

## CHAPTER 1 POLICY MANUAL

**NOTE:** *A general statement regarding the Multiple District 19 Council of Governors Policy Manual:*

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

*To enhance, improve & clarify the organization and administration of Multiple District 19 [hereafter referred to as "MD19"]. The Council of Governors [hereafter referred to as the "Council"] shall adopt and maintain a current and accurately revised Multiple District 19 Council of Governors Policy Manual. This manual shall contain all policies established by the Council and shall not take precedence over the authority of those listed in the above first paragraph.*

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

- A. This Policy Manual can be accessed and downloaded from the MD19 Website.
- B. Lions Clubs in good standing, district committees, MD19 committees, members of the Council, or individual delegates from the floor at a regularly scheduled Council meeting may recommend Policy Manual changes to the Council stating chapter, page, item number, etc. in their recommendation.
- C. This Multiple District 19 Council of Governors Policy Manual shall be perpetual, and may be amended by the Council within the following guidelines:
  1. Routine Change Procedure:
    - a. Any proposed Policy Manual changes shall be presented to the Policy Manual Committee immediately following the adjournment of the Council meeting at which said changes were proposed.
    - b. The Policy Manual Committee shall submit the requested changes to the Council for discussion and action (by majority vote) at their next regularly scheduled meeting.
    - c. The Policy Manual changes can be adopted on approval by the Council of Governors and can be put in the Policy Manual without Policy Manual Committee approval or action. Any adopted changes must be sent to the MD 19 Policy Manual Committee members and Council of Governors.
    - d. Changes will go into effect at the close of the Council of Governors' Meeting during which they were passed.
    - e. Newly accepted changes to the Policy Manual will be identified by highlighting.
  2. Urgent Change Procedure: **[NOTE: An urgent change is any item which, due to the severity of its impact, must be amended and decided prior to the next Council meeting.]**

Urgent changes to the Policy Manual proposed and accepted by a two-thirds (2/3) affirmative vote of the Council at a regularly scheduled Council Meeting shall become effective immediately upon passage of vote at said meeting. The affected changes shall be presented to the Policy Manual Committee immediately upon adjournment of same meeting. The Policy Manual Committee shall implement the necessary changes as addenda to the Policy Manual, and submit these changes to all the appropriate parties through direct mailing and/or the next MD19 bulletin.
  3. All changes of policy shall be identified on the Council Meeting agenda as "Action Items" and noted in the minutes with maker and the second as passed, defeated, tabled or postponed. (Action items normally appear for consideration late on the agenda.)
  4. This Multiple District 19 Council of Governors Policy Manual was adopted by a majority vote of the MD19 Council at a regularly scheduled meeting on July 25, 1992. Upon said date, it became the governing policy for MD19, its

districts, zones, clubs, Lions, Leos, and Lioness where applicable and not in conflict with over-riding authority.

5. No changes can be made to the Policy Manual that affect expenditures of MD19 funds without going to the Budget and Finance Committee and the Council of Governors.