

RULES OF PROCEDURE
46TH MD 308 CONVENTION AND
10TH SUB-DISTRICTS 308-A1, 308-A2, 308-B1 AND 308-B2 CONVENTIONS

- 1.0 The following are the Rules of Procedure applicable to the Multiple District (MD) 308 and Sub-Districts 308-A1, 308-A2, 308-B1 and 308-B2 Conventions, scheduled to be held at the Sutera Harbour Resort, Kota Kinabalu, Sabah, from Thursday, April 24, 2008 through Sunday, April 27, 2008. 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, as has been furnished to each certified voting delegate and alternate delegate, shall be the order of business of the respective Conventions. The schedules of registration and certification of delegates shall not be changed. Any deviation from the Official Programme shall only be made by the consent of three-fourth (3/4) of the certified delegates assembled at any session at which a quorum is present.
 - 2.1 A majority of the voting delegates, having registered and certified up until two (2) hours prior to the commencement of a Sub-District or the MD Convention, shall constitute the 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. No less than 150 certified voting delegates shall be present during the session where amendment(s) to the MD Constitution and By Laws is/are being considered for decision(s). Adoption of proposed amendment(s) shall be by the affirmative vote of two-thirds (2/3) of the vote cast in a session. Where proposed amendment(s) to Sub District Constitution and By Laws is/are being considered for decision(s) in a session, a clear majority with at least one certified voting delegate of each club must be present or as the required number expressly stipulated in the relevant provision in the Sub District Constitution and By Laws.
- 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 and 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 the 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 Resolution 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 Resolution Committee and the Lions Clubs in the Multiple and Sub-Districts as appropriate. The Resolution 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 matters at all sessions of his Sub-District Convention.

6.0 The procedure of registration/certification of voting delegates and alternate voting delegates shall be as 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 as listed in the Official Programme. No certification/registration may occur after 1300 (1.00pm) on Saturday, 26 April 2008.

6.2 No voting or alternate 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 voting delegate from the same club may vote for candidates for offices 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 registration 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\$50.00 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 alternate voting delegates, following the registration shall report to the Credential 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 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 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 authorised alternate voting delegate may be upgraded to the status of Voting Delegate within the Certification Periods allowed, by submitting to the Credential Committee an authorisation letter on the original letter head of his club, authorising 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 is replacing and the same shall be signed by the Club President.

6.3.9 The Credential Committee may in its absolute discretion require any delegate seeking certification, to produce a true copy of the Club's authorisation 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 authorisation letter to the Credential Committee to facilitate the certification process.

6.4 The Club's authorisation letter shall provide full and clear information and required details of its authorised voting and alternate voting delegates. After the close of Certification, the Credential Committee of each District and the MD Credential Committee shall duly certify the respective "Certified Delegates" Lists in duplicate. The "Certified Delegates" Lists shall include all Voting and Alternate Voting delegates from each eligible Lions club and the present and past officers who are eligible to vote. The "Certified Delegates" Lists shall provide clearly the names of voting and alternate voting delegates, and group them in accordance with their respective Regions and Zones. Every page of the "Certified Delegates" List is to be initialled by three members of the respective District's Credential Committee, of which one shall be a member of the MD Credential Committee, who shall be present at the designated Certification booth of the respective District Credential Committees to represent the MD Credential Committee.

6.5 The Credential 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-Districts 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 Credential 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 and 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 Nominations Committee shall be responsible to duly and appropriately place on nominations 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 a candidate for International office.

- 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 eight (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 at his sole discretion.
- 7.4 The District Governor (Elect) of that Sub-District entitled to its turn shall submit, to the MD Nominations Committee Chairperson, his nominations in writing of two (2) or more past officers of this Association as Candidates for the Council Chairperson's election, for which it shall be conducted by secret ballot by all the District Governors (Elect). The MD Nominations Committee Chairperson, shall within one hour after the receipt of the nominations from the successfully elected District Governor (Elect), shall submit the said nominations to the MD Election Committee Chairperson, who shall duly conduct the election 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 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 the MD shall prepare suitable venues and provide and prepare suitable and reasonable voting and other ancillary facilities/amenities/refreshments for the conduct of elections. Each Sub-District and the COC shall demarcate clearly a specified voting area (demarcated area) and a reserved area for delegates to queue (DQ) to vote. The Demarcated and Queue (DQ) Area shall strictly be restricted only to voting or alternate voting delegates, members of the MD and Sub-District Elections Committees and one observer for each candidate. No candidate, his supporter or delegate who has completed his voting shall remain within the demarcated and DQ areas while voting, counting and tallying of votes are in progress. The COC shall also clearly demarcate a vote counting (MDVC) area for counting and tallying of votes cast for all election(s) and/or endorsement, if applicable. The MDVC area shall be restricted only for members of the MD Elections Committee and one observer for each candidate for elections to the respective International offices and/or endorsement, if applicable.
- 8.2 All voting delegates shall queue in orderly manner and maintain extreme silence in the restricted DQ area and in the immediate areas adjacent and around it. One voting delegate shall be admitted to the voting area at a time or as directed by the Elections Committee. Verification of voting delegates identities shall be conducted at the designated Elections Committee's tables. Relevant voting ballots for the respective DG and VDG elections shall only be issued to a voting

