

**MULTIPLE DISTRICT FOUR  
CALIFORNIA LIONS CLUBS  
INTERNATIONAL**

**Convention Manual**



A guide for  
Bidding and hosting  
The Annual MD-4 Convention

Prepared by the MD-4 Convention Management Committee

**AMENDED AUGUST 2012**

## **SECTION 1**

### **GENERAL INFORMATION**

The Multiple District Four Convention is held each year beginning on the first Friday in February and ending on the following Sunday provided, however, that for good and sufficient reasons the Council of Governors by a two-thirds vote may hold the convention one week prior or one week later in any given year. The Mid-Winter Council of Governors meeting is usually scheduled for the day immediately preceding the convention. The Convention Host Committee in coordination with the Convention Management Committee is responsible for all activities beginning on this first Friday through the entire convention while the hosting District Governor is responsible for all arrangements for the council meeting. Obviously, coordination between the Governor, host committee, Council Chair, MD-4 Executive Administrator and convention management committee is essential.

Any Lions club or clubs can bid to hold an MD-4 convention in their district. The bids must be in writing and must be submitted between July 1st and October 1st, three years in advance of the date of the convention. For specific information on bidding, timetables, documents, etc. please refer to Article VIII Section 1 of the constitution in Section 10. All bids are received by the MD-4 Convention Management Committee who certifies that they are complete and were received within the time limitations. The Council of Governors approves qualified bids for the ballot. The delegates from MD-4 vote on the final selection of the site.

Any club or clubs who wish to submit a bid must have the cooperation of their local Convention Visitors Bureau and/or a suitable headquarters hotel with convention facilities. Part of the written bid requires information on the number of rooms available, room rates, meeting room facilities, etc. A Convention Bureau cannot submit a bid to host the MD-4 convention independent of the local Lions clubs.

Since hosting an MD-4 Convention requires extensive planning, time and energy on the part of the local Lions clubs and district, it is suggested that anyone thinking about bidding contact other districts and clubs who have recently hosted a convention. You may also contact one of the members of the MD-4 Convention Management Committee for details as to what this commitment will involve. The MD-4 office will be able to give you the names and phone numbers of people to call.

A typical MD-4 Convention will have between 500 and 800 in attendance. The peak days for the convention are Friday and Saturday. The hotels will need to have a minimum of 400 rooms both Friday and Saturday nights to accommodate the delegates. Attendance at meal functions will range from 400 to 800 for the international luncheon on Saturday. On Saturday the Council of Governors will hold the convention business session in the morning with forums and seminars scheduled for the afternoons. A minimum of eight to twelve different size rooms will be needed FOR MEETINGS AND SEMINARS as well as a large area for exhibits.

The best way to learn about an MD-4 Convention is to attend one! The members of your Lions club should do this before you actually submit a bid.

## 1.1 Convention Room Requirements

The convention facilities selected should be able to provide the following minimum requirements for meeting room space, rooms for meals and the business session.

## 1.2 Meals

All meals are set banquet style with rounds usually seating 8 to 10 per table. At the Saturday luncheon, there must be space at the head of the room for a large head table. The head table must seat 40 people with a lectern in the middle. This platform is usually on a riser that is 3 to 4 feet off the ground.

Generally, a hotel or convention center floor plan with square footage information will estimate the number of people for a banquet style set up. Because of the large head table required for the MD-4 convention, this takes space away from the estimate. Please keep this in mind in reviewing facilities.

The largest meal during the convention is the Saturday lunch. The room for this event should hold a minimum of 900 persons. This room should not be the same area that is used for the business session.

## 1.3 Business Session

There is a business session during the convention on Saturday morning. The session includes a flag ceremony of approximately thirty minutes and the memorial service as well as all appropriate committee and foundation reports.

The room selected for the business sessions should accommodate a minimum of 800-theater style. There is a small, head table for the Council of Governors that is usually set up on a riser/platform. This set up should allow seating for 20 with a lectern in the middle. Adequate seats in the front of the room should be reserved for past international officers, Vice Governor and *Partners*.

## 1.4 Seminars

Friday and Saturday afternoons a number of concurrent seminars are held. These vary in size from 25 to 30 people to as many as 150. Most are set up either classroom style or theater style and require a minimum of one microphone and a small head table with the appropriate number of chairs. Additional audio-visual equipment may be requested by some of the presenters. Reports of the seminars and numbers attending should be reported to the Council of Governors.

There should be a minimum of eight to twelve rooms available for seminar use on each of the two days. The majority of rooms should hold 35-45 people with several available for larger groups.

## 1.5 Typical Events Schedule

	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
7:00 am		Breakfast optional	Voting
8:00 am	Leadership seminars Registration Credentials/Certification Lions Goods Store	Business session Registration Credentials/Certification Lions Goods Store Youth Symposium	
8:30 am			Brunch (500)
Noon	Leadership lunch (600)	International lunch (650 - 900)	
1:30 pm	Board meetings Lions Foundations	District Caucuses (16) Youth Symposium (50-150)	
2:30 pm	Committee Seminars		
3:30 pm	<i>Partner</i> Reception	Special Seminars MD-4 Open Forum	
4:30 pm		Peace Poster Contest Reception Youth Symposium (50-150)	
6:00 pm	No host cocktails	No host cocktails	
7:00 pm	Welcome Dinner (400-600)	Governor's Banquet (400-700)	

Golf and Bowling - Thursday

Please note: The attendance numbers in parenthesis are minimums. Please refer to the manual for a history of convention attendance and adjust the numbers accordingly.

## **SECTION 2**

### **CONVENTION MANAGEMENT COMMITTEE: RESPONSIBILITIES and ORGANIZATION**

#### **2.1 Responsibilities**

Planning, budgeting and programming for all activities of the Multiple District Four Convention and Youth Symposium.

1. Establishing chairpersons and committees for Resolutions, Elections and Credentials.
2. Supporting the local Host Committee in handling official details.
3. Committee to attend the first, second and third meetings of the Council of Governors. The chairperson only is to attend fourth meeting of the Council.

