



# Europa Forum

Rules of Procedures

January 2019

Incorporating

Standing Orders

&

History of the Europa Forum

(Document 38 pages)

## **Glossary of Definitions**

### **Accountant**

Elected for five years by the European Council, his/her duties shall include to control the expenses of the Forum and to put them into perspective with those of previous Fora. **It is recommended that candidates should have participated in at least three previous Fora within the last five years and can demonstrate a good knowledge of the Europa forum.**

### **Advisor and Archivist (hereinafter called A&A).**

Elected for five years by the European Council, his/her duties shall include to monitor all decisions taken and to act as advisor to the Supervisory and Host Committees. The A&A will be the living conscience and the embodied continuity of the Europa Forum. He/She must ensure that the decisions taken are acted upon properly in later years. **It is recommended that candidates should have participated in at least three previous Fora within the last five years and can demonstrate a good knowledge of the Europa forum.**

### **Committee - Working Group**

Committee is an entity created by the European Council on a permanent basis, recurrent from Forum to Forum, to deal with topics of general interest for the Lions of Europe. A Working Group has a temporary nature and is appointed by the European Council to accomplish a specific task. The members of both entities are proposed by the Europa Forum President and voted upon by the European Council, (however, the Long Range Planning Committee Europe has its own membership rules, the rotation of its members is set, they are supervised and proposed by the A&A and accepted by the Committee). **Working Groups (when necessary) can be established by the European Council, the cost is carried by participants home MD & District which is appreciated by the member countries of Europe.**

### **Designated International Director**

One of the acting International Directors from Europe that the Association's International President appoints to supervise the Europa Forum. He/She shall take office upon the adjournment of the Forum (at the optional Supervisory Committee meeting) prior to that for which he/she is to serve and the term of office will cease at the adjournment of the Forum.

### **Europa Forum**

The Europa Forum is an annual meeting for all the Lions belonging to the Constitutional Area of Europe.

### **Member Country or State**

The Lions Organisation in any Country or State pertaining to the Constitutional Area of Europe: Multiple District, Single District, undistricted Areas and Clubs, provided their membership of the Europa Forum is approved by the European Council (see Article III), hereinafter called a Member.

### **Forum Officers**

#### **Forum President**

The Chairperson of the Host Committee who shall be appointed by the Host Country's Council of Governors (Multiple District) or by the Cabinet of the District (Single District) or by a Committee of all undistricted Clubs. The President shall usually be a Past International President or a Past International Director or a Past District Governor or a Past President of an undistricted Club. **He/she must reside within the Host Country and it is recommended that they should have participated in at least three previous Fora within the last five years.**

**The Supervisory Committee must ascertain that these qualifications are met.**

#### **Forum Vice-President**

The forthcoming Forum President.

The Forum Officers shall take office upon the adjournment of the Forum prior to that for which they are to serve.

## **Forum structure**

### **European Council (hereinafter called the Council)**

Is the body for the formation and control of Forum policy, composed of one voting delegate for each Member (see Article V)

#### **Supervisory Committee**

Its primary objective is to oversee the logistics, administration, any financial matters, and the content of the Forum (see Article IV).

#### **Long Range planning committee Europe**

The responsibilities of this committee are described in appendix I here under.

#### **Host Committee**

Its responsibilities are the preparation and operation of the Forum in the Host Country. In doing so, it shall closely co-operate with the Supervisory Committee. The Host Committee is chaired by the Forum President. (see Article IV).

### ***Article I : Mission statement***

“To provide an open forum for the exchange of ideas, knowledge, mutual understanding and fellowship; promote humanitarian service activities, further programmes and goals of Lions Clubs International in the multi-cultural society of Europe.”

### ***Article II***

The Europa Forum shall be an annual meeting for all the Lions from the European Countries irrespective of different nationalities and cultures.

