

The International Association of Lions Clubs

District 22-A

Policy and Procedures Manual



**Approved by District 22-A Cabinet
April 4, 2015**

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Constitution & By-Laws Chairman**

FOREWORD

This administrative reference document is a composite of responsibilities and obligations for those who serve as a District Governor, those serving on the District Governor's Voting Cabinet, and those serving as district chairs and coordinators for Sub-District 22-A in Multiple District 22 of Lions Clubs International. The policies are either dictated constitutionally or are a continuation of acceptable procedures that have become a tradition by continued usage. The District 22-A Constitution and By-Laws, will supersede provisions described within this manual.

Each year, this manual should be accepted for use by a majority vote of the voting cabinet. If adopted, it shall be placed on the District 22-A Web Site.

All questions of Order or Procedure otherwise not governed by 22-A Constitution or policy provisions shall be determined in accordance with **Robert's Rules of Order**, newly revised.

The policy of the LCI International Board of Directors includes "Supremacy of Standard Form" that provides that the LCI Constitution and By-Laws shall apply whenever the district or club constitution and by-laws are silent.

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OBJECTIVES

The District Governor and the Cabinet have designated obligations and responsibilities with specific authority as outlined in the Constitutions and By-Laws of District 22-A, Multiple District 22 and the Lions Clubs International that should not be taken lightly. Some of the objectives assigned to the Governor and Cabinet are:

- Liaison with Lions Clubs International Headquarters
- Liaison with the Multiple District Council of Governors
- Formation of the District Cabinet and Committees and providing direction and supervision for proper discharge of duties
- Unification of Regions, Zones and Clubs to support District identity and esprit de corps
- Provide and maintain financial management of the District funds

The District Governor is ultimately responsible for everything that goes on during the year. Lions Clubs International provides the District Governor with all the tools needed to organize the Sub-District. Multiple District 22 holds a Candidate School. It is recommended that the Cabinet Secretary, the Cabinet Treasurer and potential Vice District Governor candidates attend these schools. District 22-A holds training sessions for District Cabinet officers, and Club Officers.

RESPONSIBILITIES
District Governor

The District Governor's general duties are outlined *in Article II, Section 2 of the District 22-A By-Laws.*

The District Governor should:

- Further the purposes and objectives of Lions Clubs International. During official visits, emphasize the theme and goals of the current LCI President and how clubs and districts can fulfill those goals.
- Supervise the organization of new Lions Clubs. Coordinate regularly with the District Extension Chair and other members of the GMT/GLT team(s) to provide support in setting up new Lions clubs, and recruitment of new members.
- Promote cordial relations among the chartered Lions Clubs. Encourage joint club events. Promote zone and/or region meetings and projects. When necessary, appoint Conflict Resolution Committees to review and provide recommendations to the District Governor for club disputes.
- Preside over all Cabinet, Convention, and other District meetings, except as provided for under *ARTICLE III, Section 10, sub-paragraphs "b" and "d" of the District 22-A Constitution.*
- Visit each Club individually in his/her official capacity at least once during his/her term of office. It is suggested that the Cabinet Secretary or Cabinet Treasurer or both accompany the District Governor on his/her official visit. Ensure that visits are coordinated beforehand and noted on a district calendar that is available to the clubs.
- Exercise such supervision and authority over Cabinet officers and District Committee appointees as is provided in the District 22-A Constitution and By-Laws.
- Ensure that an up-to-date and accurate budget and income and expense report is submitted at Cabinet meetings. Ensure that the income and expense report is supported with an itemized statement of receipts and expenditures that is available for review upon request of Cabinet officers and district chairs and coordinators.
- Submit such other reports and perform such other duties as may be required by the International Board of Directors.
- Notify Lions Clubs International at the close of the District Convention of the name and address of the District Governor-Elect of his/her District.
- Brief the District Governor-Elect on the status of each Club in the District and the status of all District activities.
- Make Cabinet appointments as early as possible.
- Work closely with the Cabinet Treasurer and provide input during the development of the district budget, along with input from the Vice District Governor and the district chairs and coordinators. The Cabinet Treasurer will distribute the proposed budget to the Voting Cabinet members two weeks prior to the first meeting of the Voting Cabinet.
- When developing the budget, ensure that projected expenses are reasonable and that qualified bids are received for expenses over \$2,000. Establish monetary controls so that no indebtedness shall be planned which would cause the budget to exceed the anticipated receipts for the fiscal year for which the District Governor is responsible.
- Formulate and document in writing programs and policies as early as possible for the coming year. These should be published as appropriate in the district roster book and the district newsletter.
- Establish district goals for the Club Activity Award, Club Achievement Award and other awards. These should be printed in the roster book. Recognition will cover the period starting July 1 and ending March 31. Achievements during the period April 1 through June 30 may be forecasted and credited to the current year or credited to the following year.
- Hold an informal meeting with the Voting Cabinet prior to the first Cabinet Meeting or as early as possible to review goals, plans and procedures.

- In conjunction with the LASH organization, set the places for all meetings at the beginning of the Lions year. Avoid religious holidays and national holidays for meeting dates. All district meetings should be held on an evening when invited Lions do not have their own club meeting. Cabinet meetings and Lions Association for Sight and Hearing (LASH) membership meetings should be held on weekday evenings Monday through Thursday in the fifth week of the month or on a Friday evening. Other meetings for Lions from several clubs (e.g. Regional Advisory meetings, LASH Executive Committee meetings and District Governor's Honorary Committee meetings) should be held on evenings when invited Lions do not have their own club meeting.
- Publish a District Directory (roster book) to be distributed by the first Cabinet Meeting. Accuracy is imperative when it comes to names, addresses, phone numbers, e-mail addresses, dates and times.
- Ensure that clubs are submitting membership reports (MMR), report of elected officers (PU101), and annual activities report (A1) on time.
- Ensure that clubs are paying all financial obligations on time. Contact clubs that are noted with past-due accounts on the monthly LCI District's Re-Cap of accounts.
- Make sure the Outgoing Governor finalizes all reports according to the Constitution and By-Laws before signing the 100% Governor's Form.
- Hold a turnover meeting with outgoing and incoming Cabinet Officers as soon as possible after the election and see that the new district administration is provided with sufficient funds to pay incoming bills and that all remaining moneys are transferred within 45 days of the end of the annual International Convention.
- Submit a final report by the first full Cabinet Meeting of the next district administration. Provide copies to members of the District Governor's Voting Cabinet and to members of the Voting Cabinet of the next administration. The report should contain names of district officers, committee chairs and coordinators, an income and expense report, district and club membership information, and the activities and accomplishments of district committees.

