



**You have been elected to the position of
Club President**

Lions Clubs International



**This is your year –
planning and running effective
meetings for Club Presidents**



The Club President is...

- A coordinator
- An encourager
- A leader
- A consensus-reacher
- A doer
- A planner
- A listener



The Club President is NOT...

- An executive decision maker
 - Club members make decisions collectively
- The planner for every project
- The one who “does it all”
- The only way anything happens at the club



Planning – before the year

- Ensure your club's annual or major projects are covered with a coordinator and otherwise planned for
- Think about any projects close to your own heart you'd like your club to consider



Planning – before the year

- Ensure admin and project budgeting is on track
- Perhaps consider one or more special or different meetings
 - Supper meeting
 - Guest speaker
 - Rededication

Planning – during the year

- Agenda for meetings
- Minutes from previous meetings sent out in good time
 - Action items
 - Summary of decisions
- Board and project meetings
 - Call as many meetings as a project needs and no more. Don't meet without anything specific to discuss – down that road lies boredom and lack of interest.

Planning – during the year

- Try to arrange a variety of projects/activities to prevent “same-old same-old syndrome”
- Don’t plan for too many projects – every club is different, but be aware of overloading members and overloading yourself
- The president is a member of every committee – but that doesn’t mean you have to run every project



Planning – during the year

- Jot down notes from meetings if not being officially minuted
- Ensure meetings produce actions to be taken
- Consider a meeting after projects to record what worked, what didn't and what to remember for next time
 - Then make sure those notes can be found for the next time

Planning – during the year

- Use LCI resources:
 - “How are your ratings” survey
 - “Your club your way” program
 - LCI webinars and material
- Use your GLT and GMT teams
- Keep them informed via MMRs and Activity Reports



Planning – as the year is ending

- Ensure club officers are elected in good time for them to prepare for the coming year
- You will be invaluable to the next president
 - But understand they're not you

Effective Club Meetings

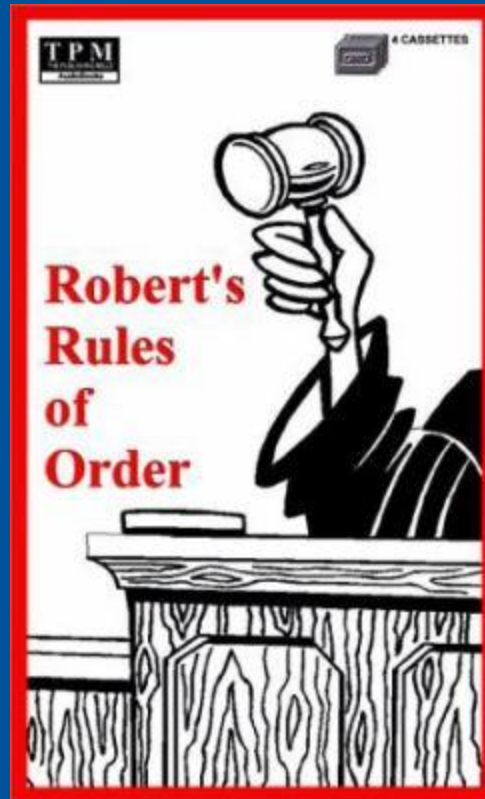
- You chair 12 monthly club meetings
- Stick to your club's protocol
- For projects, try and have the nitty-gritty details discussed elsewhere
 - Specific project meetings
 - Electronically
 - Club has to make spending decisions etc collectively, but don't need to decide whether there'll be tomato sauce or mustard on the wors rolls

Effective Club Meetings

- Allow everyone to have their say
- Keep discussions on-topic
- Make sure your agenda covers everything the club is involved in
- Make sure your meeting covers the whole agenda
- Make sure your club operates correctly
 - Constitutions
 - Financial matters
 - LCI guidelines



Robert's Rules of Order



Robert's Rules of Order

The Basics of Parliamentary Procedure

1. The purpose of parliamentary procedure is to make it easier for people to work together effectively and to help groups accomplish their purposes. Rules of procedure should assist a meeting, not inhibit it.
2. A meeting can deal with only one matter at a time. The various kinds of motions have therefore been assigned an order of precedence
3. All members have equal rights, privileges and obligations. One of the chairman's main responsibilities is to use the authority of the chair to ensure that all people attending a meeting are treated equally--for example, not to permit a vocal few to dominate the debates.
4. A majority vote decides an issue. In any group, each member agrees to be governed by the vote of the majority. Parliamentary rules enable a meeting to determine the will of the majority of those attending a meeting.