The Forum may make recommendations to all Members but shall have no authority either to superimpose or create any governing structure over and above the regular organisational structure of Lions Clubs International in the constitutional area of Europe, or to collect dues.

### ***Article III : Membership***

1) The Lions Organisation in any Country or State belonging to the Constitutional Area of Europe may become a member of the Europa Forum if it shall have adopted these rules by an appropriate Resolution of its National (Multiple or Single District) Convention, or in the case of undistricted Clubs, of a meeting of all its Clubs, provided that its membership is approved by the European Council. The new member may not exercise its voting rights until the ensuing European Council meeting.

2) Membership may be discontinued as a result of a valid decision of the Member. The Member shall have to duly notify the Forum President thereof before June 15, latest.

## *Article IV*

### **4.1) The structure of the Forum**

- European Council
- Supervisory Committee
- Host Committee
- Working groups

### **4.2) Long Range Planning Committee Europe:**

The responsibilities of this committee are described in appendix I here under.

### **4.3) Supervisory committee**

Its primary objective is to oversee the logistics, administration, any financial matters, and the content. Furthermore, the Supervisory Committee's duty is to ensure that the Europa Forum complies with the Board Policy Manual.

The Supervisory Committee consists of the following functions:

- Forum President
- Forum Vice President
- Designated ID ( who will be the Chairperson of the Committee )
- 2 \* Host Programme Director (current and forthcoming)
- A&A

The Supervisory Committee organises its work at its own discretion and timetable; however, it shall organise one formal meeting in February. At this meeting members of the Host Committee will be invited as appropriate (i.e. The Thomas Kuti Contest Chair, etc.) at no cost to the Host Committee or the Forum. If the designated ID and the A&A consider it necessary, a further meeting can be arranged with the Forum President and senior committee members. The Supervisory Committee may also decide to conduct meetings at the Forum venue, prior to and after the Forum.

### **4.4) Host Committee**

4.4.1) The Host Committee shall be formed as soon as the Member to host a Forum has been selected. The structure and the working methods of the Host Committee are the responsibility of the Host Country. It is suggested that the Host Committee involves professionals for the various tasks it has to perform.

4.4.2.) Besides these general tasks it is also requested:

4.4.2.1) To operate a Sub-Portal on **[www.lions-europaforum.org](http://www.lions-europaforum.org)** for the distribution of all useful information concerning the Forum, for the registration of participants and their partners to the Forum and for the exchange of information between the Forum and its Members. **The Sub-Portal shall be opened not later than the adjournment of the previous Forum.**

4.4.2.2) To develop the budget of the Forum and to carefully control all financial issues of the Forum

4.4.2.3) To develop a final report on expenses **before March 31** after completion of the Forum and to deliver it to the Forum's Accountant.

4.4.3) The Host Committee will propose – at its own discretion – the Main Theme of the Forum – preferably 2 years in advance.

#### 4.5) Working Groups

A working group has a temporary nature and is appointed by the European Council to accomplish a specific task. The members are proposed by the Forum president and voted upon by the European Council

#### **Article V : European Council ( agenda, resolutions, delegates, voting, responsibilities)**

The Agenda for the Council meetings will be determined by the Forum President based on draft Resolutions received from the Members and the February meeting of the Supervisory Committee.

Draft Resolutions should be sent in English language to the Forum President with copy to the A&A by **June 15**.

The Forum President will publish these same draft Resolutions on the sub-portal with an e-mail notice to the Members **before July 31 latest**, to duly prepare them for the discussion and voting to take place during the European Council meeting.

**No other Resolution will be taken onto the Agenda of the European Council unless the President and the Vice-President, assisted by the Archivist and Advisor, decide that an emergency Resolution is called for (see later: reports of working groups, etc.).**

The same group might also decide to forward any proposals for voting to the next Forum in case the Resolution requires that the member countries further discuss the issue.

