

## **Rules of Procedure**

### **Rules of Procedure for the 61<sup>st</sup> MD 308**

### **And 25<sup>th</sup> Sub-District 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 Sunway Pyramid Convention Centre, Petaling Jaya from 27<sup>th</sup> April 2023 to 30<sup>th</sup> April 2023. 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.

1.1 For the respective Sub-District Conventions, the Rules of Procedure applicable to the respective Sub-Districts must be applied subject to the provisions of the respective Sub-District constitution and by-laws, and in the event of any discrepancies, the provisions of the respective Sub-District constitution and by-laws shall prevail.

## **2.0 ORDER OF BUSINESS & QUORUM**

The Official Programme, a copy of which has been furnished to each certified voting delegate and alternate voting 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 voting delegates assembled at any session at which a quorum is present.

2.1 The presence of a majority of voting and/or alternate voting delegates, who are registered and certified before the commencement of the MD Convention, and who are eligible or entitled to vote, shall constitute a quorum for that session and any reconvened session following an adjournment under Rule 14.0 until the close of the MD Convention, provided that at least 150 certified voting and/or alternate voting delegates who are eligible or entitled to vote shall be present during the session in which amendment(s) to the MD Constitution and by-laws are being considered. The Provisions of the MD Constitution and by-laws in this respect shall prevail.

2.2 For the purposes of the Sub-District Conventions, the presence of a majority of voting and/or alternate voting delegates eligible or entitled to vote and duly certified by the Credential Committee shall constitute the quorum for the whole duration of the Conventions and any reconvened session thereof subject to the laws of the country of each Sub-District and any provisions of the respective constitution and by-laws of each respective Sub-District.

2.3 For the respective Sub-District Conventions, the Order of Business for any of the Sub-District Conventions is subject to that Sub-District's constitution and by-laws, and in the event of any discrepancies, the provisions of that Sub-District constitution and by-laws shall prevail.

### **3.0 ROBERT'S RULES OF ORDER NEWLY REVISED**

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 the 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 RESOLUTIONS & OTHER BUSINESSES**

- 4.1 Subject to 4.2 below, 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 Chairperson) shall be discussed at the Conventions unless it reaches the office of the Cabinet Secretary of the respective Sub-Districts or the Secretary of the MD 308 Council where applicable, no less than sixty (60) days prior to the convening date of these Conventions, for transmittal no less than thirty (30) days prior to the convening date of the respective Conventions for the consideration by the respective Resolutions Committees and the Lions Clubs in the Multiple and Sub-District as appropriate. The Resolutions Committee shall report to the Conventions for action such resolutions as the committee and District Governor and/or MD Council deem advisable, with recommendation noted thereon.
- 4.2 Matters which do not immediately amend the Constitutions and Bylaws of the MD 308 and respective Sub-Districts, may reach the office of the Cabinet Secretary of the respective Sub-Districts or the Secretary of the MD 308 Council where applicable no less than forty five (45) days prior to the convening date of the date of the respective Conventions, for transmittal no less than thirty (30) days to and consideration by the Resolutions Committee and Lions Clubs in the Multiple and Sub-District as appropriate.
- 4.3 For the respective Sub-District Conventions, submissions of resolutions are subject to the respective Sub-Districts' constitution and by-laws, and in the event of any discrepancies, the provisions of the respective Sub-Districts' constitution and by-laws shall prevail.

### **5.0 MD COUNCIL CHAIRPERSON & DISTRICT GOVERNERS**

The MD Council Chairperson shall have full conduct of all affairs or matters at all plenary sessions of the MD Convention. The respective District Governors shall have full conduct of all affairs and matters at all sessions of the respective Sub-District Conventions.

## **6.0 REGISTRATION & CERTIFICATION**

The procedure for registration/certification of voting delegates and alternate voting delegates shall be set out in paragraph 6.1 to 6.5 of these Rules of Procedure and on the principle that both voting and/or alternate voting delegates do represent the will of the members of their clubs and not each other. 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 and certification of voting and/or alternate voting delegates shall be listed in the Official Programme Certification of voting and/or alternate voting delegates by the Credential Committees shall close at 12 noon sharp on Saturday, 29<sup>th</sup> April 2023.
- 6.2 No voting and/or alternate voting delegates shall be certified unless and until he/she has registered, paid the registration fees and completed the registration procedure for these Conventions. Only a registered and certified voting delegates, or if a voting delegates, whether certified or not, is absent for any reason whatsoever, a registered and certified alternate voting delegate, may vote on any issue and for candidates for offices to be filled or endorsed at these Conventions in accordance with 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 delegates seeks to represent, must be in good standing;
  - 6.3.2 Each of the voting delegates and/or alternate voting delegates must have registered and paid the convention fees;
  - 6.3.3 A club in good standing is defined as:
    - 6.3.3.1 A club, which is not listed as Status Quo by Lions Clubs International ('LCI');
    - 6.3.3.2 A club, which operates in accordance with the provisions of the International Constitution and by-laws and International Board Policy;
    - 6.3.3.3 A Club, which has current International and District (Sub and Multiple) dues, paid in full;
    - 6.3.3.4 No unpaid balance of International dues and fees greater than US\$10, outstanding more than thirty (30) days;
    - 6.3.3.5 A Club, which does not have an unpaid debit balance of more than US\$50 due to LCI for more than ninety (90) days; and