#### **2.2 Organization**

1. Fourth year member shall be chairperson of the committee and responsible for making all reports to the Council of Governors, coordinating activities with the MD-4 Executive Administrator, preparing an agenda for all committee meetings and assigning responsibilities to the sub-committees.
2. Third year member shall be responsible for Resolutions and shall be responsible as vice chairperson.
3. Second year member shall be responsible for Elections at the annual Multiple District Four Convention.
4. First year member shall be responsible for Credentials and act as secretary of the committee.
5. Governor member and first and second vice-governor members shall be liaisons between the committee and the Council of Governors. See Policy and Procedures Manual, Chapter 5, for further information.

## **SECTION 3**

### **HOW TO SUBMIT BIDS FOR CONVENTION**

#### **3.1 Request for and submission of bids:**

Convention Management Committee Chairperson is to request and review bids, which are to be submitted to the Multiple District Four office, then processed by the committee. All basic bid information shall be submitted in six (6) copies accompanied by the Multiple District Four Convention Bid letter of transmittal.

#### **3.2 Review of bids and site inspection:**

Convention Management Committee reviews all bids and reports qualified bids to the Council of Governors. All qualified bidders for a convention shall be eligible to a place on the ballot to be voted upon by the delegates at the next succeeding Multiple District Four Convention. Convention management Chair and/or Council Chair shall inspect the proposed sites prior to submission of bids to the Council of Governors and prior to the execution of any contractual agreement by the host committee.

#### **3.3 Cost of (\$500.00) advance:**

Either the sponsoring Clubs, Regions, Zones or District shall pay an advance of \$500.00 into the local committee fund upon submitting a bid for a Multiple District Four Convention. The purpose of this fund is to defray preliminary expenses and expenses of the local committee chairperson in attending conventions, and meetings of the Convention Management Committee and the Council of Governors.

#### **3.4 Form for submission of bid:**

See Policy Manual Chapter 5 and the letter of transmittal for details of bidding.

#### **3.5 Local Host Committee Responsibilities**

- a. Selection of chairperson and executive committee
  1. Chairperson
  2. Vice chairperson
  3. Secretary
  4. Treasurer
  5. Others
- b. Responsibilities of
  1. Chairperson: See Section 4 (attached) and Constitution and Bylaws
  2. Vice chairperson: See Section 4 planning time table titled "12 months prior"
  3. Secretary: Keep minutes and records of all meetings, copies of which may be requested by the Convention Management Committee AND THE COUNCIL OF GOVERNORS
  4. Treasurer: Keep records of all monies received and disbursed by the local committee
    - i. Money spent to obtain convention bid is not refundable
    - ii. Sufficient bond must be obtained (FOR TREASURER AND CHAIRPERSON)

- iii. No co-mingling of funds
  - iv. Two signature checks required
  - v. Copies of records may be requested by the Convention Management Committee
- c. It will be the responsibility of the local HOST committee and the host governor in conjunction with the MD-4 Council Chair and Executive Administrator to arrange for the Council of Governors meeting preceding the convention.
  - d. (See Section 4--4 weeks prior, item B) this may include a special dinner with the international president.
  - e. The Host Governor of pre-convention Council of Governors meeting has the same responsibilities as the Host Governor of any other Council meeting except that, at his discretion, he may request by letter the assistance of the host committee in planning and hosting the Council of Governors at no financial loss to either MD-4 and/or the Host Committee.
  - f. The local Host Committee will provide a walk through prior to the opening of the convention, to demonstrate the facilities and to register and certify the District Governors, vice District Governors and Past of Present International Officers.
  - g. It will be the responsibility of the local Host Committee to conduct the convention at no financial loss to Multiple District Four.
  - h. It will be the responsibility of the local Host Committee to arrange for the flag ceremony, which is to be funded by Multiple District Four through the \$10,000 provided to the Host Committee.

## SECTION 4 PLANNING TIME TABLE

### **4.1 Planning 36 months prior to convention (January or February):**

Local host committee chairperson-designate and representative of Convention Bureau of bidding city shall be in attendance at the Convention to accept award and make announcement of tentative plans. The local chairperson-designate shall meet with the Convention Management Committee immediately following acceptance of award.

### **4.2 Planning 18 months prior (August):**

Local executive committee shall have been formed and the chairperson of the Convention Management Committee so advised so that he may report to the Council of Governors. The chairperson of the Host Committee shall provide a proposed administrative and flag ceremony budget to the Management Committee for their examination and submission to the Budget and Finance Committee at the August Council of Governors meeting. The proposed budget must be in the possession of the chairperson of the Management Committee on or before the opening of the August Council meeting.

### **4.3 Planning 15 months prior (November):**

Local Host Chairperson shall submit a written report to the Council of Governors. Report shall provide the name of his executive committee, the headquarters hotel and proposed plans for the convention.

### **4.4 Planning 13 months prior (January):**

All local subcommittees shall have been appointed and their duties and responsibilities established.

### **4.5 Planning 12 months prior (February):**

All key subcommittees should personally be in attendance at the Multiple District Four Convention to observe, take notes, ask questions, and be informed as to the operation of a convention. Prior to the convention, the host committee executive committee may prepare a checklist for each person to aid in these observations.

### **4.6 Planning 8 months prior (June):**

Local host committee shall receive, review, analyze and determine action on reports, minute notes and information from the immediate previous local convention committee. Details as to attendance, budgetary items, and effectiveness of various activities should be included in such reports. All these items should be carefully analyzed so that proper plans can be made for the forthcoming convention.

All assignments for local Lions Clubs, Regions, Zones, or other groups that are to host functions must be established and delineated so that the responsibilities will be wholly recognized.

### **4.7 Planning 6 months prior (August):**

Local host committee chairperson must attend the organizational Council of Governors meeting (August). The first proposed program shall have been prepared listing events, activities and items for business session for review by the Convention Management Committee and report to the Council of Governors.

### **4.8 Planning 4-5 months prior (Sept.-Oct.):**

At the discretion of the Convention Management Committee the local Convention Executive Committee, the two senior members of the Convention Management Committee and the MD-4 Council Chair shall meet with the Convention Bureau representative, or in the case of no Convention Bureau, the headquarters hotel representative to review:



- a. Facilities committed and reservation procedure to be used
- b. Voluntary assistance available to committees from the bureau or hotel.
- c. Steps needed to coordinate activities between local committee and the bureau, including items to be provided by the bureau such as badges, personnel, publicity designations: specific room numbers and their locations should be provided for the Credentials, Elections, and Resolutions Committees. This is needed so that these committees can notify the district chairperson.

