

LITPC POLICY STATEMENT

SUBJECT: Alternate Site Meeting, Selection of

1. Article IV of the LITPC Constitution provides that when the LITPC Board of Directors determines that there will be insufficient attendance of the membership at a Lions Clubs International Convention to conduct the business of the Club, based on a survey of the total membership, there shall be an Alternate Site Meeting (ASM) at a site approved by the LITPC Board of Directors.
2. After the aforementioned survey of the total membership is completed and it is determined that there will be a need for an alternate site to the location of the LCI International Convention, the LITPC First Vice President shall be responsible for initiating the necessary actions to solicit site bids from interested LITPC organizations. In this connection, an ASM shall not be held two weeks prior to or two weeks following an LCI Convention. The basic requirements for conduct of the LITPC ASM are as follows:
 - a. To avoid major conflicts with Multiple District conventions, the proposed dates for the conduct of the ASM must be widely coordinated within the LITPC, including a notice in the LITPC newsletter and the LITPC website. In this connection, all concerned should be advised to notify the LITPC First Vice President within 10 days of the notice that there may be a conflict.
 - b. In the solicitation of bids for the ASM, it should be clearly indicated that the Annual Meeting and Breakfast that is conducted at an ASM is strictly under the control of the LITPC. In this connection, the LITPC Second Vice President and the LITPC Breakfast Chairman, in carrying out their overall responsibilities for our convention, will maintain control of all agenda items for the meeting and breakfast.
 - c. Included, but not limited to, are facility requirements that need to be considered. There must be:
 - i. Adequate trading facilities/area to accommodate up to 150 traders.
 - ii. Six foot (by approximately thirty inches) table to accommodate up to 150 traders, with a minimum of one chair per table.
 - iii. A meeting room to accommodate up to 50 individuals for the conduct of the LITPC Board of Directors Meeting.
 - iv. Adequate space requirements for the LITPC Hospitality Room. Although not highly desirable, the hospitality accommodations may be in the trading room.
 - v. An adequate number of rooms to accommodate handicapped members who need special consideration. In addition, handicapped parking spaces are a special consideration requirement.
3. Priority consideration in the selection of a site may be given to holding our meeting in conjunction with an established pin swap. Should this not be possible, there are no restrictions against the LITPC Board selecting a site that will be exclusively for the LITPC. To assure that all interested parties are given equal opportunity to bid on the ASM, a prominent notice must be included in both the LITPC newsletter and on the LITPC web site.
4. All bidding parties for hosting the LITPC ASM shall be invited to make their presentation at the next meeting of the LITPC Board of Directors following the deadline established for submission of such bids. To avoid any misunderstandings, the bidding parties shall be made to understand during their presentations, that all matters relating thereto must be approved by the LITPC Second Vice President and/or the LITPC Breakfast Chairman.
5. The final decision on the location and dates for the conduct of the ASM shall be made by the LITPC Board of Directors after all bidding parties have made their presentation, and notice of the decision shall be made known to all parties involved, as well as the general LITPC membership.
6. The successful bidding party shall maintain close coordination with the LITPC Second Vice President who has overall responsibility as our Convention Chairman. In addition, the LITPC Breakfast Chairman shall be included in the coordination process on all matters related to the breakfast. The LITPC Breakfast Chairman is responsible for the proper protocol for the event, including the preparation of the proposed agenda.
7. This statement supersedes LITPC PS of November 2012
8. Approved by the Board of Directors on 19, March 2019.