- 5.1) The Council shall be chaired without the right to vote (excepting only 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 Vice-President, the Forum Secretary and the A&A ( see APPENDIX A: Standing Orders)
- 5.2) The delegate status to the Council shall be evidenced by a Letter of Authority signed by the highest ranking officer of the Members (can be sent in by email to both Forum President copy to A&A). The majority of such Members represented at the Forum and entitled to vote shall constitute a Quorum. If the Quorum is not reached, the Council is reconvened after 30 minutes; at this reconvened meeting no quorum applies. Multiple District, District and Undistricted Members, may register their voting delegates at the forum. If a member needs to have its voting right authenticated at the Forum, the Forum President and A&A may authorise it after having checked the request is well founded
- 5.3) 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. For other details of the voting procedure see APPENDIX A: Standing Orders.
- 5.4) The result of each decision made at a meeting of the Council shall be formally declared by the Chairman with all the relevant details (number of votes, green, red and white cards, etc) and should duly be recorded in the published minutes thereof.
- 5.5) The election of the A&A, the Accountant, the Thomas Kuti Contest (The Music Contest) and Bert Mason Ambassador Award Committee Chairs (on recommendation of the relevant Committee), as well as the endorsement of the members of the LRPCE Committee.
- 5.6) The selection up to a maximum of five years in advance of a Host Country and a venue for the Forum in accordance with the guidelines described in APPENDIX B. In order to apply for organising a Forum, the Member country in question must prove that its national Convention (or equivalent) has previously endorsed the intention. **The application must prove by a preliminary budget forecast (see appendix G) that the Forum to be organised is financially viable. The Head Quarters hotel shall be advised along with an offering of hotels and firm rates.**

- 5.7) The approval of a Member's request as to the use of the Voluntary Contribution Scheme (see APPENDIX F)
- 5.8) The receipt of the report on the financial results of last year's Forum, prepared and presented by the Europa Forum Accountant.
- 5.9) The receipt of the report on the results of the workshops of the actual Forum requiring a voting decision. The receipt of other proposals submitted by a member requiring a voting decision (subject to the opening remarks of this article).
- 5.10) In order to deal with special subjects, the Council may appoint working groups the reports of which shall be directly presented to the Council for discussion and decision. If such a report requires voting at the Council, same has to be submitted to the Forum President copy to A&A before **June 15**.
- 5.11) Amendments of these Rules and of the Europa Forum Standing Orders other than coming from a working group appointed for this purpose by the Council (provided that any proposed amendment thereto shall first have been submitted as to the wording thereof to the Forum's A&A) have to be previously endorsed by the national Convention (or equivalent) of a Member before June 15. Similarly to the rules in place, The Long Range Planning Committee Europe can also submit amendments to the Forum President and A&A by June 15<sup>th</sup>.
- 5.12) At the conclusion of the Forum, the President shall send information to LCI including a copy of the motions carried, and concerning proposals of amendments to the International Constitution and By-Laws.
- 5.13) It is recommended that the Council meetings be audio-recorded and these records are kept for further reference until the 3<sup>rd</sup> ensuing Forum.

## ***ARTICLE VI: Organisation***

- 6.1) The three day Forum shall be held annually in the period from the last full week in October through the first full week in November, in each case, from Friday through Sunday. The dates to be approved - at least two years in advance - by the Association's International President.  
(Also see LCI Board Policy Manual Chapter XX111)
- 6.2) To allow the Members and Lions of Europe to receive adequate information, **the Host Committee shall publish all useful mailing addresses on the Sub-Portal not later than the adjournment of the previous Forum.**
- 6.3) **The Members** are required to appoint an experienced Lion to be their Liaison to the Host Committee, to update their mailing address information at all times ( especially immediately after the commencement of the Lions year in July) and keep the Host Committee duly informed thereof.
- 6.4) The Forum President shall convene the Forum before **April 30** by means of posting it on the sub-portal, with e-mail notice to the Members.
- 6.5) Any Member wishing to submit a proposal to the Council at the Forum shall do so by June 15, after having endorsed it by its national Convention (or equivalent).
- 6.6) The final agendas for all the meetings at the Forum ( compiled on the basis of the decisions taken at the February meeting of the Supervisory Committee and completed with additional proposals to the Council ) shall be published by **July 31**.
- 6.7) The official language of the Forum shall be English or French or German or Italian or a Scandinavian language. The Host Committee shall make the choice of one of these languages, provide translation facilities at the main meetings into the remaining 4 named languages and on request, if possible, into any other language, but in the latter case the costs thereof shall be borne by the Member requesting this. The Host Country may use its national language at the main translated meetings, at its own cost.