#### **4.9 Planning 2 months prior (end of October, early November):**

Local Convention Chairperson to attend the Council of Governors meeting for final review of convention plans.

#### **4.10 Planning 4 weeks prior:**

The following items should be checked by the local host committee:

- a. All convention facilities, meal arrangements, entertainment, assignments of each committee
- b. Final arrangements for meeting of the Council of Governors, including facilities, housing, meals, coffee breaks, etc.
- c. Ballots for elections have been printed by the Multiple District Four office.
- d. Election location established, polling booths and facilities provided.
- e. Registration and credentials certification facilities determined. Include master map showing district designations.

#### **4.11 Post Convention:**

Submit financial report in accordance with the financial report in this manual. Must be submitted within 120 days.

#### **4.12 Mailings:**

- a. August 15 to September 15: Registration materials to District Governors, Vice Governors, International Officers, Past District Governor, Region Chairperson, Zone Chairperson, Club Secretaries and the MD-4 Office indicating convention dates and program highlights.
- b. By November 1: To Club Presidents with notation of prior mailing to Club Secretaries urging action in return of pre-registration forms.
- c. MD-4 Office will furnish mailing labels and/or spreadsheets of data for both of the above mailings.
- d. All mailings shall be by the least expensive method available.

#### **4.13 Program:**

- a. October: The second and final draft of the proposed program shall be submitted at the October meeting of the Council of Governors for review by the Convention Management Committee and the Council of Governors.

- b. December 1st and return no later than Dec. 15th: The program must be submitted to the printers and galley proofs obtained. The galley proof shall be mailed/faxed/mailed to the chairperson of the Convention Management Committee and the MD-4 Executive administrator for corrections.
- c. 30 days prior: to the convention, the complete and final proofs shall be returned to the printer for printing.
- d. Copy must be sent to the MD-4 Executive Administrator AND CHAIR OF THE CONVENTION MANAGEMENT COMMITTEE before final printing.

#### 4.14 TYPICAL AGENDA

For the Host Committee's First General Meeting 11 Months Prior to the  
Multiple District Four Convention-\_\_\_\_\_Feb.\_\_\_\_\_  
Meeting 7:00 P.M., Tuesday \_\_\_\_\_

- a. Roll call and introductions
- b. Minutes
- c. Discussion with headquarters hotel representatives
  - 1. Facilities available
    - i. Requisition for convention use
    - ii. Risers for head table to seat: top - 44, lower - 36
  - 2. Room reservations procedures
  - 3. Requirements for complimentary suites
  - 4. Registration facilities
  - 5. Committee meetings, office and work space
  - 6. Corkage fees and any other extra expenses
- d. Discussion with Convention and Visitors Bureau representative
  - 1. Services available
  - 2. Cooperation effort required
- e. Observations of previous MD-4 Convention by committee observers
- f. Activities - Chairperson
  - 1. Council of Governors
  - 2. Committee Appreciation Night
  - 3. Sunday brunch
- g. Entertainment - Vice Chairperson
  - 1. Golf - chairperson - location
  - 2. Bowling - chairperson - location
  - 3. Welcome night
  - 4. Gala Show
  - 5. Governor's Banquet
  - 6. *Partners'* activities
- h. Budget - Finance chairperson
- i. General
  - 1. Convention theme
  - 2. Distinctive dress
  - 3. Items not on agenda

## SECTION 5 CONVENTION FINANCING

### 5.1 Convention Financing

Financing for the convention comes from two general sources, which are Multiple District Four funds and the Host Committee funds including charges to the attendees. There shall be a restricted convention fund with a minimum balance at the beginning of each fiscal year of \$10,000 to be paid to the Host Convention Committee upon written request, to cover administrative convention expenses by Multiple District Four at the beginning of the fiscal year prior to the fiscal year of the convention. The MD-4 Host Committee needs to maintain an itemized budget and accounting of MD-4 funds so these funds can be accurately accounted for in the Multiple District Four Audit. All Expenses directly related to the Convention are to be included in the Host Convention Committee's Budget.

The local host committee also needs to develop a budget for all expenses. All expenses must have receipts/invoices for the record.

Multiple District Four will reimburse the Host Committee Chairperson under the General Reimbursement Policy for attending the required Council of Governors meeting to present reports.

Monies advanced by the local sponsoring club(s) may be used to pay for some of the local committee administrative expenses. The remainder of the funds for these administrative expenses will come from registration fees or Multiple District Four funds.

Following the convention, after all bills and accounts have been settled, any surplus money remaining from convention registration fees or other income shall be allocated as follows:

- a. The first \$5,000 goes to the host committee sponsoring club(s).
- b. The next \$10,000, plus any additional amounts that were advanced by Multiple District Four in support of the convention, shall be returned to Multiple District Four in reimbursement of the funds advanced by Multiple District Four to the local sponsoring District or club(s); and
- c. Any amounts above those allocated under sub-paragraphs (a) and (b) above shall be divided equally with one half (1/2) going to the local sponsoring District or club(s) and one half (1/2) going to Multiple District Four.

The local committee must make a full financial report available to the Multiple District Four office within 120 days after the close of the convention. The report, accompanied by a check to MD-4 representing the distribution of excess profits, will include attendance figures at each meal function, seminars and symposiums, total registrations, certifications and election results.

### 5.2 Insurance:

Liability insurance must be provided. This is available through the blanket policy held by the International Association of Lions Clubs. The host committee should write the legal counsel of Lions International office, 300 22nd Street, Oak Brook, IL, 60521 requesting necessary documents to indicate coverage for the convention. A copy of all correspondence should be sent to the Multiple District Executive Administrator and to the chairperson of the Convention Management Committee.

It is recommended that a supplemental policy be obtained. Lions Clubs International insurance does not cover host liquor liability.

Legal counsel from Lions International has STRONGLY DISCOURAGED animals, other than pets permitted by the hotel and/or dogs trained or in training for handicapped purposes, from appearing at or attending any Lions convention. No other animals will be permitted without prior written approval from the Council of Governors upon recommendation from the Convention Management Committee.

### **5.3 Budget**

The local host committee shall prepare a budget following a standard form including the items listed below. This projected budget must be presented to the Convention Management Committee at the August meeting prior to the convention. It should detail costs and prices to be charged for individual events.

