



## **SECOND VICE DISTRICT GOVERNOR**

### **Information and Guidelines**

#### **District and Club Administration Division**

### **BACKGROUND**

Many Lions districts worldwide, from MD 13 (Ohio, USA) to MD 111 (Germany), have successfully utilized the position of second vice district governor to strengthen district operations, to better prepare Lions to serve as district governors, and to create more opportunities for leadership development.

After studying the positive results and benefits attained by these districts, the LCI Board of Directors developed formal guidelines and duties for the position of Second Vice District Governor during 2007-08. Subsequently, delegates at the 2008 Bangkok International Convention approved a by-law amendment officially creating the office of second vice district governor. The following provides a detailed overview of the position and information on the nomination and election procedures.

### **BENEFITS**

#### **1. What are the advantages of having a second vice district governor?**

In today's fast changing world, individuals must blend their family demands, work commitments and volunteer work. Because the district governor's role is a complex and demanding one, he/she will be able to share his/her responsibilities with the first and second vice district governors. This will foster collaboration, provide continuity in district administration and better prepare the first and second vice district governors for the role of governor. Based on the success experienced in districts already utilizing this position, a stronger, more cohesive and efficient district leadership team will emerge.

#### **2. What is the general breakdown of duties between the governor and vice district governors? And how do they work as a team?**

The governor and the first and second vice district governors are a team working together to provide effective district leadership. As the team leader, the district governor -- in addition to supervising overall district operations -- is responsible for developing teamwork strategies, coaching and motivating the vice district governors, and monitoring overall performance of the team. The first vice district governor is primarily responsible for assisting with membership development, assisting with the chartering of new clubs, and promoting district events. The second vice district governor is primarily responsible for focusing on retention issues affecting the district and for increasing the awareness among Lions about various association programs.

This collaborative team approach not only can improve district administration but it also helps prepare vice governors to become more confident and effective district governors over a two-year period. As second vice district governor, they are able to learn how the district operates, they become more familiar with LCI programs and they assess the needs of local clubs. Then, as first vice district governors, they assume more responsibility for growing clubs and membership, for taking on special assignments, and for representing the district governor at meetings and events as requested. Districts currently utilizing the

second vice governor position have clearly found that this ‘learning by doing’ approach has been very valuable to leadership development.

### **3. What are the specific duties of the first vice district governor?**

A detailed description of the duties is found in the International By-Laws, board policy and the *Standard Form District Constitution And By-Laws*. The first vice district governor shall:

- Further the purposes of the association;
- Perform administrative duties as assigned by the district governor and accept and complete other duties as required by the International Board of Directors
- Attend cabinet meetings;
- Preside at cabinet meetings and other meetings in the absence of the governor and participate in council meetings as appropriate;
- Assist the governor in identifying opportunities and challenges facing the district and in developing long-term strategies to strengthen and grow the district;
- Conduct club visitations when requested by the district governor;
- Work with the District Membership, Extension, Leadership Development and Convention Committees and assist them in reaching their goals for the year.
- Supervise other district committees at the request of the district governor;
- Participate in the planning of the following year including the district budget;
- Become familiar with the responsibilities of the district governor.

### **4. What are the specific duties of the second vice district governor?**

A detailed description of the duties is found in the International By-Laws, board policy and the *Standard Form District Constitution And By-Laws*. The second vice district governor shall:

- Further the purposes of the association;
- Work with other district officers to promote membership growth, new club organization, and member retention;
- Attend cabinet meetings;
- Preside at cabinet meetings and other meetings in the absence of the governor and the first vice district governor;
- Monitor the health of clubs by regularly reviewing LCI recap and membership reports; develop action steps to assist declining clubs in coordination with MERL teams and zone/region chairs;
- Assist in preparation of the budget and other matters to be continued in the following year;
- Supervise appropriate district committees as requested by the district governor;
- Accept and complete other duties as required by the association’s policy or as assigned by the district governor. For example, conduct club visitations, offer assistance to declining clubs, work with the District Convention, LCIF and Information Technology Committees.
- Become familiar with the responsibilities of the district governor and first vice district governor.

## CANDIDATE QUALIFICATIONS/ELECTIONS

### **5. Who is eligible to be a candidate for second vice district governor?**

Any Lion who:

- Is an active member in good standing in a club that is in good standing;
- Is endorsed by his/her club or the majority of the clubs in the single or sub-district;
- Has served as club president and a member of the board of directors of the club for two years and as zone or region chairperson or cabinet secretary or cabinet treasurer, with none of these offices being accomplished concurrently. A Lion must hold these offices for a full term or major portion thereof.

These same qualifications apply to the election of the first vice district governor who will serve in 2009-2010.

### **6. Is the second vice district governor the only candidate eligible for first vice district governor the following year?**

Yes, unless the second vice district governor does not stand for election as first vice district governor, or if the office is vacant at the time of the district convention. In this circumstance, any club member who fulfills the qualifications for the office of second vice district governor may be elected as first vice district governor. Additional qualifications are outlined in the *International By-Laws*, Article IX, Section 6.b.

