

LIONS CLUBS INTERNATIONAL

**MULTIPLE DISTRICT 105
(BRITISH ISLES & IRELAND)**

**MULTIPLE DISTRICT
CONSTITUTION,
BY-LAWS
& STANDING ORDERS**

**(Adopted 30 April 2005)
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CONSTITUTION

INTERPRETATION

Section 1 – Application and Interpretation

This Constitution shall be read, construed and operated in the general context and spirit of the Constitution and By-laws of Lions Clubs International, and shall be binding upon the whole of the membership. All differences and disputes arising from, incidental to, or consequent upon any ambiguities or uncertainties herein, or omissions herefrom, or otherwise concerning matters dealt with in this Constitution shall be dealt with by the Council. Any such decision shall take immediate effect, shall be communicated forthwith to all Clubs in the Multiple District and thereupon shall be binding on all concerned. Any such decision shall stand and have full force and effect while the Council remains in office unless meanwhile constitutionally amended at a Multiple District Convention. If any such decision shall be so amended any interim acts, deeds or omissions consequent upon such decision shall be deemed nevertheless to have been valid and effective until constitutionally amended as aforesaid.

Section 2 - Definitions

For the avoidance of doubt the following words shall have the meanings assigned to them:

<i>Words</i>	<i>Meaning</i>
Lions Clubs International	The International Association of Lions Clubs
The Multiple District	District 105 of Lions Clubs International
District	Any Sub-District forming part of the Multiple District
Year and Fiscal Year	The period from 1 July in any one year to 30 June in the following year, both dates inclusive
The Council	The Council of Governors of the Multiple District
Convention	The annual Convention of the Multiple District
Club or Clubs	A Lions Club or Clubs within the Multiple District formed within the rules of the International Association of Lions Clubs

Section 3 - Gender

Reference to male gender includes male and female.

ARTICLE I – OBJECTS AND MEMBERSHIP

Section 1 - Purpose

The objects of this Multiple District shall be:-

- a. to seek within the Multiple District, and through the clubs of the Multiple District, the attainment of the objects of Lions Clubs International as set forth in the Constitution and By-Laws thereof.
- b. to increase the fellowship and cooperative efforts of the clubs within the Multiple District.
- c. to cooperate with Lions Clubs International in organising new clubs and in educating and strengthening all clubs within the Multiple District.
- d. to promote the participation of the clubs of the Multiple District in general objectives, programmes and policies of the Multiple District and of Lions Clubs International.

Section 2 - Precedence

The Constitution of Lions Clubs International shall take precedence over the Multiple District Constitution which shall take precedence over the Constitutions of Districts and Clubs within the Multiple District. If any of the aforementioned constitutions shall be found lacking or ambiguous in any respect, then the relevant Standard Constitution shall apply.

Section 3 - Membership

The membership of the Multiple District shall consist of every chartered Lions Club meeting within the territorial limits of this Multiple District. The Multiple District shall consist of sub-districts, with boundary lines as adopted by a Multiple District Convention and approved by the International Board of Directors of Lions Clubs International.

ARTICLE II – COUNCIL OF GOVERNORS

Section 1 – Objectives

The Council is the deliberative body for the formation of administrative plans and policies affecting the Multiple District, including the Multiple District Convention.

Section 2 – Powers

Except where inconsistent with and contrary to the provisions of the articles of incorporation and constitution and by-laws of Lions Clubs International, the powers granted therein to the board of directors of Lions Clubs International and the policies and acts of the said board of directors, the Council of Governors shall:-

- (a) have jurisdiction and control over all officers and agents, when acting as such, of the Council of Governors and all committees of the Multiple District and Multiple District Convention;
- (b) have management and control over the property, business and funds of the Multiple District;
- (c) have jurisdiction, control and supervision over all phases of the Multiple District Convention and all other meetings of the Multiple District;
- (d) have control and management of all budgetary matters of the Multiple District and committees and officers of the Multiple District and Multiple District Convention.

Section 3 – Composition

The District Governors for the time being within the Multiple District, together with one Past District Governor who has served as District Governor in either of the two immediately preceding years (who they shall appoint and who shall become Chairman of the Council) shall constitute and become the Council and shall be the voting members thereof. The Council Secretary and Treasurer shall attend Council meetings ex officio as observers and advisors.

