clubs International Constitution & Bylaws.**

It is highly recommended that bands and other amplified entertainment performing at MD19 Conventions, Fall Forums or others meetings shall be requested to keep the sound level at 85 decibels or lower. This should be discussed with the entertainers during the initial discussions.

1. The District conferences of the nine (9) Districts of the Multiple District shall be scheduled on weekends starting with the last weekend of February through the second weekend of May. Every effort should be made NOT to schedule any of the nine conferences on the same weekend during that period.
2. The various events scheduled as a part of a District's Conference shall be planned within a time-frame of a Friday through Sunday noon format. The actual time scheduled for a conference, within the above format would be at the discretion of the District Governor of the impacted district. (A golf tourney or similar event would be exempted, and could be held immediately before the conference.)
3. A registration fee will be charged to each Lion, Lioness, Leo and guest attending the Conference. An estimate of budget revenues necessary to defray the expenses of the Conference will determine the amount of such charge.
4. There shall be no increase to the cost of meal tickets purchased by the attendees over the actual cost of said meals as charged by the caterer. The only exception would be the rounding off to the nearest fifty cents or one dollar over the caterer's charge to ease accounting procedures.
5. The Conference Committee, with the approval of the District Governor may conduct one (1) single raffle / fund raiser / tail twisting activity and if so authorized:

- a. it shall be held in conjunction with the Conference;
  - b. it shall be conducted only by the Host Club or other clubs noted in the official conference program;
  - c. all proceeds shall be deposited in the Conference Fund and will be used to defray the cost of the conference.
6. A Lions, Lioness or Leo Club or any of their members must obtain written permission from the District Conference Committee and seated District Governor prior to conducting any fund-raising activity, including the promotion of an activity with flyers etc., at or near the site of the District Conference during the time of the Conference. If approved, fundraising must comply with any restrictions set forth in the written approval received from the Conference Committee and District Governor.
  7. No club, or clubs, shall profit financially through hosting a District Conference. All profits, if any, shall be remitted to the MD19 Executive Secretary/Treasurer, to be held in an escrow account for said District.
  8. Complimentary rooms, not to exceed two (2) nights, and used in conjunction with the District's Conference shall be provided to the following: Host District Governor, International Guest, Council Chairperson (or representative), MD19 International Director if in attendance), host District Conference Chairperson, MD19 Executive Secretary/Treasurer (or representative), and their Partners In Service in attendance.
  9. Complimentary tickets for those meals which are made available to purchase as a part of the scheduled events shall be provided for all listed above as receiving complimentary rooms.
  10. In an effort to make the District Conferences interesting and concise for the audience, the following procedures are highly encouraged. Introductions of dignitaries, other than the International Guest and his/her Partner in Service shall only be made at the opening General Session and the closing Banquet. While current officers should be recognized individually with their Partners in Service, to save time and repetition, group recognition shall be utilized for past officers, i.e. 'Will all PID's please stand and be recognized,' and the same for PCC's PDG's, PZC's and ZC's. Those dignitaries not introduced at the opening General Session may be introduced at the first major event following their arrival. Keynote speakers shall be formally introduced during the event at which they are giving their address. To save time and repetition, the national anthems shall be sung only at the opening General Session and closing banquet.
  11. Proper protocol shall be observed at all seating arrangements listed as a part of the Conference program. Current Zone Chairpersons of the Host District and their Partners In service shall be seated at a head table, lower head table, or at reserved tables adjacent to the head table if the facility does not have the room necessary to accommodate a lower head table.

**D. INTERNATIONAL CONVENTION:**

1. On the form provided by Lions Clubs International, the Council Chairperson will notify Lions Clubs International of the name and address of the MD19 International Convention Chairperson.
2. The MD19 parade uniform to be worn in the International Parade at the International Convention shall be as follows: **[NOTE: Stark white only, no off-whites!]**

Male:

MD19 red vest  
 white cowboy hat with MD19 Crest & black band  
 white short sleeved shirt  
 white slacks  
 white socks  
 white shoes (white soles)  
 white belt

Female:

MD19 red vest  
 white cowboy hat with MD19 Crest & black band  
 white short sleeved blouse  
 white skirt (below knee) or white slacks  
 neutral hosiery with skirt, white socks with slacks  
 white shoes (white soles - no high heels, please)  
 MD19 tote bag

Minimum age for International Parade participation is same as acceptable minimum age for Leo membership (12 years of age).

3. The recognized alternate non-parade uniform for Lions and guests would be the white MD19 golf shirt with red lettering with white pants or skirts.
4. It is recommended all MD19 International Convention attendees wear their MD19 uniforms (either official parade or alternate non-parade uniform) daily until at least 4 p.m. An exception would be when the parade is scheduled during the evening hours, at which time the uniform would obviously be worn.
5. The Council Chairperson-Elect will be the presiding officer at the parade.
6. District Governors-Elect and Partners in Service will wear their MD19 uniforms at all functions of the Convention, except for the photo session with the incoming International President (sport jacket/slacks or business suit) and the District Governor-Elect Banquet (formal).

7. During the International Convention, District Governors-Elect and their Partners in Service shall be expected to participate (unless physically unable) in all events scheduled specifically for them plus the International Parade or host the Hospitality Room for a 2 hour shift if cannot walk in the parade, all Convention General Sessions, and any other representation as deemed necessary by the Convention Chairperson/Vice Council Chairperson/Executive Secretary/Treasurer.
8. The MD19 hospitality room shall not be open during times which are in conflict with scheduled Convention events (parade, general sessions, voting, etc.). The room schedule shall be posted on the exterior and interior of the hospitality room entry door at all times.
9. Within reason, soft drinks and light snacks will be available in the hospitality room. MD19 purchases of liquor for this room will be underwritten ONLY by donations from participants.
9. An MD19 Caucus will be held at each International Convention no sooner than Wednesday afternoon during the week of the convention and will not exceed an hour. The presiding officer of the caucus is the Council Chairperson-Elect, or in the event of his/her absence, the current Council Chairperson or the Immediate Past Council Chairperson. If none of these officers is able to conduct the caucus meeting, it will be decided amongst the current District Governors which Governor will act as presiding officer.
11. Candidates for International Office will be invited to attend the MD 19 Caucus meeting by the Council Chairperson through the MD 19 Office. If any candidate for a given office is invited, all candidates for such office must be extended the same invitation and advised of the time limit of five (5) minutes which all candidates in attendance will have for their entire presentation. International 2<sup>nd</sup> Vice President will be limited to ten minutes for their entire presentation.
12. Discussion on any single issue or candidate by any individual at the caucus shall be limited to three (3) minutes at any one time to the end that the caucus will be no longer than one hour in length. Any member in good standing of a Lions Club in MD19 has the right to address the caucus; however, only certified voting delegates of MD 19 in attendance at the caucus are permitted to vote at the meeting if the need should arise. The Chairperson of the caucus has the right to vote to break a tie, provided he/she is a certified voting delegate.