Robert's Rules of Order

5. The rights of the minority must be protected at all times. Although the ultimate decision rests with a majority, all members have such basic rights as the right to be heard and the right to oppose. The rights of all members--majority and minority--should be the concern of every member, for a person may be in a majority on one question but in minority the on the next.
6. Every matter presented for decision should be discussed fully. The right of every member to speak on any issue is as important as each member's right to vote.
7. Every member has the right to understand the meaning of any question presented to a meeting and to know what effect a decision will have. A member always has the right to request information on any motion he or she does not thoroughly understand. Moreover, all meetings must be characterized by fairness and good faith. Parliamentary strategy is the art of using procedure legitimately to support or defeat a proposal.



MEETINGS

The assembly rules – they have the final say on everything!

SILENCE MEANS CONSENT!

NECESSITY OF PROPER NOTICE

A meeting can be legitimately convened by means of proper notice only.

Without proper notice a meeting and the resolutions taken at it would be invalid.

NOTICE OF MEETING

In most constitutions the rules of an association make provision for the manner in which and for how long in advance notice of the meeting should be given,



MEETINGS

RIGHT OF EVERY MEMBER

Every member of the organization/association has the right to personal notice of the meeting.

The onus rests on the member to notify the organization/association of any change of address of contact details.

CONTENTS OF NOTICE

The date time and venue of every meeting shall be clearly stated. The purpose of the meeting must also be clearly stated in the notice. If the object of a meeting is not given in the notice of the meeting takes certain resolutions not relevant to the object given. The meeting and/or resolutions may be set aside as invalid.



THE CHAIRMAN

The constitution of an association/organisation makes provision for the manner in which the Chairman (Vice Chairman) are elected or appointed.

Every meeting shall have a Chairman.

In the absence of the Chairman, the Vice Chairman, if there is, one acts as Chairman.

When both of the above, the meeting elects one of its eligible members to take the Chair at the meeting.



THE CHAIRMAN

No person may preside over his own election.

When the name of the Chairman is not mentioned in the notice, the meeting has the right to elect a Chairman.

The acting Chairman presides until the end of the meeting, even if the chairperson or Vice Chairman should arrive later. If he voluntarily vacates the Chair for the regular Chairman, he is considered to have resigned as acting Chairman.

POWERS OF THE CHAIRMAN

Each person attending a meeting shall obey the instructions of the Chairman and may be removed from the meeting if he/she fails to do so.

Members should address the chair only. Any member who addresses another member directly is out of order.



CASTING VOTE

The Chairman has a casting vote only if the constitution provides for it.

The Chairman may only exercise his/her ordinary vote at the same time as the rest of the meeting and not after voting has taken place.

The Chairman is under no obligation to exercise his/her casting vote.

When he/she refuses to exercise his/her casting vote in the case of equality of votes **the motions is not carried.**

The Chairman may exercise his/her ordinary vote one way and his/her casting vote another. He/she should therefore exercise his/her casting vote very prudently.

The acting Chairman has all the rights of the Chairman.

The ruling of the Chairman, excluding decisions on points of order, may be rejected by the meeting (Chapter 3. The Chairman No7)



CASTING VOTE

The ruling of a Chairman on points of order is conclusive and final and may not be challenged.

The Chairman has the right to adjourn the meeting if disorder makes it impossible to continue with proceedings.

When there are obvious signs of organized resistance or disruption (in the form of disorderly conduct) the Chairman has the right to adjourn the meeting.

RÉSUMÉ OF DEBATE

As an impartial person, the Chairman may summarize and restate the different points of view at the end of a debate and before voting takes place. **Provided he/she is careful about being accused of partiality.**



THE DUTIES OF THE CHAIRMAN

It is his/her duty to maintain order at meetings.

