

3. Reviewed and Revised, October 19, 1999
4. Reviewed/Revised, May 2002
5. Adopted by COG, March 5, 2004

03/24/04 bmw

IV. Committee Makeup:

- A. Four members, one from each of the 4 Districts, O, R, E and G, are appointed by the COG for a term of 1 year. Since continuity is essential, new members appointed to the committee should anticipate a multi-year commitment. It is recommended that only one member be replaced annually.
- B. Chairperson of the PMC:
 - 1. This person is appointed annually by the COG. However, the COG may delegate selection of a Chairperson to the PMC.
 - 2. It is recommended that the Chairperson of the PMC have prior experience with the Policy Committee.

V. Fiscal Responsibilities: The PMC handles no funds. The COG is responsible for funds and budgetary management.

VI. Meetings:

- A. Two regular meetings are to be held annually:
 - 1. Prior to or at the first COG meeting.
 - 2. In conjunction with the MD 36 annual convention.
- B. Special Meetings:
 - 1. The Committee Chairperson may call a meeting of this committee as may any two members of the committee or the Council Chairperson following any regularly scheduled COG meeting when changes to the Policy Manual were proposed or enacted, following the Urgent Change procedure.
 - 2. Special meetings may be called or accomplished by telephone, e-mail or written communication.
 - 3. Notices and agendas of meetings shall be e-mailed or mailed to the Council Chairperson 15 days prior to the regular COG meeting if there is any business to conduct.
 - 4. Any action taken at the meetings shall be recorded and distributed to the COG members.
- C. Voting:
 - 1. To constitute an official meeting of this committee, a *quorum* shall be defined as a majority (50% plus 1) of the committee members for the purpose of transacting business.
 - 2. Each member present shall have 1 vote on all matters.

VII. Reports: A brief typed report will be submitted 15 days prior to COG meeting if requesting COG action. If making a verbal report at the first regularly scheduled meeting of the COG or at the MD annual convention meeting that will require no action of the COG, then a written report is also to be submitted.

General Policy Statements: (Added and dated as adopted by the COG)

- 1. Adopted by the Council of Governors, May 3, 1984
- 2. Revised by the Policy Manual Committee, March 9, 1997

Lions Clubs International – Multiple District 36
Policy Manual
Chapter 15

I. Name: Policy Manual Committee

II. Purpose:

- A. To maintain a concise Policy Manual for Multiple District (MD) 36.
- B. To insure that the MD Policy Manual is in compliance with Lions Clubs International (LCI) Constitution.

III. Specific Responsibilities:

- A. The Policy Manual Committee (PMC) shall present goals each year at the first Council of Governors (COG) meeting of the year. They are intended to act as guidelines for the functioning of the committee and will be reviewed during the year to assess progress in achieving said goals.
- B. All proposed changes to the manual are to be submitted to the PMC for review before presentation to the COG for their consideration to adopt said changes.
- C. All changes approved and adopted by the COG shall be submitted to the PMC for inclusion in the Policy Manual.
- D. Lions clubs in good standing, District committees, MD committees or a delegate from the floor at the MD Convention may recommend changes to the COG.
- E. This committee, when in its judgment believes a Policy Manual change is needed, has the responsibility to present this matter to the COG for their consideration.
- F. Change Procedures:
 - 1. Routine:
 - a. Any proposal for change may be introduced at any regular COG meeting with action to be voted upon at the subsequent scheduled COG meeting, that action requiring a majority vote.
 - b. The routine change procedure shall be followed and the PMC shall report the changes to the COG.
 - 2. Urgent:
 - a. Any urgent changes proposed and accepted by a two-thirds affirmative vote of the COG at a regular or a special meeting shall be provided to the PMC immediately following that meeting.
 - b. Following the Urgent Procedure guidelines, the PMC shall implement the changes and submit them for review.
 - c. For informational purposes, the PMC shall report at the MD Convention any and all changes requested by the COG and changes made to the Policy Manual. If the COG requests, the Committee may present proposed changes to the Policy Manual at that time.