Translation is mandatory at the Opening and Closing Sessions, the Council meetings and the meetings with the International Officers (International President, 1st Vice-President and European Directors).

The Seminars and workshops will primarily be held in English, enlisting volunteers assisting with translation. Host Committees are encouraged to organise workshops in other official languages or the language of the host country to attract a more diverse Lions audience from the multicultural constitutional area of Europe. There will be no extra cost burden to the host country.

Europa Forum is a Non-political gathering of European Lions and global Lions friends. Respect for this intention is requested from all candidates seeking elected office. The use of posters, signs, banners and similar campaign material shall not be permitted.

6.8) All information materials such as invitations, programmes, etc. have to be prepared in the five Forum official languages. All input contributions should be presented in 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.

6.9) Information and news concerning the Forum shall be posted and updated by the Host Committee at the Sub-Portal operated under the European Forum Portal ([www.lions-europaforum.org](http://www.lions-europaforum.org)). All communication with the Members and exchange of any and all information is to be done by means of this Sub-Portal.

6.10) The Guidelines for the Host Countries and the Model Calendar contained in APPENDICES "B", "C" and "D" shall be observed, subject to only minor variations of timing.

## ***ARTICLE VII : Financial aspects***

7.1) The necessary administrative costs of the Forum (as well as of the February meeting of the Supervisory Committee) shall be met by the Host Committee which may recover it by charging registration fees to Forum participants, and by making appropriate charges likewise to participants in an optional programme of social events. \* (see APPENDIX B 1.9)

7.2) At the end of the Forum the Host Committee shall prepare a final cost report using the accounting frame as per APPENDIX G.

7.3) Voluntary contribution may be requested by Host Countries with less than 1,500 members (see APPENDIX F). The surplus from a Forum using voluntary contribution – up to a maximum of the amount received – shall be either proportionally transferred back to the donor Members or donated to a European humanitarian project according to the Council's decision.

7.4) Europa Forum is not for profit, therefore any surplus realised by a Europa Forum – above the contribution of a Member – shall be donated for a humanitarian project, at the discretion of the organising Member.

These Rules of Procedure will be kept and maintained in English.

It is the Member countries' responsibility to translate and update same in their own languages. The language versions will be published on the [www.lions-europaforum.org](http://www.lions-europaforum.org) under the responsibility of the Members.

In case of disputes, the most recent dated English edition supersedes all other language versions.

These new Rules of Procedure will be phased in gradually, according to a separate plan proposed and endorsed by the Council. These new Rules of Procedure will be totally applicable from 2012 onwards. In the case of accepted proposals in future years, hosting countries already appointed should be considered and phasing allowed where required.

## **APPENDICES:**

APPENDIX A: Europa Forum Standing Orders  
Revised spring 2007 updated spring 2009

APPENDIX B: Guidelines for Host Committees

APPENDIX C: Proposed Sequence of Events & Recommended Guidelines for the  
Europa Forum events

APPENDIX D: Model Calendar

APPENDIX E: Official Guest Expenses for the Forum

APPENDIX F: Accounting system for voluntary contribution

APPENDIX G: Accounting Frame of the Europa Forum

APPENDIX H: Job Descriptions

APPENDIX I: Long Range Planning Committee Europe



## **APPENDIX A:**

### **Europa Forum Standing Orders**

Revised spring 2007 updated spring 2009

To apply only to the European Council, 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 be 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 Committees**

#### **1. Essential basic requirements to be fulfilled by Host Committees at the selected venue:**

##### **1.1) Hotel accommodation:**

Available for advance booking (by the Internet sub-portal) as arranged by the Host Committee. (See Article V 5.6)

##### **1.2) Airport:**

International flights to a nearby airport, with transfer service available.

