



# LIONS CLUBS INTERNATIONAL DISTRICT 201N5

# CLUB PRESIDENT MANUAL 2013-2014

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### Acknowledgements

The basic information contained in this manual has been extracted from the Multiple District 201 Administration Manual. A complete copy of the MD201 Administration Manual may be downloaded from the MD201 website at <http://lionsclubs.org.au/>

# THE CLUB PRESIDENT

The Club President is the Chief Executive Officer of a Lions Club.

'He/she will preside at all meetings of the Board of Directors and this Club; issue the call for regular and special meetings of the Board of Directors and the Club; appoint the Standing and Special Committees of this Club and co-operate with the Chairmen thereof to effect regular functioning and reporting of such committees; see that regular elections are duly called, noticed and held; and co-operate with, and be an active member of, the District Governor's Advisory Committee of the Zone in which this Club is located.'

## **1. INTRODUCTION**

Being a Club President in Lions is a fantastic honour and a great deal of work. Your year as President can be exciting and rewarding. It is up to you. There are many resources available to assist and many of these are on the MD201 or LCI websites.

If you are a new President do not be concerned about any lack of experience. Rather understand that every job in Lions is a learning experience and can be preparation for a further job.

Lions Club members depend on their President and his Board for leadership and direction. The performance of the President will be measured by the members' satisfaction and the enjoyment experienced at Club meetings. For the President, success will be achieved through enthusiasm, vigour and dedication to the position, and from the reaction of the Club members to his/her leadership.

The successful President will have prepared thoroughly and should work continually to gain knowledge. The successful President is a leader, a motivator and an organiser and one who understands that there is a time to lead, a time to follow and a time to have fun.

The success of any Club depends upon a President's good preparation and planning - and such preparation will make the role so much easier.

Good preparation will make for a year of enjoyment, fellowship and achievement. The President should be a good communicator who can clearly convey what needs to be done and ask for the help of the members to achieve goals. Workable goals should be selected, and the membership asked to help achieve them.

Club Presidents should always remember that not only can their Club members assist them, but also that the District Governor and cabinet officers can be called upon at any time as it is the District role to assist Clubs with support and advice when requested to do so.

## **2. PROGRESSING TO PRESIDENT**

We should not think of the Club President in isolation. Perhaps it should be seen as part of a continuation, beginning with third, second and first Vice Presidents and culminating in Immediate Past President. That last position is itself a step towards a number of other avenues of service through Lions.

The process of moving through the Vice Presidents' positions gives the potential Lion President the best opportunity to learn about his/her Club prior to assuming the major leadership role in the Club, always remembering that no matter how much we know, we always have more to learn. At the same time, and whilst the progressive method of reaching the President's chair has many advantages; there have been many new Lions who have reached the position and done the job successfully without any experience at all.

Often, new Lions Clubs are formed with officers who have no experience whatever. In many Clubs, the reality is that the desirable progression through 'the ranks' is just not possible, due to transfers or other membership movements.

## **3. PREPARING TO BE PRESIDENT**

For most, it has already been said that experience as a Vice President is excellent preparation. Spending a year as Secretary or Treasurer is equally valuable. All these positions demand a degree of skill brought to the job by the individual; but even more worthwhile is the knowledge and experience gained. They also provide opportunity for honing and developing those skills further, and to extend one's knowledge of Lions.

Many districts conduct regular 'Leadership Development Courses'. Those who attend these courses almost invariably speak highly of the value and content of the program. They also admit to enjoying the company of other Lions. Every potential President ought to participate in such a course. It is a way to boost self-confidence, to clarify goals and ideas, and to remind those of us who have been through similar courses before of the things stored away in the sub conscious.

It should be unnecessary to add that attendance at the District 'Incoming Club Officers' Forum' is essential. At these forums, the incoming District Governor will often outline his policy for the year, and provide information that will assist the President elect.

There are a number of things you should consider in the months leading up to taking office:

- Prior to your year as President, ask your predecessor for the opportunity to chair one or two meetings;
- Set goals for yourself, and for the Club, and know what you want to achieve. Make sure that your fellow Lions will understand those goals. They are more likely to work as a team if they all share a common set of objectives;
- Keeping the selected goals in mind, and with the Secretary and Treasurer elect, plan a program and a budget for the year. Do not forget ongoing commitments that may have been entered into by the existing or previous Club boards;
- Make sure that every member of the Club will have a job. The load does not have to be shared equally, but it is important to involve every member;
- When goals have been set, the budget established, and the team selected; plan the complete year. Share the plan with others so that every member will feel a part of your team with clear objectives in mind;
- Of course, it is important that your planning does not interfere with your predecessor's activities and plans for his year - you must allow him to finish before you take over!

#### **4. HELPFUL DOCUMENTATION**

There is much helpful documentation published at both International and District level to assist a President-elect, including the President's kit from Lions Clubs International that contains an array of information and suggestions.

Study this material and become familiar with its contents; ensure that the relevant booklets and information are distributed to the Club chairmen concerned, and that each understands what is expected in the performance of their respective duties.

In some cases, the procedures in Australian Clubs are different to those described in Lions Clubs International publications due to local legislation and other reasons, and it is for these reasons that this manual and other Australian publications exist.

#### **5. CONSTITUTIONAL AND LEGAL REQUIREMENTS**

A Club President should always be familiar with the constitutions that affect the operation of his Club.

- The International Association of Lions Clubs Constitution and By-Laws. The text of the publication is available for download on the Lions Clubs International Internet site.
- Multiple District 201 of Lions Clubs International Inc. Constitution and By-Laws is normally reissued in June of each year by the Multiple District office following the Multiple District 201 Convention. The text of the publication can also be found on the Multiple District 201 Internet site
- Standard Form Lions Club Constitution and By-Laws Publication LA - 2 as amended from time to time by Lions Clubs International, and distributed to all Clubs. The text of the publication can also be found on the Lions Clubs International Internet site.

A President should also be aware of any special legal requirements affecting incorporated associations and charitable institutions in your State or Territory. In many cases these requirements will be incorporated in the Club constitution approved for your State or Territory, but further details can be obtained from your Cabinet Secretary or district constitution and by-laws officer.

There are several other publications that can assist both for preparation for your year as President and during the year itself. All Presidents will need to use these from time to time as a reference library. Much useful information can be found in the following:

- The MD201 Club Administration Manual;
- President's kit from Lions Clubs International.

- The district magazine or newsletter;
- 'The Lion' Magazine (Australia & Papua New Guinea Edition);
- 'The Club President's News Sheet' from Lions Clubs International;
- Various brochures: A full listing of Lions Clubs International and LCIF publications is available on the Lions Clubs International website. These publications may also be downloaded;
- Your Club's history;
- District, Multiple District 201, and International Project information sheets, etc;
- It may also be found useful to obtain the book 'Instructional Leadership' (PDG Kevin Smith) from MD201 Club supplies;
- Membership Manuals; Six Steps to a Strong Lions Club.

