

RULES OF PROCEDURE FOR

The 45th Multiple District 308 and

The 9th Sub-Districts 308 - A1, A2, B1 & B2 Conventions

- 1.0 The following are the Rules of Procedure applicable to the Multiple District ("MD") 308 and Sub-District 308-A1, A2, B1 & B2 Conventions scheduled to be held at the Sunway Pyramid Convention Centre, Selangor, from Friday, April 27 through Monday, April 30 2007. In these Rules of Procedure where the context so requires, words in singular includes the plural and words referring to the masculine gender includes the feminine gender and vice versa.
- 2.0 The Official Programme, a copy of which has been furnished to each certified voting delegate and alternate delegate, shall be the Order of business of these Conventions. Except for the schedules for registration and certification of delegates, which shall not be changed, any deviation from the Official Programme 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.
 - 2.1 A majority of voting delegates registered and certified upto two (2) hours before the commencement of a Sub-District or MD Convention shall constitute a quorum for that session and any reconvened session following an adjournment under Rule 13.0 until the close of the Sub-District or MD Convention; provided that at least 150 certified voting delegates shall be present during the session in which amendment(s) to the MD Constitution and Bylaws are being considered or a majority of its clubs are represented by at least one certified voting delegate each during the session in which amendment(s) to the Sub-District Constitution and Bylaws are being considered or as may be expressly provided for in the Constitution & Bylaws of the Sub-District so concerned.
- 3.0 Except as otherwise provided for in the Lions Clubs International Constitution and By-Laws, the MD 308 Constitution and By-Laws, the Sub-District Constitution & By-Laws, if applicable, the rules of procedure adopted at these Conventions, or any local statutes or common law, all questions on Order of Procedure in these Conventions and any committee appointed hereunder, shall be determined in accordance with ROBERT'S RULES OF ORDER NEWLY REVISED or as revised from time to time.
- 4.0 No item of business (other than items specifically scheduled in the Official Programme and these Rules of Procedure, items which shall originate within the Resolutions Committee and have the approval of the District Governor of the Sub-District concerned and/or the MD Council) shall be discussed at the Convention unless it reaches the office of the Cabinet Secretary or the Secretary of the MD 308 Council where applicable, no less than thirty (30) days prior to the convening date of these Conventions for transmittal to and consideration by the Resolutions Committee and the Lions Clubs in the Multiple and Sub-Districts as appropriate. The Resolutions Committee shall report to the Convention for action such resolutions as the committee and the District Governor and/or MD Council deem advisable, with recommendation noted thereon.
- 5.0 The Convention Chairperson shall have full conduct of all affairs or matters at all plenary sessions of the MD Convention. The District Governor shall have full conduct of all affairs and matters at all sessions of his Sub-District Convention.

- 6.0 The procedure for registration/certification of voting delegates and alternate voting delegates shall be set out in paragraphs 6.1 to 6.5 of these Rules of Procedure and on the principle that both voting and alternate voting delegates do represent the will of the members of their clubs and not each other (Chapter XIX Art 58 Robert's Rules of Order). It is the responsibility of each club to ensure that its voting and/or alternate voting delegates are duly registered and certified as provided herein.
- 6.1 The hours of registration for voting and alternate voting delegates shall be listed in the Official Programme. No certification/registration may occur after 1900 (7.00 pm) on Saturday, 28 April 2007.
- 6.2 No voting or alternate voting delegate shall be certified unless and until he has registered, paid the registration fees and completed the registration procedure for these Conventions. Only a registered and certified voting delegate may vote on any issue and for candidates for offices to be filled or endorsed at these Conventions in accordance with rule 6.3.8 hereinafter. In the event if a voting delegate, whether certified or not, is absent for any reason whatsoever, a registered and certified alternate voting delegate from the same club may vote for candidates for officers in accordance with rule 8.5 of these Rules of Procedure.
- 6.3 The Certification procedure for voting and alternate voting delegates shall be as follows: -
- 6.3.1 The Chartered club, which the voting and alternate voting delegate seeks to represent, must be in good standing.
- 6.3.2 Each of the voting delegate and/or alternate voting delegate must have registered and paid the convention fees.
- 6.3.3 A club in good standing is defined as
- (a) A club, which is not listed as Status Quo by Lions Clubs International ('LCI');
 - (b) A club, which operates in accordance with the provisions of the International Constitution and By-laws and International Board Policy;
 - (c) A Club, which has current International and District (Sub- and Multiple) dues, paid in full;
 - (d) A Club, which does not have an unpaid debit balance of more than US\$50 due to LCI for more than ninety (90) days.
- 6.3.4 For the avoidance of doubt, Votes entitlement by clubs shall be based on the "LCI's Certified List" provided to the District Governors by LCI, showing the entitlement of votes by each club plus the past officers of the Association who are members in good standing of that club.
- 6.3.5 Voting and/or alternate voting delegates, following the registration shall report to the Credentials Committee for certification.
- 6.3.6 Each voting and/or alternate voting delegate shall present his identification document, convention name badge and his Club's authorization letter to the Credential Committee.
- 6.3.7 Identification document may be in the form of passport, driver's license, national identification card or any other positive means of identification acceptable to the Credential Committee.
- 6.3.8 The club's authorization letter on the club's original letter head, authorizing voting delegates and alternate voting delegates of the club for the conventions shall state the names and identification of the delegates and/or alternate delegates and the same shall be signed by

