

## **EUROPA FORUM**

### **RULES OF PROCEDURE FOR EUROPA FORUM**

Revised "Rules of Procedure" and attached reclassified Appendix B and C  
was adopted by Europa Forum in Porto 2001  
Attached reclassified Appendix D and E was adopted by Europa Forum in Brussels 2002  
Revised last time by Europa Forum in Bucharest 2007  
Present Appendix A was adopted incorporated as part of "The rules of Procedure"  
by Europa Forum in Bucharest 2007

#### **ARTICLE I            INTERPRETATION**

The following rules of procedure have been formulated and shall be read construed and operated in the spirit of the Constitution and By-Laws of the International Association and of the guidelines regarding Area Forums set out in the Policy Manual of the Association's International Board of Directors.

#### **ARTICLE II           PURPOSES AND OBJECTS**

- 1) The Europa Forum shall be an annual meeting for all the Lions from the European Countries irrespective of different nationalities and cultures to meet together for the purposes following:
  - a) To promote fellowship and mutual understanding amongst all the members of Lions Clubs located in Europe,
  - b) To furnish an open forum and market place for the exchange of experience and for the development of new ideas on Club and District administration and on Lions' activities in a multicultural society in Europe,
  - c) To promote the objectives of Lions Clubs International and to train European leaders in Lionistic skills,
  - d) To stimulate participation in International and other Conventions,
  - e) To receive reports from LCI representatives to the organisations with headquarters in Europe such as Council of Europe, WHO, FAO, UNESCO, UNICEF, UN Office in Geneva and UN Office in Vienna, and to discuss their contents,
  - f) To promote the Lions Clubs International Foundation,
  - g) To provide an opportunity for open discussion of possibilities and the assessment of European needs for joint service activities in a multicultural society in Europe for the benefit of all people,
  - h) To promote and implement the current goals of the President of the Association.
  
- 2) The Forum shall achieve these purposes by making recommendations to all Multiple Districts, Districts and Clubs but shall have no power to superimpose or create and governing structure over and above the regular Multiple District, District and Clubs organizations nor to collect dues.

### **ARTICLE III MEMBERSHIP**

- 1) The Lions Organization in any Country or State pertaining to the Europa Constitutional Area may become a member of the Europa Forum if it shall have adopted these rules by an appropriate resolution in the case of a District (Multiple, Single or Provisional) of its Convention or in the case of Undistricted Clubs of a meeting of all Clubs. Any such Lions Organization so becoming a member is hereinafter called "Member Country or State".
- 2) Membership may be discontinued by giving six months previous notice in writing to the Forum President to expire on the last day of the ensuing Forum.
- 3) For the purpose of this Article the term "Lions Organization" shall include a District (Multiple, Single or Provisional) and all undistricted Clubs of a Country or State acting together.

### **ARTICLE IV FORUM OFFICERS**

The Officers shall be a President (who shall be appointed by the Host Country acting by the Council of Governors of the Multiple District or by the Cabinet of the District or by a Committee of all Undistricted Clubs) with two Vice-Presidents (being the Immediate Past and Future Forum Presidents).

These Officers shall take office upon the adjournment of the Forum prior to that for which they are so to serve. The President shall be a Past International President or a Past International Director or a Past District Governor or a Past President of an Undistricted Club residing within the Host Country and he shall have participated in at least three previous Forums within the last five years.

### **ARTICLE V FORUM ORGANS**

The organs of the Forum shall be –

- a) The European Council (the Council)
- b) The Monitoring Group
- c) The Programme Committee
- d) The Organising Committee

and the composition and duties of these respective bodies shall be as hereafter specified.

### **ARTICLE VI EUROPEAN COUNCIL**

- 1) The European Council (the Council) shall be the body for the formation and control of Forum policy, its themes and rules of procedure directed to the achievement of its Purposes and Objects but subject to the advice and supervision of the conduct of the Forum by the Monitoring Group.
- 2) The Council shall be composed of one voting delegate (or more delegates having between them one vote) for each Member Country or State as before defined.