Section 4 – Meetings

The first meeting of the Council shall be held within sixty days after the date on which the District Governors officially take office. Subsequent meetings shall be held at such times and places as the Council, in session, or the Council Chairman, between sessions, may from time to time determine. Meetings of the Council shall also be held upon a request in writing from a simple majority of members of the Council. All meetings shall be convened by at least ten days notice in writing and such convening notices shall be accompanied by an informative agenda in respect of the meeting so convened.

Section 5 – Quorum

A simple majority of the members of Council present in person shall constitute a quorum.

Section 6 – Secretary and Treasurer

The Council shall appoint each year as Council Officers a Council Secretary and a Council Treasurer (who shall be a member in good standing of a Club). Both posts may be held by the same member. The Council may require the Council Secretary and the Council Treasurer, or the Council Secretary/Treasurer to enter into a fidelity bond, or bonds, in common form and in such amount as may be stipulated by the Council.

Section 7 – Casting Vote

The Chairman, in the event of a deadlock, shall have a casting vote, which shall be used to maintain the Status Quo.

Section 8 – Attendance by Invitees

The Council may invite any person or persons to attend its meetings.

Section 9 – Chairman’s Absence

In the event of the Chairman of Council being unable to attend a meeting, or in the event of the Chairman’s demise, resignation or removal from office, the remaining members of the Council shall elect a Chairman for that meeting, or the remainder of the fiscal year as appropriate, who may be one of their own number or a Past District Governor who has served as District Governor in either of the two immediately preceding years, who shall be co-opted to the Council for that meeting or period.

Section 10 – Decisions Outside Meetings

A resolution signed by all members of the Council shall be as valid and effective as if passed at a duly constituted meeting of the Council. A decision reached by a majority of the members of the Council by e-mail shall be similarly as valid and effective provided that it is confirmed in writing at the earliest possible moment.

Section 11 – Decisions Binding on Districts

The decision of the Council on all matters within its competence and subject to this Constitution shall bind all or any of the Districts within the Multiple District.

Section 12 – Access to Minutes

Reasonable access shall be given to any Club officer, through his District Governor, to the minutes of the meetings of the Council.

Section 13 – Appointment of MD Chairmen and Officers

The Council shall, on taking office, appoint such committee members and officers as directed by Convention and such others as it shall deem advisable. Committees shall consist of not more than five and not less than three members none of whom shall be a member of the same Club, save that in the case of Long Range Planning Committee there shall be seven members provided by the Districts and a non-executive Chairman appointed by Council. The Council Advisory Committee shall consist of six members. The Council shall appoint the Chairmen of such committees. The Council will seek not to make any appointment, other than that of Multiple District Legal Advisor or Multiple District Tax Advisor, which will involve a Lion serving for more than three consecutive years as a Multiple District Chairman or other voluntary officer, unless no other candidate meets the criteria as set by Council from time to time for the chairmanship or office concerned. At the end of such a term of office no Lion will be permitted to apply for the same post within two years. All committees and officers shall be answerable to Council. The Council may remove any committee chairman, any committee member or any officer for cause.

Section 14 – Council Advisory Committee

There shall be a Council Advisory Committee, which shall be responsible to the Council. The members of that committee in each year shall be the then Chairman of the Council and the three most recent past Chairmen of the Council prepared to serve, and the Council Secretary and Treasurer. The Council Chairman who held office the furthest back in time shall be chairman of the committee. The committee may invite any Lion to any meeting. The committee shall consider and report to the Council on any matter referred to it by the Council, and shall administer on behalf of the Council the annual seminars for District Governors-Elect, for Vice District Governors-Elect and for Incoming Multiple District Officers.

Section 15 – Long Range Planning Committee

There shall be a Multiple District Long Range Planning Committee.

The Long Range Planning Committee shall consider and report to the Council on any matters concerning the medium- or long-term affairs of the Multiple District referred to it by Council or Convention or, with Council's prior express permission, any such matters of its own choosing.

ARTICLE III – MULTIPLE DISTRICT FINANCE AND INSURANCES

Section 1(a) – Annual Per Capita Levy

Every District shall pay into a Multiple District administrative fund a per capita levy, based on its membership taken as at 30 June and 31 December in every year. The Council of Governors shall table a resolution at every Multiple District Convention to set the per capita levy for the following fiscal year. Such resolution must be supported by a complete list of budgets for all Multiple District officers and committees, conventions, meetings and administrative functions. If such resolution shall fail then the per capita levy for the time being in force shall be continued until changed by resolution.