##### **1.3) Conference facilities:**

1.3.1) A large hall with seating for a minimum of 1500 persons and with simultaneous translation equipment.

1.3.2) Several smaller conference rooms, minimum 5 to seat at least 50 persons

1.3.3) A large area for Agora, stands, meeting points, inquiries and information desks.

1.3.4) International communication facilities ("Internet Point", etc.)

##### **1.4) Internet Sub-Portal:**

A Web Portal is operated by the IT working group: [www.lions-europaforum.org](http://www.lions-europaforum.org)

The Portal and the Sub-Portals are in CMS format.

The Portal's General content covers:

Mission statement

Service activities and humanitarian actions of LCI

Description of the Europa Forum

European humanitarian activities

Cooperation with other areas (Africa, Asia.)

Pictures from previous Fora

Lions and International organisations like EU, UN. , etc

Rules of Procedure

Minutes of previous Fora

Sub-Portals EF 2009

EF 2010

EF 2011, etc

##### **1.5) General secretariat during the Forum**

To provide adequate interpreters, secretarial support, guides, copying and typing service for small items, travel agency.

## **1.6) Transport**

To be arranged between hotels and where events are to take place free of charge only to registered participants.

## **1.7) Official guests**

See Appendix E.

## **1.8) Rotation of venues**

For the purpose of ensuring a desirable balance in the selection of Host Countries and the actual venues therein the following grouping of Members is recommended:

### **Group 1 (Central Europe)**

Austria, Belgium, Czech Republic & Slovakia, France, Germany, The Netherlands, Hungary, Luxembourg, Monaco, Poland, Republic of Russia (Moscow), Romania, Switzerland & Liechtenstein. Ukraine

### **Group 2 (Northern Europe)**

British Isles, Denmark, Estonia, Finland, Iceland, Ireland, Latvia, Lithuania, Norway, Sweden

### **Group 3 (Southern Europe)**

Andorra, Bosnia & Herzegovina, Bulgaria, Croatia, Gibraltar, Georgia, Greece/Cyprus, Israel, Italy, The Republic of Northern Macedonia, Malta, Portugal, Serbia, Slovenia, Spain, San Marino, Turkey.

New members will be added to the Groups where they geographically belong.

## **1.9**

### **Refer, (Chapter XX111 4) Board Policy Manual. Area Forums**

All forums, shall be financially self supporting and any deficiency shall be the sole responsibility of said forum. Each forum shall have the authority to collect registration fees in an appropriate amount.

## APPENDIX C:

### Proposed Sequence of Events

#### 1. Requirements between Fora:

1.1) *At the beginning and at the conclusion of each Forum*, subject to the decision of the Supervisory Committee and if necessary: meeting(s) of the Supervisory Committee

1.2) *At the adjournment of the previous Forum*: the setting up and operation of the Sub-Portal by the Host Committee.

1.3) *By November 30* (the previous year): web page and registration available on the Internet Sub-Portal, reminder and invitation of proposals (seminars, workshops, presentations, speakers, etc)

1.4) *By December 31* (the previous year)

(Agenda) proposals to be submitted for consideration by the Supervisory Committee for its February meeting: meeting convened.

1.5) *During February*:

Supervisory Committee meeting

1.6) *Before April 30*:

Forum to be convened by the Forum President by publishing it on the Internet Portal, with an e-mail notice to the Members.