The selection of each delegate shall be evidenced by a certificate signed by the Council Chairman of the respective Multiple District or the Governor of the respective District or the Presidents of the respective Undistricted Clubs. The majority of such Member Countries or States represented and entitled to vote shall constitute a quorum and any decision (other than such relating to the amendment of these Rules of procedure and of the Europa Forum Standing Orders which shall require the 2/3 affirmative vote of those present and entitled to vote) shall be taken by simple majority.

The result of each decision made at a meeting of Council shall be formally declared by the Chairperson of that meeting and should be duly recorded in the published minutes thereof:

- Delegates present and entitled to vote.
  - Delegates voting in favour.
  - Delegates voting against.
  - Delegates abstaining.
- 3) The Council shall be chaired without the right to vote (excepting only by using a casting vote to preserve the status quo in the event of a tied vote) by the President of the Forum assisted by the two Vice-Presidents and the International Directors from Europe currently in office.
- 4) In addition to its general powers the Council shall have power to deal with the following specific matters:
- a) The presentation of candidates from Europe for the office of International Second Vice-President of the Association
  - b) The presentation of candidates from Europe for the office of International Director.
  - c) The appointment of a “Europa Forum’s Advisor & Archivist” for five years. His duties shall include to monitor decisions taken and to act as advisor to the Monitoring Group, to the Programme Committee and to the Host Country’s Organising Committee.
  - d) The Appointment of “Europa Forum’s Accountant(s)” for five years. His/their duties shall include to control the expenses of the Forum and to put them into perspective with those of previous Forums.
  - e) The selection up to a maximum of five years in advance of a Host Country and venue for the Forum in accordance with the guidelines as to requirements for Host Countries hereinafter appearing and ensuing a desirable rotation of venues, and the confirmation as soon as practicable of suitable dates for the event. Member Countries or States wishing to host the Forum are requested to present information concerning registration fees and hotel costs and their intention to ask for voluntary contribution.
  - f) The approval two years in advance of the Main Theme for each Forum, to be a theme of general European and Lionistic interest. The Host country concerned shall be accorded the courtesy of proposing the Main Theme it would wish to adopt giving notice thereof to the Council by June 15. This should not preclude any other Member Country or State from submitting an alternative proposal to the council by the same date
  - g) The supervision of the work and scope of the Programme Committee and the approval one year in advance of its suggested planning for the next Forum.

- h) The receipt of the report on the financial results of last year's Forum, prepared and presented by the Europa Accountant(s).
  - i) The receipt of the report on the results of the workshops of the actual Forum requiring a voting decision.
  - j) The receipt of other proposals submitted by a member Country or State requiring a voting decision.
  
  - k) In order to deal with special subjects the Council may appoint sub-committees, the reports of which shall be presented to the Council.
  - l) Amendments of these Rules and of the Europa Forum Standing Orders (provided that any proposed amendment thereto shall first have been submitted as to the wording thereof to the Forum's Advisor & Archivist and approved by a Convention of a Member Country or State)
- 5) The International President, International Vice-Presidents, International Directors, District Governors, Past International Presidents and Past International Directors are entitled to attend the meetings of the Council.  
Past District Governors, International Relations Directors or Chairmen and other Lions with assignments related to the purposes of the Council and especially nominated by their Member Country or State may attend the meetings of the Council.
- 6) At the conclusion of the Forum the President shall send information including a copy of the motions carried, and concerning proposals of amendments to the International Constitution, to LCI and the Forum Presidents of the other geographical areas of the Association.

## **ARTICLE VII      MONITORING GROUP**

- 1) The Monitoring Group shall be composed of the current International Directors from Europe, and the Europa Forum Archivist & Advisor in a non-voting position. It shall be chaired by the International Director appointed by the International President to the Forum.
- 2) It shall meet at the conclusion of each Forum and immediately prior to the commencement of the Forum.
- 3) Its responsibilities shall be -
  - a) To make a critical study of the past Forum and to make suggestions for the next Forum based on past experience
  - b) To survey the conduct of the Forum in comparison with the rules of LCI.