Registration fees for each Lion, Lioness, Leo and Guest will be determined by the Host Committee and Convention Management Committee with the approval of the Council of Governors. Convention Badges are to be issued only upon payment of the registration fee. No fee is charged for minor children attending the convention.

### **5.4 Local Committee Convention Budget**

Administrative Expenses (To be covered by convention registration fees)

- a. Telephone
- b. Secretarial expenses
- c. Office supplies
- d. Decorating
- e. Convention gifts [for the Int'l Guest(s)]
- f. Expenses of committee in attending council of Governor's meetings
- g. Auditing expense

Operating Expenses - covers all the activities of the convention. Each event should be self-supporting. See chart of accounts.

## 5.5 Chart of Accounts

<b>ACC.NO.</b>	<b>ACCOUNT NAME</b>	<b>NO. COLLECTED</b>	<b>AMOUNT</b>
<b><u>CASH RECEIVED</u></b>			
100	Lion registration		
101	<i>Partner</i> & Leo registration		
102	Friday leadership luncheon		
103	Welcome Night Dinner		
104	Saturday breakfast (Optional)		
105	Saturday luncheon		
106	Governors Banquet		
107	Sunday Brunch		
108	Special event		
109	Golf		
110	Bowling		
111	Multiple District Four payment		
112	Lions goods store		
113	Advanced by sponsoring club(s)		
114	Room deposits		
<b><u>DIRECT COSTS</u></b>			
		<b><u>NO. IN ATTENDANCE</u></b>	<b><u>AMOUNT</u></b>
204	Friday Leadership luncheon		
205	Welcome Night Dinner		
206	Saturday breakfast (Optional)		
207	Saturday luncheon		
208	Governors Banquet		
209	Sunday Brunch		
210	Special event		
211	Golf		
212	Bowling		
213	Printing – meal tickets, registration fliers		
214	Lions goods store		
215	Youth Symposium		
216	Room deposits		
<b><u>EXPENSES</u></b>			
			<b><u>AMOUNT</u></b>
300	Gifts (International President) and door prizes		
301	Supplies		
302	Decorating supplies		
303	Flowers – President's <i>Partner</i> , tables, corsages/boutonnieres for banquet		
304	Telephone		
305	Secretarial expense		
306	Miscellaneous entertainment		
307	Refunds		
308	Repayment of Host Club(s) advances		

309	Travel expense
310	Committee expense
311	Contingencies
312	Distribution of excess
313	Photographer – Group pictures DG/1stVDG/2ndVDG with and without SPSO
314	Hosted cocktails/reception – Saturday night, VIPs
315	Youth Symposium
316	AC Reception

## 5.6 Multiple District Four

Multiple District Four will pay for expenses related to forums and seminars required by MD-4 committees as long as these expenses are within the MD-4 budgeted amounts for that committee in the current year MD-4 budget. Bills/invoices must be presented to MD-4 by the committee and must be signed by the committee chairperson. The MD-4 Convention Management Committee is eligible for reimbursement under the General Reimbursement Policy for their required convention activity.

## 5.7 Printing and Mailing

The MD-4 office provides mailing labels or an Excel workbook for mail merging to the host committee to use for mailing two sets of registration materials. The first mailing usually takes place August 15 to September 15 to the following groups: Club Secretaries, Past District Governors, Past International Officers, Governors and Vice Governor, Cabinet Secretaries, Zone and Region Chairs and MD-4 committee members. This is approximately 1,400 pieces of mail. The second mailing will be on or before November 1 to club presidents (approximately 750).

## 5.8 Delegate Forms

The delegate forms are NOT included in the registration packet. The delegate forms, along with the proposed amendments to the MD-4 constitution and the proposed MD-4 budget are printed and mailed from the MD-4 office 45 days prior to the opening of the convention (according to the policy manual). This material is usually mailed between December 15 and 20. The completed delegate forms are returned to the MD-4 office. The host committee does not need to be concerned with this aspect of the convention.

The credential forms used for registering delegates and for voting are printed by the MD-4 office and transported to the convention where they are given to the Convention Management Committee. This committee sets up a separate area to register delegates. This function is not a responsibility of the host committee other than providing adequate space at the headquarters hotel for registering and certifying delegates and for storage of election and credential materials.

## 5.9 Convention Program

The official convention program is written and printed by the host committee with the approval of the Council Chairperson and the MD-4 Office. Drafts of the program must be mailed, faxed or emailed to the MD-4 office, the Council Chairperson and the MD-4 Convention Management Committee, prior to the final draft going to the printer. Pictures of the Council of Governors and the International President for the convention program are provided by the MD-4 Office and should be returned immediately after the printing is completed.

## 5.10 Resolutions

The MD-4 office prepares resolutions of appreciation for those individuals listed in section 8 of this manual. If there are other Lions who worked with the host executive committee deserving of special recognition, the host committee may ask for the additional certificates the convention secretary to prepare special resolutions.

## 5.11 Audio-Visual Expenses

- a. MD-4 pays for the expenses of audio-visual equipment in conjunction with any seminar authorized by the Council of Governors and conducted by an MD-4 committee.

These include:

1. Membership
2. Leadership
3. Lions Youth Outreach (Leos and Quest)
4. Public Relations
5. Student Speakers Committee
6. Youth Exchange Committee
7. Other Required Committees.

These charges may be placed on a master bill for the convention and identified by the committee using the equipment. MD-4 will remit a single check to the host committee for all appropriate charges.

- b. All other seminars conducted by organizations that are endorsed projects of MD-4, such as City of Hope, Lions Project for Canine Companions for Independence, Wilderness Camp, etc. are the expense of that organization. Each group should be billed accordingly.
- c. MD-4 arranges and pays for the shipping of the flags to the convention center. The exact shipping address should be given to the office at least one week prior to the date when the flags must arrive at the convention site.-The host committee is responsible for arrangements for storage and should coordinate with appropriate authorities at the convention location.

