

# SUPPLEMENT OF ROBERT'S RULES, REVISIONS & FUTURE ISSUES



Easton Lions Club, Inc. & Lions Club  
of Easton Foundation, Inc., The

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September 12, 2018 Revision

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## Table of Contents

<b><i>Parliamentary Procedure .....</i></b>	<b><i>1</i></b>
<b>Purposes and Principles.....</b>	<b>1</b>
<b>Motions .....</b>	<b>2</b>
There are Four Basic Types of Motions.....	2
How are Motions Presented? .....	3
<b>Debate.....</b>	<b>4</b>
Voting .....	4
<b>Motion to Amend.....</b>	<b>6</b>
Methods of Amending .....	6
How to Handle Amendments- Types of Amendments.....	7
<b>Order of Voting .....</b>	<b>8</b>
<b>Glossary of Terms.....</b>	<b>8</b>
<b><i>Revisions Prior to 2009 .....</i></b>	<b><i>11</i></b>
<b><i>Revisions (Club Constitution &amp; Bylaws) – Jan 2009 .....</i></b>	<b><i>12</i></b>
<b><i>Revisions (Club Policy) – May 2015.....</i></b>	<b><i>15</i></b>
<b><i>Revisions (all Governance) – Sep 2018.....</i></b>	<b><i>16</i></b>
<b><i>Future Revisions .....</i></b>	<b><i>24</i></b>
<b><i>Issues for Consideration in Future Years? .....</i></b>	<b><i>25</i></b>

## PARLIMENTARY PROCEDURE

Extracted from the Robert's Rules of Order.

### Purposes and Principles

The purposes of parliamentary procedure are:

1. To enable an assembly to transact business with speed and efficiency
2. To protect the rights of each individual
3. To preserve a spirit of harmony within the assembly

Accordingly, there are some basic principles to consider in achieving the above purposes:

1. One subject at a time
2. Full and free debate
3. Each member has rights equal to every other member
4. The majority rules and the rights of the minority are respected
5. The objective should be for the good of the group

## Motions

The method used by members to express them is in the form of moving motions.

A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Present motions
2. Second motions
3. Debate motions
4. Vote on motions

### THERE ARE FOUR BASIC TYPES OF MOTIONS

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent and about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## HOW ARE MOTIONS PRESENTED?

1. Obtaining the Floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Moderator.
  - c. Wait until the Moderator recognizes you.
2. Make your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively.  
Say, *"I move that we ..."*  
rather than, *"I move that we do not ..."*
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
  - a. Another member will second your motion or the Moderator will call for a second.
  - b. If there is no second to your motion, it is lost.
4. The Moderator States Your Motion
  - a. The Moderator will say, *"It has been moved and seconded that we ..."* thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the Moderator, it becomes "assembly property," and cannot be changed by you without the consent of the members.

## 5. Expanding on Your Motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. All comments and debate must be directed to the Moderator.
- d. Keep to the time limit for speaking that has been established.
- e. The mover may speak again only after other speakers are finished, unless called upon by the Moderator.

## 6. Putting the Question to the Membership

- a. The Moderator asks, *"Are you ready to vote on the question?"* If there is no more discussion.
- b. The Moderator will say, *"It has been moved and seconded that we ...."*
- c. The vote is taken.

## Debate

In a debate each member has the right to speak twice on the same question. No one can speak longer than five minutes without permission of the membership. The distinction between debate and asking questions or making suggestions should be allowed by the Moderator when it is an aid in the transaction of business. The membership may suspend this rule during the discussion of the question.

## VOTING

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

1. **By Voice:** The Moderator asks those in favor to say, "*aye*", those opposed to say "*no*". Any member may move for an exact count.
2. **By Roll Call:** Each member answers "*yes*" or "*no*" as his name is called. This method is used when a record of each person's vote is required.
3. **By General Consent:** When a motion is not likely to be opposed, the Moderator 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 a vote.
4. **By Division:** This is a slight verification of a voice vote. It does not require a count unless the Moderator so desires. Members raise their hands or stand.
5. **By Ballot:** Members write their vote on a slip of paper. This method is used when secrecy is desired.

The vote will be duly recorded including abstentions, and will be part of the official records. A voice vote, roll call vote, or secret ballot can be requested by any member.

There are two other motions that relate to voting.

1. **Motion to Table:** This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table," for reconsideration by the membership.
2. **Motion to Postpone Indefinitely:** This is often used as a means of parliamentary strategy and allows opponents of a motion to test their strength without an actual vote being taken. Also debate is once again open on the main motion.

