

# **Policy Manual Addendum #1**



## **CONVENTION HANDBOOK Version 6.5**

**NEW BRUNSWICK  
PRINCE EDWARD ISLAND  
NOVA SCOTIA  
NEWFOUNDLAND  
THREE BORDER CLUBS IN MAINE, USA**

### **NOTE**

**The singular "THEY" and "THEIR" is used throughout these documents as the gender or neutral pronoun.**

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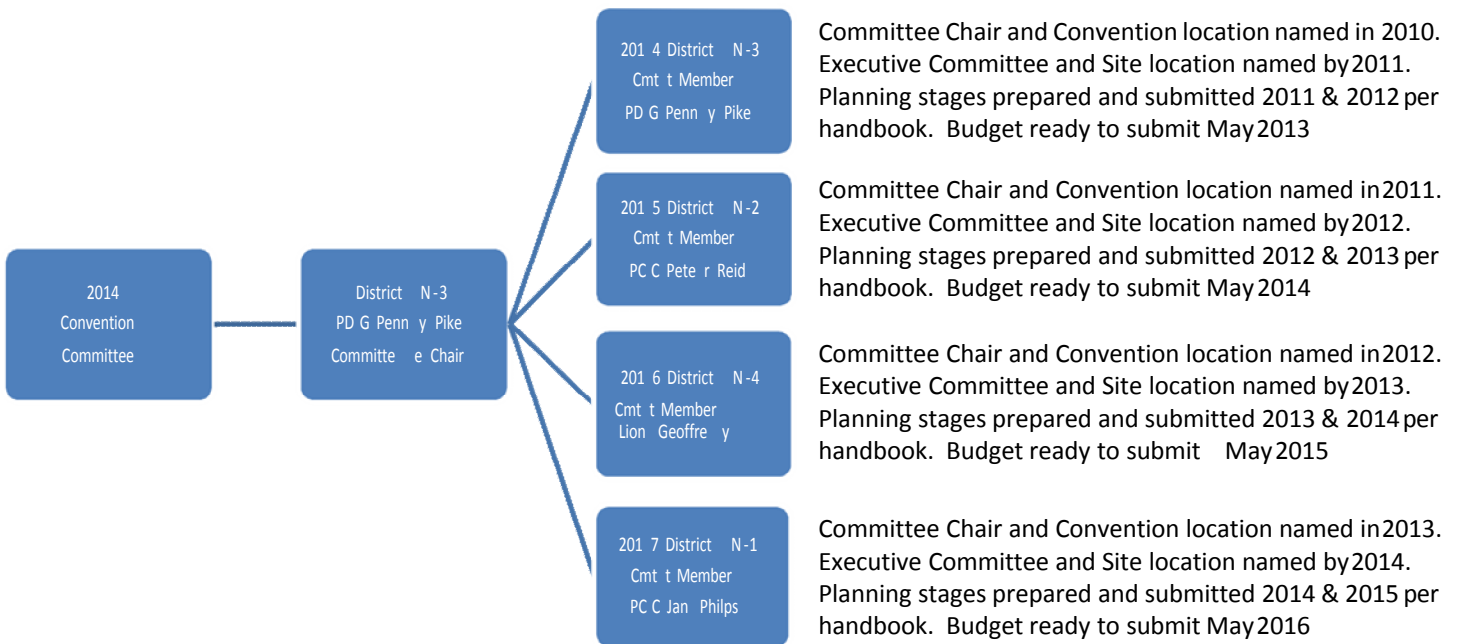
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## INTRODUCTION

The information may be useful in planning and hosting a MD N Convention. If you have questions on any part of the handbook please contact the Multiple District Council Chairperson, your District Governor, or the MD N Secretary-Treasurer.

## MULTIPLE DISTRICT CONVENTION COMMITTEE

- I. The convention committee chair, the representative for the current District Convention Host.
- II. Three District Committee Chairs, the representative for the next three District Conventions



### Section 1

The Multiple District “N” Convention Committee consists of one member representing each sub district in the Multiple District as appointed by their respective District Governors under Article VII Section 3 of the Constitution & By-Laws.

#### The Duties of the Committee

The duties of the Committee shall be the planning and management of the annual Multiple District Convention in accordance with the policies approved by and authority granted by the Multiple District Council.

The Committee Chair is the member representing the sub District hosting the Convention in a given year and is responsible to oversee and supervise all aspects of the planning and implementation of the convention in accordance with the policies and procedures outlined in this handbook.

## Section 2

Once a site has been selected and a club or clubs have been assigned to organize the event the Chair will ensure that a Host Committee Coordinator, Secretary and Treasurer are appointed as an executive group together with the Convention Chair. The executive group ensures that appropriate host sub-committees are in place to organize and carry out the various functions required for a successful event.

For example: The Registration sub-committee would collect all the registration fees, record the pertinent information and with a report would turn all monies over to the treasurer. Likewise, the registration sub-committee could approve a refund but the funds would be issued by the Treasurer. Where practical and feasible the Convention Chair and the Host Committee Coordinator may be the same person.

## Section 3

The Convention Committee shall submit a convention budget to the Multiple District Council for approval at its meeting immediately following the conclusion of the Multiple District Convention; said budget may be amended at the Fall Conference / Rally by the Council or at the request of the committee.

Liabilities not included in the budget may not be incurred by the committee without prior approval of the Council.

All attendees shall pay the registration fee of \$5.00 and such fee shall be included in the purchase of a full hospitality book. Only registered attendees shall be admitted to any session, activity or function of the Convention.

A **Hospitality Book fee** established by the committee and approved by the Council may be collected from each delegate, alternate and guest attending the Conference. Such fees together with other revenues shall be collected by the committee and disbursed in accordance with the approved budget and policies of the Multiple District Council. The Chair shall present a statement of revenues and expenditures, together with all records, source documents, registration data, bank statements and Convention surplus to the Council Secretary Treasurer not later than 45 days after the close of the Convention. A full Convention report including a financial summary shall be submitted to the Multiple District Council.