1.7) *By June 15*:

Draft Resolutions to be submitted for consideration by the Council at the Forum and proposals concerning new topics arising to be submitted for consideration to the Supervisory Committee.

1.8) *By June 30*:

Midyear report sent by Programme Director to LRPCE as detailed in APPENDIX I.

1.9) *By July 15*:

The A&A to visit the Host Committee to ensure that all deadlines and all member countries' requirements are met.

1.10) *By July 31*:

All draft Resolutions and Agendas to be published on the Internet Sub-Portal with an e-mail notice to the Members.

1.11) *By August 31*:

In case of emergency, the Designated ID and the A&A shall ensure that all draft Resolutions and Agenda's be sent (posted on the Internet Portal) to Members in English.

## **2. Sequence and suggested agenda and duration of meetings at the Forum ( see Model Calendar APPENDIX D)**

### **The title, Day 1, Day 2, Day 3 are optional .**

During the Fora of 2017 Montreux/ 2018 Skopje it was resolved - The three day Forum shall be held annually in the period from the last full week in October through the first full week in November, in each case, from Friday through Sunday. The dates to be approved - at least two years in advance - by the Association's International President.

(Also see LCI Board Policy Manual Chapter XX111)

#### ***Day 1:***

Supervisory Committee Meeting (if held), Seminars, Workshops, Agora, Thematic meetings.

Welcome Party

#### ***Day 2:***

Opening Session

European Council 1.

VDGs meet the first VP

DGs meet the IP.

Seminars, Workshops, Thematic Meetings, Agora

Host Night

#### ***Day 3 :***

Meet your International Directors meeting

Meet your IP

European Council 2.

Seminars, workshops, Agora

Supervisory Committee meeting( if held )

Closing Session

Gala Dinner

### ***Recommended Guidelines for the Europa Forum events:***

No business on Thursday (apart from some seminars/workshops and thematic meetings) and many participants have the opportunity to arrive Thursday.

#### **Welcome – Get Together**

1.5 hour max. One drink, no food, included in the registration fee, max one short speech, to be held in connection with the opening. The idea is to give the participants a chance to get to know the locality and to socialise. Hereby give the local Lions a chance to promote the local area. Hosting Committee to arrange advertising and a discount encouragement for visiting European Lions.

Welcome speech of the local DG or CC – 5 minutes

#### **Speaker's Corner**

Projects, fundraisers, service activities having a general Lions interest but not taking more than 30 minutes will be programmed within the Thematic Sessions programme group by the Host Committee.

Slots have to be bookable online which will give the participants a chance to see the list of topics and speakers beforehand and decide what they might listen to.

As well as English, Host Committees are encouraged to programme these presentations in other languages also.

#### **Agora**

Must be available, at the lowest possible price for Lions, a different cost for businesses.

#### **Meet your International Director:**

This session will be organised and chaired by the Designated International Director.

This session would enable the European Lions to meet and understand the activity of their elected representatives on the International Board.

#### **Opening**

Max 1.5 hours.

Presentation of candidates for 3rd International Vice President and International Director should be made without a candidate speech but delegates should be encouraged to meet and have contact with candidates during the Forum. (The candidates are encouraged to reserve and utilise "Speakers Corner" slots to promote this opportunity).

Flag ceremony	20 min
Anthems	5 min
Civic presentation	5 min
Incoming International Director + candidates for 2nd International Vice President	5 min
Forum President	5 min
Designated International Director or International President	5 min
Motivational speech	20 min
Art performance	15 min

#### **Host Night:**

It is recommended that this event is reduced (a large – university or other communal – hall with food stalls characteristic to the area, some artistic performance but not a seated second Gala Dinner ) permitting Forum participants – if not registering for this event – participants to optionally go out and better get to know the area, to socialise.

Another option for the Host Committee is to organise this evening with the help of the local Lions Clubs who would invite the Forum participants permitting Lions Clubs International exchange, friendship.

In both cases, the Host Committee may register participants to this event by charging a nominal fee.

