



Pennsylvania State Council of Lions Clubs

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To: 2024-2025 PA State Council of Lions Clubs Council of Governors, MD-14 House of Delegates
Fr: PDG Deb Burkholder, Multiple District 14 State Administrator
Re: Convening of Multiple District 14 House of Delegates

Lions All,

In accordance with Multiple District 14 House of Delegates Procedures, Past International President, Joseph L. Wroblewski, and members of the MD-14 International Family announced Saturday, August 3, 2024 as part of the first 2024-2025 PA State Council of Lions Clubs Council of Governors meeting the Multiple District is eligible to endorse a candidate for the office of International Director at the 107th annual Lions Clubs International Convention in Mexico City, Mexico.

PIP Wroblewski and the PA International Family subsequently requested, and members of the Council of Governors approve, the convening of a House of Delegates session for the purpose of selecting an endorsed candidate for this high office. PIP Wroblewski and the PA International Family also requested and were granted approval by the Council of Governors to hold a special election to determine the Multiple District's officially endorsed candidate for the office of International Director.

Each member of the 2024-2025 PA State Council of Lions Clubs Council of Governors is respectfully requested to include notice of the MD's intent to run a candidate for the office of International Director in their district newsletter, on the district website and through other correspondence with clubs and Past District Governors within their district.

The House of Delegates session will convene at 1:00 p.m. on Saturday, February 1, 2025, as part of the third 2024-2025 State Council meeting at the Red Lion Hotel, 4751 Lindle Road, Harrisburg, PA.

The special election will be held Saturday, May 3, 2025, as part of the fourth 2024-2025 State Council meetings at the Scranton Hilton, 100 Adams Avenue, Scranton, PA.

Any MD-14 Lion in good standing in a club in good standing with Lions Clubs International, Multiple District 14 and their sub-district is eligible to be a candidate for the office of International Director.

In accordance with Lions Clubs International Bylaws Article II Section 3, paragraphs a,b,c and Multiple District 14 Bylaws Article 7, Sections 1-6 and the MD-14 House of Delegates Procedure: Revised 7-11-2024.

Lions interested in being considered as a candidate for the office of International Director must prepare a Letter of Intent and Lions resume in printed form and present those documents to his/her clubs Board of Directors for the purpose of receiving the clubs official endorsement. Likewise, all interested candidates are asked to submit a Letter of Intent and Lions resume to the PA State Council of Lions Clubs office, 949 East Park Drive, Harrisburg, PA 17111 prior to October 1, 2024.

After receiving the club's endorsement, those documents must be forwarded to the candidate's District Governor for approval by the sub-district's delegates at a special election called for the purpose of providing the sub-district's endorsement of the candidate.

The letters of endorsement from both the club and sub-district must be dated and signed by the appropriate club and sub-district officers and presented in written form to the State Office, Attn: State Administrator by October 13, 2024.

Upon receipt of the official endorsement letters from the appropriate club and sub-district, the candidate(s) for the office of International Director will be invited to meet with the International Family at the October 2024 Council meeting and may officially announce his/her intentions.

A complete version of the MD-14 House of Delegates procedure updated 7/11/2024 is attached. Please encourage your appointees to participate in this important matter.

Please direct any questions about the House of Delegates to the State Administrator or a member of the PA International Family.

Yours in Lionism,

PDG Deb Burkholder
MD-14 State Administrator

Cc: PA International Family

HOUSE OF DELEGATES PROCEDURE

In order to reduce the tremendous expense incurred in securing the endorsement from Pennsylvania for an International office, the Liaison Committee presents the following guidelines:

The guidelines shall be e-mailed or mailed by USPS to each delegate 30 days prior to the convening of the House of Delegates for their review. The delegates shall approve the rules for the House of Delegates when the meeting is convened.