## Section 4

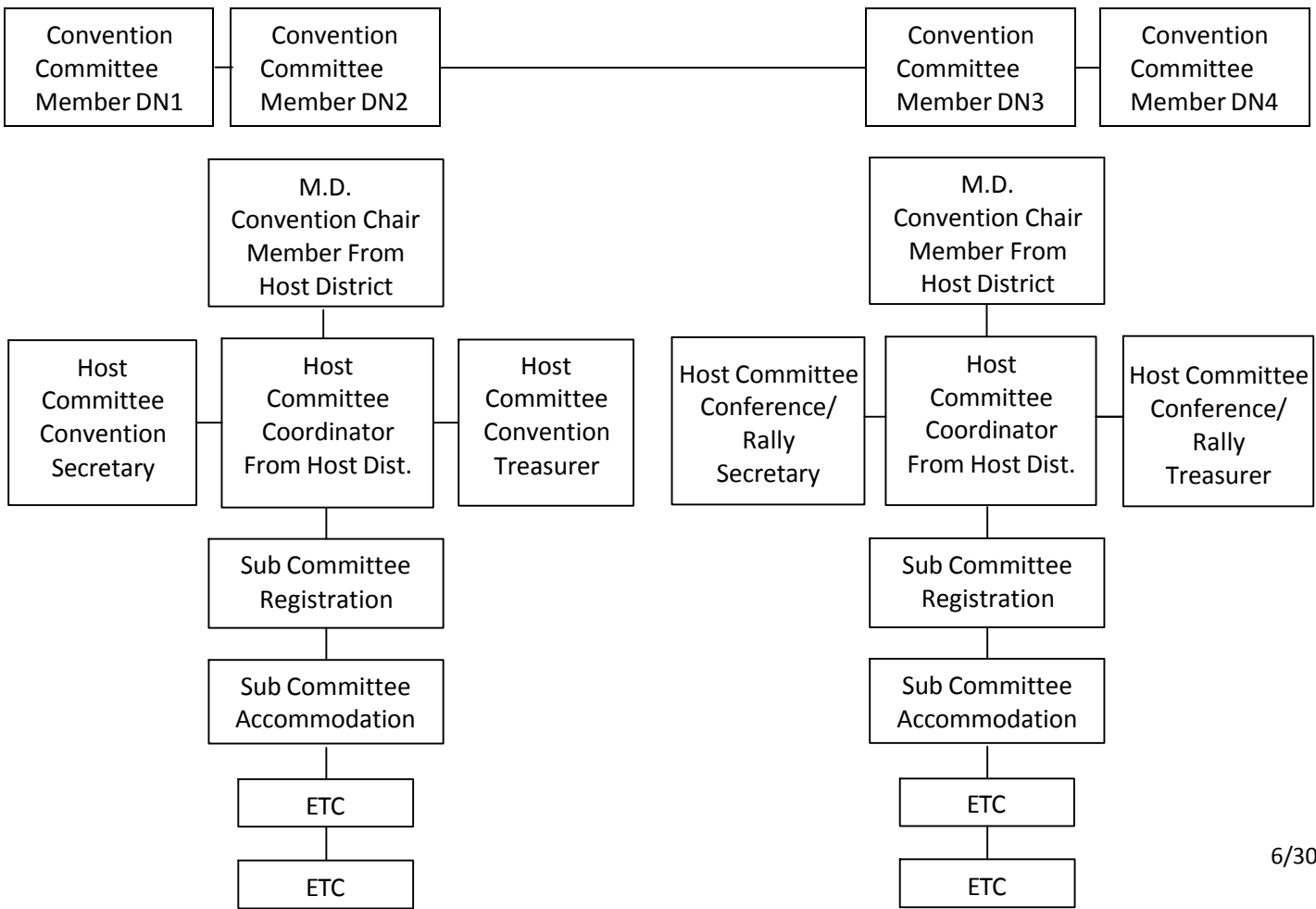
The members of the Council shall be the officers of the annual Multiple District Convention.

Once a District has been awarded a MD N Convention it is recommended that the following actions be applied: By May 1, three years before convention date actions #1 to #6 be applied; By May 1, two years before convention date actions #7 and #8 and #9 be applied; By May 1, one year before convention date actions #10, and #11 and #12 be applied. This will give Council an opportunity to set a hospitality Fee and/or establish a dollar cap on the Hospitality book and as well, to approve the Convention Registration Form.

1. The CHAIRPERSON in conjunction with the DG& Host Club President(s) ensures that the Host Committee Coordinator, Secretary and Treasurer are appointed and together with the District Convention Chair form the Executive Group.
2. Chairperson meets with the Executive Group and provides them with copies of the handbook and asks that they read the full handbook.
3. Executive Group makes arrangements to meet with the convention hotel and/or other facilities to get the blocked rooms confirmed, in writing.
4. The Executive Group selects Sub-Committees and provides them with a description of their duties as outlined in the handbook. Copies of these duties would be helpful to all Sub-Committee Coordinators.

5. During the third year prior to their function, the Chairperson meets regularly with the Executive Group and with each Convention Sub-Committee.
6. The Secretary ensures all Progress Reports and copies of the minutes of the full committee meetings are sent to the required people. Progress Report blank forms are included in this handbook.
7. All sub-committees are required to submit a preliminary budget to the Convention Treasurer. The Treasurer provides copies of all budgets to the Executive Group for review.
8. A draft budget should be prepared using a spreadsheet, or other table format, showing fixed costs for 150, 200, 250, 300 or more people. The budget is to include all relevant costs including the cost for the Convention Chair, or his Host sub-committee Representative, to attend the MD N Convention that will be held one year prior to the Convention they are hosting.
9. A preliminary budget is to be attached to Progress Report # 3 for review by the Council of Governors.
10. The final Convention Budget must be presented to the Council of Governors for review and approval.
11. The final Convention Registration Form must be presented to the Council of Governors for review and approval. This form must be approved by the Council before it is released. The approved registration form must be distributed to all Districts, and to the MD N Secretary-Treasurer and Communication Chair for publication in the MD N Newsletter and MD N Website
12. Promote the Convention through visitations throughout the MD.

**MULTIPLE DISTRICT N CONVENTION COMMITTEE ORG. CHART**



The Executive group consists of the Convention Chair, the Host Committee Coordinator, Secretary and Treasurer. The Executive group may create any number of sub committees in order to accomplish convention planning and work activities over a 4 year period that concludes at the close of the Convention

### **Convention Chairperson**

The Host District Governor is initially responsible for appointing the Convention Committee Member. Together, the Host Governor and Convention Committee Member selects the convention site and the hosting club(s), and appoints both the Host Committee Coordinator and Secretary and Treasurer. The Convention Committee Member (referred to in this Handbook as Convention Chairperson), Host Committee Coordinator and Secretary and Treasurer form the 'Executive Group'.

The host club(s) president(s) is an ex-officio member of the Executive Group. The Convention committee member or his representative shall attend the MD N Convention held one year prior to their convention. The Host Committee Coordinator shall schedule regular meetings with the Executive Group and meet with other sub-committees whenever necessary. The chairperson is responsible for setting and notifying all executive group members of all meetings. The Host Committee Coordinator is responsible for the activities of all sub-committees assuring that programs, budgets and progress reports are completed when required. The Convention committee member together with the Host Committee Coordinator is responsible to select and book the venue for the convention. (See Appendices for Progress Reports) The Convention Chairperson shall be one of three signatories on the Convention Bank account.

### **Host Committee Secretary**

The Convention Secretary is to take minutes of all Executive Group meetings and is responsible for keeping records of all convention correspondence, committee memos and directives. The secretary shall forward the meeting minutes to the Executive Group, the MD N Convention Advisor(s) and the MD N Secretary-Treasurer. The committee secretary shall notify the Executive Group and the MD N Convention advisor(s) of the date, place and time of said meetings. That notification is to be provided one month prior to each meeting.