## SECTION 6 HOUSING

### 6.1 Convention Housing

- a. Housing details should be monitored and administered by a knowledgeable Lion in order to effect proper coordination and recognition of delegates and visiting dignitaries.
- b. Room deposits should be required - minimum of one night's lodging per room (required by most venues). ~~(most hotels require)~~
- c. Complimentary rooms - minimum of five (5) suites or rooms at headquarters hotel required.
  1. International guest
  2. MD-4 International officer or board member
  3. Chairperson, Council of Governors
  4. Local chairperson of the convention
  5. Host District Governor.
- d. At the second meeting (October or November) of the Council of Governors, the Governors should be requested to make firm reservations for themselves on forms provided by the local host committee. This procedure will allow the local committee to provide convenient housing arrangements.
- e. All hotel reservations will follow international protocol in the assigning of rooms:
  1. International Officers
  2. PIDs
  3. Council Chairperson
  4. District Governors
  5. Vice District Governors
  6. PDGs
  7. MD-4 Executive AdministratorThe remainder shall be on the basis of first come, first served.
- f. Reservations must be for individuals and must be accompanied by a room deposit.  
Block reservations or, reservations in blank should not be accepted.
- g. The local Housing Committee shall provide an information booth in the registration area.
- h. Total room nights should include information from all hotels.



## **6.2 Hospitality rooms**

The host committee should recognize requests from Districts, Regions or Zones and specific Clubs for hospitality rooms. Efforts should be made to supply these in an area near the convention center or in the headquarters hotel. Information of hospitality rooms' locations should be made available at the registration area and convention center.

The local host committee should check with the hotel on corkage fees, if any, and make sure this item is clearly specified in the written contract. Violations are the responsibility of individual hospitality room hosts and that host committee.

## **6.3 Candidates for International Office**

In a year when an election for international officer takes place, the selection of rooms/suites for the candidates is done by the Convention Management Committee. The Committee, working in conjunction with the headquarters hotel and the candidates, will use a fair and equitable method to assign rooms to each candidate. The candidates may NOT request rooms directly through the hotel nor may they reserve blocks of rooms for their campaign committees without the knowledge and approval of the Convention Management Committee.

## **SECTION 7 PROTOCOL**

### **7.1 Protocol**

The MD-4 Protocol Chairperson (the Seated International Director or the most recent past International Director), under the direction of the Council of Governors, shall oversee protocol at the MD-4 convention as outlined in the MD-4 Policy Manual, Chapter 2. The MD-4 Protocol Chairperson, assisted by the MD-4 Executive Administrator, shall work with the local Host Committee on arrangements for transportation, meals, seating, introductions, escorts to functions, and any other matters pertaining to visiting International guests.

### **7.2 International guest**

- a. On behalf of the Council of Governors, the MD-4 Executive Administrator shall invite the international guest for each convention. This invitation shall be directed to the international guest with copies to the chairperson of the Convention Management Committee and to the itineraries department of Lions Clubs International in Oak Brook.
- b. Any other official guests to the convention shall be by invitation of the Council of Governors.
- c. THE HOST COMMITTEE SHOULD PROVIDE A GIFT TO THE International guests in recognition of their appearance as a guest of the convention. No gifts are required for guest speakers.
- d. THE HOST COMMITTEE SHOULD PROVIDE Flowers and/or fruit should for International guests as welcoming items in their room on arrival at the convention.
- e. The Council Chairperson, the Council's Secretary and Treasurer, host Governor and other VIPs should accompany the host committee in picking up the international guests at the airport and escorting them to the hotel.
- f. The international guests should be introduced at each event according to their rank and Lions International protocol.

### **7.3 Meals**

- a. The presiding officer at the designated function should introduce the head table once on Saturday. Past and current International officers should be introduced at each meal function.
- b. The MD-4 office does seating charts for the head table where the Council of Governors, speakers, and International/past international officers are seated. These seating charts are sent to the host committee prior to the opening of the convention so that the appropriate number of place settings can be set for each meal. Place cards are made by the MD-4 office and set out prior to each meal.
- c. There may be a head table on an elevated platform at the head of the banquet room for the Saturday International lunch. It is used for the Council of Governors, International President and Director and speaker. This generally seats up to 40 people with a desktop or standing lectern in the middle. Past international officers from MD-4 may be asked to host tables for vice District Governors.

- d. The Host Committee in coordination with the MD-4 office and under the direction of the Protocol Chair will reserve seating for all Council members and dignitaries. The Vice District Governors are seated at reserved, round tables immediately in front of the head tables. Enough tables for all the Intl Guests, PIPs, PIDs, CC, DGs, VDGs and their ACs should be reserved with large, visible signs stating, "Reserved". The MD4 Executive Administrator will reserve the tables needed. The host committee should insure that these tables are reserved.
- e. For convention meals where a head table will not be used, an appropriate number of reserved tables should be identified to accommodate the Council Chairperson, International Officers, Past International Officers, the Council of Governors and Vice Governors. The MD-4 Executive Administrator will reserve the tables needed. The Host committee should insure that these tables are present and the MD4 Convention Management Committee should insure that these tables are reserved.
- f. Meal expenses for the International President, and if applicable, the candidate for International Vice President and other speakers are the responsibility of the host committee unless special arrangements have been made through one of the MD-4 committees. Speakers invited by the GLT are paid for by the GLT.

#### **7.4 Grand March**

- a. Under the direction of the Protocol Chair and in coordination with the MD-4 office, the Convention Management Committee will set the order of marching.
- g. All persons included in the march should be seated at reserved and numbered tables.
- h. All persons in the grand march should wear formal attire.
- i. Only the MD-4 Officers and invited International guest will be included in the Grand March. The order will be as per protocol The Council Treasurer, then the Council Secretary will march in after the District Governors in C-A-L and numerical order followed by Past International Directors, Past International Presidents, International Director (in protocol order). Then the visiting International Guest with the Council Chairperson and escort marching in last in historical custom order as the presiding officer.

## **SECTION 8**

### **CONVENTION BUSINESS SESSIONS AND RELATED ACTIVITIES**

#### **8.1 Convention rules:**

Convention rules and procedures shall be submitted by the Constitution and Bylaws Committee at the Fall meeting (October or November) of the Council of Governors so that they may be approved and prepared for inclusion in the program of the convention.

- a. The local host committee along with the Convention Management Committee shall provide an area for pin traders who "MUST BE REGISTERED".
- b. In order to attend any convention meal function or event, an individual MUST BE REGISTERED for the convention. Registration badges should be worn at all times.
- c. No money shall be raised by any person, club, district or organization for any purpose, except that which may be necessary to assist in financing the MD-4 Convention, and then only under the direct supervision of the Convention Management Committee and the local host committee. However, MD-4 endorsed projects or organizations may engage in the sale of promotional items such as pins, caps, tee shirts, etc., within the confines of their approved exhibit booths only, subject to the approval of the Convention Management Committee and the local host committee.