## **ARTICLE VIII      PROGRAMME COMMITTEE**

- 1) The Programme Committee shall have the duty and aim to develop and implement the Europa Forum's themes and agendas. It shall ensure that the agenda will include major fields of actual Lionistic interest and concern with particular emphasis on the participation therein of the Clubs in Europe.

- 2) It shall meet immediately prior to the commencement of the Forum, at the conclusion of the Forum in its new composition and for a preparatory meeting during the month of February preferably. In case of important or urgent matters related to the preparation of Forum, the Programme Committee may convene for another meeting.
- 3) The Programme Committee shall be established at the conclusion of the Forum and shall be composed as follows:
  - i) The President of next year's Forum, as Chairman
  - ii) The Presidents of the following two Forums, as Vice Chairmen
  - iii) The International Director appointed by the International President of the Association to follow next year's Forum
  - iv) The Forum's Advisor & Archivist
  - v) Two members of each of the Countries that will host the Forum next year and the year after.

The Programme Committee will work in this composition until next year's Forum is concluded.

- 4) Decisions of the Programme Committee shall be taken by simple majority of participants present. In the event of a tied vote the Chairman of the Committee shall have a casting vote.
- 5) The Programme Committee shall have the duty to deal with the following specific matters:
  - a) To develop the agenda for next year's Forum, including seminars and workshops relating to the selected Main Theme of the Forum and to present it to the Council of the current Forum for approval.
  - b) To select and, with the approval of the Council, appoint a key-note speaker to introduce the Main Theme. The Host Country shall be accorded the courtesy of proposing the key-note speaker.
  - c) To be flexible to introduce into the agenda any topic of actual Lionistic interest up to the beginning of the forum if possible.
  - d) To accept and, if possible, include proposals on topics for seminars and workshops introduced by Member Countries or States provided they relate to the Main Theme.

## **ARTICLE IX ORGANIZATION COMMITTEE**

- 1) An Organisation Committee has to be set up as soon as the Member Country or State to host a Forum has been selected. The structure and the working methods of the Organisation Committee are the responsibility of the Host Country. It is suggested that the Organisation Committee involves professionals for the various tasks it has to perform.
- 2) Its responsibilities shall be the preparation and operation of the Forum in its Country. In doing so it shall closely co-operate with the programme Committee.

Beside these general tasks it is also requested:

- a) To establish an Internet Centre for the distribution of news concerning the Forum,

for the registration of participants and their partners for the Forum  
and for the exchange of information between the Forum and its Members.

- b) To develop the budget of the Forum and to carefully control all financial issues of the Forum.
- c) To develop a final report on expenses within three months after completion of the Forum and to deliver it to the Forum's Accountant(s).

## **ARTICLE X            ORGANISATION**

- 1) The Forum shall be held annually in the months of September or October, the dates to be approved by the Association's International President.
- 2) The Forum President shall convene the Forum before 30<sup>th</sup> April.
- 3) Any Member Country or State wishing to submit a proposal to the Council at the Forum shall do so by 15<sup>th</sup> June.
- 4) Any proposal containing a recommendation to the European Districts of the Association and relating to the Clubs shall show how the Clubs may put the proposals into practice and any proposal the realisation of which involves a cost factor shall contain an estimate thereof and a suggestion of how such cost can be met
- 5) Agendas for all the meetings at the Forum compiled on the basis of the decisions taken at the February meeting of the Programme Committee and completed with additional proposals to the Council submitted by 15<sup>th</sup> June shall be sent to all Member Countries or States by 15<sup>th</sup> July.  
Any amendments to such agendas shall be notified to the Forum President at least 15 days before the Forum.
- 6) The official language of the Forum shall be English or French or German or Italian or a Scandinavian language. The Host Country shall make the choice of one of these languages, provide translation facilities at the main meetings into the remaining four named languages and on request, if possible, into any other language, but in the latter case the cost shall be paid by the Member Country or State requesting the same. The term "main meetings" shall include the Opening and Closing Assemblies, the meeting with the International President and the presentations of the key-note speaker(s) and some seminars and workshops according to the Programme Committee decision.
- 7) All information materials such as invitations, programmes, booklets, etc. have to be prepared in the five Forum languages. All input contributions should be presented in two languages, the author's home language and English. Minutes, reports and all official output papers should be in English and include headlines of the contents translated into the other four official languages.
- 8) For the collection and circulation of news concerning the Forum the Host country should open a home page for the Forum. It should update this information at least three times a year. At the same time the Host country should send at least one letter per year to all members for distribution to their clubs.