### **Host Committee Treasurer**

Treasurer is responsible for preparing the budget and shall assist and coordinate all sub-committee budgets. The convention budget shall show the costs for each event. Budgets must be numbered and dated as revisions are made and is to be prepared in the host country's currency. A preliminary budget shall be attached to the third Progress Report (see Appendices) for review by the Council. No later than the Council's May meeting in the year prior to which the Convention falls, the budget must be finalized to the point where the registration fee can be quoted to the Council of Governors. Immediately following Council's approval of the registration fee, the MD N Secretary Treasurer will contact the convention chairperson to inform him that he may begin distributing the registration form. The Treasurer must also open a Multiple District N Convention Bank Account that requires signatures of at least two of three Lions, who shall be the convention Chairperson, the Host Committee Treasurer and one Committee person. Any two of the three Lions, one of which must be the Convention Chair, who are not members of the same club, shall be required for checks authorizing the withdrawal of moneys from the Convention accounts.

### **Financial Report**

The convention chairperson shall call the Executive Group together shortly after the convention for their reports that shall include all relevant financial documents. A preliminary report is to be submitted to the Council Secretary-Treasurer before June 30. The final report is due in time for the Summer Council meeting. If there is a surplus, said surplus is to be submitted by cheque to the MD N Secretary Treasurer and is to be made payable to M. N. The convention Treasurer

shall submit a formal financial statement to the MD N office of the CST no later than 2 months following the close of the convention. Included with this statement shall be copies of all revenue information, including registration and donation revenues, deposits, etc., copies of all cancelled cheques, plus original receipts and/or other supporting documents. These documents must be itemized. The convention Treasurer shall make a copy of the full report including the supporting documents. This copy is to be provided to the convention chairperson.

## **Sub-Committees**

Sub-Committee coordinators are responsible for preparing committee budgets and for providing a copy of that budget to the convention Treasurer. They are to determine the manpower and material requirements necessary to carry out the duties of the sub-committee and to report all activities to the convention chairpersons.

# **GENERAL INFORMATION**

## **MD N Convention Advisor(s)**

MD N Convention Advisor(s) are asked by the Council to act as advisor(s) to the MDN Convention host committee and are expected to attend as many convention meetings as possible to offer advice. The MD N advisor is only there to assist the committee and is not responsible for any part of the Convention, which is the full responsibility of the Council. The Advisor(s) must be a Lion (S) in good standing with MD N who have had several years of Convention experience, reside in the hosting district and are currently active within their District/Multiple District.

## **Multiple District N Financial Assistance**

The annual Convention fund is financed by a fifty-five cents levee per MD N Lion Member, which is payable as follows:

1. Convention Grant (90%)
2. Convention Contingency Fund (10%)

### **Convention Grant (90%):**

The convention's Executive Group receives a grant from the MD N Annual Convention Fund.

- The grant is exclusively for defraying expenses of MD N Conventions.
- The grant base is 90% of fifty-five cents, times the number of MD N Lion members.
- The grant is payable to the convention's Executive Group, as follows:

80% by October 15<sup>th</sup> of the year prior to the convention

20% preceding the convention, upon delivery of the convention's Treasurers Report to the Executive Group.

- The remaining 10% is held as a contingency reserve fund
- The grant is held in a separate convention bank account.
- The Executive Group approves all financial decisions with respect to the grant.
- Grant disbursements are signed by any two of the three authorized signing officers of the Executive Group.

Grant example: Assuming 6,061 Lions members in MD N, with a starting balance of zero, the Annual Convention Fund would accrue \$3,000.19 ( $6,061 * \$0.55 * 0.9$ ) in one year. The Council payables to the Executive Group would be A) \$2,400.15 ( $\$3,000.19 * 0.8$ ) on Oct 15<sup>th</sup>, and B) \$600.04 ( $\$3,000.19 - \$2,400.15$ ) preceding the convention upon receiving the Treasurer's Report.

### **Convention Contingency Fund (10%):**



- The Contingency Fund is a reserve for unforeseen or unpaid convention liabilities which the MD N may be responsible for during or after a convention.
- The funds are exclusively for defraying expenses of MD N Conventions.
- These funds accrue within the MD N Annual Convention Fund.
- Once the Contingency Fund accrues to \$1,500, with all convention liabilities for the current or past years settled, Council may transfer funds above \$1,500 to other existing liabilities upon approval by the Executive Committee.

Contingency Fund Accrual Example: Assuming 6,061 Lions members, zero Contingency Funds and no use of the Contingency Fund in the following years, the Annual Convention Fund would accrue \$333.35 (6,061\*\$0.55\*0.1) per annum. After the fifth year, the total contingency value would be \$1,666.75 (\$333.35\*5), of which \$166.75 (\$1,666.75-\$1,500) may be transferred to another liability, upon approval.

## **HostCommitteeExpenses**

The host committee shall build in to the costs of their convention the promotion costs plus travel costs, registration fees, additional meals and lodging for the Convention Chair to attend the MD N Convention held one year prior to their convention and submit this budget to the MD N Budget and Audit Chair not later than September 1 of the year prior to the Chair's attendance at Convention. This cost is in addition to the grant and will be paid by the MD N Council Secretary-Treasurer upon receipt of Expense Claim Form. No other Committee expenses will be covered.

## **ScheduleofEvents**

The printed schedule of events includes breakfasts (optional), luncheons, banquets, committee meetings, business sessions and other activities. The printed schedule is to show the time, date and location for these events. The Council of Governors and others who may be appointed by Council will act as facilitators for each business session, as masters of ceremonies for each meal, and as MC for the memorial service. During February in the year of the convention, the convention chairperson will be provided the names, postal addresses, phone and fax numbers and e-mail addresses of all facilitators by the Council Chair and the Global Leadership Chair. NOTE: Once these names have been provided, it shall be the responsibility of the convention committee to contact each one to confirm their attendance and to finalize all arrangements each facilitator may have. The convention chairperson must ensure his committee has the information needed to assist these facilitators.

A preliminary draft of the schedule is to be prepared in time for the Summer Council meeting held one year prior to the convention. This draft shall be sent to the MD N Convention Advisor(s) and the MD N Secretary-Treasurer 10 days before said Council meeting. A copy must be attached to the Progress Report #3.

A final draft of the schedule is to be prepared and forwarded to the Council of Governors not later than February 15 in the year of the convention. The document shall be reviewed by Council and be approved not later than March 15. Should it require changes, those changes will be made at Council level and the schedule approved for publication on the Multiple District Website.

## **ProgressReports**

Progress Reports 1, 2, and 3 are to be completed and provided by the dates as noted on each one. (See Appendices) All reports will be reviewed by the Council. The convention chairperson may be contacted for additional information, if necessary. It is vital for the convention committee to provide these forms by the date requested and to have all the information included.