Vice District Governor(s)

The Vice District Governor(s) general duties are outlined in **Article II, Section 3 of the District 22-A By-Laws.**

The Vice District Governor(s), subject to the supervision and direction of the District Governor, should:

- Further the purposes and objects of this association.
- Familiarize himself/herself with the duties of the District Governor so that in the event of a vacancy in the office of District Governor he/she will be better prepared to assume the duties and responsibilities of said office.
- Substitute for the District Governor at various district functions when asked. In addition to district meetings, these may include club functions to which the District Governor was invited.
- Perform such administrative duties as may be assigned to him/her by the District Governor.
- Perform such other functions and acts as may be required of him/her by the International Board of Directors through the Vice District Governor's Manual and other directives.
- Actively participate in all Cabinet and Council meetings and conduct all meetings in the absence of the District Governor.
- Participate in the preparation of the District Budget.
- Be actively engaged in all matters to be continued during the next year.
- Participate in the review of the strengths and weaknesses of the clubs in the District.
- At the request of the District Governor, supervise appropriate District committees.
- It is suggested that the Vice District Governor make individual visits to the clubs.
- Substitute for the District Governor in Official Club Visits for which the District Governor is not available.
- Solve special problems for the District Governor.
- Provide services to weak club

- The Vice District Governor may be requested to chair the district MERL team.
- Help clubs exchange knowledge and experience.
- Support with furthering the goals and projects of the District Governor, when asked.
- Oversee the new club officer training for those club officers who will be in office during the year that the Vice District Governor is serving as District Governor. At the new club officer training, provide attendees with the upcoming goals and policy changes to be used in his/her administration.
- The Vice District Governor will not be reimbursed by International Headquarters for travel or per diem expenses unless he/she is substituting for the District Governor in an official capacity.

Cabinet Secretary

The Cabinet Secretary's general duties are outlined in **Article II, Section 4 of District 22-A By-Laws.**

The Cabinet Secretary should:

- Set up and organize the District Cabinet meetings, and send out notices about the locations and costs a minimum of 30 days in advance of the scheduled Cabinet Meeting.
- Keep an accurate record of the proceedings of all meetings of the Cabinet and within five (5) days after each meeting forward copies of the same to all members of the Cabinet, the office of Lions Clubs International, and have copies available for inspection by any Club member of the District.
- Take and keep minutes of the district meetings held at the MD-22 Convention and furnish copies of the same to Lions Clubs International, the District Governor, and the District Governor-Elect.
- Assist the District Governor and the Cabinet in conducting the business of the District and perform such other duties as are specified, or implied, in the District 22-A Constitution and By-Laws, or as may be assigned to him/her from time to time by the District Governor.
- Assist the District Governor in preparation of his/her Annual Report to the Cabinet and such other reports as the District Governor or Cabinet may require.
- Serve as District 22-A Registration Chair for the Multiple District 22 Convention.

Cabinet Treasurer

The Cabinet Treasurer's general duties are outlined in **Article II, Section 5 of District 22-A By-Laws.**

The Cabinet Treasurer should:

- Prepare the district budget after getting input from the District Governor, the Vice District Governor and committee chairs and coordinators. Provide the proposed budget to the Voting Cabinet two weeks prior to the first meeting of the Voting Cabinet.
- At the first Voting Cabinet, obtain approval for (1) the depository (bank) for district moneys, (2) surety company that will issue bond for district officers and (3) proposed budget for the year.
- Collect and record all per capita taxes levied hereunder on members and Clubs in the district and such other moneys as may be due the District; deposit same in such depository (or depositories) as the Cabinet shall authorize and disburse same by order of the District Governor or the Cabinet in accordance with ARTICLE IV, Section 2, of the District 22-A Constitution.
- Remit to the Multiple District Council Treasurer the Multiple District semiannual per capita tax collected in the District no later than October 1 and April 1.
- Obtain a surety bond for the officers authorized to sign district checks in an amount set by the Cabinet.

- Keep accurate books and records of district accounts, and permit inspection of same by the District Governor, any Cabinet member, and any Club (or other authorized agent of them) at any reasonable time for any proper purpose. Upon direction of the District Governor, or of the Cabinet, shall furnish such books and records as requested to any competent accountant appointed by the Cabinet.
- Submit a current budget and income and expense report at each full Cabinet meeting and such other special reports as requested by the Cabinet.
- Submit books and accounts for review whenever required by the Cabinet.
- At the district turnover meeting, provide the new district administration with sufficient funds to pay incoming bills; transfer all remaining moneys to the new administration within 45 days of the end of the annual International Convention.

ADMINISTRATIVE ASSISTANT

The Administrative Assistant position is not an official position defined in the District 22-A Constitution and By-Laws. It is an optional appointment made by the District Governor. Duties are defined by the District Governor and may include some duties normally assigned to other district officers. The role of Administrative Assistant is to provide assistance directly to the District Governor and to other members of the District Cabinet as designated by the District Governor. The Administrative Assistant is not a voting member of the Cabinet.

REGIONAL CHAIRS (Optional Appointment)

The Region Chair should: The Region Chair's general duties are outlined in **Article II, Section 4, of District 22-A By-Laws.**

- Attend regular Cabinet Meetings and the Multiple District and International Conventions.
- Assist the District Governor in promoting Lionism in the Region by performing such duties as may be delegated to him/her from time to time by the District Governor and the Cabinet.
- Recommend qualified Lions in the Region for appointment as Zone Chairs.
- Endeavor to have every Club in the Region operating under a duly adopted Club Constitution and By-Laws.
- Verify that each Club in the Region has a specific membership recruitment plan and a specific membership retention plan of its choice.
- Promote representation at International and District Conventions by at least the full quota of delegates to which the Clubs in his/her Region are entitled.
- Supervise and assist the Zone Chairs of his/her Region in the performance of their official duties.
- Along with the Zone Chairs, set up and conduct at least three Regional Advisory meetings during the Lions year. Send out notices of locations and costs at least 30 days beforehand.
- Report to the District Cabinet any problems or outstanding accomplishments of any Clubs in his/her Region, and present the Club's point of view if special consideration or recognition is to be given to that Club in any of the District contests.
- Promote all District affairs and activities in his/her Region.
- Hold staff meetings with the Zone Chairs in the region at least bi-monthly, discussing with them the status and health of each Club in the Region and covering such matters as service projects, membership status, attendance records and problem areas.
- Attend a regular meeting of each club in the Region at least once during the year. Accompanying the District Governor on Official Visits shall not be counted in this regard.
- Be prepared at all times to induct new members and install officers upon request by a Club in the Region.