## Motion to Amend

The purpose of the motion TO AMEND is to modify a motion that has already been presented in such a manner that it will be more satisfactory to the members.

### METHODS OF AMENDING

By addition or insertion

To add something to the motion which it does not contain.

By elimination or by striking out

To subtract or eliminate something from a motion that was originally a part of it.

By substitution

This method is a combination of the first two methods, since in amending by substitution something is stricken out and something inserted in its place. The substituted portion may consist of a word, a phrase, a clause, or an entirely new motion.

The most important principle to understand in connection with any form of the motion TO AMEND is that an amendment "MAY BE OPPOSED BUT IT MUST BE GERMANE."

By "**opposed**" means not in the spirit and aim of the motion to which it is applied.

By "**germane**" is meant having direct bearing upon the subject matter or the motion; that is, relevant, or relating to it.

An amendment may be opposed to the actual intent of the original motion and, in fact, nullify it, but if it relates to the same subject matter, it is germane.

#### HOW TO HANDLE AMENDMENTS- TYPES OF AMENDMENTS

##### Amendment of the First Rank

An amendment to a motion.

##### Amendment of the Second Rank

An amendment to the amendment. (The amendment to the amendment must modify and relate directly to the amendment and NOT to the main motion, otherwise it is OUT OF ORDER.)

NO AMENDMENT BEYOND THAT OF SECOND RANK IS POSSIBLE. It is never in order to propose more than one amendment of each rank at one time. If one desires to amend two separate and unrelated parts of a motion, this must be done by two amendments of the first rank, and one must be voted upon before the other is proposed. It is possible, however, to have a motion, one amendment to the motion (amendment of the first rank) and one amendment to the amendment (amendment of the second rank) before the assembly at once. Until the amendment of the second rank has been voted upon, no other amendment of the second rank is in order. Until the amendment of the

first rank has been voted upon, no other amendment of the first rank can be proposed.

#### Order of Voting

Amendments are voted upon in inverse order. That is, the one of second rank is disposed of first.

1. Discussion is held and the vote taken upon the amendment to the amendment (amendment of second rank)
2. Discussion is called for and the vote is taken upon the amendment to the motion (amendment of first rank.)
3. When the vote of this has been taken, discussion upon the original or main motion as amended is open and when completed a vote is taken upon it.

#### Glossary of Terms

**Adjourn:** To end the meeting. A proposal "to adjourn" is in the unqualified form. A proposal "to adjourn" within a specific time or adjournment to meet again at a definite time is in the qualified form.

**Appeal, Decision of Moderator:** To determine the assembly's attitude toward a ruling made by the Moderator.

**Commit-** To refer to a committee. When a motion becomes involved through amendments or when it is wise to investigate the question more carefully, it may be moved to commit the motion to a committee for further study.

**Division of the Assembly:** When a member doubts the result of a voice vote or a vote by show of hands, he can call for a Division of the Assembly, thereby requiring the vote to be taken again by rising.

**Division of a Question:** To separate a motion so that parts of it may be considered individually. "I call for a division of the question."

**Floor, Obtain the:** To obtain the floor the member must be recognized by the chair as having the exclusive right to be heard at that time.

**Inquiry, Parliamentary:** A question directed to the presiding officer to obtain information on parliamentary law or the rules of the organization bearing on the business at hand. "I rise to Parliamentary Inquiry."

**Lay on the Table:** To delay on a motion and clear the floor for more urgent business.

**Limit or Extend Debate:** To provide more or less time for discussion.

**Move the Previous Question:** A motion to secure immediate vote on one or more pending questions, thereby ending debate. "I move the previous question."

**Orders of the Day, To Call for:** A privileged motion by which a member can require the assembly to conform to its agenda, program, or order of business, or to take up a general or special order that is due to come up at that time.

**Order, Point of:** Calls attention to violation of parliamentary procedures. The member says, "I rise to a point of order." The Moderator may say, "Your point of order is sustained", or "Your point of order is denied."

**Question of Privilege, To Raise:** Permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency.

**Ratify:** Approves action previously taken.

**Recess:** A short intermission in the assembly's proceedings which does not close the meeting.

**Reconsider:** To secure further consideration and another vote on the question. The member moving to reconsider must have voted on the prevailing side of the question to be considered. The making of this motion is subject to time limits.