Section 1(b) – Student Membership

Any member being a student and aged between 18 and 25 on the 1st July in any year shall pay a per capita levy equal to one half (1/2) of the capita levy set in accordance with Section 1(a) above. The criterion for “a student” shall be determined by the Council of Governors.

Section 2 – Collection of Per Capita Levy

Every District Treasurer shall collect such levy from Clubs in his District by two half-yearly payments, and shall pay the monies so collected to the Council Treasurer in August and February of every year.

Section 3 – Financial Control by Council

The Council shall have management and control over the property and funds of the Multiple District and of all budgetary matters of the Multiple District and its committees. No obligation may be approved, or made which would result in a deficit in the total funds of the Multiple District at the end of any financial year. Multiple District funds may not be used for the purpose of overseas travel or subsistence unless for a purpose previously approved by a formal resolution at Convention or to support a Lion attending an overseas event by express request of the Council of Governors and strictly limited to events where a positive benefit to both the Multiple District or the individual Lion or both will accrue from participation in the event. No part of the Per Capita Levy, nor any interest of other income arising therefrom, may be spent on any item other than for the administration or convention of the Multiple District. The Council shall have power to give such guarantees and indemnities as it shall deem appropriate.

Section 4 – Signing Powers and Investments

The Council shall have power:

- (a) to determine and authorise a person, or persons, entitled to sign on behalf of the Multiple District, receipts, acceptances, cheques, contracts and other documents whether of a financial or any other nature.
- (b) to invest and deal with any monies of the Council not immediately required for the purposes thereof upon such securities and in such manner as the Council may think fit and to vary or realise such investments from time to time.

Section 5 – Expenditure and Rules of Audit

The Council shall authorise all expenditure and disbursements relating to Multiple District affairs. The Council shall lay down rules of audit governing maximum sums payable by way of expenses for travelling and accommodation. These rules shall be reviewed and authorised by Council at its final meeting in every year. Payments may not be made to any member of the Council or to any other person which are supplementary to that claimable from International Headquarters or any other source.

Section 6 – Accounts and Audit

The Council shall keep proper records and books of accounts and accounts shall be prepared annually to 30 June in every year and submitted for audit before 30 September in every year by a duly qualified auditor appointed by the Council. Such audited accounts shall be presented at Convention every year.

Section 7 – Assets Insurance

In addition to the levy referred to in Sections 1 and 2 of this Article each club shall pay a levy in respect of the insurance of club assets. The levy shall be equal to the total cost of such insurance for any year divided by the number of clubs within the Multiple District on 30 June immediately preceding such year. Such levy shall be

collected from clubs in each District by the District Treasurer and shall be paid to the Council Treasurer in August of each year.

Section 8 – Legal Expenses Insurance

In addition to the levies referred to elsewhere in this Article each club shall pay a levy in respect of the provision of insurance for legal expenses for clubs, such insurance to be as directed from time to time by the Council. The levy shall be equal to the total cost of such insurance for any year divided by the number of clubs within the Multiple District on 30 June immediately preceding such year. Such levy shall be collected from clubs in each District by the District Treasurer and shall be paid to the Council Treasurer in August of each year.

Section 9 – Additional Insurances

The Multiple District shall, supplementary to the International Association's policy, effect such additional insurances as are determined by the Multiple District Convention or Council from time to time.

Section 10 – Self-insurance

Any insurance referred to above shall include the facility to self insure.

ARTICLE IV – MULTIPLE DISTRICT ANNUAL CONVENTION

Section 1- Objects

The conventions of this Multiple District shall be held annually and shall constitute the legislative body of the Multiple District and shall have the right and power to enact rules and regulations, adopt resolutions, amend the Constitution and By-Laws, and approve or disapprove the actions of its officers or the Multiple District Council of Governors, and are subject only to the Constitution and By-Laws of Multiple District 105.

Section 2 – Convention Location

The Council Secretary, in conjunction with the Multiple District Convention Officer, shall maintain a register of locations throughout the Multiple District which shall from time to time be certified by the Council as being suitable for the holding of Conventions. It shall be the duty of each year's Council to:-

- (a) review all locations on the register to determine whether they continue to be suitable
- (b) determine whether any other locations considered by or proposed to them shall be added to the register
- (c) nominate from locations on the register a place at which the Convention shall be held four years later than the year of nomination, and fix a date therefor.
- (d) consult with Clubs in the vicinity of the location so nominated and select from them a Club or group of Clubs to act as Host Club for that Convention (and all references herein to the "Host Club" shall be deemed to refer to that Club or group of Clubs), provided that Council shall not be obliged to appoint the Club within whose territorial boundaries the location may be and that that Club shall not be entitled to object to the nomination of the location or the selection of the Host Club.