- Work with the Zone chairs in strengthening Clubs in the Region.
- Encourage the development, and extension of new clubs.
- Perform other duties as delegated to this Lion by the District Governor, such as:
 - Assisting in District And Club Officers Schools
 - Supervising District committees
 - Holding Regional new member orientations

ZONE CHAIRS

The Zone Chair's general duties are outlined in **Article II, Section 7, of the District 22-A Constitution and By-Laws.**

The Zone Chair should:

- Attend all regularly scheduled meetings of the District as provided for in the District Constitution.
- Make a report of each required District Governor's Regional Advisory Committee meeting and send copies within five (5) days thereafter to Lions Club International, the District Governor, and his/her Region Chair.
- Endeavor to have every Club in his/her Zone operating under a duly adopted Club Constitution and By-Laws.
- Verify that each club in the Zone has a specific membership recruitment plan and a specific membership retention plan of its choice.
- Arrange, with the cooperation of his/her Region Chair, regularly scheduled Regional Advisory meetings. The Zone Chair should set up locations, coordinate with program speakers, notify clubs within the region and receive RSVPs from clubs in his/her zone.
- Encourage inter-club meetings and social activities.
- Promote attendance at charter nights and activities of newly organized Clubs.
- Promote representation at International and District Conventions by at least the full quota of delegates to which the Clubs in his/her Zone are entitled.
- Serve as chair of the Zone's District Governor's Advisory Committee.
- Attend staff meetings at least bi-monthly with the Region Chair of his/her Region for reviewing and analyzing the status of the Clubs in the Zone, including their service programs, membership status and attendance records, and reporting delinquencies, financial problems and other pertinent Club information.
- Visit a regular meeting of each club in the Zone within the first quarter of the term in office, reporting the findings in writing to the Region Chair and the District Governor, particularly with respect to observed weaknesses. Make another visit to each club in the Zone within the second or third quarters of the term of office. During club visitations, communicate and promote the district goals and events. Answer questions from the club members about upcoming events and new or modified policies and procedures.
- Suggest and implement methods for assisting problem Clubs and for formation of new Clubs in the Zone.
- Guide and assist Clubs in exchanging ideas on programs, projects, activities and methods of fundraising.
- Know and understand the structure and function of the District organization.
- Work in ensuring that all Clubs understand the programs of the District and Lions Clubs International by working in close cooperation with all District committee chairs.

DISTRICT GOVERNOR'S CABINET

The District Governor's Cabinet is the deliberative and assisting body for formulation of administrative plans and policies affecting the welfare of Lionism within the District. Members of the Cabinet other than the District Governor, the Immediate Past District Governor, the Vice District Governor(s), Region Chairs, Cabinet Secretary and Cabinet Treasurer, have no voting rights therein unless the District Constitution and By-Laws extends the vote to them.

DISTRICT CHAIRS

District Chairs are important to district organization. Together with the Region Chairs and the Zone chairs, they assist in accomplishing the District Governor's goals for the year. District Chairs are those who head a committee of more than one Lion. Lions Clubs International provides guide booklets for each chair. The information covers the function, responsibilities and suggested operation of each position.

DISTRICT SOCIAL

The District Social Committee is responsible for making all arrangements for the District Social held in January of each year. Invitations should be sent at least 45 days in advance to clubs in the district, district officers, district committee chairs and coordinators, district governors, vice district governors, cabinet secretaries and cabinet treasurers in other sub-districts in Multiple District 22, MD 22 chairs and coordinators, all past district governors in District 22-A, and selected past district governors in other sub-districts in MD 22 (perhaps the most recent 10 PDGs judged likely to attend). The Lions Clubs International guest will be arranged for well in advance by the most recent PIP or PID in MD 22. The District Governor will submit the LCI Speaker Request Form as soon as the PIP or PID had identified the suggested LCI guest.

District Social Book – The District Social Program Book Subcommittee is responsible for producing the District Social Program Book. A challenging and important task is soliciting ads and patron listings. If all net profit from the Program Book is to be given to one or more charities, then program ads from Lions Clubs may be paid for from the club activities account

EXTENSION

Extension is the development of new clubs within the District. The appointment is made with the intent of it being a three-year commitment by the individual involved, in accordance with the Multiple District Extension Chair and Lions Clubs International guidelines.

Duties of the Chair:

- Recruit committee members to assist in the new club extension effort
- Become familiar with "Expansion Through Extension"
- Develop an extension program
- Know the geographical layout of the District
- Review communities for potential new clubs
- Select areas of concentration and plan the organization of Lions Clubs in those areas
- Promote extension at Zone and Cabinet Meetings
- Cooperate with Multiple District Extension Committee
- Report progress at the District Governor's Cabinet Meeting
- Arrange meetings with key personnel in the communities to develop new clubs
- Locate the Lion that knows a key person in the new area
- Inform Lions of their opportunity to start a new club

FINANCE

The Finance Committee will consist of two Past District Governors elected by members of the District Governor's Honorary Committee. One member will be elected each year to serve a two-year term. The member serving in his/her second year will be the Chair of the Committee. The Committee will address itself to fiscal matters as referred by the District Governor or requested, in writing, by a majority of the Voting Cabinet Members or at the request in writing of at least five members of the District Governor's Honorary Committee. All conclusions and recommendations issued by the Finance Committee will be presented to the District Governor and Cabinet for whatever action is deemed appropriate. Members of the Committee also serve on the Multiple District Finance Committee. It is presided over by the Chair of the Council of Governors, who has no vote. ***(See Article II, Section 1.m., Multiple District 22 By-Laws.)***

LEADERSHIP DEVELOPMENT

The Leadership Development Chair is the District Trainer, appointed by the District Governor. The chair is also a member of the District Membership, Extension, Retention, Leadership, and Women's Initiative Team. The specific responsibilities, at a minimum, include: serving on the Multiple District 22 (MD 22) Leadership Development Team, and to conduct a leadership program that ensures that each Lion in District 22-A is provided the opportunity to develop and exercise his/her leadership potential at both the Club and District level. The appointment to this position is made with the intent of it being a three-year commitment by the individual appointed, as is with the position at the MD 22 level, in accordance with MD 22 and Lions Clubs International guidelines.

Duties of the Chair:

- Design, organize, promote, and conduct leadership development seminars.
- Conduct training for all incoming Club Officers, and designated Committee Chairs and Coordinators.
- Promote the development of leadership within the Clubs and District.
- Encourage Club members to participate in the MD 22 Fall Leadership Development Retreat and Winter Leadership Development Institute.
- Encourage all Clubs in the District to conduct Club Planning Retreats on an annual basis and provide assistance as requested.
- Conduct annual training for all incoming District Cabinet Officers, and designated Committee Chairs and Coordinators. Persons to be trained, at a minimum, include: Vice District Governor, Cabinet Secretary, Cabinet Treasurer, Administrative Assistant (if appointed), Region Chairs (if appointed), Zone Chairs, and Membership Chair.
- Encourage the District Governor, Officers of the District, and the District Governor's Honorary Committee to continuously identify Lions that demonstrate leadership potential, and encourage these Lions to participate in the District 22-A Leadership Development Program(s). Conduct an annual series of seminars designed to prepare Lions for future assignments/appointments/election as District Governors, Committee Chairs, and Coordinators. The training, at a minimum, include:
 1. Duties and responsibilities as District Governor.
 2. Impact of assignment upon Spouse/Significant Other.
 3. The importance of and role of Spouse/Significant Other.
 4. Time commitment
 5. Financial commitment
 6. Training in public speaking
 7. Effective communications
 8. Meeting management

9. Budget preparation and management/oversight.
10. Conflict resolution.
11. Selection and supervision of a cabinet.
12. Functioning as a member of MD 22 Council of Governors.
13. Lion Protocol.
14. Review of subjects listed on the Lions Clubs International website.
15. Other subjects as required.