The Host country should request the editors of European Lion Magazines to inform about the Europa Forum. To facilitate the task the Host country should be required to release three times a year to the editors information containing as much of the contents of the Europa Forum as is available. CCs and SDGs should support the distribution of this information.

- 9) The “Europa Forum’s Advisor & Archivist” shall maintain and update these Rules of Procedure so that records may be available to all Member Countries or States upon request and free of cost.
- 10) These Rules of Procedure and successive amendments thereto shall become effective upon the adjournment of the Forum at which the same have been adopted by the Council.
- 11) The Guidelines for Host Countries and the Model Calendar contained in the appendixes "A" and "B" hereto shall be observed, subject only to any minor variations of timing in the Calendar which may be necessary to meet local conditions in Host Countries.

## **ARTICLE XI FINANCIAL ASPECTS**

- 1) The necessary administrative costs of the Forum (as well as the February meeting of the Programme Committee) shall be met by the Host Country which may recover it by charging registration fees to the respective participants, and by making appropriate charges likewise to participants in optional programme of social events.  
At the end of the Forum the Host Country is asked to prepare a final cost report using the accounting frame presented at the Europa Forum Deauville 96 and used for the Europa Forum Budapest 98. This report will be handed to the “Europa Forum’s Accountant(s)” who shall be appointed by the Council in order to control the expenses of the Forum and to put them into perspective with those of previous Forums.
- 2) Voluntary contribution may be used in exceptional cases such as for the new Lions countries during a start-up phase or if the Host country holds less than 1.500 members. In the latter two examples voluntary contribution will work automatically without any ad hoc decisions.

The surplus of a Forum using voluntary contribution has to be put into a special fund for the benefit of following Forums.

- 3) Host countries are urged to endeavour to mitigate the costs by obtaining sponsorship or by other means.
- 4) Accounting activity will become mandatory in any case, with or without voluntary contribution.
- 5) Expense Report.  
The auditor should produce a full report on the expenses of the VIP guests of the forum. This report must be sent to all MD and single districts within the European Council.

## **APPENDIX "A"                      EUROPA FORUM STANDING ORDERS**

These revised Europa Forum Standing Orders are basically updated and in a more compact form than those adopted in 1987.

The present Standing Orders are adopted by the Europa Forum in Bucharest 2007. Europa Forum in Bucharest 2007 has resolved that "Europa Forum Standing Orders" to be incorporated as Appendix A in present "Europa Forum Rules of Procedure".

To apply only to the European Council,  
The Monitoring Group and any other decision making meetings.

1. At the commencement of all European Council meetings the Forum President will invoke these Standing Orders. Being entirely neutral, the Forum President shall express a personal opinion on any matter under discussion only after he/she vacates the chair and speaks from the body of the audience.
2. Any person wishing to speak on any matter, must be a Forum registered Lions member, must have the permission of his/her delegate (European Council only), must have the permission of the Forum President (European Council only), announce his/her name and country and address the chair. If a speaker exceeds the time limit or if the subject is inappropriate the President is empowered to stop the speaker. For time schedule constraints, or any other valid reasons, the Forum President is entitled to change the order of the business items on the agenda, to limit the number of speakers, with the exception of a "point of order" (this is a legitimate objection to the course of the meeting and the rules being applied, including moving to the next point on the agenda).
3. Subject only to the provisions of section 7 hereof, a person cannot speak more than once to the same resolution / amendment or other matter. Only the proposer of a resolution / amendment exercising his/her right of reply can speak more than once on any such matter under discussion.
4. Each resolution / amendment will be proposed and seconded individually by nominees on behalf of one or more member country or state (as defined in Article III.1 of the Europa Forum Rules of Procedure) before consideration by the meeting. In the event that a proposer is unable to present for valid reason, the Forum President must introduce the proposal.
5. If appropriate, the Europa Forum President shall have the discretion to introduce for consideration, emergency resolutions / amendments, provided they could not have reasonably been submitted on time.
6. In the event that a duly proposed resolution is not carried, the same or similar proposal will not be taken into consideration the following year.