## **ConventionNetProceeds**

The convention host club(s) is entitled to 50% of the net profit from the convention. The other 50% of the said netprofit is distributed to the MD N Convention Reserve account. 100% of Net profit is to be provided by the Convention Committee to MD N with a cheque made payable to MD N with the Final Convention Report and Financial Summary. A check representative of the 50% share to the convention host club(s) will be issued on completion of audit verifications.

## **Hotel Reservations/Accommodations**

The convention Executive Group, in its negotiations with hotel management to designate their hotel as the Lions Convention Hotel, shall work toward having the hotel comp one of their best rooms available for the International guest. The committee shall negotiate a block of the best hotel accommodation available at or close to convention rate for the MD N Council Chairperson, MD N Council of Governors, current and past International officers residing in MD N, MD Secretary Treasurer , District Governors-elect/candidates in that order and MD N Committee Chairs. They must also block rooms to be available for the Speakout Contestants and their chaperones. NOTE: Any hotel room costs for the International guest are to be paid by the committee from its convention budget. The convention committee must make certain these hotel rooms are paid prior to these individuals arriving to avoid any embarrassment to the guest or the committee. All others must confirm their reservations within the block and within the timeframe supplied by the Convention committee.

The convention committee shall block the best hotel accommodation available at the convention rate, in consultation with the MD N Global Leadership Chair for District Governors' Elect and Vice District Governors' Elect Training for the two days prior to the Convention.

## **RefundPolicy**

The host convention committee may be asked for refunds. A standard refund policy is as follows:

1. Attempt to transfer the registration to another Lions member
2. Full refund if cancellation request is received by the host convention committee no later than 30 days before the convention

This policy must be printed on the registration form.

## **Registration Packages**

Registration packages are to be provided to the International guest, Council Chairperson, Council of Governors, MD N Secretary-Treasurer, MD N Committee Chairpersons and any current Lions Clubs International officer residing in Multiple District N and their companions. All registered participants should receive, at a minimum, a Schedule of Events, a confirmation of paid events, meals etc, and a Convention badge.

Hotel costs and registration fees for the International guest, and the current International Director residing in MD N and their companions are to be included in the convention budget.

One-time program participants and their companions who have been asked by the Convention Chair in conference with the Council Chair to be a formal part of the program are guests for that occasion and are not to be charged for their meal.

## **Registration Sub-Committee**

The registration committee is responsible for preparing a registration form to be reviewed by the Council of Governors for their approval. This committee is responsible for pre-registrations, at the convention registrations, and for keeping

a record of all who have registered and attended. Registration desk opening and closing times for a convention lasting up to three days should be as follows:

1. Day 1            2:00 PM - 8:00 PM
2. Day 2            7:00 AM–10:00 AM

These times may be adjusted to suit the convention format.

Any Lion, Lioness or Leo may attend only the business sessions by paying a registration fee of \$5.00. The registration desk should have blank registration forms and all registrants are to receive their identification badge and a schedule of events.

### **Information Desk Sub-Committee**

This desk should be separate from the registration desk and be able to provide a maximum of information. This desk should have local maps, information on any companion program, local points of interest, taxis, buses, emergency medical services and full information on what is happening at the convention. It should also have extra copies of the schedule of events. It should operate the same hours as the registration desk.

### **Display Space Sub-Committee**

All requests for display space must be received by the convention committee no less than thirty (60) days prior to the convention. Space will be provided on a first come, first served basis. Requests shall include whether power will be needed and if any audio/visual equipment is required. It shall be the responsibility of each display to provide extension cords, if required. Requests for space will not be accepted after the 60 day deadline. All displays and sales of raffle tickets or merchandise must have pre-approval from the MD N Council of Governors.

### **Transportation Sub-Committee**

This committee is responsible for arranging for ground transportation necessary for the convention. If registrants are to be transported to and from various convention venues, this committee will be responsible for arranging for all buses, vans, courtesy cars or other forms of transportation needed to accomplish this. This committee should submit budget estimates for transportation to each function

This committee is also responsible to all committees for moving of goods, such as decorations, chairs, refreshments or other items too large to carry in a single passenger car, van or truck.

Groups arriving by charter buses shall be responsible for their own local transportation, except for that transportation furnished by the convention for specific functions.

Announcements concerning transportation service should be made throughout the convention and in the registration packages.

### **Printing Sub-Committee**

This committee, through coordination with all other committees, will determine all printing needs and shall submit a budget. Items that may go through this committee are: committee letterhead and envelopes, registration forms, schedule of events, memorial service program, banquet programs, name tags, meal tickets, publicity materials, place cards, directional signs and other items that may be required for the convention. They may also be asked to make signs for various chairpersons such as credentials and voting, registration and information.

## **Publicity/Public Relations Sub-Committee**

This committee is responsible for determining publicity requirements, for preparing all media releases and for delivering them to all media. They will provide general information to the MD N Council Chair, CST and to all the District Governors for inclusion in the respective newsletters. This information should include a registration form, schedule of events and some points of interest for visitors. This committee is required to submit a budget.

Just prior to and during the convention, this committee is to distribute the "Welcome Lions" posters that are available through Lions Clubs International or can be produced locally. Order these well in advance so they can be distributed to local businesses.

This committee is responsible for news releases prior to and during the convention with the International Officers and District Governors in attendance. The committee is also responsible for arranging for a media interview of the International guest that may take place, time permitting. The MD N Protocol Chairman should assist in planning this media interview and also be present during any news conference.

This committee is responsible for obtaining lion volunteers who will videotape a cross-section of MD N convention highlights during their Host Convention. Some suggested items would be the Speakout competition, introduction of New Governors, excerpts from the International guest speech and various social activities. These tapes would be taken to a professional, preferably from a Community College, who will edit them onto one disc. Each Incoming District Governor and the Council Chair would be provided with a copy of the disc for promotion of the following convention.

## **Decorations Sub-Committee**

This committee will arrange to have the decorations for all official functions, business sessions and social functions while respecting the wishes of the convention hotel and/or other venues. They will be responsible for ensuring that the convention banners are mounted at the headquarters hotel. They will be responsible for working with all other committees from the start of the convention to the finish. They will be responsible for insuring all convention banners are put up and are removed after the convention. Several banners are stored by MD N and the committee should check with the MD N Secretary-Treasurer before ordering any new ones.

## **Social Activities Sub-Committee**

This committee is responsible for booking locations for planned recreational activities for prizes and gifts, and for the Companion program. They are to ensure that firm written commitments are made at the various locations and that there is adequate room for the function being held. A social is normally held the first evening of the convention and most conveniently at the headquarters hotel. This should be an informal and fun-filled event. Prizes could be given for various reasons and the Tail Twisters could be used to keep the action lively and informal and cooperation with the Entertainment and Music committee is advised.