Dates for the above training shall, if possible, be scheduled and published in the District Roster Book. To the extent possible, training shall be scheduled not to conflict with other major District and Club activities/meetings, and recognized National and Religious holidays.

LIONS VISION AND RESEARCH FOUNDATION (LVRF)

The District Governor and three Lions elected by the District Governor's Honorary Committee are trustees of the Lions Vision Research Foundation. These trustees and any appointees to the LVRF board should attend all meetings of the LVRF Board of Trustees and the meetings of any LVRF committees on which they are a member. They should also encourage clubs to financially support LVRF.

MD 22 KUSIAK YOUTH FOUNDATION

Three (3) Lions in District 22-A are appointed to serve on the Board of Directors of the Kusiak Youth Foundation of Multiple District 22. They serve overlapping terms of three years each. Each year, the District shall appoint a Lion to start a new three-year term.

MEMBERSHIP

Membership growth and development is vital to all clubs. The success of any club is dependent on continually obtaining and retaining quality members. The Membership Chair is appointed with the intent of it being a three-year commitment by the individual involved, in accordance with the Multiple District Membership Chair and Lions Clubs International guidelines.

Duties of the Chair:

- Recruit committee members to assist in the membership growth program.
- Become familiar with the District Membership Chair Guide.
- Know the clubs in the District, their problems, weaknesses, and potential.
- Encourage each of the clubs in the District to select and implement one or more specific membership recruitment programs of their choice.
- Work with Region Chairs and Zone Chairs to carry out the program.
- Encourage clubs to select quality men and women as new members.
- Provide a sound membership stabilization program to develop present members into active members.
- Hold meetings with Club Membership Chairs.
- Assist the District Governor in the implementation of the District Membership Growth and Development Program.

NEWS AND VIEWS EDITOR

A newsletter or bulletin is an excellent way to communicate with the clubs in the district. It may be written by the District Governor, the Public Relations Chair or any other Lion designated by the District Governor.

The following may be helpful in producing a newsletter:

- Find a way to print the newsletter that will be simple and inexpensive.
- Make it easy to read.
 - Use an easy to read type.
 - Divide parts of the newsletter so that past activities will be separated from future activities.
 - Avoid long, drawn-out paragraphs.
 - Use tasteful artwork and photographs whenever possible.
 - Include the month and district number on the front page of each issue to ensure proper credit for reimbursement and record keeping.
- Contents of the newsletter
 - Upcoming projects of District and Clubs
 - Mention International Convention, etc. months in advance.
 - Continually stress membership.
 - Mention names whenever possible. Lions watch for their names.
 - Compliment
 - secretaries who get reports in on time.
 - committee chairs who do a good job.
 - clubs on good projects, anniversaries.
- Give precedence to news of future events and projects.
- Mailing dates: Mail to distribution list so that recipients receive it by the first day of the month.

PRE-SCHOOL VISION SCREENING

- The Committee should encourage clubs to participate in the Pre-School Vision Screening Program.
- Conduct periodic training programs about how to conduct screenings.
- Communicate with clubs using all available resources, such as District newsletter, visitations to clubs, Zone and District meetings, and special meetings.
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PUBLIC RELATIONS

This chair is responsible for continually informing the community and the clubs of Lions activities, promoting events, and conveying the objectives and ethics of District and Lions Club International.

Duties of the Chair:

- Recruit additional members to assist in the district public relations program.
- Conduct a basic training course for all Club Public Relation Chairs.
- Handle the Public Relations for the District, including news releases to all media, and edit or assist with the preparation of the District Bulletin.
- Motivate clubs to promote continuous public relations programs in each community.
- Advise clubs of the printed material available from Lions Clubs International and promote its use for both internal and external communication.

- Suggest that clubs encourage representation at District and International Conventions.
- Determine the information most needed by club members and how to communicate it.
- Arrange publicity for visits of International Officers or Directors with other dignitaries within the District.
- Store and account for District-owned property, such as publications, audio/visual materials, etc.
- Inform Club Public Relations Chairs of their responsibility for erecting and maintaining Lions highway signs at entrances to communities.

RESEARCH AND LONG RANGE PLANNING

Duties of the Chair:

- Cooperate with International Headquarters to conduct surveys from time to time of various items that have the objective of improving services and materials to Clubs and Districts.
- Identify and analyze current and future problems in the District, and make suggestions and recommendations as to what actions are advisable in order to cope with the problem.
- Make projections into the next five or ten years as to what could possibly take place in Lionism in the area and discuss the projections at Cabinet Meetings.
- Report at the end of the fiscal year on the activities of the District Research and Long Range Planning Committee.
- Maintain, update and distribute the District 22-A Policy and Procedure Manual.

RETENTION

Retention of members is vital to all clubs. The success of any club is dependent on continually retaining quality members. The Retention Chair is appointed with the intent of it being a three-year commitment by the individual involved, in accordance with the Multiple District Membership Chair and Lions Clubs International Guidelines.

Duties of the Chair:

- Recruit committee members to assist in the retention program.
- Become familiar with the District Retention Chair Guide.
- Know the clubs in the District, their problems, weaknesses and potential.
- Encourage each of the clubs in the District to select and implement one or more specific membership retention programs of their choice.
- Work with Region Chairs and Zone Chairs to carry out the program.
- Provide a sound membership stabilization program to developing present members into active members.
- Hold meetings with Club Retention (or Membership) Chairs.
- Assist the District Governor in the implementation of the District Retention Programs.

ROSTER BOOKS

The Roster Book Committee is responsible for producing the District Roster Book, which contains important information about District 22-A and the clubs in 22-A and about Multiple District 22. The Roster Book should be available for distribution in July. The Roster Book should be provided to clubs in the quantity requested and to voting cabinet members, District 22-A chairs and coordinators, past district governors, Multiple District 22 District Governors, Multiple District 22 chairs and coordinators and past International Officers and Directors.

SIGHT FIRST

Sight conservation and work with the blind are synonymous with Lions Clubs International in many places. All activities are aimed at the integration of blind persons into society with respect for their human dignity, rights and potential.