- A. The House of Delegates was created by previous District Governors appointment of three (3) Lions with terms expiring after one, two and three years, from each District. All members of the House of Delegates must be in good standing in their Lions Club, and from Pennsylvania Lions Clubs in good standing. Prior to December 31st of each year, the District Governor shall appoint a delegate for a three (3) year term to fill the vacancy of the delegate whose term is expiring that year. The name and address of the appointee shall be sent to the State Administrator by December 31st of each year. The appointee cannot be a member of the International family or the Liaison Coordinator. If no delegate has been appointed to fill the vacancy by December 31st, the District shall not be able to appoint a Lion as a delegate until the next time the House of Delegates is convened. The said appointment shall be made no later than December 31st prior to the meeting of the House of Delegates.
 - 1. Any Lion that is a seated member of the House of Delegates, who becomes ill or asks to be replaced for a justifiable reason, shall submit a letter of resignation to the District Governor and the state office. The District Governor automatically replaces a member of the House of Delegates who passes away. The District Governor shall replace the delegate by December 31st prior to the meeting of the House of Delegates. The new delegate's name shall be forwarded to the State Office
- B. The Past International President and International Family will notify the State Office the year that the Multiple District is eligible to endorse an International Director or International Vice President Candidate.
- C. When the State Office is notified by the International Family that we are eligible to endorse a candidate for the office of International Director or International Vice President, the State Council Chairperson shall request approval from the State Council of Governors to convene the House of Delegates and state the purpose of the meeting.
 - 1. Each District Governor shall publish in the District newsletter that the Multiple District will be endorsing a candidate for International Director.
 - 1. 1
 - 2. Any eligible Lion interested in seeking the office of International Director or International Vice President from an eligible district shall contact the State Office for the procedure of the House of Delegates.
- D. Any Lion who meets the qualifications for International Director shall be endorsed by the Sub District in accordance with the International by-laws Article II Section 3, paragraphs a, b, c, d.

- a. When the Lion receives his/her Club and Sub District endorsement at the Sub District Convention, the District Governor notifies the State Administrator, in writing (the month and year), that the Lion is endorsed.
 - b. The Multiple District will only recognize the two-year endorsement of the candidate from the Sub District.
- E. The State Council Chairperson shall be the Chairperson of the House of Delegates. The Multiple District Parliamentarian shall interpret the rules the House of Delegates of the meeting. The House of Delegates shall meet during a Pennsylvania Council of District Governors meeting or a Multiple District 14 Convention. Each District Governor shall be notified of the meeting 90 days prior to the meeting. The District Governor shall notify all Lions eligible to be candidates and those appointed to the House of Delegates, no less than 30 days prior to the meeting.

The meeting of the House of Delegates is an open meeting to all Lions. There shall be separate sections provided for the delegates, candidates and the audience.

- F. After notification by the District Governor, eligible candidates for the office of International Director or International Vice President shall then provide proper written Club and District endorsements to the State Office no less than 14 days prior to the meeting of the House of Delegates, at which time those candidates may announce their intentions.
- G. At the meeting of the House of Delegates, the Chairperson shall appoint a secretary to take minutes of the meeting and conduct a roll call by District and by name. The minutes and the roll call of the meeting shall be kept on file at the state office. The majority of the House of Delegates in attendance shall constitute a quorum. No delegate will be seated after the completion of the roll call.
- H. At the meeting of the House of Delegates, the Chairperson will announce each candidate in alphabetical order by District. Each candidate shall be called into the room individually. The candidate will be granted five (5) minutes to present his/her Lions Club and District endorsements and personal qualifications for the office of International Director or International Vice President. There may be two (2)-seconding speeches of two (2) minutes each on behalf of each candidate. The candidate shall submit the names of the Lions making the seconding speeches to the Liaison Coordinator prior to meeting of the delegates. It is recommended that the Lions making the seconding not be delegates.
 - 1. Campaign signs, literature or demonstrations are not permitted in the meeting at the House of Delegates.
- I. After the candidate has presented himself or herself, a question and answer period by the delegates will follow, not to exceed five (5) minutes.
- J. Following the completion of all candidates' presentations, each candidate will be given the opportunity to withdraw if he or she so chooses.
- K. A secret written election ballot (provided by the State Office) will be held by the House of Delegates certified delegates and the winner determined by a majority

of those casting votes. Where there are more than two (2) candidates receiving votes and no candidate has received a majority of the votes cast, the candidate receiving the least votes shall be excluded and another election vote shall be taken of the remaining candidates. This voting procedure shall be followed until one candidate receives a majority vote. The candidate receiving the second highest number of votes will be named as the alternate candidate. In the event there is a third candidate in the contest there shall be an election to determine the alternate candidate. The candidate receiving the majority of votes shall be declared the alternate candidate. When there is more than one candidate for the International Office, each candidate is entitled to have an observer present at the counting of the ballots. A delegate may be an observer at the vote counting.

