



Pennsylvania State Council of Lions Clubs

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August 8, 2018

TO: 2018-2019 PA State Council of Lions Clubs Council of Governors
Members, MD-14 House of Delegates
FR: Lion Bob McComas, 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 4, 2018 as part of the first 2018-2019 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 102nd Annual Lions Clubs International Convention in Milan. Italy.

PIP Wroblewski and the PA International Family subsequently requested, and members of the Council of Governors approved, 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 2018-2019 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 1:30 p.m. on Saturday, November 3, 2018, as part of the second 2018-2019 State Council meetings at the Hilton Garden Inn Indiana at IUP, 714 Pratt Drive, Indiana, PA.

The special election will be held Saturday, February 2, 2019, as part of the third 2018-2019 State Council meetings at the Altoona Grand Hotel, 1 Sheraton Drive, Altoona, 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 by-laws Article II Section 3, paragraphs a, b, c, d. and the MD-14 House of Delegates Procedure:

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 club's board of directors for the purpose of receiving the club's 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 September 30, 2018.

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 convention 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 by October 19, 2018.

Upon receipt of the official endorsement letters from the appropriate club and sub-district, the candidate for the office of International Director will be invited to the State Office to meet with the International Family and may officially announce his/her intentions.

A complete version of the MD-14 House of Delegates Procedure, updated November 28, 2017, is attached to this email correspondence. Please encourage your appointees to participate in this important matter.

Please direct any questions about the House of Delegates to me, State Council Chairperson PDG Eric Dolfi or a member of the PA International Family.

Thank you for your time and attention to this request.

Yours in Service,



Lion Bob McComas
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.
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 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.