

Election Nominations Committee Reference and Checklist

DISTRICT ELECTION PROCEDURES

EFFECTIVE JULY 1, 2016

Compiled by DG T Berendes 27B1 Sep.8.2016

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DISTRICT ELECTION PROCEDURES EFFECTIVE JULY 1, 2016

District Convention: Timeline

- Annual district convention to conclude at least thirty (30) days prior to the convening date of the International Convention. (See Article VII, Section 1 of Standard Form District Constitution)
- District Governor shall issue an official call to all clubs at least sixty (60) days prior to the district convention. (See Article VI, Section 2 of Standard Form District By-Laws)
- **Each district's nominating committee must be selected at least sixty (60) days prior to the convening date of the district convention. (See Article II, Section 1 of Standard Form District By-Laws)**
- Within fifteen (15) days after the close of each single and sub-district convention, the cabinet secretary shall transmit one (1) copy of the complete proceedings to the international office. (See Article VI, Section 6 of Standard Form District By-Laws)

Nominating Committee

- Each member shall be a member in good standing of a different Lions club in good standing in the district, and shall not through the duration of the appointment hold any district or international office. (See Article II, Section 1 of Standard Form By-Laws)
- Shall consist of no less than three (3) and no more than five (5) members. (See Article II, Section 1 of Standard Form By-Laws)
- Responsible for reviewing qualifications of each nominated candidate within thirty (30) days prior to the election and rule on the eligibility of same. (See Exhibit A, Rule 4(a) of Standard Form District Constitution and By-Laws)
- Shall submit a completed checklist for each nominated candidate to the elections committee prior to district governor and first and second vice district governor elections. (See Exhibits D, E & F of Standard Form District Constitution and By-Laws)

Candidate Qualifications

- District Governor candidate qualifications are provided for in Article IX, Section 4 of the International By-Laws.
- First and second vice district governor candidate qualifications are provided for in Article IX, Section 6 of the International By-Laws.
- Candidate(s) may withdraw from the contest at any time prior to the issuance of the final report of the nominations committee. (See Exhibit A, Rule 4(b) of Standard Form District Constitution and By-Laws)

The International Association of Lions Clubs

CONSTITUTION AND BY-LAWS STANDARD DISTRICT

**Effective July 1, 2016*

Fiscal Year 2016-2017

ARTICLE II

District Nominations, Elections and Appointments

Section 2. **DISTRICT GOVERNOR ELECTION PROCEDURES.** Any qualified member of a club in the district seeking the office of district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the name(s) of all candidate(s) so qualified.⁸ If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. A candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

Section 3. **FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTION PROCEDURES.** Any member of a club in the district seeking the office of first or second vice district governor shall file his/her intention to so run in writing with the Nominating Committee prior to the day of its report to the convention, and furnish evidence of his/her compliance with the qualifications for said office set out in the International Constitution and By-Laws. The Nominating Committee shall place in nomination at the district convention the names of all candidates so qualified.⁹ If none are so received and/or so qualified, then, but then only, nominations for the office may be made from the floor. Each candidate shall be allowed one nominating speech of no more than five (5) minutes duration, and one seconding speech of no more than three (3) minutes duration.

⁸ Refer to district governor nominating committee checklist (See Exhibit "D")

⁹ Refer to district governor nominating committee checklist (See Exhibits "E" and "F").

International By-Laws, Article IX Section 4 through 6

Section 4. CANDIDACY REQUIREMENTS FOR DISTRICT GOVERNOR. A candidate for the office of district governor shall:

- (a) Be an active member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (b) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (c) Currently be serving as the first vice district governor within the district from which he/she is to be elected.
- (d) Only in the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution and who is currently serving or who has served one (1) additional year as a member of the district cabinet, shall fulfill the requirements of subsection (c) of this section.

Section 5. DISTRICT PROCEDURAL REQUIREMENTS. Except for procedures which concern the time and manner of announcing intention to run for any international offices and the vote required for candidacy endorsement, which may be determined by the respective single or multiple district constitution and by-laws, no qualifications in addition to those set forth in the constitution may be required of any candidate for any international office. Such procedures may not contain requirements which cannot be fully met in each association year.

Section 6. DISTRICT GOVERNOR/FIRST AND SECOND VICE DISTRICT GOVERNOR ELECTIONS

(a) DISTRICT GOVERNOR. The district governor election shall be conducted by a secret written ballot, with the district governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. Otherwise, the election for the office of district governor shall be conducted in accordance with the provisions of the respective district (single, sub- and multiple) constitution and by-laws. The results of each district governor election shall be reported to the international office by the respective current district governor and/or the international staff representative. The results so reported shall be presented to the International Board of Directors. All district governor election results shall be adopted by the International Board of Directors and thereby become effective, except in the case of an election protest filed in accordance with the procedure of the International Board of Directors as set out in the Board Policy Manual or legal action resulting therefrom, in which event the appointment or election of such district governor shall be subject to action by the International Board of Directors. If any such district shall fail to so elect a qualified district governor or if the district governor-elect of any such district shall die or refuse or be found by the International Board of Directors to be unable by reason of illness or other disability to take such office prior to the day his/her term would otherwise begin, or if a vacancy will exist as a result of a district governor election protest or legal action, then in any such event such district may have a district governor appointed by the International Board of Directors in the time and manner and for the term set forth in these by-laws or constitution.