Prior to commencing the year as President, it would probably be as well that the following question is asked:

***"How do I make sure that the Club is successful during my year?"***

Much thought has been expended on this subject. However, the following is repeated as it has stood the test of time.

The basic ingredients which are present in all successful Clubs are:

#### **A MAJOR SERVICE ACTIVITY**

The Cornerstone upon which every successful Lions Club is constructed is a major service activity that involves each and every member of the Club. The activity must be of significance to the people of the community. Only then will it attract their interest and imagination. Strong emphasis on a major activity will not only build community support, but it will strengthen the unity of your membership and will enhance and increase membership participation in all projects sponsored by the Club.

#### **A MAJOR FUND RAISING PROJECT**

Every Successful Lions Club sponsors a major fund raising project in which the community can participate and towards which the community can contribute. Again, each and every member should bear some degree of responsibility for establishing, organising and affecting the program. Membership involvement is always the key to Lions Club effectiveness. The fundraising activity must be of value to the entire community, for only with the support of the community can it succeed.

#### **STRONG PUBLIC RELATIONS**

A continuing, unending line of communications among all members of a Club, and between the Club and the community it serves, will help support the Club's activities. Every Club should have a strong public relations committee. Good public relations include a bright, 'newsy' Club bulletin that reports on the progress of the Club and which recognises the efforts of individual members. A firm relationship with local news media should be established and the media should be kept constantly informed on Club programs and activities. A good relationship with the local press will almost automatically assure a flow of information to the community about the Club's service projects and thereby encourage community support.

#### **WELL ORGANISED, ENJOYABLE MEETINGS**

Club Meetings must be stimulating, informative and enjoyable. The agenda for a meeting should be followed as closely to the minute as possible.

Tail Twisters should be encouraged to keep the meeting alive and interesting. Meetings should be thoroughly planned beforehand and should be run according to their plan. Adjournment should always be on time. Equally important are adequate meeting facilities and good meals at fair prices.

Lively, interesting meetings will help create the impetus for individual members to participate even more actively in Club activities.

#### **ASSOCIATION SPIRIT**

Each Individual Lions Club Member should know that he/she is an important part of an organisation that is truly dedicated to humanitarian service.

He/she should be stimulated to take part in programs conducted at the Zone, Region, District, Multiple District

and International levels. The Club should participate in these programs as well, and the individual member should be encouraged to suggest ways and means for the Club to contribute even more substantially to the projects established at the different organisation levels. Each member should always know and be proud that he/she is a 'LION'.

### **STRONG MEMBERSHIP DEVELOPMENT AND RETENTION PROGRAM**

Immediate indoctrination, orientation and involvement of new members in Club projects and continuing involvement of current members, is the essential key to high membership retention. Individual members should be encouraged to develop and to attract new members into the Club. Membership development is seldom a problem if a Club has gained community recognition and appreciation through the five previous steps. Active persons in the community will already be attracted to the Club. Both the Club and the individual members should encourage potential new members by increasing their knowledge of Lion's purposes and by asking them to commit themselves to those purposes.

It is believed that if each incoming President sets out to implement, or to improve the previous implementation of the Six Steps outlined above, we shall have very many successful Clubs and, even more importantly, happy members.

### **6. CLUB COMMITTEE STRUCTURE**

Generally, the Committee structure of an established Club stays much the same from year to year, but the advent of a new President may well be the time to reconsider the management format for the Club, especially if there have been large changes in membership numbers during the previous year.

The smaller Clubs, typically those with fifteen or fewer members frequently operate with limited emphasis on the Board of Directors, in effect, allowing all members to be the Board. Committees do not often feature largely in the scheme of management; even the planning of Club activities and projects is the property of all members in such Clubs.

The same system will not be suitable in larger Clubs. The medium and larger Clubs have a different situation, and need a different management style.

It would certainly lead to complaints about the length of meetings if it were not so. It is often said that 'Our Club became too hard to manage when we gained a membership of more than 30'. What has actually happened is that there has been no alteration to the way the Club is administered, and the small Club style of decision making with limited delegation and few committees has failed to work with the larger membership.

It is a fairly safe rule that the larger the Club, the more the President needs to delegate. This not only means ensuring that the Vice Presidents have real responsibilities, but that there is an efficient committee system in place to plan and coordinate the various activities of the Club.

### **7. SPECIAL COMMITTEES**

From time to time, a President will need to set up special committees, possibly for projects or purposes that arise during the year.

Whilst this procedure is very necessary, do not be tempted to set up a committee for every task that arises. Often it will be found that the task is well within the capabilities of one member who may have the necessary experience to handle the job alone. However, such tasks are often the opportunity for a newer member to gain experience, and you should suggest to the responsible member that he enlists the newer member as an assistant.

It needs to be stated that calling for volunteers during a meeting, which seems to be the most common way of setting up such committees, is not necessarily the best way. The project should be approached with forethought and planning as to what is to be done if a need for a committee arises, and preferably a plan should be in place as to who will be asked to handle the task.

One method, which takes some extra time and thought, is for the President to approach a member who it is believed has the skills or experience (or the willingness to learn on the job) and ask him/her to act as Chairman of a particular committee.

This approach requires the devotion of time to discussion about the project, its budget, a time line or program, and so on.

Once the discussion reaches a satisfactory conclusion, then the nominated Chairman can be asked to complete the committee. He/she is unlikely to approach Lions he/she does not get on with, and a reminder from the President about those who are less heavily committed, and whom are felt to be suitable may well be

timely.

### **8. ROLE OF THE PRESIDENT AT A MEETING**

The President is central to the success of every Club meeting. You must ensure that you:

Arrive early enough to greet your special guests and also to greet, and enjoy fellowship with the members and their guests;

Are fully conversant with the background or activity involving the guest speaker or special guests. A strong liaison is vital between the President and his program committee;

Use the correct protocol in effecting introductions of official Lions Guests. This aspect is important and must never be ignored;

Arrange contact with each Lion who is programmed to do something at the next meeting. This must take place several days prior to the event, to ensure availability and to advise on the time allowed for his/her particular input;

Set and encourage correct dress standards to be used at every meeting. Remember that meetings are generally held in a public place, and that the public perception of Lions, to a large extent, depends on how we are seen at meetings or whilst engaged in projects.

### **ORGANISE THE CLUB PROGRAM!**

One of the most effective ways to ensure success in a Club's program for the year is to plan ahead. The President should discuss plans and ideas for the year with the program Chairman. Ensure there are interesting guest speakers, partners' nights and Club visits.