the Club President. An authorized alternate voting delegate may be upgraded to the status of voting Delegate within the Certification Periods allowed, by submitting to the credentials committee an authorization letter on the original letter head of his/her club, authorizing the upgrading. The said letter shall state the name and identification of the delegate to be upgraded and that of the concerned voting delegate he/she is replacing and the same shall be signed by the Club President.

- 6.3.9 The Credentials Committee may in its absolute discretion require any delegate seeking certification, to produce a true copy of the Club's authorization letter before certifying any voting and alternate voting delegate of that club, notwithstanding that the Club concerned may have sent or alleged to have sent in advance the authorization letter to the Credentials Committee to facilitate the Certification process.
- 6.4 The authorized format of the "Certified Delegates' List" is at Annex (A) to these Rules. After the close of Certification, the Credentials Committee of each District and the MD shall duly certify the Certified Delegates' List in duplicate, which shall include all voting and alternate voting delegates from each eligible Lions Club and also the present and past officers who are eligible to vote. The Certified Delegates' List shall list out the names of voting and alternate voting delegates in accordance with Regions and Zones and its every page initialled by three members of the Credentials Committee, of which one shall be a member of the MD Credentials Committee. At least one member of the MD Credentials Committee shall be present at each of the Certification booth of the respective District Credentials Committees to represent the MD Credentials Committee.
- 6.5 The Credentials Committee shall, at least one (1) hour before the commencement of voting, submit one Certified Delegates' List each to the MD Elections Committee Chairperson and the Sub-District Elections Committee Chairperson of the respective Sub-District in the presence of all the candidates' representatives, if the latter are present of their own volition. The Certified Delegates' List shall be final and binding on all candidates, voting and alternate voting delegates. No challenge, save for obvious errors in the Certified Delegates' List, would be entertained by the Credentials Committee concerned, whose decision shall be final and binding on all voting and alternate voting delegates, after considering any such challenge.
- 7.0 Nomination of a candidate for the positions of Council Chairperson, District Governor and Vice District Governor and for endorsement as a candidate for international office must conform and meet with the requirements of the LCI's and MD's Constitution and By-laws and Sub-District Constitution & by-Laws, if any, and must specify the single office sought. No candidate may seek election for any office other than the office covered by his nomination.
- 7.1 The Nominations Committee of each Sub-District Convention and the MD Nomination Committee, shall be responsible to place on nomination at the Sub-District Conventions and at the MD Convention, respectively, the names of all candidates qualified to stand for the position of District Governor ("DG") and Vice District Governor ("VDG") and for endorsement as an International Director ("ID") candidate.
- 7.2 Each candidate nominated for the office of DG and VDG shall be entitled to:
- (a) One (1) nominating speech of not more than five (5) minutes and;