**Rescind:** To repeal action previously taken.

**Resolution:** The act of an assembly to declare facts or express opinions or purposes, and not to command.

**Suspend the Rules:** To adopt a motion to permit action which would be prohibited by the rules.

**Take from the Table:** To apply to a motion(s) which had been laid on the table.

## REVISIONS PRIOR TO 2009

There is no documentation of revisions prior to January 2009.

## REVISIONS (CLUB CONSTITUTION & BYLAWS) – JAN 2009

Article	Section	Reason for Change
Preamble	n/a	Added the Foundation and the differentiation between entities tax status
III	B	Added “ , or” between requirements for Life Member for clarity
III	H	Changed the count of the two-thirds of the entire board to two-thirds of the quorum of the Board
IV	1 to 10	1 to 10 were asterisk, now they are numbered responsibility for the sponsor.
V	A	Detailed the process of change and approval of dues by Board and General Meeting, it was partially detailed in Appendix B that was eliminated.
V	B	Remove amounts of dues and referred to the Policy. Still keeping the description of what the different categories of membership dues are covering from the point of view of cost.
V	C	Payment schedule and details were taken out and referred to the Policy.
V	D	Fees details for reinstated/transfer member were taken out and referred to the policy.
VI	A	Added Life Members
VI	C-President	Added “not limited to”. Added items 10 to 14 under the President responsibilities
VI	C-Immediate Past President	Added “not limited to”. Added responsibility for the nominating committee to the Immediate Past President.

Article	Section	Reason for Change
VI	C-First Vice President	Added "not limited to". Rephrased section 4-a clarity, but did not change any content.  Added sections 4-b and 4-c to the Fund Screening Committee requirements.  Added section 5 for committees.  Added section 6 for bank statements.
VI	C-Second Vice President	Added "not limited to". Removed limitations about what type of responsibilities the President can assign for supervisory functions.
VI	C-3 <sup>rd</sup> Vice President	Added "not limited to". Removed limitations about what type of responsibilities the President can assign for supervisory functions.
VI	C-Secretary	Added section 1 requirement for approval of minutes on next session of Board. Added "District" to section 2. Added section 7 for the responsibility of Corporate filing.
VI	C-Treasurer	Changed Activities to Foundation in section 3  Added section 4 referring to minimal balances and the policy. Added Foundation to sections 5, 6 and 7. Added the responsibilities for filing and reviews for the Club and Foundation with Independent Public Accountant.
VI	C-Assistant Treasurer	Added sections 3 and 4.
VI	C-News Letter –Web Site	Added Web-Site to Newsletter. Added sections 4 and 5.
VI	C-Membership	Added sections 3, 4 and 5
VI	C-Tail Twister	Fine maximum amount removed and referred to the policy.
VII	C	Added "by the President",
VII	E-2	Added "30 days Notice."  Added Definition of Policy.
VII	E-4	Added section E-4.

Article	Section	Reason for Change
VIII	A	Added "willing to serve".
VIII	C	Added "In the event there is a contest for any post".
X	G	Added section G, because it is needed for the Foundation.
X	D	Rephrased for clarity without changing the meaning.
Appendix B		Eliminated from the Bylaws is now included in the Policy. This appendix has the amounts for dues from years 2000 and a revision for year 2002. The specific description of dues increase approval was further explained and moved to Article V.B.



## REVISIONS (CLUB POLICY) – MAY 2015

Article	Section	Reason for Change
I	1	Increase dues to \$220 per year
III	13.e	Remove the Food Pantry account.

## REVISIONS (ALL GOVERNANCE) – SEP 2018

Article & Section	Sub-section	Reason for Change
<b>– GENERAL CHANGES –</b>		
All		Use Bylaw instead of By-law. Current styles Black's Law Dictionary and Robert's Rules of Order Newly Revised do not use hyphen in Bylaw.
All		All grammatical issues were resolved using Chicago Manual of Style as published in 2017.
Appendix		Move Robert's Rules parliamentary procedures and revision tables into separate supplement document.
Preamble		*NEW* Identify other Club governance documents referenced in constitution and Bylaws.
<b>– CLUB CONSTITUTION –</b>		
Title	Cover	Change The Lions Club of Easton Massachusetts to Easton Lions Club, Inc., our official name.
Preamble		*NEW* Add "Club Constitution" Title
I		Change title to: Name & Brand Identity. Prefix each section with brand type, e.g., Slogan:.
I.A		*NEW* Name: Add official name of Club. I.A-E become I.B-F.
I.F		Add new LCI emblems and prefix with Emblems:.
I.G		*NEW* TAGLINE: Where There's a NEED, There's a LION! Used on our website and LCI starting in 2016.
II.D		Rephrase to agree with LCI wording.
II.E		Rephrase to agree with LCI wording.
II.F		Rephrase to agree with LCI wording.
II.G		*NEW* To provide financial, material, and volunteer resources to benefit our community and Lions' causes as determined by Lions International. Recommended by LCI.
III		Add prefixes to sections for clarity, e.g., Eligibility.
III.B	all	Move to Bylaws section I.A, consistent with sample LCI Bylaws.
III.C		Move to Bylaws section I.B, consistent with sample LCI Bylaws.