#### **8.2 Business session:**

All business meetings, forums, seminars and workshops are to be the responsibility of the Council of Governors.

The Council of Governors shall discuss at the fall meeting of the Council, the forums, seminars and workshops that they want presented at the convention. Details of these and the general business session shall be determined at the fall meeting of the Council of Governors so that they may be included in the program. The selection of presiding officers shall be by direction of the Council of Governors.

#### **8.3 Memorial service:**

A memorial service recognizing all PDG's by name and district who have passed away during the preceding year will be held at a time to be determined by the local host Committee and the Convention Management Committee. The local committee shall select a Lion or a committee of Lions to make arrangements for a proper stage setting, instrumental music and inspirational presentation. A cross or any other religious symbol should not be used as part of the ceremony.

#### **8.4 Meetings and Seminars**

The local host committee must provide rooms, physical equipment and all the items necessary for the meetings, forums, seminars and workshops. Standing committees and other required committees shall submit plans no later than the fall council meeting for these seminars to the council of governors for approval and to the convention management committee for review and assistance to the local committee for implementation.

## 8.5 Resolutions of Appreciation:

At each convention, resolutions of appreciation are standard as follows:

- a. International guest and *Partner*
- b. International Officer and *Partner* from MD-4
- c. Council-chairperson
- d. The local host convention executive committee
- e. The city in which the convention was held, and if a county representative has been present, for the county.
- f. For each speaker who appeared at the convention
- g. For the headquarters hotel and if there is a convention bureau that has done an adequate job, for the bureau.
- h. The Convention Management Committee

All speakers and guests are provided with programs of the convention.

Selected resolutions of appreciation shall be read at the Sunday session of the convention. The MD-4 Executive Administrator shall prepare these. Others shall be distributed throughout the event at the Council Chairs discretion.

## 8.6 Other Resolutions

Any other resolutions to be presented to the delegates must follow the proper procedures outlined in the "Convention Rules and Procedures" adopted by the Council of Governors and printed in the official convention program. Only resolutions that conform to the International and MD-4 constitutions will be presented to the delegates. Only certified delegates may vote on any resolution. (See Article X Sections 1 and 2 of the MD-4 Bylaws.)

## 8.7 Credentials and Voting

In order for delegates to receive their credentials, they must first register for the convention and receive their convention badge. In order for an alternate delegate to be credentialed, the District Governor or vice District Governor must give written approval. Any delegate, including any past district governor, past or present International Director, International president or past president must be from a CLUB IN GOOD STANDING (the club must not owe dues over 90 days to either LCI or MD-4) in order to receive his/her credential and be able to vote.

In order to enter the voting area during the actual voting, a delegate MUST have both the convention badge and the stamped, credential registration slip to present to the election officials.

(WHAT IS THE PROCEDURE?)

## 8.8 Candidates for International Officer

Candidates for international officer may be invited by the Convention Management Committee to attend a walk-through of the convention facilities. The Committee will meet with all candidates and their campaign chairperson prior to the opening of the convention to review the following rules.

- a. All campaigning activities and materials at convention site MUST be cleared and approved by Convention Management Committee, including the placement of materials in the hotel lobby, halls, exhibit areas, etc.
- b. There will be NO demonstrations by the candidate's delegation other than at the business session following their nominating speech.
- c. Campaign literature should be placed on chairs at the meal functions, and not on the tables.
- d. There shall be NO campaign activities carried on in the credentials area, nor nearer than 50 feet to the election polling area.

**Please refer to the Policy and Procedures manual for more information.**

## 8.9 Special Events

The Council of Governors and Host Committee may want to designate a particular meal to honor selected Lions, such as a "Melvin Jones Fellow" luncheon, or an "Awards Breakfast." Traditionally, the Saturday luncheon has been the International Luncheon with the most current MD-4 international officer as the host and the invited international officer as the guest speaker.

The Council of Governors may decide to schedule an open forum at which the candidates for international office can present their views to the delegates prior to the voting.

## **SECTION 9 MISCELLANEOUS ITEMS**

### **9.1 Lions Goods Store:**

The local committee shall designate a club or committee to operate the Lions goods store and have the responsibility therefore.

- a. All items except those otherwise approved by the Convention Management Committee shall be obtained on consignment from the Lions International supply department. The order should be placed using the hosting district's account number and the signature of the host District Governors or otherwise approved signature for the district account.
- b. All emblem items must be from the International supply department and approved as a proper Lions insignia.
- c. Any supplies or materials proposed for sale not obtained from the International supply department must be approved in writing by the Convention Management Committee.
- d. The local committee shall be responsible for obtaining all temporary sales tax permits and required insurance coverage.
- e. Any profits derived from operation of the store shall become a part of the available funds.
- f. Any goods sold not using Lion logo must be approved by Council of Governors.

### **9.2 Approved Exhibit Booths and Tables:**

Exhibit booths and tables promoting Lions activities, projects, and programs shall be permitted as space is available on a first come, first served basis for all projects that have been endorsed by the Council of Governors. A current listing of those projects is in the MD-4 Directory.

The local committee shall provide any required booths and should reserve exhibit space for the following year's Convention Committee to exhibit.

### **9.3 Saturday evening formal activities**

The host committee shall provide a private, hosted cocktail hour prior to the Governor's banquet for all international officers and past officers, District Governors and Vice District Governors, as included in the Host Committee budget. Arrangements should be made for a professional photographer to take group pictures of each council, with and without A.C, with the international guest during this time period. The cost of pictures will be included in the Host Committees Budget. Additional pictures may be taken at the individual's expense. Arrangements need to be made by the Host Committee to have the pictures sent to the MD-4 Office for distribution. At the conclusion of the hosted cocktail hour and pictures, the grand march shall begin. A schedule will be provided by the Host Committee to insure timelines are met.

### **9.4 Attendance prizes:**

Prizes may be offered to those in attendance at functions and sessions determined by the local committee.

### **9.5 Map:**

A map of hotel, motel and other locations should be sent out with the original convention reservation mailing.

### **9.6 Microphones:**

There should be floor microphones available for the convention business session.

### **9.7 Tickets:**

All Lions shall buy tickets for all events they plan to attend including golfing, bowling and tours. The Governors are not recipients of complimentary tickets.