### **7. Is an election required for the second vice district governor to succeed to the office of first vice district governor, and the first vice governor to succeed to the office of district governor?**

Yes, a district must conduct an election for each officer every year. The elections are by secret written ballot and a candidate must receive a majority of the votes cast by the delegates present and voting at the district convention. However, it is possible that the existing first vice district governor or second vice district governor may choose not to stand for election. In such circumstances, a Lion that meets the qualifications for candidacy contained in the *International By-Laws* may submit their candidacy to the nominations committee.

### **8. How does a district choose a second vice district governor?**

A district elects a second vice district governor in accordance with *International By-Laws*, Article IX, Section 6 and the district's (single, sub- or multiple) constitution and by-laws and adopted election procedures. A district also conducts a separate election for the first vice district governor. Candidates for the first and second vice district governors must appear on the ballot.

### **9. Could a Lion be a candidate for both first and second vice district governors?**

Since both offices are new and vacant in fiscal year 2009-2010, technically a Lion could be a candidate for both offices for district elections held in 2008-2009. In subsequent years, the only candidate eligible for first vice district governor will be the second vice district governor. Each district is encouraged to have candidates specify the office that matches their experience. A Lion cannot hold both offices simultaneously.

## DISTRICT BY-LAW AMENDMENTS

### 10. How does a district amend its constitution and by-laws?

A district amends its constitution and by-laws according to the amendment provision contained in its constitution and by-laws. The *Standard Form District Constitution and By-Laws* provide guidance regarding the amending procedures (see Constitution Article VII and By-Laws Article X). Any district (single, sub-, multiple) constitution and by-law provision for a second vice district governor must be consistent with the International Constitution and By-Laws.

### 11. Can a district elect a second vice district governor without amending its by-laws?

Yes, the second vice district governor is an official position of the association as provided in the International By-Laws. The district's constitution and by-laws should be amended to be consistent with the International Constitution and By-Laws. However, if the district's by-laws are not amended, the International By-Laws and *Standard Form District Constitution And By-Laws* would govern.

### 12. Can a district modify the duties of a second vice district governor to meet the district's needs?

Yes, a district may define additional and different duties in its district constitution and by-laws. These modifications must be consistent with the provisions of the International Constitution and By-Laws and board policy.

## FIRST OR SECOND VICE DISTRICT GOVERNOR VACANCY

### 13. What happens if a district is unable to fill the office of second vice district with a qualified candidate?

There is vacancy in the office of second vice district governor. In this case, a district reports the name of the first vice district governor to the English Language Department, International Headquarters. The vacancy remains in the office until the district fills it. Districts are encouraged to fill any vacancies since doing so will expand the pool of Lions qualified to be future governors. This is because Lions eligible to fill second vice district governor vacancies need to only have completed one year as a club officer and one year as a district cabinet member.

Thus, the vacancy filling procedures may actually help districts that have experienced challenges in finding qualified candidates for first vice governor.

### 14. How does a district fill a first and/or second vice district governor vacancy?

A district fills either vacancy according to the provisions of the single, sub-district or multiple district constitution and by-laws. Any Lion is eligible and qualified to fill either vacancy if he/she:

- Is an active member in good standing of a Lions club in good standing in his/her district;
- Has served as an officer of a Lions club and member of the district cabinet for a full term or major portion thereof, with none of these offices being accomplished concurrently.

## ADDITIONAL INFORMATION

### **15. When does the office of second vice district governor become effective?**

The term of second vice district governor begins July 2009. A district calls for candidates and conducts an election for this officer in 2008-2009.

### **16. Is the office of second vice district governor mandatory or optional?**

The second vice district governor is neither a mandatory nor an optional office. It is an official position of the association. The terms “mandatory” or “optional” do not define the office and these terms have never been used to describe the office of district governor. Based on the inquiries from districts worldwide and their keen interest in the office of second vice district governor, it is anticipated that districts will call for candidates and elect this officer in 2008-2009 to take office in 2009-2010.

### **17. Is the name of the second vice district governor reported to International Headquarters?**

Yes, the second vice district governor election results are reported to the English Language Department, International Headquarters by the district governor after the district convention. The name, address and contact information should be reported. A district unable to elect a second vice district governor reports the first vice district governor election results.

### **18. What financial support is available for the second vice district governor?**

Based on the success and experience of districts already utilizing the position, the duties and responsibilities of the second vice district governor should not require significant additional expense. Some of the larger multiple districts using the position, for example, do not require the second vice governor to attend council meetings, which is one way to manage resources effectively. Additionally, the district governor may share their LCI expense reimbursements for club visitations if the first or second vice district governor is assigned responsibilities for such visits on the governor’s behalf.

### **19. To whom should inquiries and requests for additional information regarding the second vice district governor be directed?**

For inquiries, please contact the English Language Department at International Headquarters. The e-mail address is [englishlanguage@lionsclubs.org](mailto:englishlanguage@lionsclubs.org)

*These questions and answers are general guidelines. Districts can find more details about a second vice district governor in the International Constitution and By-Laws, the Standard Form District Constitution and By-Laws and their own adopted election procedures.*