Use a planner to organise the program of events for the whole year. Plan the operation - by days, weeks, months, quarters, half year and full year. Use a day-by-day calendar and mark everything on it. A wall chart is ideal for this purpose because it can be displayed at each meeting for the benefit of all members.

Firstly, enter all important dates like Club meetings, board meetings. You should then add the many predetermined program items such as the District Convention, District Governor's visit, Region Chairman's visit, Zone Chairman's visits, Conventions, zone meetings, partners' nights, etc. The President should consult with the program Chairman and committee rather than fixing the complete program.

The whole key to successful meetings is variety - even the best ideas must sometimes be changed! Try to achieve both entertaining and educational meetings. Have fun and you will find that many problems disappear.

Give Lions' partners several opportunities to visit the Club. In a yearly program of 24 meetings, ensure that partners are welcomed to several, some Clubs consider 6 as the minimum number of partners' nights for the year, whilst many Clubs now welcome partners at all meetings, or at all non-business meetings.

Involve the membership and ensure that all members are used for meeting duties on a rotational basis. This creates an interest amongst the membership. See that all members have an opportunity to do every job available at dinner meetings from time to time. A roster of members should be maintained to ensure that this takes place.

Organise at least one meeting a year at which an opportunity is given for members to constructively criticise their own Club. Make sure that this meeting is closed to visitors, as robust argument may not promote the best view of Lions to those outside our organisation.

Advance details of the program should be printed in the Club bulletin and made available to members at least a week prior to the meeting. The name of the guest speaker and the names of the Lions who are to introduce and thank the speaker must be published. Restrict introductions and votes of thanks to 2 minutes each.

Seek interesting guest speakers and ensure variety. Members need to be advised on the many aspects of our Association - the educational and instructional areas should not be ignored when selecting guest speakers.

Cooperate with the Lion Tamer to ensure that the meeting room is set up and ready well ahead of the scheduled starting time.

Plan for a Greeter or Greeters to be on hand to meet everyone as they arrive. Greeters need to arrive in sufficient time to allow for this to happen. Make members and visitors feel welcome at every meeting.

Avoid cliques by placing name cards on the table and rotating the cards each meeting to allow all members and their guests the opportunity of meeting each other.

## **10. INVITATIONS TO GUEST SPEAKERS**

Do send a formal letter to invite guest speakers to your Club. They will appreciate the gesture, and you will have the opportunity to give directions to your meeting place and perhaps mention issues such as for how long you wish them to speak; and what facilities are available such as projectors, video, etc.

Remember the following points and ensure that your program committee takes account of them:

Nothing is more distressing to a guest speaker than for you to advise, when they arrive, that you want them to speak for 15 minutes when they had a half hour presentation prepared and rehearsed!

Or for them to find that the required technical equipment is nowhere in evidence!

If a public address system is to be used, ensure well ahead of the starting time that it is in excellent working order and is adequate for the needs of the particular meeting.

Where you do not know the speaker, do make sure that you request curriculum vitae, or at least ensure that you have sufficient information for a proper introduction.

Rather than a lengthy talk, it is often better that the effective length of a presentation is extended by questions from an audience interested in particular aspects of a subject. Always provide the opportunity for questions.

If District Chairmen are to be invited to visit the Club, give them plenty of notice - **they are just waiting to be asked** – but not at 24 hours notice because another speaker let you down!

Maintain your proposed program as closely as possible and make necessary - but limited - adjustments as the year progresses.

Remember that your Club holds regular meetings every month. It is strongly advised that you do not vary the established pattern unless it is unavoidable. In many ways you will find that your members are 'creatures of habit' and plan their other activities around the regular Club meetings. Any alteration of the regular meetings, however well intentioned, tends to cause confusion and additional apologies for absence.

When the Club has visiting dignitaries, check with the official order of protocol to ensure correct introduction of the guests.

Ensure that a member of the Club is delegated to greet and introduce guests and visitors to the members. The Immediate Past President is often asked to act as 'Greeter'.

## **11. DISTRICT GOVERNOR'S VISIT**

During the year your Club will receive a formal visit from the District Governor. This is a most important meeting for both the District Governor and for your Club. The Governor will be concerned to see how your Club is operating, and will be interested in your projects.

Often, he/she may wish to meet with the Club's Board privately; or possibly check that the Club is complying with policy and the constitutions. He/she is required to render a report on each Club to Lions Clubs International.

Your Governor should be introduced properly to each member of your Club, and you should ensure that any member who wishes to raise any matters with the Governor is able to do so.

Normally, the District Governor's visit allows both formal and informal discussions with the Club and its members, and no other speakers or guests should be invited unless the Governor has agreed.

In the majority of cases his/her partner will accompany the Governor, and it will be appropriate for partners to be present at the meeting.

Often, it will be necessary for the Governor to stay overnight to avoid lengthy late night journeys; a considerate Club will try to provide hospitality in this event -do remember to check this point beforehand.

It should be remembered that the District Governors have an important and time-consuming job to do on behalf of the International President, and should receive an appropriate welcome and recognition.

He/she will be in a position to discuss the International President's program and his district policy for the year, and any other matters that affect your Club's operation.

If your members have specific matters that they wish to discuss, or you wish your Governor to carry out special duties such as the induction of new members or the presentation of awards, please take the trouble to advise such matters/duties to the Governor in advance of the meeting.



**12. BASIC RULES FOR RUNNING MEETINGS**

With all the planning done, you will eventually arrive at the start of your year, and be confidentially looking forward to your first meeting 'In the Chair'. The rules of debate and of the constitutions exist to assist you to control meetings. Never forget the basic rule for chairing a meeting -

**SOTFOT - START ON TIME - FINISH ON TIME.**

If meetings commence punctually members will arrive on time. One of the most common complaints about Lions meetings is that they finish far too late.

Always have a written agenda. It is a plan for the meeting that will enable all the important business to be dealt with correctly and yet still finish on time.

Prior to the commencement of the year, the President should make arrangements with the Secretary for the preparation of agendas during the year. In most cases it is better that the Secretary does this in conjunction with the President, since the Secretary will have up to the minute knowledge of correspondence etc.

**KEEP CONTROL OF THE MEETING AT ALL TIMES.**

Remember that as President (and Chairman) you are the guardian of the time which your Club members assign to Lions - do not allow their time to be wasted! Occasionally you will find it necessary to use the gong to get your meeting back under control. Do it - be firm but fair and do not allow the floor to control the meeting. Do not hesitate to wind up discussion on any matter once you feel that both sides have put their case fairly - avoid needless repetition.