If a District Governor appears at an event without a ticket, then the badge or identification shall be sufficient to admit him to the event with the understanding of the Council that later the tickets will be given to the local committee for proper count.

### **9.8 Tours/Sightseeing:**

Arrangements should be made through a local agency to have such events available, but only at the discretion of the delegates and attendees of the convention, not as a responsibility of the local convention committee. If tours and sightseeing trips are available, the announcements should be made in the program and a space in the headquarters hotel provided so that all delegates and attendees will have notice of their availability.

### **9.9 Convention Badges:**

The Host Committee shall arrange to have convention badges printed for each registered Lion. These may be color coded to distinguish different offices held in Lionism. The suggested categories for the badges are as follows: International/Past International Officers; Council of Governors; Vice District Governors; Cabinet Officers; Club Officers; Lions; Lioness; Leos; Guests. Optional ribbons may be used to identify members of the Host Committee. If ordered, these ribbons are a Host Committee expense.

The MD-4 office will supply the Convention Management Committee with "Delegate" and "Alternate" stickers for use by the Credentials Committee when certifying Lions to vote at the convention. Stickers may also be used to designate "Melvin Jones Fellow".

### **9.10 Golf:**

Golf activities should be under the direction of a Lion acquainted with golf and the handling of tournaments. The responsibility for the Lions Golf Tournament should NOT be left with the club professional. The golf chairperson should select a committee with an appropriate number of members to adequately run the tournament. Committeemen shall be available to guide and direct golfers, to transmit information, and to act as hospitality parties. The local committee should provide some appropriate memento of the golf event for participants.

### **9.11 Bowling:**



The bowling should be under the direction of a qualified Lion bowler who chooses a committee of 15 members and arranges for details of operating the bowling event, including hospitality committee to guide and assist all participating bowlers. The local committee should provide some memento of the bowling event for participants.

## SECTION 10 CONSTITUTION PROVISIONS APPLICABLE TO MD-4 CONVENTION

### ARTICLE VII

**Section 1** There shall be held an annual convention of Multiple District Four, said convention to commence on the first Friday and terminate on the following Sunday of the month of February of each year provided, however, that for good and sufficient reasons the Council of Governors by a two thirds vote may hold the convention one week prior or one week later in any given year.

**Section 2.** At all Multiple District Four conventions, a quorum shall consist of accredited delegates from at least ten (10) percent of the member clubs of said Multiple District Four whose delegates are accredited by the credentials committee. In the event that a quorum is not obtained as provided herein, the Council of Governors shall be empowered to transact such business of Multiple District Four as it deems advisable.

**Section 4** At all Multiple District Four and District Conventions, each chartered club in good standing shall be entitled to one voting delegate and one alternate for each ten (10) members of said club or major fraction thereof, as shown by the records of the International office on the first day of the month last preceding that month during which the convention is held. The major fraction referred to in this section shall be five (5) or more members. Each member of the Council of Governors and each Past District Governor who is a member in good standing of a club in Multiple District Four shall have a vote at Multiple District Four Conventions and at his/her own district convention independent of the club delegate quotas herein above specified.

## BYLAW PROVISIONS APPLICABLE TO MD-4 CONVENTION

### ARTICLE IV

**Section 2 (c)** Convention Management Committee The committee shall be charged with the responsibility of planning, of approving a budget for, and of programming the annual Multiple District Four Convention. The following subcommittees: Credentials, Elections, and Resolutions shall be appointed by the Council of Governors. . If the Governors do not make such appointments by the closing date of the second meeting of the Council, the Convention Management Committee may make such appointments as are necessary to carry out the duties of these committees. The Convention Management Committee may appoint such other committees as shall be deemed necessary by the Convention Management Committee or the Council of Governors. The Convention Management Committee shall supervise the local Host Committee in discharging the responsibilities of housing, transportation, and other operational matters.

**SEE ALSO THE MD-4 POLICY MANUAL; CHAPTER 5.**

## SECTION 11

### MD-4 CONVENTION ITEMIZED CHECKLIST

#### 11.1 Mid-Winter Council of Governors Meeting

- a. The mid-winter meeting of the council of governors immediately precedes the convention. Arrangements for this function should be coordinated by the District Governor and a Lion from the host committee specifically assigned to this function and in close communication with the host committee chairperson. Money collected for meal functions during the council of governors meeting should be kept separate from the convention registration money. It is suggested that meal reservations for the council of governors' meeting be handled by either the District Governor or cabinet secretary/treasurer.
- b. The meeting usually begins with a caucus on the Wednesday afternoon prior to the convention. The council business sessions are held on Thursday morning and afternoon. Depending on the International President's schedule, a VIP dinner is usually held on Thursday evening for just the international and past officers and the council (approximately 46 depending on the district Governors invitation list). This dinner should be more "up-scale". It may be held off-site in a fine restaurant (provided there is a private room to accommodate the group) or at the convention hotel. The MD-4 office sends out special invitations for this.

#### 11.2 Friday Leadership Lunch

- a. Small head table seating 10 with a podium and mike in center on a small stage (optional).
- b. Reserve tables in front of the head table for: international officers and past officers, District Governors, vice District Governors (approximately 12 tables if set for rounds of 10). Reserve signs need to be large.
- c. American flag, California flag and the flag honoring the International guest's country.
- d. Simple table decorations.

#### 11.3 Friday *Partners'* Reception (usually 2:00 - 3:00 PM)

- a. Room to hold approximately 60 at rounds (preferably rounds of 8).
- b. Standing podium and mike.
- c. Refreshments - suggest coffee and tea, sodas and bottled water, plus a combination of cookies, fresh fruit, small pastries, etc. Since this is after lunch, light refreshments are recommended.
- d. Some sort of table decorations.

### **11.4 Friday Welcome Dinner**

- a. Appropriate stage, sound system, lights for selected entertainment. (Dancing seems to be popular with Lions.) Please select entertainment after personally attending a function that used the proposed entertainers.
- b. No head table, but a microphone for the presiding officer to use.
- c. Reserve rounds (approximately 12 tables if set for rounds of 10). Reserve signs as for the luncheon. Tables should be front, center of the room. Avoid placement by large amplifiers.
- d. Table decorations for all rounds.