- L. The House of Delegates meeting will not be adjourned until one candidate has received a majority of the votes cast.
- M. In the event that only one qualified candidate is presented for an International office, that candidate automatically is the choice of the House of Delegates by a vote cast by the Secretary.
- N. The successful candidate shall be presented for endorsement to the delegates at the next Multiple District 14 State Convention.
- O. The successful candidate is responsible for filing for certification as required by Lions Club International.
- P. All proceedings of the House of Delegates shall follow Robert's Rules of Order.
- Q. Guidelines for campaign material and hospitality rooms for endorsed sub-district candidates at the November and/or February State Council meetings are as follows:
 - 1. NO posters are permitted in public areas.
 - 2. Brochures may be distributed to all the Lions attending the meetings. EXCEPTION: No brochures may be distributed in the State Council meeting room or at the Friday and Saturday night banquet. (Distribution of materials is permitted at the Friday night hospitality room).

Each candidate is responsible for any campaign materials left lying around in public areas.

- 3. Hospitality rooms maybe conducted in the candidate's guest room (sleeping room) or the candidate may choose to arrange with the hotel for a room for use as a hospitality room.

Candidates should contact the hotel about any restrictions in bringing snacks or drinks into their room.

Revised 11/28/2017

**GUIDELINES
FOR LIONS INTERESTED IN SEEKING
ENDORSEMENT FOR THE OFFICE OF
INTERNATIONAL DIRECTOR OR INTERNATIONAL VICE PRESIDENT**

1. The State Council Chairperson, as the Chairperson of the House of Delegates, shall state the purpose for calling the House of Delegates into session and must be approved by the State Council of Governors.
2. The District Governor shall publish in the District newsletter that any Lion that is qualified from an eligible sub-district may seek the Sub District endorsement for the office of International Director or International Vice President at the Sub District Convention or a Special District Convention (see attached procedure) called by the District Governor. The qualified Lion shall first secure the written endorsement of his/her Lions Club.
 - a. The Multiple District will only recognize the two-year endorsement of the sub district candidate.
 - b. The endorsement shall be sent to the State Administrator.
3. Any Lion interested in seeking the office of International Director or International Vice President shall not begin campaigning at the multiple district level until he/she has received the sub-district endorsement. As outlined in the House of Delegates Rules.
4. The State Office shall send each candidate the rules used in conducting the House of Delegates meeting and a list of the Delegates (names, addresses e-mail addresses and phone numbers).
5. The State Office will notify the prospective candidate when the House of Delegates will be meeting.

SPECIAL CONVENTION PROCEEDURE

A Special Convention of the clubs of the district may be called by a two-thirds vote of the District Cabinet at such time and place as they shall determine; provided that such Special Convention shall occur no less than 30 days prior to the convening date of the International Convention and that such Special Convention shall not be convened for the election of the district governor, first vice district governor or second vice district governor. Written notice of the Special Convention setting forth the time, place and purpose thereof, shall be provided to each club in the district by the District Cabinet, no less than 30 days prior to the convening date of the special convention.

- b. International Convention Fund – \$0.85
- c. District Governors International Convention Expense Fund - \$0.35
- d. State Council Administrative Fund - \$9.60
- e. Sub-Districts Administrative Fund - \$3.00
- f. Communication/Web/PRIDE Fund - \$0.25
- g. All State Band - \$1.50

Section 3. CARRYING CHARGE. From and after July 1, 1998, the State Council of Governors shall be empowered to levy a carrying charge, as it may set forth from time to time, at a rate not to exceed the maximum amount permitted by State Law, on past due club account balances as determined by the State Council.