delegate upon satisfaction of proof of identity of the voting delegate. Proof of identity shall be as defined in paragraph 6.3.7 above. It shall also be verified by the Sub-District Elections Committee and MD Elections Committee against the Certified Delegates List submitted by the Credentials Committees.

8.3 The voting delegate shall then proceed to the designated voting booth or area to cast his vote(s) in secret. Member or members of the Multiple and Sub-District Elections Committees and the Candidates' observers who are voting delegates, shall cast their vote(s) first before any other voting delegate is admitted into the Demarcated Area.

8.4 The voting delegate shall indicate his choice of candidate on the ballot by marking an "X" or "Tick" in the box opposite the name of the candidate of his choice. Every voting delegate shall place his marked ballot(s), into the appropriate and respective ballot boxes provided and clearly designated for the elections to the offices of DG, VDG. The Sub-District Elections Committee and/or MD Elections Committee shall, if it/they deem/s that a ballot has been inadvertently spoiled before being cast, it/they shall at its/their sole discretion issue a fresh ballot to the same voting delegate who returned the spoiled ballot. The returned spoiled ballot must be clearly marked "Cancelled" and duly signed by the Elections Committee Chairperson or the representative of the MD Elections Committee Chairperson, where appropriate and applicable. The marked spoiled ballot shall be retained by the respective Election Committee as evidential records. The Elections Committee shall keep full, accurate and complete records of ballots, for which the number of votes were cast, the number of ballots declared void and cancelled. The records shall be safely retained 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 in any balloting, to fulfil the voting entitlement of his club, provided that a nominated voting member of his club fails to register, be certified or turn up for the voting. The automatic upgrading shall take effect only during the last fifteen (15) minutes of the approved elections period set out under Rule 9.11 hereafter.

8.6 The Elections Committee, 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 close of the elections period.

9.1 The Elections Committee members and approved representatives of the Candidates, shall be the only authorised people allowed to be present when the Elections Committee begins to count and tally the votes. No other people, without the prior permission of the Elections Committee Chairperson, shall be allowed to be present during the counting process. Mobile phones or any other electronic means and modes of communication shall strictly be disallowed in the Counting room.

9.2 The observer representing the candidate may make one request to the Elections Committee Chairperson to recount or re-tally the votes, provided the initial result shows that the difference of votes separating any two candidates are no greater than 10 votes. 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-District or the MD Elections Committee Chairperson after consultation with his 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-District 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 prior permission from the Elections Committee Chairperson or that of his designated Deputy, no one authorised to be present for the counting process shall be allowed to leave the room designated for the counting until the counting and tallying of votes are fully completed.

9.7 The Elections Committee shall make a complete and thorough audit of the number of ballots used. The Committee shall provide a full record with detailed 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. The final records shall verify against the set of numbered ballots printed for the elections. All records shall be reviewed and verified against the Certified Voting Delegates list and compiled into a detailed final report with confirmed verification on the number of delegates who actually voted.

9.8 The Elections Committee shall prepare and present its final report as per rule 9.7 of the results of the elections as per rule 9.11 at the appropriate plenary sessions 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 votes.

9.10 The Elections Committee shall deposit the ballots in a duly sealed box provided by the COC with the COC Chairperson shall be responsible for their immediate safe keeping and eventually for their acceptably secure storage at the Lions' Headquarters in Kota Kinabalu, Sabah, 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 secured storage location until such complaint has been withdrawn, dismissed, upheld or otherwise completely concluded.

- 9.11 Elections for the offices of District Governor and Vice District Governor shall be held from 4.00 pm to 6.00 pm on Saturday, 26 April 2008. If a second ballot is required, the Presiding Officer of the MD or the Sub-District Convention concerned shall make the necessary announcement immediately after the votes have been counted and after announcement of the results has been made at a plenary session. Further balloting shall be conducted from 9.00pm to 11.00pm at the same venue and following the same procedure as for the initial balloting. 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 third round of balloting shall be announced by the Presiding Officer 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 12.30pm on the same Saturday to 2.30am of the next day. If the above circumstances should arise, the election of the Council Chairperson shall be conducted at the MDVC area in the early morning of Sunday 27 April 2008.
- 9.12 The elections for the offices of DG and VDG 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 final 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 of 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 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 as 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 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.**