Use the rules of debate. It is necessary to be flexible in the interpretation of these rules. Some members are intimidated by strict adherence to the rules. On the other hand, others may take advantage of the situation if you are too generous. It is important that you know the rules, even if you do not always rigidly enforce them. (See later in this Chapter for a basic set of rules).

**CLUB MEETING AGENDA (suggested format only)**

It should be noted that the somewhat formal meeting agenda set out below is one that has been used by traditional Lions Clubs over many years. It is quite acceptable to vary the format to maintain a meeting atmosphere acceptable to the club membership as a whole provided decorum is maintained and a spirit of fun and fellowship is encouraged.

**MEETING AGENDA (Sample Only)**

Lions Club of .....	Date .....
Call to order	Lion president ..... Time .....
Invocation	by Lion .....
Toast to Queen and Australia	by Lion .....
	Advance Australia Fair (optional)
Welcome guests & visitors	by Lion .....
Lions clubs objects	by Lion .....
Apologies	by Lion .....
Presidents report	Lion president .....
Secretary report	Lion secretary.....
	announcements/ correspondence/ announcement of board decisions
Treasurer report	Lion treasurer.....
Vice president reports	.....
Committee chairmen reports	.....
Lions information and education	<i>Five Minute Talk</i> - by Lion .....

**FIVE MINUTE BREAK**

Lions Clubs Objects	by Lion .....
Guest Speaker	Introduced by Lion.....Time allotted ..... min
	Question Time

Vote Of Thanks	by Lion .....	
	Guest Speaker Certificate Of Appreciation	
General Business	.....	
Tail Twister	Tail twister .....	
	Fines against Twister	
Raffle	Drawn by Lion .....	
Reminders:	Forthcoming Events	
	Next Dinner Meeting Time	Place
	Next Board Meeting Time	Place

Thank members and guests for their attendance.

Declare Meeting closed ..... pm.

### CLARIFICATION OF MOTIONS

Always clarify the meaning of a motion from the chair if the mover (see under Motions) has not already done this.

Nothing is worse than to allow debate to proceed on a motion that is not clear to all the participants in the debate. Always ensure that any motion is specific as to who or what is to take action before you allow it to be seconded and thus brought to the floor of the meeting for debate.

Where any proposal involves financial expenditure ensure that the motion incorporates the amount or at least a limit of expenditure. You should allow your Treasurer to say whether such expenditure is feasible, and in addition, ensure that for insurance purposes, all Club activities are authorised by way of a motion, and duly recorded in the minutes.

Remember that if you ensure that Motions are correct before they reach the floor for discussion, you will avoid troublesome amendments later in the discussion!

If the motion is complex, ask the mover to write down the motion to ensure the Secretary has it correctly recorded.

This makes the Secretary's job easier, and allows the ensuing debate to proceed along logical lines without arguments over semantics.

As President or Chairman of the meeting, you should be impartial. However this is sometimes difficult in smaller Clubs when the President or Chairman will be involved in the matters under discussion. Where this is the case, ensure that both sides of any question are discussed and avoid stating your personal views whenever possible.

Where the President or Chairman is known to favour a particular course of action, it is best to ensure that a vote is taken on any critical issue; and if he/she wishes to take an active part in the debate, or is named in the motion, he/she should vacate the chair during that debate.

The Chairman of any meeting should use his/her vote with care. Under our constitution the President has only one vote. Generally, it is better that the President or Chairman does not vote unless it is necessary to maintain the status quo. It is better to maintain the status quo, even against your personal judgement, rather than risk splitting the Club over a matter where opinions are evenly divided. Remember that, for matters that may affect the Club constitution, legislation may require a 66% or 75% majority.

Empower the Board of Directors and the Club committees. Having delegated responsibility, trust the people to whom responsibilities have been delegated.

Try to resolve queries outside the meeting rather than challenge your officers over matters, unless they are very significant.

### TAIL TWISTING

The Tail Twister is an optional appointment for a Lions Club. In Australia, the Tail Twister is almost a tradition, but you should ensure that the practice does not get out of hand in your Club.

Multiple and lengthy tail twisting sessions should be avoided, particularly when visitors are present - remember that in many cases the visitors may not understand the 'fines' - and that will mean that they will feel 'out' of the meeting - and maybe even bored.

Tail Twisting should be given a definite time limit on the program. Some Tail Twisters fine every member - that process can be often boring and time consuming. The same persons should not be fined at every

meeting - involve everyone in the fine sessions over a period of meetings. Avoid fining the same Lion more than twice in one meeting.

By having a good supply of topical and current stories or anecdotes, a Tail Twister can involve members who may not have as high a profile as others. The Tail Twister's function is to provide good fun and Club harmony - to fine for fun and not for funds. Blue or risqué jokes or stories must never be used at any Lions meeting. Jokes can be fun - but must be kept within the bounds of decency and propriety.

### **13. OVERVIEW OF CLUB ADMINISTRATION**

It is strongly suggested that the Club President becomes familiar with both the Secretary's and Treasurer's duties, which include membership reports, records, correspondence, 100% Attendance Awards, finance accounts, provision of regular financial reports, and the need to see that monies are banked regularly.

Remember that it is the President's responsibility to see that the Secretary and Treasurer, on who so much depends for the success of the Club during any year, perform their duties effectively and efficiently. As President, you should ensure that the Club's bank accounts are reconciled on a monthly basis and that the independent audit for your year is promptly completed.

You should particularly note the requirements of District, Multiple District and International bodies so that you can ensure these are carried out, and that the accounts are kept up to date for audit. Records of your meetings should be kept in a bound minute book, and signed by the President as a true record of proceedings, once the minutes have been approved at the following meeting.

Many Clubs now use computer systems for the maintenance of Club records.

Ensure that your Club has adequate backup systems in place, and that up to date 'hard copy' records are kept as a precaution.

The majority of Clubs are incorporated under State law and you should ensure that Clubs comply with legislative requirements.

### **CORRESPONDENCE**

You should ensure that, as President, you are aware of incoming and outgoing correspondence, and make the necessary arrangements with your Secretary.

You should also expect to sign the monthly membership reports from the Secretary and bank reconciliations from the Treasurer.

Club correspondence needs to be attended to immediately to avoid delays. Make sure the Secretary brings the inwards and outwards correspondence files to each meeting, and that the mailbox is cleared regularly between meetings.

Copies of correspondence should be distributed to relevant Vice Presidents and/or chairmen, and a record kept of each item. Ensure that the Secretary retains the original of all correspondence, other than invoices, statements and receipts, for the Club files. The originals of all invoices, statements, and receipts should be passed to the Treasurer as supporting documentation for presentation to the Club auditor.

It is not acceptable for the Secretary to clear the mailbox on the way to the meeting and shuffle through correspondence at the meeting! Neither is it necessary to read out each piece of correspondence at a meeting.