Section 3 – Convention Call

The Council shall issue an Official Call for Convention to all Clubs and Districts by not later than 20 August prior to the date fixed for holding the same and such Official Call shall be published in the next edition of the official journal of the Multiple District. The Convention Call shall incorporate the name and address of the Constitution, Nominations and Resolutions Officer and the dates for the receipt of nominations, resolutions and amendments to resolutions and for the circulation of these to Clubs within the Multiple District. The date for the final circulation of amendments to resolutions must be no later than six weeks before the opening of Convention. The Council may, at its discretion, include such other information and requirements as it considers desirable.

Section 4 – Reports

Each Multiple District Committee Chairman and each Multiple District Officer shall present a written report to Convention in such form and at such time as the Council of Governors may direct.

Section 5 – Who May Propose Resolutions

A resolution to the Multiple District Convention shall be submitted only by:-

- (a) The Council of Governors, or
- (b) A District Cabinet, or
- (c) A Club in good standing and seconded by another Club in good standing.

Section 6 – Submission of Resolutions

All resolutions shall be sent in writing to reach the Constitution Nominations and Resolutions Officer ("the CNRO") at the address and by the date specified in the Convention Call (which shall not in any event be earlier than 31 December preceding the date fixed for the holding of Convention ("the Convention date"). The CNRO shall as soon as is practicable acknowledge receipt of any resolution, but it shall be the responsibility of the Club or District submitting the same to ensure its actual receipt. All resolutions and amendments by Clubs and District Cabinets must be submitted in accordance with the requirements specified in the Convention Call.

Section 7 – Acceptance of Resolutions

- (a) In the event of any doubt arising as to the acceptability of any resolution there shall be liaison between the CNRO and the proposers of the resolution with the aim of allowing the resolution to be presented for debate
- (b) The CNRO shall after such additional consultation as he may think appropriate report to the Council as to the acceptability of all resolutions received. The Council shall determine all questions of acceptability.
- (c) It shall be good and sufficient reason for any resolution to be determined to be unacceptable for debate if:-
 - (i) it is considered trivial or likely to waste the time of Convention or
 - (ii) the substance of the resolution has been voted upon at either of the two immediately preceding Conventions
or
 - (iii) if the resolution has any consequences of a financial nature and the proposers do not send to the CNRO with the resolution adequate illustrative detail of the effect the resolution would have if passed or
 - (iv) if the resolution is so similar to another resolution previously received by the CNRO that it would be likely to duplicate debate if it were accepted.
- (d) Emergency resolutions may be accepted for debate if they comply with the requirements of By-Laws in that regard.

Section 8 – Acceptance of Amendments

Paragraphs (a) to (c) inclusive of Section 5 shall apply to amendments as they apply to resolutions.

Section 9 – Voting Entitlement

Each chartered Club in good standing with Lions Clubs International and the Multiple District and its District shall be entitled to be represented by one or more delegates and one or more alternates at the Multiple District Convention. The entitlement of each Club as to voting delegates and alternates and as to the voting rights thereof shall be as laid down from time to time in the Constitution of Lions Clubs International.

Section 10 – Convention Programme

The Council shall be responsible for the arrangement of a programme for Convention and the same shall be the order of the day for all sessions. The programme shall include the entertainment which is to be provided by the Host Club for those attending Convention.

Section 11 – Report of Convention

Within sixty days after the close of Convention the Secretary to the Council shall prepare a report in writing which shall be a summary of the proceedings of such Convention; he shall transmit within that period one copy of such report each to the Headquarters of Lions Clubs International; the appropriate International Representative; every member of Council and the Council Treasurer.

Section 12 – Standing Orders

Standing Orders for use at Convention shall be in accordance with Appendix "A" hereto.

Section 13 – Costs of Convention

The whole of the administrative expenses of Convention, including the cost of hiring halls, decorations therein and miscellaneous expenses incidental to running the business sessions of Convention shall be authorised by the Council. An estimate of such costs shall be prepared and submitted by the Multiple District Convention Officer to the Council for approval. No expenditure shall be incurred by the Host Club until approved in writing by the Council.