The Chairman ensures that all matters are dealt with in strict order.

He/she makes it possible for the will of the majority to be expressed at the meeting.

Before opening a meeting he/she ensures that it is properly constituted, that the notice of the meeting is valid and that a quorum is present.

He/she protects the right of every member to express his opinion and in particular the rights of the minority to be heard.

Should the Chairman wish to participate by taking a particular stand in discussions he/she may relinquish the Chair and hand the meeting over to the Vice Chairman.



THE DUTIES OF THE CHAIRMAN

Unless the constitution provides otherwise each member may speak only once on a particular motion except for the mover of the original motion.

The meeting may decide that a particular member be given an additional chance to speak.

The Chairman must ensure that the motion under discussion is completely clear to all members before putting it to the vote.

Only one person to stand and address the meeting at a time. The Chairman decides on the order of the proceedings of speakers.

It is the particular duty of the Chairman to protect the rights of the minority.

The Chairman should be firm but not dictatorial, guide tactfully rather than reprimand sharply, say little and choose his/her words judiciously.



GENERAL RULES OF A MEETING

The object of the meeting is to bring about common action by determining the will of the majority of the members present.

There is a Chairman present at every meeting

There is a Quorum at every meeting (50% of membership + 1)

As soon as a quorum is no longer present at a meeting, the meeting adjourns automatically.

All resolutions taken in the absence of a quorum are invalid.

A speaker should stand while speaking and may address the Chairman only. His/her speech should be impersonal.



GENERAL RULES OF A MEETING

The Chairman has the right to adjourn the meeting when all matters have been dealt with or if it becomes too disorderly to control.

Once the meeting has been convened nobody has the power to postpone such a meeting.

Every member has the right to propose a motion and take part in the discussion.





THE AGENDA

The agenda is read out at the start of the meeting.

The Chairman may not deviate from the order set out in the agenda.

The agenda is drawn up by the Secretary in consultation with the Chairman.

Motions of which proper notice has been given must be listed on the agenda.





MOTIONS AND RESOLUTIONS

A motion is a proposal submitted to a meeting for consideration, once adopted, a motion becomes a resolution of decision.

Seconding a motion. (Chapter 6 Motions and Resolutions G)

HOW MOTIONS ARE PRESENTED

Obtain the floor.

Wait until the last speaker has finished.

Rise and address the Chairperson by saying “Lion Chairman” or “Lion President,” Wait until the Chairman recognizes you.

Make your motion.

Speak in a clear and concise manner.

Always state a motion affirmatively. Say “I move that we,,,,” rather than I move that we do not....”

Avoid personalities and stay on your subject.



MOTIONS AND RESOLUTIONS

Wait for someone to second your motion.

Another member will second your motion or the chairman will call for a second.

If there is no second, your motion or the Chairman will call for a second.

If there is no second to your motion, it is lost

The Chairman states your motion

The Chairperson will say, “It has been moved, proposed and seconded that we...,” thus placing your motion before the membership for consideration and action. The membership either debates your motion, or may move directly to a vote.

Once your motion is presented to the membership by the Chairperson, it becomes “assembly property” and cannot be changed by you without the consent of the members.



MOTIONS AND RESOLUTIONS

Expanding on your motion

The time for you to speak in favor of your motions is at this point in time, rather. Than at the time you present it.

The mover is always allowed to speak first.

All comments and debate must be directed to the Chairman.

Keep to the time limit for speaking that has been established.

The mover may speak again only after other speakers are finished

Unless called upon by the Chairman.

Putting the question to the membership

The Chairman asks, “Are you ready to vote on the question?”

If there is no more discussion, a vote is taken.

On a motion to move the previous question may be adapted.



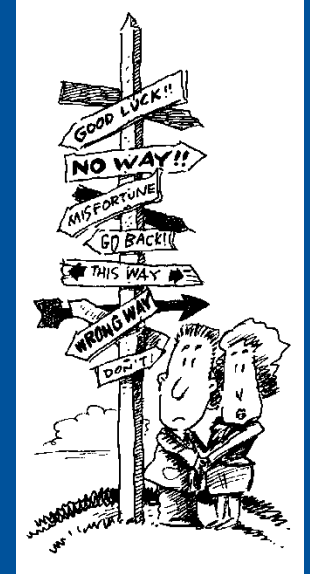
VOTING

After a debate has been properly concluded the Chairman very clearly reads out the motion/proposal or amendments under consideration and requests the members to vote.