## **Prizes/Gifts**

The social sub-committee is responsible for getting items for attendance prizes, selecting and purchasing appropriate gifts for the International guests and purchasing welcoming graces such as fruit baskets for the dignitaries. This committee shall submit a budget for the following:

- Prizes: These prizes should be ones of quality, not quantity. It is preferable to have these prizes donated, whenever possible.
- Gifts for International guests: The gifts for the International guests should be easy to transport in their luggage and should reflect the area, whenever possible. Communicate with the Protocol Chair and the Council Chair for preferences and ideas.

- Welcoming graces: A welcome, such as a regular fruit basket, is to be placed in the rooms of the International guest speaker, the Council Chairperson, the Council of Governors and any current officer of Lions Clubs International residing in MD N. Gifts should not be that expensive but convey in a small way that the guest is very welcome. A recent local newspaper could be placed in their rooms, as well.

## **Companion Program**

All companions may attend the full convention activities but must register in order to do so. The information desk will have listings of what is available in the community as far as shopping places, taxi service, etc. for those who do not wish to participate in the convention's full schedule of events. If there is to be a companion program, the social committee shall arrange the activities and submit a budget. Whether or not to have a companion program is left to the discretion of the host committee.

## **Audio/Visual /Music/Entertainment Sub-Committee**

This committee is responsible for reviewing all sound systems at each venue of the convention. A member of this committee must be available at each function where a sound system is being used. Each system is to be tested within the hour prior to and again five minutes prior to the start of the function. For business sessions there should be one microphone on the floor or hand held mikes so that delegates may speak without having to walk up to the main podium. If hand-held mikes are going to be used, members of this committee should be available to take the mikes to where they are needed.

This committee shall arrange for music and/or entertainment at the various functions, where required. They will coordinate with the chairperson for the following:

- Friday night - Social
- Opening - Flag Ceremony
- Business Sessions
- Seminars/Training Sessions
- International - District Governors' Banquet
- Memorial Service - if music will be required

NOTE: If national anthems are to be led by a song leader this should be done without accompaniment. If the anthems are to be played there should be no song leader. This committee shall submit an outline of proposed plans and submit a budget.

## **Credentials and Voting Sub-Committee**

This committee is responsible for arranging for the facilities for certifying and voting and for providing the required number of ballot boxes. A suitable area with enough room to operate and one that is easily accessible to the delegates must be provided. This committee shall arrange for:

- Suitable locations for certifying and voting
- Two long six foot tables with four chairs with signage to indicate the Four Districts
- Several small tables where delegates may mark their ballots. There are to be pens on these tables
- Ballot boxes and tables on which to place the ballot boxes

Note: MD N Election Committee and Voting Chair is appointed by the Council of Governors. This chair will find others to assist with these functions. All required materials for these two functions, including the ballots, are provided by the MD N office.

## Meals Sub-Committee

This sub-committee shall work with all other committees to ensure that table placements are suitable for easy access and egress. They are to ensure that adequate staff is provided to serve the meals. The caterer is to be given a copy of the meal agenda so they know when the meals are to start. Meals are to be established at a cost per plate. This committee is to ensure that all meal arrangements and the associated costs are provided to them in writing and that the arrangements include a specific % over/under policy.

This committee shall:

- Obtain menu for all functions
- Work with hotel/facility management to ensure suitable facilities and prompt service
- Have provisions for special meals (i.e. diabetic, vegetarian, etc.)
- Obtain cost per plate, including all taxes and gratuities
- Submit a budget

This committee is responsible for the various breakfasts, luncheons and dinners and must work closely with the registration committee to determine the number of attendees. Some separate meal tickets may be available and these will have been noted on the registration form. It is important that the meal facilities accommodate the expected attendance without undue crowding.

Whenever there is a head table, those at the head table should be served first. If there is no head table, the table at which the Master of Ceremonies and/or the International guest, if there is one, is seated should be served first.

All meals are to start and end on time. Dishes are not to be removed during speaker presentations.

Breakfasts - Breakfasts may be held but are not required. If there is to be a breakfast, dignitaries of the convention will normally attend and protocol should be maintained even though the breakfasts may be informal.

Luncheons - On Saturday, a buffet luncheon will honor and introduce the District Governors-elect and a head table will be required plus nearby tables with reserved seating for the Council. The Council Chair will MC these luncheons.

International - District Governors' Banquet - The MD N Council Chairperson is the MC for this banquet and will let the convention committee chairperson know how many people there will be at the head table and what other nearby reserved seating will be required. Whenever feasible, a served meal is preferred for this banquet rather than a buffet meal.

A no-host VIP refreshment time precedes this banquet. The meals committee must ensure the hotel and/or caterer a separate room and the bar(s) ready so all guests can enter, network and to enjoy their beverages. The host committee must have several ticket takers at the door to take the meal tickets.

Ten minutes before the banquet is to start the CC will announce that the bar is to be closed and all guests asked to take their seats. A few minutes prior to the banquet the individuals who will be sitting at the head table will be gathered into an area near to the banquet room in order to make for an orderly march to the head table. This is the responsibility of the Council Chairperson or his/her designate to organize.

Once everyone is seated the head table will be marched in. It is the responsibility of the host committee to decide by which means this will be done but having the head table led in by a piper is the custom at an MD N convention. It is the responsibility of the host convention committee to find a piper.

Protocol will be observed at this banquet. The MC is the Council Chairperson and will see to this but the convention committee can do its part by seeing that the decorations, flags, gong, gavel and microphone are in place and that the programs are on the tables. A glass of clear fruit juice is to be placed at each place setting for toasts. Place cards are to be prepared for the head table.

## **Flag Ceremony**

This committee is responsible for seeing that all flags to be posted are in good repair. Flag protocol is very specific -from left to right of the audience - CANADA, UNITED STATES, Host Province and Provinces in alphabetical order, then the LIONS flag. The flags of USA and Canada are presented at the end with the host country's flag carried in and posted last. It's not a requirement that a description of each flag be given when each flag is presented but that is at the discretion of the host committee to do. If there is a flag of the state/province of the International guest, that flag should be carried in and posted along with the other flags. The Lions Clubs International flag, if available, is also to be posted with the other flags. Also, refer to 'Flag Etiquette' in Handbook Appendices and Flag Ceremony located in Check List.

## **MDN Committee Meetings**

The format, content and agenda of the Committee Meeting is the responsibility of Committee Chair. The date, time and location of the meetings must be communicated by the Convention Chair after confirmation of availability of the Committee Chair for inclusion in the Convention Schedule of Events. Each session will be facilitated by the Committee Chair or representative as appointed. These Committee meetings, organization of which is the responsibility of the Host Committee, shall be the following Committees:

1. Budget and Audit
2. Constitution and By-Laws
3. Long Range Planning
4. Youth Services
  - a) Tables and Seating for 10 to 20 participants unless otherwise indicated
  - b) Prepare and place signs to identify each Meeting.
  - c) Ice water and glasses for tables
  - d) Scheduled to be non-competing with any other Convention event or session

## **Business Sessions**

The format, content and agenda of the business sessions is a responsibility of Council and must be prepared by the CST with approval of Council. Each session will be facilitated by the Council Chair or a member of the Council of Governors as appointed. This Business Session, organization of which is the responsibility of the Host Committee, shall contain the following:

- Sound systems
- Podium or head tables.
- Gong and gavel
- Ice water and glasses for head table
- Seating to meet head table requirements
- Plug in for recorders, where necessary
- Flags - Canadian and United States as well as a flag of the International guest (if other than Canada or U.S.A.)
- Microphones for those speaking from the floor
- Song Leader (1, if required)
- Local, State or Provincial and Federal dignitaries for the opening ceremonies

- Other equipment as required
- Business Sessions must start on time.