Section 14 – Convention Budgets

The Multiple District Convention Officer shall submit to the Council for approval the estimated costs and the proposed charges for the various social activities held in conjunction with Convention. Any surplus realised on these activities shall be at the disposal of the Council or as otherwise directed by Convention and any deficit incurred on these activities shall be borne by the Multiple District unless it can be demonstrated by the Council that information had been deliberately or negligently withheld by the Host Club when making their financial submissions to the Multiple District Convention Officer in which case the deficit shall be borne by the Host Club.

ARTICLE V – DISTRICT CONSTITUTIONS

Section 1 – District Constitutions

Every District making up the Multiple District shall formally adopt its own District Constitution in accordance with the relevant provisions of Article VII of the International Constitution and By-laws (as amended from time to time).

ARTICLE VI - MAGAZINE

Section 1 – Official Journal of the MD

The official journal of the Multiple District shall be THE LION (British and Irish Edition) and shall be administered by a Board of Management appointed by the Council to whom the said Board of Management shall be responsible, and shall be sent to all Lions in good standing in the Multiple District.

Section 2 – Magazine Accounts

The accounts shall be incorporated in the Council Treasurer's report as presented to Convention every year.

ARTICLE VII – FUTURE AMENDMENTS

Section 1 – Amendments to Constitution

This Constitution may be amended only by resolution reported by the Constitutions, Nominations and Resolutions Officer to Convention and adopted by an affirmative vote of not less than two thirds of the registered delegates voting.

Section 2 – Amendments to By-Laws and Standing Orders

- (a) The By-Laws to this Constitution and the Standing Orders may be amended by a resolution reported by the Constitutions Nominations and Resolutions Officer to Convention and adopted by an affirmative vote of a simple majority of the registered delegates voting.
- (b) The Standing Orders may also be altered by a majority decision of the Council of Governors. Any such changes must be ratified by a Multiple District Convention before implementation.

Section 3 – Commencement

Any amendment to the Constitution, the By-Laws or the Standing Orders shall take effect immediately upon the close of the Convention at which such amendment was passed unless otherwise stated in the resolution proposing such amendment.

ARTICLE VIII – RULES OF PROCEDURE FOR ELECTION OF A NOMINEE FOR THE OFFICE OF INTERNATIONAL DIRECTOR

Section 1 - Qualifications

- (a) *Qualification to be a candidate for the office of International Director shall be as set out in the International Constitution for the time being in force.*
- (b) In granting endorsement to a candidate for the office of International director, a sub-District may only endorse a single (one) candidate, and in the event of more than one candidate offering themselves for endorsement shall employ suitable election procedures to select a single candidate for endorsement.
- (c) Each sub-District shall adopt the same certification rules and procedures as are in use by the Multiple District.

Section 2 – Candidates' Notification and Election

- (a) All eligible Lions wishing to stand for election must notify their District Secretary and the Multiple District Council Secretary ("the Council Secretary") in writing by 31st July of the year being two years prior to the calendar year when the relevant term of office begins ("the closing date"), on which date the list will close.
- (b) All such notifications shall be accompanied by a Curriculum Vitae of the candidate using one side of an A4 sheet of paper. Each such CV shall contain a passport size photograph of the candidate, but may otherwise be completed at the candidate's discretion.
- (c) No later than one month after the closing date, the Council Secretary shall circulate a full list of candidates and copies of their CVs to all Club and District Secretaries and the candidates themselves. These shall also be published in the B & I Lion immediately prior to the Multiple District Convention in the calendar year prior to the year when the relevant term of office begins. The election of the Multiple District's Nominee shall be held at that Convention.
- (d) The Nominee for International Director shall be presented at the Europa Forum immediately following election at the Multiple District Convention.
- (e) Nomination /Certification shall be sent to International Office by the Council Secretary in accordance with the International Constitution.
- (f) The election of International Director shall be made at the International Convention in the calendar year when the relevant term of office begins.