Duties of the chair:

- Become familiar with the District SightFirst Chair Guide.
- Develop training and educational programs for presentation at club meetings.
- Encourage work with the blind, such as:
 - mobility training
 - rehabilitation programs
 - social and recreational services
- Conduct public awareness campaigns
- Stimulate club activities in the preservation of eyesight:
 - glaucoma screenings
 - collection and distribution of used eyeglasses
- Encourage clubs to cooperate with professional organizations and agencies in developing programs.
- Report plans and accomplishments to the District Cabinet.
- Encourage blindness-prevention activities through the Sight First program.

DISTRICT COORDINATORS

In addition to the Committee chairs previously mentioned, there are several District Coordinators who are a committee of one and/or coordinate the activities in the field to which each is assigned.

AUTO TAGS

The Auto Tags Coordinator should encourage Lions in the district to apply for Lions Club organization Maryland vehicle license tags. The Coordinator should also maintain the list of Lions with Lions license tags. The list should be provided to the Multiple District 22 Auto Tags Coordinator for Maryland.

DISTRICT CHAPLIAN

The District Chaplain should attend all district meetings and provide invocations and benedictions. The Chaplain should participate in the Necrology Service at the Multiple District 22 Convention.

CONSTITUTION AND BY-LAWS

The Coordinator acts on behalf of the District for the express purpose of keeping the Constitution and By-Laws up to date. Amendments to the Constitution and By-Laws will be in conformity with Article III, District 22-A Constitution, and Article VII, District 22-A By-Laws.

DIABETES AWARENESS

The main objective of the program is to reduce the number of new cases of blindness caused by diabetic retinopathy through education, detection and research.

Duties of the Coordinator:

- Become familiar with the District Diabetes Chair Guide.
- Become knowledgeable about diabetes and diabetes retinopathy.
- Raise the level of diabetes awareness in the District by coordinating diabetes activities involving the entire District.
- Be available for forums and presentations at clubs and Zone Meetings.
- Establish liaison with local diabetes organizations and the medical community for assistance in planning diabetes awareness activities.

ELECTIONS, CREDENTIALS CHAIRMAN

The Coordinator shall verify that any candidates are qualified for their respective offices. He/she should report the names of qualified candidates at district meetings. The Coordinator shall conduct the nominations and elections at the District 22-A business meetings at the Multiple District 22 Convention.

The Coordinator shall place in nomination at the first business meeting, the names of all candidates qualified. If none are received and/or qualified, then, but only then, shall nominations be made from the floor. Each candidate shall be allowed one nominating speech of not more than five (5) minutes duration and two seconding speeches of not more than three (3) minutes duration.

The election will take place at the second business meeting. There will be compliance with Election Procedures outlined in Article III, Sections 7 & 9 of the International Association of Lions Clubs By-Laws, by the LCI MD 22 Constitution and By-Laws—Constitution Article VII—Multiple District Convention Sections 6 & 7, By-Laws Article I—Sub-District Nominations and Elections, by LCI District 22-A Constitution and By-Laws Article I, Sections 1-8 and by the Policy and Procedure Manual of **Multiple District 22—Convention. And, Elections Committee.**

The club delegate formula is defined in Article V, Section 8 of the International Association of Lions Clubs By-Laws. This says that each chartered club in good standing in the association and in its district shall be entitled in each annual convention of its district to one delegate and one alternate for each ten members, or major fraction thereof, who have been enrolled for at least one year and a day in the club as show on the records of the international office on the first day of the month last preceding that month during which the convention is held.

Additional Procedures 22-A Voting:

- All clubs participating in voting must be certified by the District Governor to be in Good Standing by LCI.
- Each Club will be announced by name, the number of votes permitted, and the number of delegates and alternates present and voting.
- Past District Governors, Past and Present International Officers voting separately from club delegations will be announced by name and vote separately.
- Two tellers (PDGs from non-candidate clubs), an observer from each of the candidates in the election and the Chair of the Elections and Credentials Committee will comprise the Board of Tellers.

- The Board of Tellers will count the votes and the number of votes received by each candidate will be announced to the sub-district election meeting by the Elections and Credentials Chair.
- There will be no electioneering or campaigning by the Lions while working at the Registration Desk. Registration information will be available to all upon request.
- The Election and Credential Chair will certify that all clubs voting are in good standing by checking with the Cabinet Treasurer.

HEARING

Deafness is a communication handicap and, statistically, hearing and speech impairments are more common than blindness.

Duties of the Coordinator:

- Become familiar with the District Hearing and Speech Action and Work with the Deaf Chair Guide.
- Develop training and educational programs.
- Encourage support of schools and rehabilitation center for the deaf.
- Conduct public awareness campaigns.
- Consult with deaf members of the community and report information concerning their needs to clubs in the district.
- Suggest deaf activities to clubs.
- Conduct mass screenings to detect hearing loss.
- Support research on ear diseases.
- Establish collection areas for used hearing aids.
- Report your plans and accomplishments to the district cabinet.

HISTORIAN

The Coordinator should develop and maintain a history of the District 22-A Lions and its predecessor organizations. He/she should maintain copies of historical items.

INFORMATION AND TECHNOLOGY (WEBMASTER)

The Webmaster should maintain and periodically update the District 22-A Website.

INTERNATIONAL CONVENTION COODDINATOR

Duties of the Coordinator:

- Educate and motivate club members to participate in the International Convention.
- Urge clubs to appoint an active Club Convention Chair.
- Communicate with the clubs using all available resources, such as the District newsletter, visitations to clubs, Zone and District meetings, and special meetings.
- Inform clubs of the dates, location, registration procedures, programs and costs of the International Lions Convention.

LIONS CLUB INTERNATIONAL FOUNDATION (LCIF)

Duties of the Coordinator:

- Become familiar with information in the District LCIF Chair Guide.
- Establish a monetary goal for the clubs in the District.
- Educate Lions about LCIF, its operations and the benefits it provides.
- Promote and solicit funds at all Lions functions.
- Arrange for a Melvin Jones Luncheon for Melvin Jones Fellows and spouses.

LEADER DOG FOR THE BLIND

The Coordinator should encourage clubs and individual Lions to financially support Leader Dogs for the Blind. He/she should also encourage clubs to seek potential guide dog users. Another Coordinator task is to encourage Lions to consider raising a young dog for subsequent training as a guide dog.

LIONS EYE HEALTH PROGRAM (LEHP)

- The Coordinator should encourage clubs to conduct Lions Eye Health Programs for the public.
- Communicate with the clubs using all available resources, such as the District newsletter, visitations to clubs, Zone and District meetings, and special meetings.

LEO CLUB DEVELOPMENT

- The Coordinator should encourage clubs to sponsor LEO clubs.
- Promote and participate in the LEO Leadership Retreat.
- Communicate with the clubs using all available resources, such as the District newsletter, visitations to clubs, Zone and District meetings, and special meetings.

LIONS QUEST

- The Coordinator should encourage clubs to participate in the Lions Quest program.
- Communicate with the clubs using all available resources, such as the District newsletter, visitations to clubs, Zone and District meetings, and special meetings.