Instead, why not have the items circulated in a file with a reference list that permits each member to examine items in which he/she is interested?

### **LIAISON WITH DISTRICT**

Maintain regular contact with the zone Chairman and attend the District Governor's Advisory Meetings for your zone. Attendance is also a requirement for your President's award at the end of the year.

These gatherings of Clubs in each zone are important, for they are part of the link between the Club, district and Lions Clubs International.

Your Club may have ideas that other Clubs can use, and in exchange strategies may be borrowed from them.

The Secretary and membership Chairman should accompany the President, and in many cases it is appropriate that the Treasurer should also be present.

The general format for such meetings involves reports on Club status and activities from each President, and it is a good idea that a number of copies of each Club's report should be available for the information of the other

Clubs in your zone. You should report on such meetings at your Club, particularly in regard to the projects being carried out by neighbouring Clubs.

### **SOCIAL ACTIVITIES**

It is important to promote social activities in any Club.

Good fellowship promotes efficiency and good results - and the choice of program and social functions can be as important as some of the Club's project activities.

Ensure that a member has the responsibility for the organisation of social functions, but remember to ensure that the cost of such activities does not become a burden on members.

### **HUMAN RELATIONS**

The President's skills as a leader and as a communicator will determine how effectively his/her objectives are realised. At all times, the aim must be to achieve a harmonious and happy Club, working together in the spirit of Lions and the motto, 'We Serve'.

An important aspect of the President's task is to maintain that harmonious relationship. Be alert for any signs of disharmony within the Club and act to defuse the problem.

In any group of people there will be times when personal differences develop. It would be naive to imagine that all of these can be overcome, or indeed that there will never be disagreement between members. However, much can be done to minimise such problems and persuade the members concerned to 'agree to disagree' in the best interests of the Club. Remember that there are techniques for the resolution of conflicts, and do not hesitate to seek advice from senior Lions if you feel the situation is getting out of control. The principle of resolution is embodied in the Lions Ethics.

Many Clubs have a welfare officer designated, whose duties are to ensure that the welfare of Club members is looked after - each of us from time to time suffers a personal disaster and needs the support of others - and who better to come to the rescue than our Lions friends. Our concern for others should not blind us to our own problems.

### **THE QUALITIES OF LEADERSHIP**

Keep in mind that, at the end of their term of office, Presidents are asked report on the conduct of the Club's affairs during the year.

They should build their Clubs, in every way possible, to be an example to other Clubs, and a credit to the community, the district and Lions Clubs International.

A good definition of leadership is 'the knack of getting other people to follow you and for them to readily do the things you want them to do.' As a good leader, you will be equipped with knowledge of the community, the Club and the Association. Good leaders realise the greatest achievements are reached through a team effort, using effective delegation.

It is essential for the President to be fully knowledgeable of all members. Getting to know members will assist with building a team and the achievement of goals in fellowship and service.

A survey should be done to find out the wishes of members, their various talents and the time that each has available to give to meetings, activities and projects.

Making members feel needed is essential to build a year of success; and you should be aware that 'Good members will take on important tasks, if they see the importance of those tasks'. On every occasion the members should be told what is required and asked for their support. Ensure that everyone is clear on the completion date and reasons for their activity.

One major ingredient in the role of leadership is to be a good 'time manager' and this will earn respect from members. Remember that the time of your members can never be replaced. Use it well!

A good motto is 'Do it now!' Plan to save time.

Write down the tasks that have to be done and number them in order of importance. Begin at number one and stay with it until it is completed. Recheck priorities, and then carry out task number two.

If any task seems to be taking too much time, don't worry about it. It is better to complete half of one task in the time that has been allocated rather than half finish all the tasks and have none completed. Do one thing at a time and finish it.

Presidents who do not normally use a diary should get one and develop the habit of using it. Diaries help to reduce brain strain. A diary used properly can be an administrator's most powerful tool; it will reduce the incidence of forgotten projects and Club commitments, and assist in maintaining priorities when time is short.

But above all, remember to DO IT NOW!

#### 14. PROTOCOL of LIONS CLUBS INTERNATIONAL

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.

##### A. Order of Precedence

Lions shall be recognised in the following order :

- |   |   |
|---|---|
| 1. International President                              |   |
| 2. Immediate Past International President               | 17. Past District Governors (c)               |
| 3. International Vice Presidents, according to rank (a) | 18. Multiple District Secretaries             |
| 4. International Directors (a)                          | 19. Multiple District Treasurers              |
| 5. Board Appointees (d)                                 | 20. District Secretaries (a)                  |
| 6. Past International Presidents (b)                    | 21. District Treasurers (a)                   |
| 7. Past International Directors (c)                     | 22. Region Chairmen (a)                       |
| 8. Chairmen, Council of Governors (a)                   | 23. Zone Chairmen (a)                         |
| 9. District Governors (a)                               | 24. District Chairmen (a)                     |
| 10. Association Executive Administrator                 | 25. Club Presidents (a)                       |
| 11. Association Secretary                               | 26. Immediate Past Club Presidents (a)        |
| 12. Association Treasurer                               | 27. Club Secretaries (a)                      |
| 13. Immediate Past Council Chairman                     | 28. Club Treasurers (a)                       |
| 14. Past Council Chairmen (c)                           | 29. Past Club Presidents (c)                  |
| 15. Immediate Past District Governor (a)                | 30. Multiple District Secretaries (staff) (a) |
| 16. Elected Vice District Governors (a)                 | 31. Multiple District Treasurers (staff) (a)  |

Explanation of notes used above:

- (a) When more than one is present, they shall be recognised 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, and so on. 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 that 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 (see (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) Appointees by the International President to committees of the International Board of Directors and the Lions Clubs International Executive Committee shall be introduced and otherwise recognised 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.

General Comments:

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

##### B. Head Table Seating

The presiding officer or meeting chairman must always be seated at the most central seat at the table when there is no central podium, shown as seat number one in the following diagram (**figure 1**).

The principal speaker would 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 chairman or presiding officer (who would normally be the Club President, District Governor, Council Chairman or International President).

**Figure 1**

(Audience)

7	5	3	1	2	4	6
---	---	---	---	---	---	---

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

**Figure 2**

(Audience)

7	5	3	1	Podium	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, on the member's right when on the right side of the table.

#### C. Chairman or Master of Ceremonies

At some functions the Chairman or Master of Ceremonies may be someone other than the President. In such cases, he or she should be seated in accordance with local customs, or at one end of the head table. If, however, his/her place in the general order of precedence dictates a specific seat (e.g., he/she is a Past International Director at a District function), then that precedence should rule.

