

Six steps to a strong Lions Club

1. Have a Major Service Activity.
2. Have a Major Fund Raising Project.
3. Strong Public Relations.
4. Well organized, Enjoyable Meetings.
5. Association Spirit
6. A Strong Membership Development and Retention Program.

Accepted procedures for electing Officers and voting on motions

1. Nominating committee submits a ticket of at least one favorable candidate for each office, unless by-laws state otherwise.
2. Others may be nominated from the floor.
3. A member may make a motion to close the nominations after reasonable time is allowed to add further nominations (other nominations are asked for three times).
4. Any member may nominate any eligible Lion.
5. A member nominated may withdraw his/her name, but cannot withdraw in favor of another member.
6. Officers are usually elected by a majority vote (over 50% of the votes cast) unless by-laws specify otherwise.
7. A Plurality Vote is the largest of two or more numbers; it does not pass a motion or elect unless the by-laws so state.
8. A 2/3 vote requires 66 2/3 or more of all votes cast.
9. The Chairperson casts his/her vote with the membership when a secret ballot is used.
10. The motion is lost to a tie vote. In case of a tie vote by ballot, voting must continue until one receives a majority of votes.
11. An election cannot be unanimous unless a candidate receives the unanimous vote cast.
12. Elections are held immediately after the Annual Business Session, unless by-laws state otherwise.

Keeping members in your club

If your club is losing members, there are logical reasons.

Part of this entire problem is that you will never know for sure what all these reasons are. This means that you should have an overall, ongoing strategy that is always working for your club in preventing membership drops, no matter what the particular problem is. Here are some proven guidelines for you to consider implementing:

1. Prevent your members from ever thinking that their evening was “wasted.” Make your meetings interesting to as many of your members as possible.
2. Insist that your club funds are put to work. Lions who raise money and pay dues want to see results for their work.
3. Publicize your projects and contributions to people in need. Each Lion will feel pride in his/her own accomplishments as well as the pride of the club.
4. Make your new member induction ceremonies full of the zeal and spirit of Lionism. Let there be no doubt that this is a very important step in this persons life.
5. Determine today that you are going to put all of your members to work. Look for that “quiet” Lion who has been waiting for a long time to do something meaningful for your club.
6. Do not allow the sponsors of your new members to “drop out” of their responsibilities. Make sure they continue to look after the Lion they sponsored for at least two years. Remember that one of the main reasons the new member joined was the relationship he/she had with the sponsor.
7. Finally, remember that Lions most frequently drop out because they are under-worked and not involved. Their talents and potential contributions to the club have been sadly unrecognized by your club leadership.



We Serve Pocket Guide to simplified Business Procedures for Presidents and Officers of Lions Organizations

Compliments of the
Ohio Lions Multiple District 13
Membership & Development Committee

**Scheduled Agendas
And
Standard Order of Business**

Time (Designate time for each item of business: conduct business within one-hour time frame).

AGENDA

1. Call meeting to order.
2. Invocation – Pledge of Allegiance.
3. Reading of Minutes of last meeting.
4. Approval of minutes (read/corrected).
5. Report of Officers (Treasurer monthly).
6. Report of standing committees.
7. Report of special committees.
8. Unfinished Business.
9. New Business.
10. Program.
11. Adjournment.

Reminders for a successful President.

1. Be prompt. Start meetings on time.
2. Make and follow an Agenda.
3. Be just and firm but courteous to all.
4. Let the minority be heard.
5. The majority rules.
6. Allow each item full/free debate.
7. Only one item of business at a time.
8. The individual's desires must be merged for the good of all.
9. Keep Committees active and effective.
10. Hold regular Executive Committee meetings.
11. Adjourn the meeting on schedule.

Basic Rules for Conducting Business

Have a copy of "Roberts Rules of Order" available.

Main Motion: Introduces business for consideration. It must have a second before discussion occurs. A majority vote passes this motion.

Amendment to the motion: Must be seconded, discussed, and voted upon before the Main Motion. Then the Main Motion is voted upon as amended.

Items that are NOT DEBATABLE.

1. Read correspondence or information.
2. Remove a question from the table.
3. Table a motion (defer action).
4. Adjourn (to end a meeting).
5. Withdraw a motion.
6. Call for the previous question (stops debate, must vote at once).

PROTOCOL

Ranking of Brass at Meetings

Ranking will help with introductions. At each meeting, there is one ranking officer who is responsible at that level.

- ◆ At a Club Meeting - The Club President.
- ◆ At a Zone Meeting - The Zone Chairperson.
- ◆ At a District Meeting - The District Governor.

Recognition is always given to the ranking officer first, then International rank takes over. All current officers hold rank over past officers.

For example, at a club meeting the sequence goes:

- ◆ Club President
- ◆ International Officers, present then past.
- ◆ District Officers by rank, present then past.
- ◆ Immediate Past President of the club.
- ◆ Club officers.
- ◆ Past Presidents.

Protocol for a Lions Club Meeting

1. The President should plan the meeting, follow his agenda, and keep to a time schedule.
2. The Lion Tamer should be early, make sure club property is in place and greet members.
3. The Secretary should be prepared to take roll call, to read minutes, and read reports and communications.
4. The Tail Twister should have something planned before the meeting and until the meal is finished, then cut the horseplay.
5. During the business meeting, remember that one debates motions and not members. You may attack a motion but not the sponsor.
6. Make sure members pay attention to all speakers and do not interrupt.

7. When addressing, be courteous, as well as correct. Show respect to others.
8. The badge of membership for belonging to a Lions Club is the Lions pin. It should be worn with pride at all times.
9. Whenever we address another member at a Lions function, we should use the word "Lion" before that Lion's name

District Governor's Visitation

1. The governor's visitation schedule is printed in the district directory and newsletter. Any conflicts with your club calendar should be reported immediately. It is a nice gesture to call or send a note saying the club is expecting a visit and include directions to your meeting place.
2. The governor holds the highest office in the district and should be the program for that meeting. Don't expect him/her to compete with another speaker or a long business meeting.
3. However, an appropriate meeting with activity committee reports is very appropriate and of interest to the governor.
4. If you want the governor to induct new members, install officers, or present awards, you should notify him/her in advance.
5. Make dinner reservations for two: the governor and a traveling companion.
6. Make the governor feel welcome. It is a nice gesture to make the governor's meal complimentary. Any guest meals are at the discretion of the club. Make sure you tell the governor your seating preference
7. The governor should be introduced only once, when he/she is introduced for the governor's speech. If others are introduced, simply skip the governor. The introduction should include information about the governor.
8. When the district governor is recognized at any Lions meeting (club, zone or district) all Lions should rise and remain standing until the governor signals them to be seated.