MD 22 CONVENTION

Duties of the Coordinator:

- Educate and motivate club members to participate in the MD 22 Conventions.
- Urge clubs to appoint an active Club Convention Chair
- Communicate with the clubs using all available resources, such as the District newsletter, visitations to clubs, Zone and District meetings, and special meetings.
- Inform clubs of the dates, location, registration procedures, programs and costs of the MD 22 Convention.

PEACE POSTER

- The Coordinator should encourage clubs to participate in the Lions Peace Poster Program.
- Communicate with the clubs using all available resources, such as the District newsletter, visitations to clubs, Zone and District meetings, and special meetings.

TRADING PINS

The Coordinator is responsible for ordering, distributing and collecting payments for district and multiple district trading pins.

USA/CANADA LEADERSHIP FORUM

- Educate and motivate club members to participate in the USA/Canada Lions Leadership Forum.
- Communicate with the clubs using all available resources, such as the District newsletter, visitations to clubs, Zone and District meetings, and special meetings.
- Inform the clubs of the dates, location, registration procedures, programs and costs of the USA/Canada Lions Leadership Forum.

DISTRICT GOVERNOR'S ADVISORY COMMITTEE

The committee serves in an advisory and administrative capacity between the Zone, District Governor and the Cabinet. It is composed of:

- the Zone Chair who serves as chair of the committee
- presidents and secretaries of clubs within the Zone

The duties of the District Governor's Advisory Committee are:

- To hold at least three regularly scheduled meetings during the fiscal year. Region Advisory meetings may be held in lieu of Zone Advisory meetings.
- to assist the Zone Chair so that every club within the Zone is operating efficiently.
- to promote attendance from the clubs in the Zone at the annual Multiple District and International Conventions.
- to assist the Regional and Zone Chairs in promoting attendance at the charter night of newly organized clubs.
- to exchange ideas and suggest solutions to Club problems.
- to cooperate with the Zone Chair in arranging functions with the clubs in the Zone.

DISTRICT GOVERNOR'S HONORARY COMMITTEE

The District Governor's Honorary Committee membership consists of the following Lions within its District:

- Past International Officers
- Past International Directors
- Past District Governors

This committee responds to requests of the District Governor and makes recommendations. The committee should have meetings in August, November, January and April. Additional meetings may be called by the District Governor or a majority of the committee members.

Procedure for the annual election of the Chair and the secretary of the District 22-A Honorary Committee:

1. The election will be supervised by the chair of the committee.
2. Nominations for the offices will be made from the floor at the April meeting of the Honorary Committee.
3. Selection will be made by the majority vote of those members attending and voting at the April meeting. The Chair will appoint two PDGs to tally the votes. The vote tally will be announced at the meeting.
4. The terms of the newly elected officers begin with the first meeting of the new Lions year.

LIONS ASSOCIATION FOR SIGHT AND HEARING OF MD, INC. (LASH)

The Lions Association for Sight and Hearing of Maryland, Inc., better known as LASH, is the flagship of Lions service programs in District 22-A. LASH is sponsored by the Lions Clubs of 22-A, and depends on them for most of its financial support. Other sources of income are contributions from individuals and businesses. All money donated to LASH, a 501(c)(3) corporation, is fully tax deductible. LASH provides an administrative body that promotes and advances Lion preservation and restoration of sight and hearing programs in the District. LASH provides equipment, services, coordination, and expertise. It provides financial assistance to help local Lions Clubs deliver sight and hearing services that may be beyond their budget or service area. Hearing preservation and restoration. For more information on LASH and its programs, please visit its website: www.22alions/lash.

VACANCIES

In the event of a vacancy in the Office of District Governor, the 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. In filling any vacancy in the office of District Governor, the International Board of Directors shall not be bound by, but shall consider the recommendation(s) resolved at a meeting of the remaining Voting Cabinet Officers and the District Governor's Honorary Committee. The meeting will convene at a date, time and place called and determined by the Chair of the District Governor's Honorary Committee and within 15 days of notification by the International Board of Directors.

In the event of a vacancy in the Office of Vice District Governor, the District Governor, together with the Cabinet Officers and the District Governor's Honorary Committee, shall convene at a date, time and place called and determined by the District Governor to select a qualified Lion member as Vice District Governor for the remainder of the term. The following is the procedure to be used upon notification from the Vice District Governor that he/she is resigning or is unable to carry out the duties of Vice District Governor.

1. The District Governor will notify the District Cabinet, Honorary Committee and all Lions Clubs. The letter, in addition to setting the time and place for the meeting, will indicate that potential candidates for the position should make their intentions known to the District Governor and District Elections, Credentials & Nominations Coordinator in writing outlining his or her qualifications. The letter should indicate the Constitution and By-Laws section used as a basis for this action.

2. The District Elections, Credentials & Nominations Coordinator will determine if candidates meet the Constitutional requirements. The candidates will be notified of this activity in writing and that there will be a five-minute nomination speech and a three-minute seconding speech at the meeting set by the District Governor.
3. The District Cabinet Secretary will record all those present, supply ballots and verify those qualified to vote.
4. The committee charged with the responsibility to count and verify the selection results will consist of the Constitution and By-Laws Chair, Honorary Committee Chair and District Cabinet Secretary.

PROCEDURE FOR SELECTION OF CANDIDATES FOR MD 22 COUNCIL CHAIR

The selection of a candidate for the office of Council Chair of the Multiple District will occur in five-year cycles as outlined by the Rotation Schedule in the Policy and Procedure Manual for Multiple District 22.

The selection of the candidate shall be made by a majority vote of the District Governor's Honorary Committee, the District Governor and the Vice District Governor. The procedure will be as follows:

1. Interested candidates shall submit letters of intent and resumes to the Chair of the Honorary Committee ten days prior to the November Honorary Committee meeting of the Lions year. In years in which District 22-A is to select a Chair of the Council of Governors, the Vice District Governor shall be invited to the November and January meetings of the Honorary Committee.
2. Distribution of resumes and letters of intent to the Honorary Committee members, the District Governor and the Vice District Governor and the candidates' opportunity to express reasons and ideas will occur at the November Honorary meeting.
3. The vote for the Council Chair selection will be held at the January Honorary Committee meeting. The chair of the Honorary Committee will supervise the election and the Lions attending and voting will carry out the selection process. If no candidate receives a majority vote on the first ballot, subsequent ballots will be taken until a candidate receives a majority vote. The results of the vote will be announced at that meeting.
4. The name of the Lion selected to be Council Chair will be given promptly to the District Governor for presentation to the incoming Council for their acceptance or rejection.

FISCAL AND MONETARY CONTROLS

The budget must be prepared, based on an overall view and analysis of requirements, order of priority, and the methods of financing activities for the coming year. The foremost item to keep in mind is the prime requirement of the District Constitution and By-Laws. The following items should be followed for a sound financial year.