- 6.3.3.6 A Club, which is registered with the respective Registrar of Societies.
- 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, and that the respective club is registered with the respective Registrar of Societies;
- 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 delegates 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 shall state the names and identification of the delegates and/or alternate delegates and the same shall be signed by the President. An alternate voting delegated may be upgraded to the status of voting Delegates, by submitting to the Credentials Committee and 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 concerned delegates and alternate delegates and shall be signed by the President of the said club; and
- 6.3.9 The Credentials Committee may in its absolute discretion require any such delegates to produce a true copy of the Club's authorization letter before certifying any voting and alternate voting delegates 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. The decision of the Credentials Committee shall be final and binding.
- 6.4 The authorized format of the 'Certified Delegates' List shall be decided by the Credentials Committee. The Credentials Committee of each district and MD shall certify such delegates List in duplicate which shall include all voting and alternate voting delegates from each eligible Lions Club. 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 initialed by three members of the Credentials Committee, of which one shall be a member of the MD Credentials Committee in the case of an MD election.

- 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 delegates and alternate voting delegates, after considering any such challenge.

## **7.0 NOMINATION OF CANDIDATES AND REQUIREMENTS**

Nomination of a candidate for the positions of Council Chairperson, District Governor, First and Second Vice District Governors and for endorsement as a candidate for international office must conform and meet with the requirement 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 the MD and each Sub-District shall be responsible to place on the nomination at the Sub-District Conventions the names of all candidates qualified to stand for the positions of District Governor ('DG') and First and Second Vice District Governors ('First and Second VDG') and for the position of Council Chairperson of the Multiple District Council (MD CC) and for endorsement as an International Director ('ID') candidate.
- 7.2 Each candidate nominated for the office of DG, First and Second VDG and endorsement as an ID shall be entitled to:
- 7.2.1 One (1) nominating speech of not more than five (5) minutes; and
- 7.2.2 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 nomination speech of not more than five (5) minutes and one seconding speech of no more than three (3) minutes duration. This speech, however, may be delivered by the candidate himself/herself at his/her sole discretion.
- 7.4 No demonstration shall be permitted when the candidates are being presented to the delegates and when the speeches are given.

## **8.0 THE ELECTIONS (VOTING)**

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 Conventions Organising Committee ('COC') and/or the owner/manager of the premises. Any violation of this rule by a candidate or delegates may result in disqualification of the candidate or delegates concerned.

- 8.1 The COC Chairperson, after consultation with the Elections Committee of the respective Sub-Districts 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' [DA]) and a reserved area for delegates to queue (DQ) to vote within the demarcated area, that are restricted to voting or alternate voting delegates only prior to casting their votes, members of the Sub-District Elections Committees and one observer for each candidate in each demarcated area. No candidate, his supporter or delegates who has voted shall be present within the demarcated and DQ areas while voting, counting and tallying of votes are in progress. The demarcated area shall comprise rest rooms and refreshment reserved EXCLUSIVELY for the officers permitted to be in that area and the delegates in the DQ.
- 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 delegates at a time shall approach the Elections Committees' table to be verified. Upon satisfaction of proof of identity of the voting delegates, the Sub-District Elections Committee shall issue to each voting delegates the respective ballot papers for elections to the offices of the DG, First and Second VDG and, if applicable, 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 verified against the 'Certified Delegates' List submitted by the Credentials Committee.
- 8.3 The voting delegates shall then proceed to the voting booth or area to cast his/her vote(s) in secret. If any member of the Sub-District Elections Committees and the Candidates' observers are voting delegates, they shall vote first before any other voting delegates is admitted into the demarcated area.
- 8.4 The voting delegates shall indicate his/her choice of candidate on the ballot by marking a 'cross' (x) or a 'tick' (√) in the box opposite the name of the candidate of his/her choice. If only one candidates for any position is presented for election/endorsement, the voting delegates shall indicate his/her choice by marking a 'cross' (x) or a 'tick' (√) in the 'YES' or 'NO' box. When the delegates has completed marking the ballot(s), he/she shall place each ballot into the appropriate ballot box provided for electing the 'DG', 'First VDG' and 'Second VDG' and for endorsing the 'International Director Candidate', where applicable. The markings of voting delegates in the boxes must clearly indicate the voters' intention or choice, subject to the interpretation of the Election Committee and the Scrutineers. Any vote with marking not in compliance with this rule or cannot clearly and conclusively indicate the voters' intention or choice shall be classified as an invalid or a spoilt vote. The Elections Committee

shall, if it deems that a ballot is unintentionally spoiled before being cast, at its sole discretion issue a fresh ballot to the voter concerned in return for the spoiled one. The latter must be noted 'Cancelled' and duly signed by the Elections Committee Chairperson 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 invalid or spoiled and cancelled and retain such ballots for verification as set out 9.10 hereafter. The decision of the Election Chairperson shall be final and binding.