(b) FIRST VICE DISTRICT GOVERNOR. The first vice district governor election shall be conducted by a secret written ballot, with the first vice district governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. The first vice district governor shall serve a term of office of one year, which term shall begin with the close of the association's convention held in the year of their election and end at the close of the next convention of the association, and no first vice district governor may succeed himself or herself in office. Otherwise, an election for the office of the first vice district governor shall be conducted in accordance with the provisions of the respective district (single, sub- and multiple) constitution and by-laws. The result of each first vice district governor election shall be reported to the international office by the respective current district governor and/or

International By-Laws, Article IX Section 4 through 6 (continued)

international staff representative. A candidate for the office of first vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Currently be serving as the second vice district governor within the district from which he/she is to be elected.
- (4) Only in the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of second vice district governor exists at the time of the district convention, any club member who fulfills the qualifications for the office of second vice district governor as set forth in these by-laws or constitution shall fulfill the requirements of subsection (3) of this section.

(c) SECOND VICE DISTRICT GOVERNOR. The second vice district governor election shall be conducted by a secret written ballot, with the second vice district governor candidate required to secure a majority of the votes cast by the delegates present and voting in order to be declared elected; for purpose of such election, a majority is defined as a number more than one-half of the total valid votes cast excluding blanks and abstentions. The second vice district governor shall serve a term of office of one year, which term shall begin with the close of the association's convention held in the year of their election and end at the close of the next convention of the association, and no second vice district governor may succeed himself or herself in office. Otherwise, an election for the office of the second vice district governor shall be conducted in accordance with the provisions of the respective district (single, sub- and multiple) constitution and by-laws. The result of each second vice district governor election shall be reported to the international office by the respective current district governor and/or international staff representative.

A candidate for the office of second vice district governor shall:

- (1) Be an Active Member in good standing of a chartered Lions club in good standing in his/her single or sub-district.
- (2) Secure the endorsement of his/her club or a majority of the clubs in his/her single or sub-district.
- (3) Have served or will have served at the time he/she takes office as second vice district governor:
 - (a) As president of a Lions club for a full term or major portion thereof, and a member of the board of directors of a Lions club for no less than two (2) additional years; and
 - (b) As zone chairperson or region chairperson or cabinet secretary and/or treasurer for a full term or major portion thereof.
 - (c) With none of the above being accomplished concurrently.
- (d) DISTRICT GOVERNOR/FIRST OR SECOND VICE DISTRICT GOVERNOR VACANCY. In the event a vacancy occurs in the office of district governor under these by-laws or the constitution, the first vice district governor shall act as district governor and shall perform the duties of, and have the same authority as, the district governor until such time as said vacancy is filled by the International Board of Directors for the remainder of the term as provided for in subsection (e) of this section. In the event a vacancy occurs in the office of first or second vice district governor, said vacancy shall be filled in accordance with the district (single, sub and multiple) constitution and by-laws.

Nominating Committee Checklist
District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____ Member # _____

Name of Candidate's Lions Club: _____ Club # _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the first vice district governor within this district.

In the event the current first vice district governor does not stand for election as district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

Club President: Year Served _____

Club Board of Directors Two(2) Years Served _____

District Cabinet (*check one*):

Zone or Region Chairperson Year Served _____

Cabinet Secretary and/or Treasurer Year Served _____

One (1) **additional** year as a member of district cabinet;

Position held: _____ Year Served _____

With none of the above being accomplished concurrently. (Minimum of 5 years of service)

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for District Governor in accordance with the International By-Laws, Article IX, Section 4.

Nominating Committee Chairperson _____ Date _____

Nominating Committee Member _____ Date _____

*Effective July 1, 2016

Nominating Committee Checklist
First Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____ Member # _____

Name of Candidate's Lions Club: _____ Club # _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Candidate is currently serving as the second vice district governor within this district.

In the event the current second vice district governor does not stand for election as first vice district governor, or if a vacancy in the position of first vice district governor exists at the time of the district convention, the candidate fulfills the following qualifications:

Club President: Year Served _____

Club Board of Directors Two(2) Years Served _____

District Cabinet (*check one*):

Zone or Region Chairperson Year Served _____

Cabinet Secretary and/or Treasurer Year Served _____

One (1) **additional** year as a member of district cabinet;

Position held: _____ Year Served _____

With none of the above being accomplished concurrently. (Minimum of 5 years of service)

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(b).

Nominating Committee Chairperson _____ Date _____

Nominating Committee Member _____ Date _____

*Effective July 1, 2016

Nominating Committee Checklist
Second Vice District Governor Candidate

This checklist must be completed for each candidate and submitted to the Elections Committee.

Name of Candidate: _____ Member # _____

Name of Candidate's Lions Club: _____ Club # _____

Date of Nominating Committee Meeting: _____

Date of Election: _____

Candidate has submitted sufficient evidence showing that he/she has met the following Requirements:

- Candidate is an active member in good standing of a chartered Lions Club in Good Standing* in his/her single or sub-district.
- Candidate endorsed by his/her Lions Club or a majority of the Lions Clubs in the District.
- Club President: Year Served _____
- Club Board of Directors Two(2) Years Served _____

District Cabinet (*check one*):

Zone or Region Chairperson Year Served _____

Cabinet Secretary and/or Treasurer Year Served _____

One (1) **additional** year as a member of district cabinet;

Position held: _____ Year Served _____

With none of the above being accomplished concurrently. (Minimum of 5 years of service)

*Please note that if the club has any outstanding dues, the candidate should be notified and provided up until fifteen (15) days prior to the election to ensure that his/her club pay outstanding dues.

I have reviewed this checklist and certify that the candidate listed above has met the requirements for First Vice District Governor in accordance with the International By-Laws, Article IX, Section 6(c).

Nominating Committee Chairperson _____ Date _____

Nominating Committee Member _____ Date _____

*Effective July 1, 2016