Section 3 – Conduct of Candidates

- (a) Each candidate agrees, for the dignity of Lionism within Multiple District 105, to accept and abide by these Rules of procedure and signifies such acceptance by his signature appended to the copy of the Rules returned by him to the Council Secretary.
- (b) No candidate who has declared his intention to stand for election as International Director may visit any Club, other than his own, without invitation between the closing date and the Multiple District Convention.
- (c) No candidate may at any time use publicity, leaflets, badges, promotional material, hand-outs, give-aways or any other inducements of any description to enhance his candidature.
- (d) The Multiple District Constitution, Nominations and Resolutions Officer (or, if he is a candidate himself, a Past International Director appointed by the Council of Governors) shall act as Supervising Officer for the procedures prior to the election and the conduct of the election.
- (e) Any candidate guilty of wilful or serious breach of these Rules (the determination of such breach to be the decision of the Supervising Officer) may be required to withdraw his nomination. Appeal from the decision of the Supervising Officer shall be to a panel of five Lions appointed by the Council of Governors. In selecting the members of the panel, Council of Governors shall take into account relevant experience as Lions or professionally. The panel shall elect from its members its Chairman. The Supervising Officer and the Candidate shall have the right to make representation to the panel in writing or in person or both. The decision of the panel shall be absolute and binding.

Section 4 – Endorsement of MD Candidate

- (a) The election of the nominee for candidate for International Director shall take place on the principal business day of the Multiple District Convention.
- (b) Each candidate shall have a maximum of 5 minutes to address Convention.
- (c) The order in which the candidates shall address Convention shall be decided by lot conducted by the Supervising Officer.

Section 5 – Voting at MD Convention

- (a) Voting for the Multiple District Candidate for International Director shall be by secret ballot. The successful candidate must receive at least a simple majority of the votes cast by delegates.
- (b) If there are more than two candidates then the voting shall be by the Preferential Representation Alternative Vote system until one candidate has received a simple majority of the votes cast.
- (c) The exact timing of the voting shall be at the discretion of the Council of Governors for the time being.
- (d) For the avoidance of doubt, the Chairman of the Council of Governors shall, in the event of a tie, have a casting vote, use of which shall be known only to him, the Chief Scrutineer, Scrutineers and Observers.
- (e) All arrangements in connection with the ballot shall be made by the Supervising Officer. The Chief Scrutineer shall be a Past International Director or a Past District Governor (who is not a candidate for the International Office) and shall be appointed by the Council of Governors. The Chief Scrutineer shall be assisted by six Deputies who may assist him in counting the votes cast. Three of these Deputies will be serving Governors (not candidates for the Office of International Director) and three will be Past District Governors (not candidates for the Office of International Director) all of whom shall be appointed by the council of Governors. Each candidate for the International Office may appoint a Past District Governor (not himself a candidate for the International office) to attend the count.
- (f) Candidates involved in the count may, if they so wish, personally attend such count but, in the event that they do attend, they shall remain in the room of the Chief Scrutineer until the result has been announced in the Convention Hall.
- (g) The Chairman of the convention (or, if the Chairman so requests, the Chief Scrutineer) shall announce to Convention the name of the winning candidate only. The full result of the count shall be reported by the Chief Scrutineer to the Council of Governors at their meeting after the termination of Convention, and thereafter will be made available on request to any candidate.

End

BY-LAWS

Chairman

- 1 The Chairman of the Council or in his absence the most recent past Chairman of Council available shall preside at Convention.

Proposers of Resolutions/Amendments.

- 2 Each resolution or amendment shall be proposed and seconded as follows:-
 - (a) By nominees on behalf of the Council;
 - (b) By nominees on behalf of a District Cabinet (or of two Districts when a resolution is sponsored by more than one District);
 - (c) Proposed by a delegate from a Club and seconded by a delegate from another Club.

Movement or Withdrawal of Resolutions/Amendments.

- 3
 - (a) If no delegates are present from a Club submitting a resolution/amendment then, unless that Club advises the Resolutions Officer in writing at least ten days before the commencement of Convention of the names of an alternative proposer from another Club, other than the Club seconding the resolution/amendment, the resolution/amendment shall be withdrawn unless Convention shall otherwise decide. With this one exception no resolution/amendment shall be withdrawn without the consent of Convention.
 - (b) If a resolution be withdrawn with the consent of Convention and there is an amendment to that resolution then that amendment shall become the substantive resolution.
 - (c) All resolutions/amendments shall be moved and seconded before consideration by Convention, and not more than one resolution/amendment shall be discussed at one time.
 - (d) A delegate shall not move more than one amendment to any resolution nor shall the mover of a resolution move any amendment to such resolution.

Emergency Resolutions/Amendments.