- (b) One (1) seconding speech of not more than three (3) minutes, Provided, that the candidate may, if he so desires, make one of the two speeches and invite another to give the other speech. The total time taken by the two speeches shall not in the aggregate exceed 8 minutes.
- 7.3 Each nominee for endorsement as a candidate for International office shall be entitled to one seconding speech of not more than three (3) minutes duration. This speech, however, may be delivered by the candidate himself/herself at his/her sole discretion.
- 7.4 The District Governor (Elect) of that Sub-District entitled to its turn shall submit his nominations in writing of two (2) or more past officers of the Association as candidates for election, by secret ballot by all the District Governors (Elect), to the MD Nominations Chairperson, within one hour following the successful election of the said District Governor (Elect). The MD Nominations Committee Chairperson shall submit the said nominations to the MD Elections Committee Chairperson within three hours after the receipt of the said nominations.
- 7.5 No demonstration shall be permitted when the candidates are being presented to the delegates and when the speeches are given.
- 8.0 No candidate shall display, paste and/or place any propaganda/campaign materials in any part of the convention venue except in the designated space allocated by the Convention Organising Committee ("COC"). Any violation of this rule by a candidate or delegates may result in disqualification of the candidate or delegate concerned.
- 8.1 The COC Chairperson, after consultation with the Elections Committee of the respective Sub-Districts and MD shall prepare suitable venues and provide reasonable voting and other ancillary facilities/amenities/refreshments for the conduct of elections. For each Sub-District, the COC shall demarcate a specified voting area ("demarcated area") and a reserved area for delegates' to queue (DQ) to vote, that are restricted to voting or alternate voting delegates only, members of the MD and Sub-District Elections Committees and one observer for each candidate in each demarcated area. No candidate, his supporter or delegate who has voted shall be present within the demarcated and DQ areas while voting, counting and tallying of votes are in progress. In addition, the COC shall demarcate a specified vote counting (MDVC) area for counting and tallying of votes cast for the endorsement as a candidate for International office. Only the members of the MD Elections Committee and one observer for each candidate for ID endorsement shall be permitted to enter or remain in the MDVC area.
- 8.2 All voting delegates shall line up properly and maintain a high degree of silence in the DQ area outside the demarcated area. One voting delegate at a time shall approach the Elections Committees' table to be verified. Upon satisfaction of proof of identity of the voting delegate, the Sub-District Elections Committee and the MD Elections Committee shall issue to each voting delegate the respective ballot papers for elections to the offices of the DG, VDG and endorsement as a candidate for international office. Proof of identity shall be the same as paragraph 6.3.7 above but it shall be checked by the Sub-District Elections Committee and MD Elections Committee and verified against the Certified Delegates' List submitted by the Credentials Committees.

- 8.3 The voting delegate shall then proceed to the voting booth or area to cast his/her vote(s) in secret. If any member of the Multiple and Sub- District Elections Committees and the Candidates' observers are voting delegates, they shall vote first before any other voting delegate is admitted into the Demarcated Area.
- 8.4 The voting delegate shall indicate his/her choice of candidate on the ballot by marking an "X" or "tick" (√) in the box opposite the name of the candidate of his/her choice. When the delegate has completed marking the ballot(s), he/she shall place each ballot into the appropriate ballot box provided for electing the "DG", "VDG" and endorsing as a candidate for International office. The Sub-District Elections Committee and/or MD Elections Committee shall, if it/they deem/s that a ballot is unintentionally spoilt before being cast, at its/their sole discretion issue a fresh ballot to the voter concerned in return for the spoilt one. The latter must be noted "Cancelled" and duly signed by the Elections Committee Chairperson or the representative of the MD Elections Committee Chairperson, as appropriate, and retained by the respective Elections Committee as evidence. The Elections Committees shall keep complete and accurate record of ballots on which votes were cast and separately of all ballots declared void and cancelled and retain such ballots for verification as set out at 9.10 hereafter.
- 8.5 A duly certified alternate voting delegate may be automatically upgraded to the status of voting delegate & vote in any balloting, to fulfil the voting entitlement of his/her club, provided that a nominated voting member of his club fails to register, be certified or turn up for the voting, but only during the last fifteen (15) minutes of the balloting period set out under Rule 9.11 hereafter.
- 8.6 The Elections Committees, assisted by the 'Sergeant-At-Arms' Committee, shall have full control and responsibility for the orderly conduct of the voting process including the keeping of proper inventory of all ballots.
- 9.0 The Elections Committee shall commence the counting and tallying of the votes after the end of voting.
- 9.1 The Elections Committee in the presence of the observers representing the candidates shall carry out the counting and tallying of votes. No one else, without the permission of the Elections Committee Chairperson, shall be present when counting and tallying are in progress. No mobile phones or other modes of communication are allowed in the room used for counting and tallying of ballots. The ballot boxes for the endorsement as a candidate for international office are to be duly sealed and transferred to the ballot counting centre set up under the supervision of the MD Elections Committee for counting and tallying the votes cast for the endorsement as a candidate for international office, following a similar procedure as set out above.
- 9.2 The observer representing a candidate may make one request to the Elections Committee Chairperson to recount or re-tally the votes provided the initial result shows that there are only 10 or less votes separating any two candidates. Where there are more than two candidates in any ballot, only the votes of the candidates who are separated by 10 or less votes shall be recounted.