7. At decision making meetings, any proposal for resolution will be introduced and explained in a maximum time limit of 3 minutes (excluding the time necessary for reply). In the general debate that follows, any speaker will be entitled to speak once on that matter for a maximum of 2 minutes and he/she must direct the presentation strictly to the matter under discussion. The chairperson of all meetings has the authority to deviate from the above if appropriate.
8. The voting on any matter (European Council only) shall be by a show of cards (green = yes, red = no, white = abstention). In the event of a position to be fulfilled by election, there must be the provision of a secret ballot.

## **APPENDIX "B"                      GUIDELINES FOR HOST COUNTRIES**

1. **Essential basic requirements to be fulfilled by Host Countries at the selected venue**
  - a) **Hotel accommodation**  
Sufficient bedrooms (spread over 2, 3 or 4 star categories) to be available for advance booking as arranged by the Host Country's Organisation Committee.
  - b) **Airport**  
Facilities for medium range aircraft on international flights to a nearby airport, with bus transfer service to actual venue.
  - c) **Conference facilities**
    - \* A large hall seating a minimum of 1500 persons with simultaneous translation equipment
    - \* A smaller hall
    - \* Several smaller committee rooms
    - \* A large area for agora, stands, meeting points, enquiries and information desks
    - \* International communication facilities.
  - d) **General secretariat during the Forum**  
To provide adequate interpreters, hostesses a copying and typing service for small items, travel agency, and other services for participants.
  - e) **Transport**  
To be arranged between hotels and where events are to take place.
  - f) **Official guests**  
The Organising Committee should adhere strictly to the basis set out in the Memorandum of March 1988, i.e. 24 for the Forum

## **2. Rotation of venues**

To be implemented in accordance with Article VI paragraph 4) (c) of the foregoing Rules of Procedure

For the purpose of ensuring a desirable balance in the selection of Host Countries and the actual venues therein the following grouping of the Member Countries or States shall be adhered to and the selection shall be made so far as is possible in the numeral order of such groups commencing in 1985 provided that an appropriate invitation is received from a Member Country or State within the group entitled to extend an invitation for the year in question.

If no such invitation is received from within the group so entitled by rotation an invitation may be entertained and accepted from within the group next entitled in numerical sequence.

Group 1 (Central Europe): Austria, Belgium, Czech Republic and Slovakia, France, Germany, Holland, Hungary, Luxembourg, Monaco, Poland, Republic of Russia (Moscow), Romania, Switzerland.

Group 2 (Northern Europe): British Isles and Ireland, Denmark, Estonia, Finland, Iceland, Latvia, Norway, Sweden

Group 3 (Southern Europe): Andorra, Croatia, Gibraltar, Greece/Cyprus, Israel, Italy, Malta, Portugal, Slovenia, Spain, San Marino, Turkey

## **APPENDIX «C»**

## **MODEL CALENDAR**

### **1. Requirements between Forums**

- a) At the beginning and at the conclusion of each Forum:  
A meeting of the Council, the Monitoring Group and of the Programme Committee
- b) At least 30 days before the February meeting of the Programme Committee:  
Meeting to be convened
- c) By 31<sup>st</sup> December:  
Proposals to be submitted for consideration by Programme Committee in its February meeting
- d) During February:  
Programme Committee meeting

- e) Before 30<sup>th</sup> April:  
Forum to be convened
- f) By 15<sup>th</sup> June:  
Proposals to be submitted for consideration by the Council at the Forum and proposals concerning new topics arising to be submitted for consideration to the programme Committee
- g) By 15<sup>th</sup> July:  
All agendas to be sent to Member Countries or States
- h) At least 15 days before Forum:  
Amendments to agendas to be notified to the Forum President

## 2. Sequence and suggested duration of meetings at the Forum

Day 1 (Thursday)      The Council  
 Programme Committee meeting  
 Monitoring Group meeting  
 Opening Session  
 Key Note speaker  
 Seminars, Workshops, market Place

Workshops.