- 4 The Chairman shall have discretion to submit an emergency resolution/amendment for consideration at Convention provided:
 - (a) Where appropriate, the resolution/amendment was received by him in writing before the commencement of the opening session of Convention, and
 - (b) In his opinion the resolution/amendment could not reasonably have been submitted to the Resolutions Officer on or before the closing dates published for their receipt by him, and
 - (c) Convention consents by a majority of registered delegates present to the resolution/amendment being so considered.

Voting.

- 5 The voting on any resolution/amendment on general business shall be by a show of Delegate Cards of those present and voting and the Chairman shall declare the result or order a count. If the Chairman's declaration is challenged by twenty or more delegates the votes shall be counted.

Elections.

- 6 Any elections of candidates for office, or for the selection of persons or clubs for positions or duties, shall be by secret ballot and the election, or selection, shall be carried out by the method commonly called the Single Transferable Vote or Preferential Voting or the Alternative Vote.

Casting Vote.

- 7 In the event of a tie following a show of hands or secret ballot the Chairman shall cast the deciding vote.

Motion to Proceed to Next Business.

- 8 Any delegate, provided he has not already spoken on the matter under discussion, may move at any time that Convention proceed to the next business, and if this resolution be seconded and carried the Chairman shall put the matter to Convention. If the matter under discussion is a resolution (or is an amendment which has become a substantive resolution under paragraph 3(b) above), and a motion to proceed to next business is carried, the Chairman shall give the proposer of the resolution the right to reply before putting the matter to a vote.

Questions and Points of Order.

- 9 Any delegate may at any time ask a question or raise a point of order through the Chair but must confine the question or point of order to the subject before Convention.

Quorum.

- 10 A minimum of one hundred and fifty (150) delegates in attendance at Convention shall constitute a quorum. If such a quorum is found not to be present during any session of Convention during which matters requiring a vote by registered delegate remain to be dealt with, the Chairperson shall immediately declare that Convention Stands Adjourned – until a time and place to be determined by the Council of Governors.

End

MULTIPLE DISTRICT CONVENTION STANDING ORDERS

Chairman

- 1 The Chairman shall have discretion in selecting speakers; in deciding on the number of speakers to any resolution/amendment; and in terminating discussion whenever he considers it appropriate.
- 2 The Chairman being entirely neutral shall not be a delegate of his Club and if at any time he wishes to express a personal opinion on a matter under discussion he shall vacate the chair for this purpose.

Speakers

- 3 On the Chairman standing any speaker shall yield to the chair and immediately resume his seat.
- 4 (a) Any delegate wishing to speak on any resolution/amendment or other matter of business must use a microphone, announce his name and Club, and address the Chair.

(b) If a member of the Council wishes to speak on any resolution/amendment or any other matter of business he shall state whether he is representing the views of Council or otherwise.

Delegate to speak once only

- 5 (a) Subject only to the provision of By-Law 9 a delegate shall not speak more than once to the same resolution/amendment without the consent of Convention.

(b) Only the Chairman, or the mover of a resolution exercising his right of reply, shall speak more than once on any resolution.

Time limits for speeches

- 6 (a) The proposer of a resolution/amendment will be permitted a maximum of three minutes to put his case, and after doing so shall formally move the resolution/amendment. Normally the seconder will formally second the resolution and may reserve the right to speak later. At the conclusion of the debate and before a vote is taken the proposer of a resolution shall have the right of reply for the purpose of answering questions or clarifying points raised. He will not be permitted to introduce fresh arguments and shall not be allowed more than two minutes for this purpose.

(b) The mover of an amendment shall not be entitled to the right of reply except when an original resolution has been displaced by an amendment which has become a substantive resolution in accordance with By-Law 3(b) when the right of reply ensues to the mover of the amendment.
- 7 (a) With the exception of the time limits stated in Standing Order 6(a) every speaker in general debate will be limited to two minutes and must direct his speech strictly to the report/resolution/amendment under discussion.

(b) The times specified for speakers shall be exceeded only with the approval of Convention.

Application to District Conventions

- 8 These Standing Orders shall apply to any District Convention where any matters covered in these Standing Orders are not dealt with satisfactorily in the relevant District Constitution, By-Laws or Standing Orders.

Suspension of Standing Orders

- 9 Any one or more of these Standing Orders may be suspended by resolution of Convention in relation to a specific item of business properly before Convention provided that at least two-thirds of the delegates present and voting shall vote for the resolution.

No Smoking

- 10 No person attending Convention shall be permitted to smoke in the Convention Hall during the business sessions of Convention.

End