1. The Governor's Proposed Budget and the Treasurer's Reports should be set up in a uniform manner and be kept that way in future years.
2. The Governor-Elect must meet with the Vice District Governor-Elect and the incoming Cabinet Treasurer on or before June 15th of the year elected for Budget review and provide all members of the Governor's Voting Cabinet and all Past District Governors with a copy of the Proposed Budget two weeks prior to the first Voting Cabinet Meeting.
3. Both budgeted and actual figures should be shown on the Treasurer's Report. This will help the new Governor to prepare the proposed budget.
4. No District-owned CDs, Bonds, etc. will be removed or cashed without the approval of the Voting Cabinet. Only FDIC Banks are to be used for the deposit of District Funds.

5. The District books and bank accounts should be reviewed by an accountant, with appropriate remarks, at the end of the Lions fiscal year. Checks and receipts should be furnished to the accountant.

Vouchers used by the various District Chairs handling moneys for the District should be sent monthly to the District Treasurer.

6. Article III, Section 8 of the District 22-A Constitution states that “No salary or other form of compensation may be paid to any Officer or Committee Chair of the District.” Article IV, Section 3 is the only exception—District Governor’s expense to the International Convention at the end of the term of office.

CLUB DISPUTE RESOLUTION

All disputes arising between any member or members, or a former member or members, and the club, or any officer on the board of the club, relative to membership, or the interpretation, breach of, or application of the club’s constitution and by-laws, or the expulsion of any member from the club, or any other matter whatsoever which cannot be satisfactorily resolved through other means, shall be settled by dispute resolution.

Any party to the dispute may file a written request with the District Governor asking that dispute resolution take place. Within 15 days of receipt, the District Governor shall appoint a Conflict Resolution Committee to hear the dispute. The Conflict Resolution Committee shall include three Past District Governors who are currently members in good standing of clubs in good standing, other than the club that is a party to the dispute. The selected committee shall be acceptable to the parties. Upon being selected, the committee shall arrange a meeting of the parties for the purpose of conciliating the dispute. The meeting shall be scheduled within 30 days of the appointment of the committee. If such committee efforts are unsuccessful, the committee shall have the authority to issue its decision relative to the dispute, which decision shall be final and binding on all parties.

PROTOCOL

Procedure to Secure Speakers

Obtaining speakers for the District Convention and District Socials is a matter of immediate concern for the newly elected District Governor. Lions Clubs International has responsibility for scheduling speakers in accordance with established rules and procedures.

Travel schedules for International Officers are established many months, even years, in advance. Therefore, it is appropriate to contact the desired speaker well in advance of the activity, as early as possible.

Prior, to the election in May, or at the International Convention in June. The sooner a contact is made, the more likelihood of obtaining the speaker of your choice. Eighteen months in advance is not too soon.

It is appropriate to try to contact the preferred speaker directly. However, the best and most efficient way to obtain a speaker is through the International Director, if there is a current Director on the Board or through one of the District’s Past International Officers or Past International Directors. These Lions are knowledgeable, they are aware of travel schedules, they have friends and contacts that can assist in securing speakers and they are willing and honored to help.

If a Club desires a speaker from the Executive group of Lions Clubs International and does not have the resources to pay the speaker's expenses, a way may be found. However, this would require cooperation between the Club and the District Governor or District Governors from other districts. For example, if a Club's charter celebration was scheduled for the Friday night prior to one of the Sub-District's Social, utilizing the same speaker; the club would be required to pay only the one night lodging accommodations for the speaker. Since the speaker would be on an authorized trip for the Social, the remaining expenses would be paid by Lions Clubs International or by the host District. This has proven successful on numerous occasions, both in Multiple District 22 and more extensively in other Multiple Districts. Any of these arrangements can be worked out, but it takes some planning on the part of the District Governors and the clubs.

Public relations play an important role by informing the Lions of a visiting guest speaker, whether it is a Sub- or Multiple District function. The event should be publicized in bulletins, newspapers, and programs so that the membership will know about the featured speaker.

OFFICIAL PROTOCOL

Protocol is an official expression of good manners. The courtesy shown in our everyday lives affects our attitudes, our work and, in turn, how we view ourselves as human beings. Protocol is the (ceremonial) forms accepted as correct in official situations. It is a form of etiquette and respect.

The responsibility for protocol rests with the District Governor for Sub-District functions.

On the arrival of the guest:

1. Have a delegation, including the District Governor, meet the plane or train.
2. Escort the guest to the hotel.
3. Have the guest pre-registered so that he/she will not need to stand around filling out forms.
4. Have refreshments or flowers in the room, if appropriate.
5. Advise the guest (in advance, if possible) of the order of events at which he/she will be expected to be in attendance.
6. Allow ample time for relaxation and rest.

At pre-function activities:

1. Allow time for leisurely change of clothes.
2. Do not exhaust the guest with extraneous activities.
3. Escort the guest to receptions and cocktail parties.
4. Do not leave the guest standing alone. Introduce him/her to all, especially any other dignitaries who are present.

At the main function:

1. Escort the guest to the main function.
2. Escort the guest to his/her seat.
3. Introduce the guest to all those who will be at the head table.
4. Give the guest and the spouse (if present) a very respectful introduction. Horseplay is definitely a breach of good manners.
5. A gift is not required. However, it is customary for an invited speaker.
6. A moderately priced gift that is representative of the area being visited is appropriate. If in doubt, suggestions may be obtained from Lions Clubs International, Protocol and Itineraries.
7. DO NOT leave the guest standing or sitting alone after the function. Have a place for distinguished guests to gather and/or sit.

On the departure of the guest:

1. The hotel bill, meals and other function costs should be paid by the District.
2. Have a delegation, including the District Governor; escort the guest to the plane or train.
3. Wait until the plane or train leaves before departing the airport or station.
4. A note of thanks is not only appropriate; it is very much appreciated by the guest. The District Governor should send the note of thanks when his/her District is visited by a guest. The Council Chair should send a note of thanks to a guest at a Multiple District function.