Section 4. SUB-DISTRICTS ADMINISTRATIVE FUNDS. The Sub-Districts Administrative Funds collected shall be credited to the Sub-Districts Administrative Account and shall be disbursed semi-annually to each Sub-District Governor on the basis of \$1.50 per member per District.

Section 5. DISTRICT GOVERNORS INTERNATIONAL CONVENTION EXPENSE FUNDS. The District Governors International Convention Expense Funds collected shall be disbursed only to and among those outgoing District Governors who attend the International Convention, subject to the Multiple District General Reimbursement Policy. Any unused funds will be returned to the General administrative account for purposes of meeting the operating budget.

Section 6. BONDING. The cost of bonding the State Administrator and such other officers or employees duly authorized by the Council to handle the funds of the Multiple District shall be an administrative expense.

Section 7. REMAINING FUNDS. In any fiscal year, any balance remaining in the multiple district administration expenses in that year shall remain in said administrative fund and become available for future multiple district administrative expenses and be treated as income in any fiscal year in which expended or made available solely for payment of such expenses.

Section 8. AUDIT. The Council shall provide for an annual or more frequent audit of the Multiple District Administrative Fund and shall give an annual financial report of said fund to each Multiple District convention.

ARTICLE VII

NOMINATION AND ENDORSEMENT- INTERNATIONAL DIRECTOR AND INTERNATIONAL VICE PRESIDENT NOMINEES

Section 1. ENDORSEMENT PROCEDURE. Subject to the provisions of the International Constitution and By-Laws, any member of a Lions Club in the Multiple District seeking endorsements at the convention of his sub-district and the multiple district as a candidate for the office of International Director or International Vice President shall:

- a. Secure the endorsement by the sub-district at their annual sub district convention, or if a sub district does not conduct an annual sub-district convention, the candidate shall secure the endorsement through the district cabinet.
- b. Deliver (by mail or in person) written Notice of Intention to seek such endorsement to the District Governor of his/her sub-district and the multiple district Council of Governors no less than 105 days prior to the convening date of the convention (sub and multiple) at which such question of endorsement is to be voted upon.
- c. Deliver with said Notice of Intention evidence of fulfillment of the qualification for such office set forth in the International Constitution and By-Laws.
- d. No member of a Lions club in the sub-district in which the state convention is being held may be endorsed for the office of International Director or International Vice President.

Section 2. NOMINATION. Each Notice of Intention so delivered shall be transmitted forthwith by the Sub-District Governor to the State Council Chairperson and the Nominating Committee which shall review and perfect the same by obtaining from each prospective candidate any additional evidence of such intention and qualifications as may be necessary under the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the respective convention the name of each such prospective candidate who has fulfilled said procedural and Constitutional requirements.

Section 3. NOMINATION SPEECH. Each such nominee for endorsement shall be entitled to one seconding speech of no more than a three (3) minute duration.

Section 4. VOTE. The vote on the question of endorsement shall be by secret written ballot, unless there shall be only one nominee seeking the same, in which event a voice vote may be taken. The nominee receiving a majority of the votes cast shall be declared endorsed (elected) as the candidate of the respective convention District (sub-or Multiple). In the event of a tie vote, or failure of one nominee to receive the required majority, on any ballot, balloting shall continue with respect to the two nominees only who received the largest number of votes on the previous ballot until one receives the required majority of the votes cast.

Section 5. CERTIFICATION OF ENDORSEMENT. Certification of Endorsement by the multiple district convention shall be made in writing to the International office by the multiple district official designated, and in accordance with the requirement set forth, in the International Constitution and By Laws.

Section 6. VALIDITY. No endorsement of any candidacy of any member of a Lions Club in this multiple district shall be valid unless and until the provisions of Article VII have been met.

ARTICLE VIII

MISCELLANEOUS

Section 1. FISCAL YEAR. The fiscal year of this multiple district shall be from July 1 to June 30.