The Host sub-committee must ensure that everything is ready ahead of time. They must:

- Determine meeting rooms' needs, sizes, seating, times
- Prepare and place signs to identify each session.
- Submit a budget

## **Memorial Service**

The Host Sub-Committee is responsible for arranging an appropriate memorial service and for printing the program. It is the custom for the MD N Council Chairperson to be the MC of the Memorial Service. The names of the deceased members will be provided to the host committee for printing in the Memorial Service program. Each District Governor will be given a list of the deceased members and will be responsible for reading each name at this service. This committee shall:

- Arrange for an appropriate facility
- Arrange for a podium, decorations as needed, table and chairs for those involved in the service, gong and gavel, water and glasses, flags, music (if required)
- Arrange for a chaplain and request that the service be non-denominational out of respect to all faiths
- Arrange for reserved seating for the dignitaries and the families of those being memorialized. VIPs and family members should be ushered to their reserved seats prior to the service starting.
- Prepare the program, submit to printing committee, and arrange to have them distributed to all attendees.
- Arrange for transportation to and from the service, if required
- Submit a budget

## **V. I. P. Liaison, Protocol Chair**

The V. I. P. Liaison must be knowledgeable on all protocol procedures. This person will have the responsibility of working with all committee chairpersons to assure that the proper protocol is followed at all times during the convention. The committee should consult with the Protocol Chair to set the Order of Precedence

## **V. I. P. Publicity and Media**

The V. I. P. Liaison shall contact the Publicity Chairperson and arrange for an interview at a time suitable to the International guest. The International guest must be given sufficient time to prepare for this interview. After the convention, the V. I. P. Liaison will ensure that copies of local media coverage are sent to the International guest. The V.I.P Liaison also has the responsibility to review the most current edition of the following reference materials available from the MD N office.

- Protocol and the International visit
- Lions Protocol, Multiple District N

## **International Guest Host Couple**

This is a function of the Protocol Chair and their spouse whenever possible. In the absence of the Protocol chair, this host couple should be well-experienced Lions as they will have the responsibility of being hosts for the International guests. In a diplomatic manner, the host couple is to see that the needs of the International guests are met. This may include a tour of the local area and points of interest. A prior review of the International guest's background



information that the host committee chairperson will have been sent from LCI will assist in determining the interests of the guest couple.

Upon arrival at the hotel, the guests should be allowed some private time in their room, if at all possible. The host couple should ensure that the guests are fully aware of the schedule of events. A Schedule of Events should have been sent to the guest prior to them coming to the convention. Even if that has been done, one or two of the Schedules of Events should be placed in their hotel room. The host couple will ensure that the welcoming basket is in their room. A local newspaper will be appreciated by the guests. The host couple is responsible to escort the guests to and from all functions, unless otherwise arranged. The host couple should provide the guest with their hotel room number and a cell phone number, where possible.

### **Past District Governors' Breakfast/Luncheon**

This event is not an official event of the convention and is the responsibility of the MD N PDG Association President to organize. However, that person may contact the committee as to a place to have this event. The agreed cost of the event will be collected by the Convention Registration form as a separate line item and the meals ordered according to the number of paid tickets. No service beyond the paid tickets will be allowed. It is the responsibility of the PDGA Association and the Convention catering committee to ensure all costs is covered. Any unpaid costs for this event become the responsibility of the Past District Governors Association.

## **MD N CONVENTION HANDBOOK APPENDICES**

### **Lions Protocol**

#### Contents

1. Define Levels of Visitors at the Convention
2. Information Communication to Visitors
3. Arrival, Departure, Entertainment of Visiting Dignitaries
4. Flags - Positioning
5. International - District Governors' Banquet
6. Other

#### 1. Define Level of Visitors at Convention

- a. Review the levels of all dignitaries who may attend and be prepared to react in a dignified manner
- b. Appoint a Past District Governor to the convention committee who has the responsibility to ensure that all visiting Lions dignitaries are recognized as is set out through Lions protocol.
- c. Visiting dignitaries who will not take part in the program may require only to be made aware of the fact they are not on the program

- d. Lions Past District Governors and International Officers who are present may not want any special treatment. However, it should be ensured that they are recognized at some point during the convention.
- e. Political dignitaries should be given consideration as to the position they occupy in the political spectrum whether they are municipal, provincial/state or federal politicians. Depending on the International presence of Lionism, the recognition of the politician may vary. In one case, local protocol may dictate that one level of government dignity be recognized ahead of another. In another case, the opposite may be the correct protocol. In the event that a particular level of government is sponsoring any part of the conference, that level of government should be recognized first.

## 2. Communication of Convention Information

- a. Brief all visiting dignitaries on the background of the geographical area and its highlights. In the case of non-Lions dignitaries and/or visitors, provide them with a brief background on Lions and our service work. Do not assume that everyone knows about Lions.
- b. Prior to his coming to your convention, provide the keynote speaker with background to the convention, convention committee members and delegates. If possible, prepare a package showing an overall map of the Multiple District, local District and Convention area, together with specific highlights. This information will assist the keynote speaker in individualizing his address. Names of current District Governors and their spouses should be included in this information.

## 3. Arrival, Entertainment and Departure of Visiting Dignitaries

- a. Visiting Lions dignitaries - It is in good order to obtain personal information on a visiting Lions dignitary which provides their likes and dislikes. The idea is to extend hospitality and make the visitors feel at home while they are relaxing upon arrival. Provide a least one copy of the local newspaper in their room. Ensure that their accommodations are ready and arrangements for payment have been made to avoid embarrassment when the guest checks out.
- b. Non-Lions dignitaries - Make sure rooms are comfortable and suited to the likes of the individual
- c. When the convention is over, the Council Chair, on behalf of Council, should send a letter to visiting dignitaries thanking them for coming. The letter should note some of the highlights of the individual's speech. In the case of a Lions Clubs International dignitary, copies of this letter should be sent to the host District Governor and head of protocol at Lions Clubs International.

## 4. Flag Etiquette

In MD N, the locale of the event determines the nationality of the flag considered prominent (honored). When the event is held in Canada, the Canadian flag is placed facing the audience's left and the USA flag is placed facing the audience's right. When the function is held in the United States, the USA flag is placed facing the audience's left and

the Canadian flag is placed facing the audience's right. When flags are being carried in, the host country's flag is always brought in last.