Voting on a motion

The method of vote on any motion depends on the situation and the bylaws of your organization. There are five methods used to vote by most organizations, they are:

- A) **By voice** – The Chairman asks those in favor to say “aye” those apposed to say “no”. Any member may move for an exact count.
- A) **By roll call** – Each member answers “yes” or “no” as his name is called. This method is used when a record of each persons’s vote is required.





VOTING

- C) By general consent** -- When a motion is not likely to be opposed, the Chairperson says “If there is no objection...?”
The membership shows agreement by their silence; however, if one member says, “I object”, the item must be put to the vote.
- D) By division** – This is a slight verification of a voice vote. It does not require a count unless the chairman so desires, members raise their hands or stand.
- E) By ballot** – Members write their vote on a slip of paper, this method is used when secrecy is desired.
- F) By Show of hands** – total number of those in favour showing hands, and those against showing hands.



VOTING

When a motion has been proposed and there is an amendment (**not a counter proposal!!**) put forward the amendment is voted on first and then the motion.

Should a motion be proposed and then a counter motion is put forward the counter motion is voted on first.

Parliamentary procedure is the best way to get things done at your meeting. It will only work, however, if you use it properly. Remember to:

- A) Allow motions which are in order.
- B) Have members obtain the floor properly.
- C) Speak clearly and concisely.
- D) Obey the rules of debate
- E) Most importantly, BE COURTEOUS.



Protocol

pro-to-col (n)

- The forms of ceremony and etiquette observed by diplomats and heads of state
- A code of correct conduct

***“It’s nice to be important but
.....more important to be nice”***



Why Observe Protocol?

Protocol helps guide us through a variety of situations

Observing protocol and etiquette shows respect and conveys a sense of order

Protocol is not snobbish or “Putting on the Ritz”



What to do when a Lions Dignitary visits your club

- Advise guests beforehand what to expect
- Timekeeping
- Introduction & Welcome
- If more than one, introduce in order of seniority
- Recognise “Past Office”
- Agenda – the most senior visiting Lion always speaks last. (The only point after the Address is Tailtwisting)
- Non-Lion dignitaries are recognised after senior Lion



- Seating – the most senior visiting Lion sits on the Club President's right
- Correct spelling shows you took the time
- Name badges
- Let your club members know
- RSVP

“Répondez S'il Vous Plaît” = "please respond"

After the Meeting

- Entertain, don't abandon
- Avoid monopolizing
- Refreshments
- Remember the DG / Guests travel vast distances and spend much time on the road. Feed them after your meeting.

Lions Clubs International



Official Protocol Policy of L C I

Lions shall be recognised in the following order:

- International President
- Immediate Past International President
- International Vice Presidents (according to rank)
- International Directors
- Past International Presidents
- Past International Directors
- Chairperson, Council of Governors
- District Governors
- Past Council Chairperson
- Immediate Past District Governor
- 1st Vice District Governor
- 2nd Vice District Governor
- Past District Governors
- Multiple District Secretary
- Multiple District Treasurer
- District Secretary
- District Treasurer
- Region Chairperson
- Zone Chairperson
- District Chairperson (incl GMT / GLT Coordinators)
- Club Presidents
- Immediate Past Club Presidents
- Club Secretaries
- Club Treasurers
- Past Club Presidents

Keeping in touch

- SMS's and/or a Whatsapp group can be very useful
- Regular email update
- Social get-togethers
- Snacks after meeting



Club Leadership

- Your club looks to you for leadership
 - Remember your club put its faith in you – they trust you and will support you
- Call on your ZC, DG, District officers, IPP, PPs, other members etc for any advice
 - We're all Lions together
- Have fun!

Lions Clubs



International

WHERE THERE'S A NEED
THERE'S A **LION**

SINCE 1917