#### D. 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.

#### E. Head Table Introductions

Introduction of the head table should begin with the meeting chairman or presiding officer, and then continue from the person with the lowest rank on the order of precedence to the person with the highest. 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"). The Australian tendency is to avoid lengthy introductions whenever possible, however senior Lions should be recognised for their contribution to Lions. Protocol may be set by the function Chairman, after which time speakers should use a simple introduction - Chairman ..... , President ..... Lions and Guests

#### F. National Anthems

When official representatives of the International Board of Directors (whether currently serving on the board or not) from another country are present at an event where national anthems are normally played, they should be extended the privilege of having their anthem played.

### **DISTRICT FUNCTION - ORDER OF PRECEDENCE:**

1. District Governor.
2. International Officers in Protocol Order.
3. Immediate Past District Governor /s.
4. Elected Vice District Governor /s.
5. Past District Governor /s.
6. Cabinet Secretary and Cabinet Treasurer.
7. Region Chairmen.
8. Zone Chairmen.
9. District Chairmen.

At any District Lions function, the District Governor shall be responsible for determining the presiding officer in

charge and the protocol to be followed, in accordance with established International protocol incorporated with local customs.

At any Multiple District Lions function, the Council of Governors shall determine the presiding officer in charge and the protocol to be followed, in accordance with established International protocol incorporated with local customs.

A copy of all such protocol so established by the District Governor and/or the Council of Governors shall be filed with Lions Clubs International.

Seating at the head table should be in accordance with established protocol of Lions Clubs International and local custom. However, the guest speaker for any function should always be seated to the immediate right of the chairman of the meeting. If a podium is used, the presiding officer should be seated to the immediate left of the podium, and the guest speaker to the immediate right of the podium.

#### **CLUB FUNCTION - ORDER OF PRECEDENCE:**

1. Club President.
2. Present or Past International Officers, International Directors or District Governors.
3. International Representatives
4. Immediate Past Club President
5. Club Vice-Presidents (according to rank)
6. Club Secretary
7. Club Treasurer
8. Club Directors
9. Tail Twister
10. Lion Tamer
11. Past Club Presidents.

#### **NON- LION VISITOR or GUEST PROTOCOL**

According to their rank, introductions to prominent visitors and guests should be made high on the order of Protocol.

VIPs should be recognised immediately after the International Officers present, i.e. The District Governor; International Director; Ministers of the Crown - State then Federal take precedence over back bench Members of Parliament, but they all rank behind the Local Mayor or Shire Chairman.

The Governor-General or Governor of the State shall take precedence over all other persons present.

#### **15. INDUCTION OF A NEW MEMBER**

The Induction of a new member is very important. For most of us it is a once in a lifetime experience and ought to be treated as such. Some Clubs ask a senior Lion or the Membership Chairman to perform the actual induction, whilst involving the President in the ceremony.

Any ceremony demands the attention of the whole Club. The best way to ensure that this happens is to ensure that what is said and done is worth the attention of the whole Club.

Before you begin decide where you, as President or Chairman, the sponsor, and the inductee will stand. Make sure you have a visual focus to back up your presentation, such as your Club's flags, or bannerette displays. Many Clubs like to involve the inductee's partner in the ceremony, by having him/her join the group before the Club.

This, depending on circumstances, is a good idea, provided you give the partner an active role.

Copies of standard induction ceremonies are readily available from District Officers, and form a good basis for your planning. You can also download suggested ceremonies from the International website. Remember that when Lions have heard the same format for twenty or more years it tends to lose some of its ability to hold the audience's attention.

You should not be afraid to vary the program to suit the needs of a particular Club, or a particular situation. For example, it may be appropriate to shorten the format for a re-joining Lion, inducting a number of new members at the same time may suggest different wording.

At the same time it is essential to keep the main purpose and its message clearly in focus. An example of an induction ceremony follows

### **NEW MEMBER INDUCTION CEREMONY**

There are many and varied versions of the New Member Induction Ceremony. It should be borne in mind that the induction of a new member is a most important occasion for both the club and the new member. A few extra minutes taken in making the induction impressive and memorable for all those involved will not be wasted. There is nothing worse than a "quickie" with no lasting impression or effect. The new member **MUST** be made to feel wanted and important in the eyes of all those present.

The following is a suggested ceremony which can be adapted to suit the occasion.

#### **Chairman:**

Fellow Lions, this evening is a most important occasion. We are to have the pleasure of welcoming a new member into the fellowship of the Lions Club of \_\_\_\_\_.

I now ask Sponsor, Lion \_\_\_\_\_, to bring forward \_\_\_\_\_ for induction as a new member. \_\_\_\_\_ we are, indeed, happy and proud that you have accepted an invitation to become a member of this Club and of Lions Clubs International.

Membership in a Lions Club is a privilege. You are about to become a member of the world's largest and most active service Club organisation; Approximately 1.35 million service-minded people in around 46,000 clubs spread across more than 207 countries and geographical locations around the world.

I will now ask Lion \_\_\_\_\_ to present to you the Ethics of our Association.

**ETHICS** (read by Lion .....)

#### **Chairman:**

And now, Lion \_\_\_\_\_ will present to you the Objects of Lions Clubs International.

**OBJECTS** (read by Lion .....)

#### **Chairman:**

In addition to the Ethics and Objects, I must impress upon you that the privilege of Lions membership brings with it definite obligations. Lions Clubs International is not a fraternal, social or political organisation.

It is a group of people banded together to do things which we cannot do as individuals, a medium through which we can serve those in the community who are less fortunate than ourselves.

The motto of our Association is... **"We Serve"**... In Australia we like to think that in serving **"We Make Things Happen"**.

You have seen how Lions Clubs serve their communities and their neighbours who are blind, sick, stricken or handicapped. This humanitarian work is not possible unless we are willing to give our time and effort.

A Lions Club is a co-operative in which the load is shared by the efforts of every member. The rewards of membership are great. You will enjoy the fellowship of the Family of Lions and be warmed by the thanks of the people you help. You will be thanked by the people of the community which you serve.

You will have the pleasure of working side by side with other Lions and, through committee service, of directing their efforts. You will see the problems of the community and, as a Lion, be asked to assume leadership in their solution.

Above all, you will find in your Lions Club a medium through which you, as a good citizen and good neighbour, can express to others the good which is in your heart.

I will now ask Lion \_\_\_\_\_ to summarise the history of our Association.

### **HISTORY**

\_\_\_\_\_, the International Association of Lions Clubs was conceived at a meeting in Chicago, Illinois, in 1917 under the leadership of founder Melvin Jones.

From that meeting, the Association's first annual convention held also in 1917 in Dallas, Texas with 23 Clubs participating. By 1920 the Association doubled its membership and extended into Canada. By 1927 it extended into Mexico and China, becoming truly International. The first Club in Australia was at Lismore in 1947.