## 5. International - District Governors' Banquet

The Master of Ceremonies for this banquet is the MD N Council Chairperson and is responsible for this banquet and must ensure that the following is done:

- a) An agenda and timetable must be prepared and closely followed. The banquet must start and end on time. The MC should avoid making remarks or telling stories about anyone at the head table. Place cards should be on the head table and wine and juice for the toasts is to have been poured.
- b) All references are made as the MC faces the audience. Whenever possible, have the podium in the middle of the table. The guest speaker is always seated at the immediate right of the podium (facing the audience) with the MC on the immediate left of the podium.
- c) The Grand March – The CC is to ensure everyone who is to be at the head table is ready to march in. This march is to start on time. The MC will arrange to have the Grand March announcement made and for the audience to stand. The MC comes in with the head table guests. The head table guests will have place cards at their seats with their names and titles on these cards.
- d) The MC will call the banquet to order and announce any items to be covered while the audience remains standing; for example, the anthems, the invocation and toasts.
- e) Dinner - head table to be served first and if there is no head table, the MC table will be served first.
- f) Introduction of head table - MC to announce to hold all applause until all head table guests been introduced. Using correct titles and avoiding abbreviations, the MC starts at his far left and proceeds until he has introduced himself.
- g) Then he begins at his far right and ends up by introducing the guest speaker last. The entire head table should remain standing until all are introduced. Audience may now applaud.
- h) The MC is to ensure the bars are closed and caterers do not remove dishes during the formal program. He will ask the Convention Committee Chairperson to see that the staff is informed.
- i) Presentations - The MC must organize the presentations. He must be prepared for surprises but maintain control.

## 6. Other

For the Saturday luncheon honoring the District Governors-elect, the committee should see to the following set-up requirements:

- a) a head table reserved for the District Governors-elect
- b) reserved tables close to the head table for the District Governors-elects companions (with place cards)
- c) tables close to the head table reserved for the District Governors and their companions (with place cards)

- d) reserved seating for a Chaplain and companion (near the head table/tables and with place cards)
- e) reserved seating for the Song Leader... if anthems are going to be done.... and companion (near the head table/tables and with place cards)
- f) podium with microphone (checked)
- g) gong and gavel in place
- h) decorations in place
- i) flags properly displayed
- j) special diet markers in place

## ProgressReportNo. 1

This report is to be prepared and received by the Council of Governors by May 01, THREE years before the date of the convention.

Date Prepared

Position	Name	Address	Phone/fax	E-mail
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Chairperson

Secretary

Treasurer

Convention Dates

Headquarters Hotel Number of Rooms blocked

Hotels (if necessary) Number of Rooms blocked

1.

2.

Total Rooms Blocked

Note: Registrants are responsible for reserving their own rooms.

Number of Meeting Rooms:

Location	Seating
----------	---------

1.

2.

Send this report to:

MD N Secretary Treasurer \_\_\_\_\_

## ProgressReportNo. 2

This report is to be prepared and received by the Council of Governors by May 01, TWO years before the date of the convention.

Date prepared

List any changes from Progress Report No. 1

### CHAIRPERSONS (List all)

Division	Chairpersons	Address	Phone/fax	E-mail
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Convention Chairperson

Host Committee Coordinator

Host Committee Secretary

Host Committee Treasurer

Host Sub-committee Chairs

1. Registrations
2. Catering
3. Entertainment
4. Facilities
5. Publicity
6. Protocol

Which members of this committee attend the Convention nextyear?

Send to:

MD N Secretary Treasurer \_\_\_\_\_

### **ProgressReportNo. 3**

This report is to be prepared and received by the Council of Governors by May 1, ONE year before the date of the convention.

Date Prepared

List any changes to Report #1

List any changes to Report #2

Attach Preliminary Budget

Are all sub-Committee Coordinators functioning?

If not functioning, list who and why:

List any additional information or assistance required from Council

MEALS:

Meal	Location	Served?	Buffet?
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Are buses required? If so, are they booked for the dates needed?

Send this report to:

MD N Secretary Treasurer \_\_\_\_\_

# Meal Agenda Worksheet

MD N Conventions/Conferences (Suggested format, only)

Starting time:

Ending time:

Call to Order by Presiding Lion:

State what Lions and/or organizations are being honored at this meal (if any):

**(For example: Melvin Jones, Stevenson, Lions Quest, LFC Fellowships recipients)**

National Anthems - Visiting country

- Host country

Invocation:

Meal

Recognition of those being honored

Introduction of Guest Speaker, if one is scheduled:

Guest speaker's address

Thank you and gift presentation to the speaker (if one is to be given) Announcements

Attendance draw

Adjournment

## Suggested Schedule of Events

(Times may be adjusted to suit the event)

REGISTRATION & INFORMATION Friday, 2:00 – 8:00PM PLACE:

Council of Governors Meeting 1:00 – 2:00PM PLACE:

### Committee Meetings

1. Budget and Audit 5:00 – 6:00 PM
2. Constitution and By-Laws 4:00 – 5:00 PM
3. Long Range Planning 3:00 – 4:00 PM
4. Youth Services 2:00 – 3:00 PM

International and Council of Governors Dinner 6:30PM PLACE:

CONVENTION SOCIAL 8:30PM PLACE:

Attendance draw

REGISTRATION & INFORMATION Sat., 7:00 – 10:00 AM PLACE:

PDGA BREAKFAST (if there is one) 7:30 AM PLACE:

Luncheon to honor District Governors-Elect. 12:00 Noon PLACE:

OPENING 9:00 AM PLACE:  
\_\_\_\_\_, Presiding

Opening of the Convention Presentation of Flags Anthems  
Invocation

Welcomes:

Federal Representative: Provincial/State Representative:  
Municipal Representative: Host Club President:  
Convention chairperson: Others:

FIRST BUSINESS SESSION 9:30 AM PLACE:  
\_\_\_\_\_, Presiding

Rules of the Convention (including Tail twisting)

Call for Resolutions

Nominations for those to be elected at the Convention

Bids for Conventions

Convention Registration Report

Notices of Motions

Discussion of Notices of Motions

Attendance draw



BREAK 10:30 AM

SECOND BUSINESS SESSION 10:45 AM PLACE:  
\_\_\_\_\_, Presiding

DISTRICT GOVERNOR ELECT LUNCHEON PROGRAM: 12 Noon – 1:30 PM PLACE:  
\_\_\_\_\_, Presiding

Honoring:

Invocation:

MD N Speakout Competition 2:00PM– 3:00PM  
Meet the International Guest Speaker 3:00PM– 4:00PM  
International Reception 6:00PM

GRAND MARCH 6:50PM

DISTRICT GOVERNORS’ BANQUET 7:00PM PLACE:  
Council Chairperson \_\_\_\_\_, Presiding

Invocation:

Dinner  
International Director/Guest Speaker:  
Presentations

MEMORIAL SERVICE Sunday, 9:00 AM PLACE:  
\_\_\_\_\_, Presiding

Chaplain:

FINAL BUSINESS SESSION and VOTING (if necessary) 10:30 AM PLACE:  
\_\_\_\_\_, Presiding

Awards

Voting

Voting results

Final Convention Report

Joint Council meeting – Outgoing and Council Elect 1:00 PM – 3:00 PM PLACE:

Council Chairperson Elect \_\_\_\_\_, Presiding

## CheckList for MD N Conventions

This checklist is provided to ensure the smooth running of the Convention. Whenever a host committee has any questions to which they are unable to find an answer, they should contact their appointed MD N advisors to their committee or the MD N Council Chairman or to the appropriate Committee Chair.