- 8.5 A duly certified alternate voting delegates may be automatically upgraded to the status of voting delegates & vote to fulfill 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 Committee, assisted by the 'Sergeant-At-Arms' Committee, shall have full control and responsibility for the orderly conduct of the voting process in the DQ and DA, including the keeping of proper inventory of all ballots.

## **9.0 BALLOT TALLY & AUDIT-FURTHER BALLOTING**

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. The Election Chairperson shall have the absolute discretion to request the presence of the Chairperson of the Rules of Procedure Committee and or the Conventions Committee for Constitution and by-laws to assist in the election process. No mobile phones or other modes of communication are allowed in the room used for counting and tallying of ballots. The ballots 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 supervision of the Elections Committee for counting and tallying 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-District 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 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, invalid or cancelled must be kept. All valid, invalid, spoilt and cancelled ballots must be retained for verification until destroyed as under Pare 9.10.
- 9.6 Without the Elections Committees Chairperson's permission, or that of his/her designated deputy in his/her absence, no other member of the Elections Committee and the candidates' observers or such other permitted person shall leave the election room until the counting and election process is 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 invalid and 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 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 as per rule 9.7 of the result of the elections at the appropriate plenary session for adoption by the delegates concerned.
- 9.9 No individual other than Elections Committee members and the candidates' observers or persons admitted by the Election Committee 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 or boxes supplied by the COC and handed to the COC Chairperson for their safe keeping and storage at the place as may be designated by the Conventions Organizing Chairperson. 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 and 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 Subsequent Balloting for the positions of District Governor and First and Second VDG, and for the endorsement of International Director Candidate, where applicable, shall be held at such venue and time as stipulated in the Official Program. As soon as a requirement to have a 2nd round of balloting for one or more position is known, the Election Chairperson shall announce, but before the start of the banquet, the venue and time for such balloting. In the case of a tie or a lack of majority on any ballot, balloting shall continue on the candidates so affected until one is elected and/or endorsed.
- 9.12 If a third or additional balloting is required, the Presiding Officer of the MD or



Sub-District Conventions concerned will make the necessary announcement at the Conventions Banquet on Saturday, 29<sup>th</sup> April 2023 evening. Further balloting shall be conducted at the same venue and following the same procedure as for the initial balloting, at a time to be decided by the Conventions Organizing Chairperson. Subject to these rules, the decision to continue balloting shall rest solely on the Elections Committee and shall be final and binding.

- 9.13 In each District, the election for DG, First and Second 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 or endorsed, 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 invalid (spoilt) votes, 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 COUNCIL CHAIRPERSON ELECTION**

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 (Elects), to the office of the Council Chairperson 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 one hour after receiving the nominations. The MD Election Committee Chairperson shall within one hour thereafter conduct the Council Chairperson election by secret ballot.

## **11.0 OTHER BALLOTING PROCEDURE**

The vote on any proposed amendment to the MD 308 Constitution and by-laws 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 Conventions shall deem proper in accordance with the Robert's Rules of Order Newly Revised. The voting delegates and, in their absence, the authorized alternate voting delegates, with their credentials clearly displayed must always be seated in the specially designated areas marked out by the COC for that purpose.

## **12.0 ADMISSIONS OF NON-LIONS**

The Presiding Officer of the MD or Sub-District Conventions 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.

## **13.0 OFFICIAL LANGUAGE**

The official language of the Conventions proceedings shall be English.

## 14.0 SESSION ADJOURNMENT & RECONVENING

The Presiding Officer of the MD or Sub-District Conventions 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 Conventions sine die or until the date fixed for the next Conventions.

## 15.0 FINAL CONVENTION REPORT

The Conventions Organising Committee shall within sixty (60) days, from the close of the Conventions, 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.

### Examples of “VALID” VOTES

#### VALID VOTES

The following are all accepted as “Valid” votes because they all clearly indicated the voting delegates’ intention and choice



“WITHIN” the Box



“IN” the Box

**PDG Douglas Oh Aik Kim**

Chairperson

Rules of Procedure

61<sup>st</sup> MD 308 Convention Sunway Pyramid, Petaling Jaya

27<sup>th</sup> - 30<sup>th</sup> April 2023