### **11.5 Saturday Business Session**

- a. Stage with seating for 20 (council of governors). Standing podium with mike in center; additional standing podium with mike off to one side. Stage should have easy access either from front or both sides. Please make sure there is room at the head table, do not crowd chairs.
- b. Pitchers of water with cups on head table, both sides.
- c. If the council will be in the audience during the flag ceremony, reserve seating needs to be roped off for at least 70. This section will include: International President, past officers, candidate for VP or ID, Governors, Vice Governor, MD-4 staff.
- d. Space for the flags to be posted somewhere in the room. (Does not have to be on stage.) There are 14 stands, approximately 12 feet long and 3 feet wide to hold the flags. Four or five, individual flag stands will be needed to post the American, MD-4, and California flags separately (and flag of nation of International President if not from America).
- e. If the International President is from another country, his national anthem must be played first and his country's flag is posted. Then the American flag is brought in last and our anthem is played.

### **11.6 Saturday President's Luncheon**

- a. Large head table for 40 on a stage. Podium and mike in center. Easy access from both sides. A small stage, half the height of the first stage, set directly in front, center of the head table, with steps in front. Small, draped table at back of this stage and standing microphone. (This will be used for award presentations).
- b. A selection of the flags from the business session may be moved in and used at the luncheon.
- c. American flag, MD-4 flag, California flag appropriately placed on upper stage. Music for the singing of the national anthem after the pledge of allegiance, or, special singer to do the anthem.
- d. Reserved tables: 9 in front of head table for PIDs and Vice Governor.
- e. Table decorations: at least 4 low, long flower arrangements for the head table, 2 on either side. Appropriate decorations for all other table rounds.

### **11.7 Saturday Hosted Cocktails (6:00 - 7:00 PM)**

- a. Hosted cocktails and light refreshments are provided by the host committee for the council, international and past officers and the Vice Governor. Champagne, wine, beer is acceptable instead of mixed drinks. Fruit, cheese, crackers and other cold hors d'oeuvres are fine.
- b. During this small reception for approximately 100, some tables and chairs are needed. If cocktail rounds are available this is preferable to larger tables. Seating is needed for about 30.
- c. Flowers: boutonnieres for the gentleman, corsages for the women. Approximately 60 of each (final numbers will be decided upon). The council and officers' flowers should be in one color, Vice Governor in another color. These are distributed during the cocktail hour.
- d. Pictures are also done during this hour (stagger times). A suitable space and blank wall are needed along with chairs and low risers, if available. 8 pictures to be taken in all:
  1. Governors with: Council Chair, International President and any current MD-4 officer
  2. Governors' *Partners* with Council Chair *Partner*, etc. as above.
  3. Entire council with above in (1.).
  4. Repeat (1.)-(3.) for Vice Governor  
This is a host committee expense. Individual pictures are not recommended as it takes too long and is too costly. If individual pictures are taken, it is at the expense of the individual and is done following the required pictures.
  5. Vice governors should do pictures first so they can proceed into the banquet hall. A schedule will be provided by the Host Committee.

### **11.8 Grand March**

- a. Council of governors, international and past officers will line up for the march according to order provided by the Convention Management Committee. The line-up cannot be done in the banquet hall.
- b. Banquet hall needs to be set to allow for a wide center aisle for the march.
- c. At least one spotlight is needed to follow each couple down the aisle. Background music is helpful. Chairperson of the convention management committee will announce each couple.

### **11.9 Saturday Banquet**

- a. No head table. Appropriate stage/dance floor for entertainment.
- b. Standing microphone for use by presiding officer.

- c. 12 reserved tables for council and Vice Governor. MD-4 staff will number and mark each table prior to the event.
- d. Avoid placing any of the reserve tables in front of amplifiers.
- e. Appropriate table decorations.

### **11.10 Sunday Breakfast**

- a. Small head table for 10 with podium and mike on small stage.
- b. 12 reserve round for officers, governors, Vice Governor in front.
- c. If the breakfast is served buffet style, at least 2, preferably 3 buffet lines will be needed.
- d. Coffee pots on each table are desirable.
- e. American flag and California.

### **11.11 Miscellaneous**

- a. Someone from the host committee should be assigned the job of checking all major function rooms (including seminar rooms) at least one hour prior to each scheduled activity to make sure the room is set correctly, reserved signs are posted on tables (if required) and the audio-visual equipment is functioning. (This Lion should **not** be the host committee chair.) This Lion should be able to quickly contact the hotel/convention center staff if necessary.
- b. Ticket-takers will be needed for each meal. The doors may be open for seating when the banquet staff is finished setting out all the necessary items on the tables.
- c. No-host bars for the cocktail hour preceding the dinners should be set up outside the banquet hall. The bars can then be moved inside once the doors open for seating.
- d. In order to facilitate the serving, salad and dessert courses should be preset on the tables. Pitchers of water and ice tea (lunches) should also be pre-set. Lions are typically big coffee drinkers at all meals.
- e. Arrangements should be made with the banquet captain at each meal where a speaker will be speaking, to pull the servers off the floor once the speaker is ready to begin. Plates should not be cleared during a speech.
- f. Some system of quick communication between the host committee chair, the Lion checking rooms, and the hotel/convention center staff is desirable. Walkie-talkies work well, as do cell phones as long as key Lions have the numbers.
- g. A computerized system for on-site registration is mandatory. Between 100 and 200 Lions typically register on site and want to buy tickets to various meals. An organized system for the selling of a set number of meals tickets should be in place.

- h. Phone lines for credit card machines need to be available both at the registration desk and the Lions good store. These should be negotiated with the hotel early.
- i. Appropriate floral arrangements and special hospitality baskets should be ordered for any international guests attending the convention. This includes the International President and MD-4 current international officer (if appropriate). These hospitality baskets should be specially prepared for these individuals based on the preference list provided by LCI.
- j. The host committee protocol chairperson should work closely with the MD-4 protocol officer (the immediate past Council Chairperson) to arrange for proper transportation for all dignitaries to and from the airport and any off-site functions.
- k. The hotel and convention center should have master accounts set up for the MD-4 convention to accommodate any charges coming from the rooms of special guests of MD-4, such as the International President. It should also be made clear to the hotel staff as to who has authority to order last minute changes, approve charges to the master account, and make any decisions that may incur additional financial charges. These persons should be limited to the host committee chairperson, a co-chairperson, if appropriate, and the MD-4 Executive Administrator, if appropriate.