Registration form: Has been prepared by the committee and approved by the Council of Governors. Registration forms cannot be distributed until the Council gives its approval. Approval given on:

Publicity/Public Relations: Registration forms sent to the District Governors and to the MD N Secretary-Treasurer for placement in the respective newsletters and websites. All posters welcoming Lions to the Convention ordered and received. The local press contacted. Completed on \_\_\_\_\_

Host Couple for the International guest: These people have been contacted and know what is expected of them. They have received the information to enable them to complete their task. Completed on \_\_\_\_\_

Hotel Reservations/Accommodation: Rooms that have been reserved by the host committee for the International guest prepaid by the committee and checked to see they are suitable. All rooms set aside for Council and other VIPs and checked. Completed on \_\_\_\_\_

Welcoming graces for the International guest, MD N Council Chairperson, the MD N Vice Council Chairperson, the MD N District Governors and any current officer of Lions Clubs International residing in MD N. These are in the hotel rooms of these guests prior to their arrival. Completed on \_\_\_\_\_

Registrations Packages: Registration packages either delivered personally or placed in the hotel rooms/suites of all those noted in the handbook under Registration Packages. These packages contain the schedule of events, name tags, meal tickets and any other items that might be needed by these registrants. Completed on \_\_\_\_\_

Registration and Information tables: Placed in areas with lots of space.

Completed on \_\_\_\_\_

Printing: All items requiring printing have been done. These include all the items as noted in the handbook under Printing Committee. Completed on \_\_\_\_\_

Decorations: All decorations have been arranged for, placed where needed and arrangements made to remove them after the convention closes. Completed on \_\_\_\_\_

Displays: Are in an area that can be viewed without crowding. Completed on \_\_\_\_\_

Companion Program (if one): All arrangements have been made for any golfing, tours, shopping, etc. Times for these activities are posted at the information desk. Completed on \_\_\_\_\_

Attendance Prizes/Gifts: All items have been obtained and provided to the appropriate persons for presentation.

Completed on \_\_\_\_\_

PDGA Breakfast: The host committee chairman has checked with the President of the PDG A that all is in order. The Convention Committee is prepared to make arrangements for a breakfast location and to make the reservations, if required. This breakfast is not a cost to the Convention Committee but a separate line item on the Registration form.

Completed on \_\_\_\_\_

Luncheon honoring the District Governors-elect: The following are in place prior to the luncheon:

1. Head table with seating for the District Governors-elect and master of ceremonies
2. Reserved seating near the head table for the companions of the District Governors-elect
3. Podium with working mike
4. Council of Governors and their companions seated near the head table

Completed on \_\_\_\_\_

Friday evening Social: Tail Twisters know their responsibilities and have the necessary tickets, buckets, etc., with which to work. All entertainment has been confirmed with the Music/Entertainment committee. All other arrangements for this function have been completed. Completed on \_\_\_\_\_

Audio/Visual equipment: Microphones, viewing screens, computers, and all other items are available and working.

Completed on \_\_\_\_\_

Music/Entertainment: The music for the Flag Ceremony, the entertainment for the Friday evening Social, a piper for the District Governors' Banquet, and music for the Memorial Service have been arranged for and confirmed.

Completed on \_\_\_\_\_

Flag Ceremony: All flags have been checked and arrangements have been made to carry in the flags of Provinces of New Brunswick, Prince Edward Island, Nova Scotia, Newfoundland, the countries of USA, Canada and the LCI flag during the first business session of the convention. This should be practiced. These flags are to be posted in a prominent location. If there is a flag of the state or country of the LCI guest, that should be carried in and posted with the other flags. It's not required to read the history of the flags but it adds to the ceremony.

Completed on \_\_\_\_\_

The following items are in place prior to the start of the Opening ceremony:

1. Table podium or free standing podium with working mike
2. Ice water with glasses
3. Gong and gavel
4. LCI Flag set- if one is going to be used
5. Person who is to lead the national anthems has reserved seating
6. Chaplain has reserved seating
7. Reserved seating area for the Council of Governors, all of the MD N Past International Directors, and the International guest and all their companions. This seating may vary if other VIPs are present.

**Business Sessions:** The committee has received the names of the members of the Council of Governors who will facilitate each session. (The Council Chairperson is to provide these names to the host committee chairman). The committee has the following items in place prior to the opening of each business session.

1. Head table, seating for eight
2. Ice water with glasses
3. Gong and gavel
4. Podium with working mike

5. Canadian and US flags prominently displayed if the seven flags will not be posted behind the table
6. Floor mikes

Completed on \_\_\_\_\_

**Memorial Service:** the following should be in place prior to the start of the service:

1. All items to be used during the naming of each deceased member
2. Free standing podium with a working mike
3. Programs placed on each chair
4. Reserved seating (front rows) for the District Governors, Council Chairperson, International guest and all their companions. Reserved seating (second rows) for 1st Vice District Governors and their companions. Reserved seating (third rows) for 2nd Vice District Governors and their companions.
5. Reserved seating for any family members of those being remembered
6. Ushers to escort family members to their seats

Completed on \_\_\_\_\_

**District Governors' Luncheon:** The MD N Convention Chairperson, working with the MD N Council Chairperson, will provide this committee with the names of those to be seated at the head table. The MD N Council Chairperson shall provide the Convention Chairperson with the program schedule and it will be the Convention Chairperson's responsibility to provide that information to this committee for including in the program.

The Meals Committee has read the handbook and has the following done or in place prior to the start of the banquet:

1. Pre-planned area to line up those who will be seated at the head table - for the march-in
2. Two tier head table
3. Printed place cards for each person at the head table
4. Pre-poured wine or juice at head tables
5. Pre-poured juice at all other tables
6. Program at each setting
7. Gong and gavel on head table
8. Podium with working mike and light
9. Reserved seating for PIP Brian Stevenson, PIDs and their spouses – near to the head table.
10. Canadian and US flags displayed
11. Anthems leader (s) and Chaplain seated near the head table
12. Meal ticket takers at the door. These people should be at the door immediately prior to the cocktail hour.
13. Two bar serving areas with bartenders
14. Small dram of whiskey or juice pre-poured for the Council Chairperson and the piper

Completed on \_\_\_\_\_