Article & Section	Sub-section	Reason for Change
III.D		Move up to III.B, consistent sample LCI Bylaws. Make changes to text to reflect current Club practice.
III.E		Move to Bylaws section I.C, consistent with sample LCI Bylaws.
III.F		Move to Bylaws section I.D, consistent with sample LCI Bylaws
III.G		Move to Bylaws section I.E, consistent with sample LCI Bylaws.
III.H		Move to III.C, consistent sample LCI Bylaws. Add clarification for what happens upon removal, language from LCI sample.
IV		Move sponsor responsibilities to Bylaws Article II, consistent sample LCI Bylaws.
IV		<b>*NEW*</b> Supremacy This is recommended by LCI in sample Bylaws for situations where changes in LCI or district regulations conflict with our Club regulations.
V-former		Move to Bylaws, Fees and Dues, Article III, consistent with sample LCI Bylaws.
V		<b>*NEW*</b> Club Funds – Simply state the two types of funds our club maintains, Administrative & Activities.
VI		Move former sections A, B, and C to Bylaws, consistent with sample LCI Bylaws.
VI.A		<b>*NEW*</b> Officer positions do not change often, whereas duties change frequently.
VI.B		<b>*NEW*</b> Removal of officers, consistent with LCI sample
VII		Prefix each section with brand type, e.g., MEMBER, QUORUM. Adds clarity to each section, easier to scan.
VII.B		Move to Bylaws Article X.A Regular Meetings, consistent with LCI sample
VII.C		Move to Bylaws Article X.B Special Meetings, consistent with LCI sample
VII.D-former		Move to VI.B, due do to prior moves
VII.E-former	all	Move to VI.C, due do to prior moves These are general duties of the board of directors, not specific like the Officers noted in VI. Follows similar article in LCI sample.

Article & Section	Sub-section	Reason for Change
VIII		Split paragraph into Notice and Amending Procedure sections to be consistent with format in other governance documents.
VIII-former		Move to Bylaws Article VIII. Regular elections, consistent with LCI sample
IX-former		Move to Bylaws Article IX. Special elections, consistent with LCI sample
X-former		Move to Bylaws Article X, consistent with LCI sample
XI-former		Move to Bylaws Article XIII, consistent with LCI sample
XII-former		Move to VIII due to other articles move to Bylaws

#### – CLUB BYLAWS –

B #1-5		Move to new Article XI-Other Provisions as A-E.
I		Moved Membership from Constitution Article III.
I.A		Add labels to Membership categories for clarity.
I.A	3	Life Member: remove specific fee amount and reference LCI for price.
I.D		Reinstatements, add text at end "must be approved in accordance with Article III, Section B of the Constitution."
I.E		Transfers, add text at end, "must be approved in accordance with Article III, Section B of the Constitution."
II.A		Sponsor Responsibilities, update based on current practice and recommendations from Membership Chairperson..
IV - New		<b>*NEW*</b> Finance Article moves some policy articles into the Bylaws. These finance articles need membership approval before implementation.
IV.A		Accounting Method from Club Policy
IV.B		Tax Filing from Club Policy
IV.C		Club Operating Accounts from Club Policy
IV.D		Annual Corporation Filing from Club Policy
IV.E		Grants and Gifts from Club Policy
V		Duties of Officers This is a combination of what was in Constitution VI.C and Policy articles and is consistent with sample LCI Bylaws.