Section 2. DISPUTE RESOLUTION. The clubs in multiple district shall pursue all complaints, disputes or claims according to the terms and conditions of Rules of Procedure adopted from time to time, by the International Board of Directors.

ARTICLE IX

AMENDMENTS

Section 1. AMENDING PROCEDURE. The By-Laws may be amended only at the multiple district convention by amendment reported by the Committee on Constitution and By-Laws at such annual meeting and adopted by the affirmative vote of the majority of the certified delegates voting at such meeting. No amendment shall be reported to a convention for vote unless it shall first secure approval in one of the following two methods:

- a. Have been approved by the Council of Governors
- b. Have been approved by resolution of convention of a sub-district representing no less than the majority of the total number of members of the clubs of the sub district as of July 1 of the fiscal year in which the amendment is submitted to the Council of Governors for ballot placement.

Section 2. AUTOMATIC UPDATE. When amendments to the International Constitution and By-Laws are passed at the International Convention, any amendments that would have an effect on this Multiple District Constitution and By-Laws shall automatically be updated in this Multiple District Constitution and By-Laws at the close of the convention.

Section 3. NOTICE. No amendment shall be so reported or voted unless the same shall have been published in writing by regular post or electronic means to each club no less than thirty (30) days prior to the convening date of the

constitution, a club member who is currently serving or who has served in the office of international director may be appointed to fill such vacancy.

Section 3. CANDIDACY REQUIREMENTS FOR INTERNATIONAL DIRECTOR. A candidate for the office of international director shall:

- (a) Be an Active Member in good standing of a Lions club in good standing.
- (b) (1) Have completed or be completing a full term or major portion thereof as district governor of a full district of this association; or
(2) Have completed a full term or majority thereof as district governor or provisional district governor of a provisional district which (1) attained in said term or later twenty (20) clubs in good standing or full district status or (2) has been a provisional district for no less than ten (10) years.
- (c) Secure the certification of endorsement by his/her district (single, sub- and multiple) in accordance with these by-laws or constitution.

Section 4. ENDORSEMENT AND CERTIFICATION OF ENDORSEMENT REQUIREMENTS FOR CANDIDATES.

- (a) Except with respect to candidacy for offices to be filled under the provisions of these by-laws or constitution where vacancies exist, as to which neither any endorsement nor certification of endorsement shall be required, certification of endorsement of candidacy for all international offices other than the office of district governor shall be made by the chairperson and secretary of the respective single district cabinet, or subdistrict cabinet and council of governors, as the case may be, on forms provided by the international office. The certification of endorsement document shall arrive at the international office no less than sixty (60) days, in the case of international director candidates, and no less than ninety (90) days, in the case of third vice president candidates, before the convening date of the international convention

without such written consent and license as shall be required by the International Board of Directors.

ARTICLE II

International Board Elections

Section 1. **INTERNATIONAL CONVENTION ELECTIONS.** The president, first vice president, second vice president, third vice president and all directors of the association shall be elected at the annual international convention by secret ballot. No member of a club in the district (single, sub- and multiple) in which such convention is held may be elected to any office at such convention except that of president, first vice president and second vice president.

Section 2. CANDIDACY REQUIREMENTS FOR THIRD VICE PRESIDENT.

- (a) A candidate for the office of international third vice president shall:
 - (1) Be an Active Member in good standing of a Lions club in good standing;
 - (2) Have completed or be completing his/her term, by election or appointment, as international director;
 - (3) Secure certification of endorsement by his/her district (single, sub- and multiple) as provided in these by laws or constitution. Such action shall be tantamount to certification of endorsement for all higher offices in the association if said candidate is elected third vice president.
- (b) Except in the case of a vacancy in an office which shall be filled under the provisions of these by-laws or constitution, only a club member who has served in the office of third vice president may be elected for the office of second vice president, only a club member who has served in the office of second vice president may be elected to the office of first vice president and only a club member who has served in the offices of second and first vice president may be elected to the office of president of the association. In the event of a vacancy in the office of president or any vice president which shall be filled under the provisions of these by-laws or