That there is established, a system of headlines for the workshops, as follows:

- Membership
- International Relations
- Youth
- Leadership
- Specials
- Speaker's Corner

These overall topics cover every workshop within these areas, and that important workshops have to be done more than once. Workshops have to be effective and interactive.

First Time Participants.

First time participants should be given the opportunity to participate in a meeting, where they can learn about the forum, and meet other first time participants, in order to get new friends from the start.

Day 2 (Friday)      Seminars, Workshops, market Place

Day 3 (Saturday)    The Council.  
 Programme Committee Meeting  
 Monitoring Group meeting  
 Closing Session

## APPENDIX «D» OFFICIAL GUESTS EXPENSES FOR THE FORUM

Office held	Max	Wife	Cost of travel borne by:	Participation fees, hotel, meals, .... borne by
Current IP	1	Yes	L.C.I.	H.C.
International Director designated by IP	1	Yes	L.C.I.	H.C.
Other current Intern. Officers	2	-	L.C.I.	H.C. (4)
Current ID from Constitutional Area	4	Yes	L.C.I.	H.C.
Current District Governors	-	-	(5)	(5)
Past IP from Constitutional Area	4	-	L.C.I.	H.C.
A member of L.C.I. HQ Staff	-	-	L.C.I.	L.C.I. (6)
Forum President	1	-	-	H.C.
Forum Vice-Presidents (1)	2	-	(2)	H.C.
Forum Advisor & Archivist	1	Yes	H.C. (3)	H.C.
Representative to the Council of Europe	1	-	-	H.C.
	17	7		

H.C.: Host Country

- (1): The Immediate Past and Future Forum Presidents as Vice-Presidents
- (2): Own MD/Organising Committee
- (3): Reimbursement of travel costs by H.C. to be based on lowest reasonable cost
- (4): If H.C. specifically invites a Lion of any rank, the H.C. should state what expenses will be available
- (5): Own MD or D arrangements
- (6): See Board Policy Manual, Chapter XV, N/13 & N/14

## APPENDIX «E» ACCOUNTING SYSTEM FOR VOLUNTARY CONTRIBUTION

1. As a guideline the voluntary contribution called hereafter “contribution” could be the equivalent in each national currency of €0,2 per each European Lions Member as per December 31 of the previous year.
2. The contribution of the European Lions will be collected by their respective Multiple or Single Districts or Undistricted Clubs Treasurers.

3. Each Forum President and Treasurer will establish a special bank account where contributions will be forwarded by the Europa Forum Member Countries; the details of this account will be delivered to each Member Country within the end of December of the year before the Forum venue.
4. The collected contributions will be forwarded to the Forum special account until the end of the month of August of the year of the Forum.
5. The Forum President and Treasurer will have the joint authority and responsibility to use the contributions.
6. The Forum President and Treasurer will prepare before the end of the December following the Forum venue, the final issue of the Forum financial report, including the contributions, social events, as well as all other income and expenditure.
7. One of the most recent Past International Directors appointed by the European Council at the previous Forum and the Forum Advisor & Archivist will audit all the Forum accounts, as well as the financial report and present their report to the following February Programme Committee meeting and to the European Council at the following Forum.
8. It is mandatory that any surplus in the financial exercise of the Forum up to the voluntary contribution received by such Forum will be put into a special fund for the benefit of following for a, according to Article XI / 2 of the Rules for Procedure

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**NOTE:**

The foregoing text includes amendments properly proposed and adopted at

1983 Forum at Venice	
1984 Forum at Munich	
1986 Forum at Århus	
1987 Forum at Lisbon	
1990 Forum at Limassol	
1994 Forum at Berlin	
2001 Forum at Porto	
2002 Forum at Brussels	Reclassified Appendix D and E
2004 Forum at Rome	
2007 Forum at Bucharest	

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