ORDER OF PRECEDENCE

The following is the official protocol policy of the International Association of Lions Clubs. Only the principal speaker is required to acknowledge all dignitaries present. Lions shall be recognized in the following order:

1. International President
2. Immediate Past International President
3. International Vice Presidents (according to rank)
4. International Directors (a) (Board appointees)*
5. Past International Presidents (b)
6. Past International Directors (c)
7. Campaign SightFirst II National/Multi-national Coordinator (d)
8. Chairpersons, Council of Governors (a)
9. Campaign SightFirst II Sector Coordinator (d)
10. District Governors (a)
11. Campaign SightFirst II District Coordinators (d)
12. Association Executive Administrator
13. Association Secretary
14. Association Treasurer
15. Past Council Chairpersons (c)
16. Immediate Past District Governor (a)
17. Vice District Governors (a)
18. Past District Governors (c)
19. Multiple District Secretaries (volunteer) (a)
20. Multiple District Treasurers (volunteer) (a)
21. Campaign SightFirst II Group Coordinators (d)
22. District Secretaries (a)
23. District Treasurers (a)
24. Regional Chairpersons (a)
25. Zone Chairpersons (a)
26. District Chairpersons (a)
27. Club Presidents (a)
28. Immediate Past Club Presidents (a)
29. Club Secretaries (a)
30. Club Treasurers (a)
31. Immediate Past Club Presidents (a)
32. Club Secretaries (a)
33. Club Treasurers (a)
34. Past Club Presidents (c)
35. Multiple District Secretaries (staff) (a)
36. Multiple District Treasurers (staff) (a)

*Appointees by the International President to committees of the International Board of Directors and the LCIF Executive Committee shall be introduced and otherwise recognized before Lions who have held the same office. During introductions, their appointment shall be mentioned. After their term of appointment is concluded, special recognition shall cease.

Explanation of notes used above:

- (a) When more than one is present, they shall be recognized according to the Roman alphabetic order of the first letter of their fully used family name. If the first letter is the same, go to the second letter, etc. If the last names are identical, the same process should be followed with the first given name; if these are the same, then the middle name. In the unlikely event the two names are identical, the one with the longest Association membership shall be given precedence.
- (b) When more than one is present, the one who served most recently is given precedence, and so on.
- (c) When more than one is present, precedence should be the same as for Past International Presidents, as in (b) above. In the event more than one Past International Director who served during the same term is present, then the criteria specified for (a) should be used.
- (d) In recognition of their term of extraordinary service as Campaign SightFirst II volunteers. This position will expire at the adjournment of the 2008 International Convention. Where this individual holds more than one title, he/she will be recognized in protocol for their position only.

General Comments

When a Lion holds more than one title, he/she shall be recognized for the highest one. In areas that have positions in addition to those previously listed, they should be recognized in accordance with local customs, provided that elected officers always have precedence over appointed ones. It is recommended that Melvin Jones Fellows be recognized as a group. In introducing speakers, their status as Fellows should be mentioned.

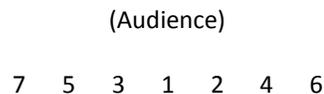
Non-Lion Dignitaries

Non-Lion dignitaries should be given precedence in accordance with local protocol and/or customs, keeping in mind that if the non-Lion are the principal speaker, then he/she should be seated to the right of the chair (see below).

HEAD TABLE SEATING

The presiding officer or meeting chair must always be seated at the most central seat at the table when there is no central lectern, shown as seat number one in the following diagram (Figure 1). The principal speaker should occupy seat number two, then other Lion dignitaries in accordance with the general order of precedence. If possible, there should be the same number of seats to the right and left of the chair or presiding officer (who normally would be the Club President, District Governor, Council Chair or International President).

Figure 1



As shown in Figure 2, seating at the head table with a lectern is essentially the same, except the meeting chair, or presiding officer is always seated at the left of the lectern (facing the audience) and the principal speaker at the right.

Figure 2

(Audience)

7 5 3 1 LECTERN 2 4 6 8

When spouses are present, they should be seated to the member's left when on the left side of the table, and to the member's right when on the right side of the table. However, men should be seated on the extreme ends of the head table.

Multi-Head Tables

If there is more than one head table, the table at the highest level shall be considered the primary one. Care should be taken not to seat Lions of the same rank at different tables.

Head Table Introductions

Introductions of the head table should begin with the meeting chair or presiding officer, then continue from the person with the lowest rank on the order of precedence to the person with the highest rank. When spouses are present at the head table, they should be introduced with the member (e.g. "Past International Director John Doe and his wife Jane").

District 22-A

Generic Schedule

Activity / Task	Responsibility*	Before Jul	Jul	Aug	Sep	Oct	Nov	Dec
Budget	DG, VDG, CT		Draft 2 weeks before Voting Cabinet meeting					
Cabinet Meetings	DG, VDG, CS, CT, RCs, ZCs, DChs & DCo	Cabinet training	Voting Cabinet meeting	1st Full Cabinet meeting		-	2nd Full Cabinet meeting	-
Club Visits	DG (& CS and/or CT), VDG, RC, ZC		Schedule visits	Visit clubs				
Constitution & By-Laws	DCh					-		-
District Committees	DChs & DCo	Submit budget request to CT	Submit action plan to DG	Schedule club visits as appropriate	Visit clubs and present program as appropriate			
District Socials	DCh	22-A Social plans				22-W		22-D, Invitations for 22-A
MD 22 Convention	DG & DCo					-		-
Region Advisory Meetings	RCs & ZCs				1st Region Advisory meeting		2nd Region Advisory meeting	
Roster Book	DG & DCh	Complete Roster Book	Distribute Roster Book					
Clubs Submit Reports	Club Secretaries		MMR & District Activities Report	MMR & District Activities Report	MMR & District Activities Report	MMR & District Activities Report	MMR & District Activities Report	MMR & District Activities Report

*DG = District Governor, DGA = District Governor-Appointee, VDG = Vice District Governor, CS = Cabinet Secretary, CT = Cabinet Treasurer, RC = Region Chair, ZC = Zone Chair, DCh = District Chair, DCo = District Coordinator

District 22-A

Generic Schedule

Activity / Task	Responsibility*	Jan	Feb	Mar	Apr	May	Jun
Budget	DG, VDG, CT						
Cabinet Meetings	DG, VDG, CS, CT, RCs, ZCs, DChs & DCoS		Meeting to recommend DGA to LCI	3rd Full Cabinet meeting			
Club Visits	DG (& CS and/or CT), VDG, RC, ZC	Visit clubs					
Constitution & By-Laws	DCh		Proposed changes to DCo	Proposed changes mailed to clubs		Convention delegates vote on proposed changes	
District Committees	DChs & DCoS	Visit clubs and present program as appropriate				Prepare and submit report on results, issues and recommendations	
District Socials	DCh	22-A		22-B	22-C		
MD 22 Convention	DG & DCo		DG submits subcommittee members			Convention	
Region Advisory Meetings	RCs & ZCs	2nd Region Advisory meeting			3rd Region Advisory meeting		
Roster Book	DG & DCh						
Clubs Submit Reports	Club Secretaries	MMR & District Activities Report	MMR & District Activities Report	MMR & District Activities Report	MMR, PU101 & District Activities Report	MMR & District Activities Report	MMR, A1 & District Activities Report

*DG = District Governor, DGA = District Governor-Appointee, VDG = Vice District Governor, CS = Cabinet Secretary, CT = Cabinet Treasurer, RC = Region Chair, ZC = Zone Chair, DCh = District Chair, DCo = District Coordinator