The expansion and growth of Lions Clubs and their humanitarian service has continued steadily over the years and today in Australia and Papua New Guinea there are close to 32,000 Lions, Lionesses and Leos in around 1,500 Clubs.

The Club which you are about to join; The Lions Club of \_\_\_\_\_ was formed just on \_\_\_\_ years ago.

The Lions Club of \_\_\_\_\_ was the \_\_\_\_nd/st Lions Club to be formed in Australia.

Our past is history..... Today, as our newest Lion, we ask you to help us carry the torch of Lions and build a brighter future for the communities in which we live. We ask you .....**'To Serve'**.

**Chairman:**

Thank You Lion \_\_\_\_\_.

\_\_\_\_\_, I now ask that you respond to my words with a simple "I do" or "I will".

*Fellow Lions and Guests, would you please stand?*

Do you hereby accept membership in The Lions Club of \_\_\_\_\_ in the full knowledge that such membership obligates you to participate in all functions of the Club?

**I do.**

Will you, to the best of your ability, abide by the Lions Code of Ethics, attend meetings regularly, accept such assignments as are given you and contribute your share to the programs of your Club, District, and Lions Clubs International.

**I will.**

Congratulations, you are now a member of the Lions Club of \_\_\_\_\_. Your sponsor will now place upon your lapel the Lions Emblem which signifies this membership.

**SPONSOR PINS ON LAPEL BADGE**

**Chairman:**

You will note the emblem is a large letter 'L' for Lions; on a circle representing the Lions and Lions Clubs all bound together into one; There are Lions' profiles looking both ways, representing a Lion looking in every direction for an opportunity to give unselfish service. I trust you will wear and display the emblem with pride.

I now ask your sponsor, Lion \_\_\_\_\_, to respond to my words with a simple "I will".

Will you fulfil your obligations to Lion \_\_\_\_\_ and see that she is properly orientated in the activities and functions of this Club and Lions in general?

**I Will**

Also, to the best of your ability, will you see that she attends Club functions and give her every assistance in her development as a Lion?

**I will.**

*Lions and Guests, would you please be seated?*

....., as a fellow Lion, I again congratulate you and welcome you into the greatest of all Service Club organisations ... Lions Clubs International.

On behalf of your Club members I now present you with your official Certificate of Membership and a New Member Kit which will help you get off to a good start in your life as a Lion.

And now, from all the Lions in this room who are proud and happy to have you as a member of the Lions Club of \_\_\_\_\_ let us have a real Lion's welcome to our newest member.

The Club President should then take the new member around to each Club member and introduce them individually.

**16. RECOGNITION OF MEMBERS**

At the end of the Lions year, and generally at the annual changeover and awards evening, it is customary for the Club President to recognise the efforts put in by his Club members during the year. Generally, this is done by way of certificates of appreciation, award plaques etc.

You will find a selection of suitable items in the Club Supplies catalogue, but there will generally be local sources of supply as well.

It should be mentioned that such awards should not be a personal financial responsibility of the President, and the costs should be met from the Club administration account. There will be occasions upon which special recognition is justified, and there are a number of ways in which this can be achieved. Refer to Chapter 10 of this Manual for a description of Rewards for Service.

## **17. NOMINATIONS COMMITTEE**

All too soon during your year of office, specifically in December/ early January, you will need to pay attention to the election of your successor and his officers.

As President, you will need to appoint a Nominations committee, which should be chaired by a senior and experienced Lion.

It is possibly best that the Chairman of the Nominations committee should not be involved as a nominee for election, although this may not be practicable in a smaller Club.

### **WHEN YOUR YEAR IS OVER**

Most Presidents have some feelings of regret, perhaps mixed with relief, when the year is completed. You should be able to look back with satisfaction at your achievements.

Finish off a successful exercise by taking some time and care when handing over to your successor.

Make sure that all Club records are complete, and in particular ensure that your Club accounts have been completed and submitted to the auditor.

Discuss the present position of the Club with the incoming President, and acknowledge the tasks that may not have been completed.

Remember that good leaders encourage and prepare other good leaders to succeed them. Remember also that whilst your year as President is over, there is still much to be done. Find new responsibilities, and do not be tempted to hang on to the job you have finished.

As a retiring President, you may be asked by your District Governor elect to undertake the task of Zone Chairman for the new Lions year - this is one of the most rewarding jobs in Lions.

## **18. RULES OF DEBATE**

### **PRELIMINARY**

It is important that the President or Chairman of a meeting has a clear knowledge and understanding of the Rules of Debate, but it is also equally important for each participating member to know the rules under which the meeting is being conducted.

In a Lions Club the basic objective is to harness and direct the collective 'know how' of the group into meaningful discussion, leading to effective and efficient decision making and action.

Lions International Multiple District 201 accepts as a standard 'Law and Procedure at Meetings in Australia' by Joske. This book, however, has a legal background and is unnecessarily complicated for an ordinary Lions meeting. While still accepting Joske as the authority, the following abridged rules are recommended for use by Lions Clubs.

They are not for the purpose of scoring points against each other, or for long debates on technicalities, but rather to ensure uncomplicated and efficient processing of business.

Good fellowship must be the keynote of all of our meetings, and when all else fails the 'Rule of Commonsense' must prevail.

### **RULES OF CONDUCT**

No member shall address the assembly without first obtaining permission and direction from the President or Chairman, and he shall address himself to the Chair.

The President or Chairman may remain seated during normal business, but members addressing the meeting shall stand.

The exception is when the President is making a specific report or introducing guests.

Members speaking shall confine themselves to the question under debate and avoid personalities and indecorous language.

The mover of a motion shall be allowed a maximum of 4 minutes, and his right of reply shall not exceed 3 minutes. All other speakers, including the seconder, shall be limited to 3 minutes, provided that an extension may be given to any speaker by resolution of the meeting.

No new matter shall be introduced in the reply and all speakers should avoid tedious repetition and trivia.

Questions must be directed to the Chairman and he/she may direct the mover to reply, provided such reply must not exceed 2 minutes and shall be confined to the question alone and shall not be considered his right of reply.

Members wishing to move a motion or address the meeting must advise the President before the meeting to ensure that such intention has the approval of the President and is placed on the agenda.

### **THE MOTION**

A motion is usually positive in nature beginning with the word 'That'. It should be carefully researched and worded, and where possible a copy submitted to the President and Secretary in writing.

The motion must be moved and seconded before discussion and the motion lapses if a seconder is not forthcoming. It is acceptable for a member to second a motion in order to hear the proposal. He is not committed to vote for the motion.

After the motion has been formally moved and seconded, the proposer may speak to the motion for a maximum of four minutes.