Article & Section	Sub-section	Reason for Change
V.A	2	Appoints most and approves all committees and may appoint others as liaisons in his/her discretion
V.A	5.a	The president sets the date by which the Nominating Committee must meet
V.A	5.b	The president determines the date for the presentation of the slate of nominees to the Board and to the membership
V.A	6	Add text" The president authorizes the secretary to" before order all supplies
V.A	13	Change to "Encourage diplomacy and solve disputes in a fair and transparent fashion utilizing the Dispute Resolution Procedure in the Bylaws if needed." Same as LCI sample.
V.A	15	Approve benevolence funds.
V.A	16	President finds chairpersons for all standing committees. Moved from Policy.
V.B	3	Add details about committee from Policy and add Constitution and Bylaws Committee.
V.B	4	Add "4. Other responsibilities as may be requested by the president"
V.B-E		Add committee details to Immediate past president and Vice Presidents.
V.C	3.a	Change structure of fund screening committee to "five voting members. each serving a 2-year term with the exception of the 1st vice president. Two of these members are appointed each year, and two each serve for a second year, and are approved by the board of directors." This is what we've been doing the past 4 years.
V.C	3.c	Add "Brings the recommendations of the Fund Screening Committee to the board for approval."
V.C	3.d	Add "Supervises" and "to an applicant" to subsection, strike "in any event" Clarify and remove redundancy.
V.C	3.e	Add fund screening compliance
V.C	4-5	Update roles with current practice and add list of types of financial and major event committees.
V.C	6	*NEW* 7. Oversees financial and major event committees that the President has assigned and add examples of committees.

Article & Section	Sub-section	Reason for Change
V.D.		Oversees committees related to community that the President has assigned and add examples of committees.
V.E		Oversees committees related to community that the President has assigned and add examples of committees.
V.F		Update text to reflect current practice.
V.G	3	Clarify administrative vs activity fund
V.G	5	Remove This is redundant with V.G.2
V.G	7	Split into two subsections, 7 and 8, for clarity.
V.H		Update text to reflect current practice.
V.I		Swap Section J with Section I.
V.J		*REPLACE* Newsletter position with more general Marketing Communication Chairperson New duties are generalized from LCI sample and include things like the newsletter and website. This person will have broader scope and will have a committee of Lions, one of which may produce a newsletter, and other would do website, etc.
V.K		Update text to reflect current practice based of information from current Membership Chairperson.
VI.A		*NEW* Club LCIF Coordinator club position, to be filled by the immediate past president or person designated by the board. Text from LCI sample
VI.B		Leo Club Coordinator moved from Policy. Update to reflect current status.
VII		Regular elections moved from Constitution VIII.
VIII		Special elections moved from Constitution IX.
IX		Meetings moved from Constitution X.
IX.A		Change meeting end time to 8:30 pm from 9:00 pm
IX.C		Strike "at the request of a majority of the Board" Already stated in prior sentence.
X		*NEW* CLUB DISPUTE RESOLUTION PROCEDURE, text from LCI sample Bylaws. This is needed to provide process to members for resolving member disputes.
XI		Other Provisions is the original #1-5 Bylaws in 2009 revision.

Article & Section	Sub-section	Reason for Change
XII		Parliamentary Procedure originally in Constitution Article XI. It used to reference and Appendix, it is now in the Supplemental document herein.
XIII		<b>*NEW*</b> AMENDMENTS TO THE BYLAWS, mirrors amendment article in Constitution and Foundation Bylaws. Bylaws only need a majority compared to 2/3 for the Constitution amendments. Consistent with sample LCI Bylaws.
<b>– FOUNDATION BYLAWS –</b>		
Preamble		<b>*NEW*</b> Identify other Club governance documents referenced in Bylaws.
IV.D		Renumber the duties of the officers using numbers, 1-4 instead of i-iv.
IV.D	2	Add duty for the first vice president as the chairperson for the Foundations Fund Screening Committee.
V.E		Add label "Quorum of Directors" for clarity.
VI		Add prefixes for each section and remove Inc. for clarity.
VII - New		Need Finances Article, mirrors Club Bylaws and pulls in Policy sections relevant to Foundation.
VII.A		Accounting Method from Club Policy
VII.B		Tax Filing from Club Policy
VII.C		Club Operating Accounts from Club Policy
VII.D		Annual Corporation Filing from Club Policy
VII.E		Grants and Gifts from Club Policy
VII.F		Donations to Foundation from Club Policy
VIII		Article VII moved to Article VIII. Renumber B-D as A-C, move Section A to new Article IX – Amendments for consistency with Club Bylaws.
IX		Modify to have a notification and amending procedure section for clarity and consistency with Club Bylaws.