- 9.3 The Elections Committee may, however, count and tally the votes as many times as it deems necessary to ensure accurate results.
- 9.4 The sub- or MD Elections Committee Chairperson after consultation with his/her committee members shall determine the voters' intent on the ballots and the method of counting and tallying of votes. The said Elections Committee's decision on the validity or otherwise of any or all ballots cast in the election shall be final and binding.
- 9.5 The sub- and MD Elections Committee will keep complete and accurate records of votes cast. A separate record of all ballots declared spoilt or cancelled must be kept. All valid, spoilt and cancelled ballots must be retained for verification until destroyed as under Para. 9.10.
- 9.6 Without the Elections Committee Chairperson's permission, or that of his/her designated deputy, in his absence, no other member of the Elections Committee and the candidates' observers may leave the Demarcated area until all counting and tallying are completed.
- 9.7 The Elections Committee shall make a complete and thorough audit of the number of ballots used. They shall make a comparison of number of ballots issued against the actual number of valid votes cast and the number of spoilt ballots, the number of cancelled ballots and the number of ballots not used, to ensure that all pre numbered ballots are accounted for. They shall review and prepare a report, as per the Annex (B) to these rules, on the number of delegates certified and the number of delegates who actually voted.
- 9.8 The Elections Committee shall prepare and present its final report per rule 9.7 of the result of the elections as per 9.11 at the appropriate plenary session for adoption by the delegates concerned.
- 9.9 No individual other than Elections Committee members and the candidates' observers shall remain in the demarcated area longer than is reasonably necessary to cast his/her votes.
- 9.10 The Elections Committee shall deposit the ballots in a duly sealed box furnished by the COC with the COC Chairperson for their safekeeping and its eventual secure storage at the Lions' Headquarters in Petaling Jaya, Selangor, Malaysia. The Elections Committee shall destroy all ballots at the expiry of thirty (30) days after the adoption of the elections results by the delegates, in the presence of the Council of Governors or their designated representatives, unless an election complaint has been duly filed in accordance with the International Board Policy. In the event an election complaint has been duly filed, all ballots shall be retained at the said location until such complaint has been withdrawn, dismissed, upheld or otherwise completely concluded.
- 9.11 Voting for the endorsement of the Candidate for International Office and the positions of District Governor and Vice District Governor shall be held from 12:30 pm to 2:30 pm on Sunday, 29 April 2007. Any one or more of the elections will again be held at the respective original venues from 5.00 pm to 7.00 pm on the same Sunday, should there be a requirement to have a 2nd round of balloting for one or more offices or endorsement. In the case of a tie on any ballot, balloting shall continue on the tied candidates until one is elected and/or endorsed. The need for the 3rd round of balloting shall be announced by the Presiding Officers of the respective Conventions, at the Convention Banquet on the same evening. Subject to these rules, the 3rd

round of balloting for one or more offices shall be held at the respective original venues from 10.30 pm on the same Sunday to 12.30 am of the next day. The election of the Council Chairperson shall be conducted at the MDVC area between 00:01 am (one minute past midnight) and 00:30 am on Monday, 30th April 2007."

- 9.12 In each District, the election for "DG" and "VDG" and in the MD, the endorsement as a candidate for international office, shall be conducted by secret written ballot, with the candidate for the respective office required to secure a majority of the votes cast by delegates present and voting in order to be declared elected; for purpose of such election or endorsement, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. If, on the first ballot, and subsequent ballots, no candidate receives a majority, the candidates or tied candidates receiving the lowest number of votes shall be eliminated and balloting shall continue until one candidate receives a majority.
- 10.0 The vote on any proposed amendment to the MD 308 Constitution and Bylaws and on all other questions other than elections of office bearers shall be by such method as the Presiding Officer of the MD or Sub-District Convention shall deem proper in accordance with the Robert's Rules of Order in force. The certified voting delegates with their credentials clearly displayed must always be seated in the specially designated areas marked out by the COC for that purpose.
- 11.0 The Presiding Officer of the MD or Sub-District Convention may admit non-Lions to any meeting or session. Such non-Lions shall not participate in the discussion unless specifically invited by the Presiding Officer. They shall not have the right to vote.
- 12.0 The official language of the Convention proceedings shall be English.
- 13.0 The Presiding Officer of the MD or Sub-District Convention shall at his/her sole discretion adjourn any session or reconvene the same for the convenience of the voting delegates. At the close of the MD Convention, the Presiding Officer shall adjourn the Convention *sine die* or until the date fixed for the next Convention.
- 14.0 The Convention Organising Committee shall within sixty (60) days, from the close of the Convention, send a copy of the proceedings to the respective Sub-District Governors and the MD Council Chairperson. The latter shall order the same to be sent to Lions Clubs International with a copy to every Lions Club in good standing in the MD.