The seconder shall then be invited to speak for a maximum of three minutes. He/she may request a deferment but loses this right if the debate is terminated before he/she speaks.

If the above two speakers, i.e., mover and seconder, speak for the motion, the Chairman must then call for two speakers against the motion. Thereafter, speakers for and against must be selected alternately until the debate is exhausted or terminated.

If there are no speakers against the motion, it may be put to the meeting immediately.

No person shall speak more than once on a question, but a motion and an amendment are considered to be different questions. A member who has spoken to a motion may speak again to an amendment.

If any member feels more time or investigation is needed, provision is made later in these rules under formal motions (Para 5.19.4) for the debate and consequent decision to be adjourned.

### **AMENDMENTS**

Amendments are often the main cause of confusion at meetings, as members and even the Chairman can easily lose the thread of the debate. The Golden Rule therefore is one step at a time, and good sense suggests only one amendment at a time.

In matters of a complex nature, it helps if a copy of the motion is available to every member during the debate. The simple rules governing amendments are:

An amendment must not be a direct negative to the motion. The simplest way to negate a motion is to vote against it and indicate your intention and reason for doing so in the course of the debate.

An amendment is an alteration to the wording of a motion. It may leave out certain words, change certain words or add certain words, but the basic intention of the motion must remain and the amended motion must stand up to common sense interpretation.

More than one amendment may be made to the original motion but amendments to amendments are not permitted, for example: a motion may contain several elements such as a basic purpose or intention, a method, a time, a place and a cost. While maintaining the basic purpose or intention, any or all of the other elements may be altered by amendment either singly or collectively.

The wording of a motion may also be amended to assist common sense interpretation of its intent.

Further amendments (plural) may be foreshadowed to indicate a direction for debate, and the Chairman in his wisdom may decide the order of debate to ensure continuity.

After debate, each amendment must be voted upon, and if passed, the amended motion becomes the motion. The mover of an amendment has no right of reply.

When all required amendments are in position, the amended motion is known as 'The substantive motion', and this must be finally voted upon to become a resolution of the Club.

## VOTING

Voting by proxy is not permitted within Lions Clubs International.

A quorum shall consist of a simple majority of members in good standing (i.e., more than half of the members of the Club must be present). An affirmative vote shall consist of a simple majority of the members present, providing they constitute a quorum.

However it should be noted that the requirements for quorums and affirmative votes at any General Meeting of the Club held to comply with Australian State or Territory law may be different and you should ensure that you comply with the relevant legislation. Normally, the Club constitution approved for use in your state or territory will cover this requirement.

When a motion is passed it becomes a resolution. Most resolutions require action of some sort and before the matter is closed, the President or Chairman must ensure that responsibility for such action is clearly defined and delegated.

## FORMAL MOTIONS

When a debate is becoming tedious, time consuming or perhaps heated, or when a member feels more investigation is required or more pressing business is on the agenda, several options are available in the form of Formal Motions as follows.

All formal motions are subject to acceptance by the President or the Chairman and are not open to debate.

### a. POINT OF ORDER (NO SECONDER REQUIRED)

No speaker shall be interrupted except on a 'Point of Order', when he shall sit down until the point of order is settled by the President or Chairman, whose decision shall be final in such matters.

The Closure

'I move that the motion be now put.' This motion has priority if accepted by the Chairman and terminates the discussion if passed.

### b. ADJOURN THE MEETING (SECONDER REQUIRED)

'I move that the meeting be adjourned until.....' This motion terminates the meeting and applies to motions and amendments under discussion.

### c. THE PREVIOUS QUESTION (SECONDER REQUIRED)

'I move that the question be not put now.' This motion prevents a vote being taken and shelves the motion for that meeting. It applies to motions - but not amendments.

### d. PROCEED TO NEXT BUSINESS (SECONDER REQUIRED)

'I move that the meeting proceeds to the next business.'

### e. ADJOURN THE DEBATE (SECONDER REQUIRED)

'I move that the debate be adjourned'.

### f. LIE ON THE TABLE (SECONDER REQUIRED)

'I move that the question lie on the table until.....' Defers the matter to a more convenient time that may be later in the same meeting or at a later date.

### g. RAISE MOTION FROM THE TABLE (SECONDER REQUIRED)

'I move motion (description) be raised from the table.' Raises the motion that was previously laid on the table and reintroduces it to the meeting. The President or Chairman should have the Secretary read the motion and then invite speakers to the motion.

The President can also usefully remind the members of the state of the discussion at the time the motion to lie on the table was moved, and then call for the appropriate person to continue the debate.

**RULES OF DEBATE - SUMMARY CHART**

The following summary chart may be a useful quick reference for the new President. Also a new President may find it useful to ask his predecessor to sit alongside him during his initial meeting, especially if it is expected that controversial topics will arise.

	To do this	You say This	May you interrupt the speaker?	Is a seconder needed?	Is your motion debatable?	Is your motion amenable?	Vote Needed
1	Introduce new business for discussion	<i>'I move that.....'</i>	No	Yes	Yes	Yes	Yes
2	Amend a motion	<i>'I move that the motion be amended by .....</i>	No	Yes	Yes	No	Yes
3	End debate on a matter for a vote.	<i>'I move that the question be now put'.</i>	Yes	Yes, unless the Chairman declares otherwise	No	No	Yes
4	Suspend debate on a matter for the, present meeting	<i>'I move that the meeting proceed to the next business.</i>	No	Yes	No	No	Yes
5	Suspend debate on a matter either indefinitely or until later in the meeting.	<i>'I move that the question lie on the table'</i>	No	Yes	Yes	No	Yes
6	Re-introduce debate on a matter laid on the table.	<i>'I move that the question of ..... be now raised from the table'.</i>	No	Yes	Yes	No	Yes
7	Adjourn debate on a matter until a later time or later meeting	<i>'I move that debate on this matter be adjourned until'</i>	No	Yes	Yes	Yes	Yes
8	Adjourn a meeting.	<i>'I move that this meeting adjourn until'</i>	No	Yes	Yes	Yes	Yes
9	Ensure that a matter is placed on the agenda for a later meeting	<i>I wish to give notice of motion to be moved[when] that'</i>	No	No	No	No	No
10	Draw attention to a breach of procedure.	<i>'Point of order. [e.g.] 'There is no quorum presents Mr Chairman'.</i>	No	No	No	No	No
11	Strike out or cancel a motion previously passed.	<i>'I move we rescind the motion that'</i>	No	Yes	Yes	No	Yes
12	Withdraw a motion.	<i>'I request leave to withdraw the motion'</i>	No	No	Yes	No	Yes
13	Have a matter investigated further.	<i>'I move we refer this matter to a committee:'</i>	No	Yes	Yes	Yes	Yes