Article & Section	Sub-section	Reason for Change
<b>– CLUB AND FOUNDATION POLICY –</b>		
Title		Update to agree with official Club and Foundation names.
Article #s		Renumber articles using same format as Club Constitution and Bylaws. Many articles moved to Club Bylaws, so renumbering of remaining articles is also done.
Preamble		Rename introduction to Preamble, consistent with other governance documents
Preamble		<b>*NEW*</b> Identify other Club governance documents referenced in Bylaws.
I.1		Move to Club Bylaws Article III.C Fees and Dues, consistent with sample LCI Bylaws.
I.2		Friends of Lions now Article I.A
I.3		Move to Club Bylaws Article III.F
I.4		Move to Club Bylaws Article XI.1
I.5		Move to I.B Member Orientation
I.6		Move to Club Bylaws Article I.A.2 Membership
I.7		Move to I.C Loss of Family Member
I.8		Move to I.D Club Roster
II		Add titles for each section for Board of Directors for clarity and consistency.
II.A		Add Consensus label for clarity.
II.B		Add Orientation Meeting label for clarity.
II.C		Add Project Proposals label for clarity and change subsection 5.
II.D		Add label President's Discretionary Fund and change \$500 to \$1,000 to reflect current practice.
III.7		Move to Club Bylaws Article IV Finances.
III.8		Move to Club Bylaws Article IV Finances and Foundation Bylaws Article VII Finances.
III.15		Move to Club Bylaws Article IV Finances and Foundation Bylaws Article VII.
III.16		Move to Foundation Bylaws Article VII Finances.
III.17		Move to Club Bylaws Article IV Finances and Foundation Bylaws Article VII.

Article & Section	Sub-section	Reason for Change
IV.1-former		Move Committees to II.B BOD Orientation Meeting.
IV.2-former		Move vice president committee assignments to Club Bylaws Article V. Duties of Officers, consistent with sample LCI Bylaws.
IV		*NEW* Social Media Policy - Language from LCI sample Social Media Guidelines for Clubs We have needed some type of social media policy for many years. Abuse of these guidelines could be cause for dismissal from Lions Club after review by the Board. There were several instances of gray areas of social media use by Lions that seemed inappropriate.
V		*NEW* Amending policy: Language from LCI sample, adapted for our club. Policy needs to be agile to meet the needs of the club and board on a regular basis.

FUTURE REVISIONS

Article	Section	Reason for Change

## ISSUES FOR CONSIDERATION IN FUTURE YEARS?

1. **Electronic Voting Bylaw:** Massachusetts law allows non-profits to have electronic voting processes in Bylaws. There are several best practice examples for reference. We currently do informal electronic voting via email for adding or dropping members. Fund Screening also regularly uses this method. It is useful to address issues arise between regularly scheduled BOD meetings or when certain BOD members are unable to attend in person. (e.g., use of skype, facetime, or conference call).
2. **Policy Guidelines for Electronic Voting:** There are processes about electronic voting that may be best integrated into Club policy to allow for modification as technology changes occur.
3. **Policy Guidelines for Acknowledgement of Donations:** Flesh out details of who is responsible for writing acknowledgement letters and thank you letters for donations received in regular day-to-day business and for events like Action, Golf, and Holiday Festival. When does treasurer do it, when does chairperson of event assign person to do it? Does Secretary need to write letters?
4. **Policy Guidelines for Fund Screening:** We have loose guidelines posted on the website donate and grants page. These do not provide enough details as to what types of grants we will give or if "quid pro quo" is required or enhances the chance for receiving grants. We need a rubric that the fund screening committee can use to judge donation causes fairly and reflects Club's and LCI current needs (e.g., scholarships, education, youth, senior, and veteran clubs/groups, etc.) or the five core LCI service areas of diabetes, hunger relief, vision, pediatric cancer and the environment.
5. **Fund Screening Committee Meeting Dates:** Propose having one in March or April. (current process is monthly), two at most, one in Fall, one in spring. Reasoning: we know what money we have available for our community grants and fund screening process. Best practice at other non-profit foundations have an annual or semi-annual review process to assess all applicants in a single pool. All applicants can be

assessed and judged on their merits at the same time across all our service domains. This will mitigate multiple requests in the same year and repetitive arguments about the same issues every BOD meeting.

The fund screening committee will communicate with applicants and make initial cuts and recommendations to BOD as they do now. One BOD meeting could be dedicated to finalize all grants before presenting final slate to members at a general meeting.