**Closing: max. 60 minutes**

Winners of the competitions Bert Mason Ambassador Award and Thomas Kuti Contest (Music Contest) 30 min

Forum President (10 min)

Designated International Director or International President (the one who did not speak during the opening) 10 min

Next Forum presentation (10min)

**APPENDIX D: Model Calendar:** During the Fora of 2017 Montreux/ 2018 Skopje it was resolved - The three day Forum shall be held annually in the period from the last full week in October through the first full week in November, in each case, from Friday through Sunday. The dates to be approved - at least two years in advance - by the Association's International President. (Also see LCI Board Policy Manual Chapter XX111)

	Room 1	Room 2	Room 3	Room 4	Room 5	Congress Hall	
	THEMATIC	YOUTH-YEC Attention: Special & appropriate rooms to be organised for the Bert Mason Ambassador Award & The Thomas Kuti Contest (Music Contest).	MEMBERSHIP LEADERSHIP	ACTIVITIES	IR	PLENARY	EXTRA Congress Center
<b>Day 1</b>						<b>Sim. Translation</b>	
9:00 - 10:30	Supervisory Com.						
10:30 - 11:00	Break	Break	Break	Break	Break		
11:00 - 12:30							
12:30 - 14:00	Break	Break	Break	Break	Break		
14:00 - 15:30							Agora
15:30 - 16:00	Break	Break	Break	Break	Break		
16:00 - 17:30							
19:00 - 20:30							Welcome - Get together
<b>Day 2</b>							
9:00 - 10:30						Opening Ceremony	Agora
10:30 - 11:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
11:00 - 12:30						Int. 1st VP meets VDGs	
12:30 - 14:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break	
14:00 - 15:30						IP meets DGs	
15:30 - 16:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
16:00 - 17:30						European Council I.	
19:00 - 21:30							Host Night or Free
<b>Day 3</b>							
9:00 - 10:30						Meet your IDs	Agora
10:30 - 11:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
11:00 - 12:30						Meet your IP	
12:30 - 14:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break	
14:00 - 15:30						European Council II.	
15:30 - 16:00	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	
16:00 - 17:30						Closing Ceremony	
17:30 - 19:00	Supervisory Com.						





## APPENDIX E:

### Official Guest Expenses for the Forum

Office held	Max	Spouse	Travel	Hotel, meals, etc Fees	Part.
Current IP**	1	YES	LCI	LCI	HC
ID designated by IP	1	YES	LCI	HC	HC
Intl. Exec. Officers	2 *	YES	LCI	LCI	HC

\* (Note should be taken from Board Policy Manual. ChapterXX111. Area Forums note 10. Here it is stated the Executive Officers that may attend.

Current IDs from Europe	5	YES	LCI	HC	HC
Past IPs from Europe (1*)	2	YES	LCI	HC	HC
Forum VP	1	YES	( 2*)	HC	HC
Forum A&A	1	YES	HC	HC	HC
Forum Accountant	1	YES	HC	HC	HC
Max. no. of possible guests	14	14			

#### Legend:

HC: Host Committee

\*\*The forum shall provide a one bedroom suite and meals for the International President or his/her designee. Meals and accommodations will be reimbursed by the association and charged to the International President's travel budget.

\* The Immediate Past International President and first Vice President may attend all area forums. The second and third Vice President may attend his/her own area forum. Meals and accommodations will be reimbursed by the association and charged to the officer's travel budget.

(1\*) All PIPs from the Constitutional Area of Europe attending the Forum

(2\*) Own Multiple or Single Districts

N.B.: Any Lions officials' expenses other than listed above and required to make a report and/or presentation during the Europa Forum will be covered by him/her or his/her District/Multiple District.

## APPENDIX F:

### Accounting system for voluntary contribution

Voluntary contribution may be requested by Host Countries with fewer than 1,500 members.

- 1) As a guideline, the voluntary contribution, called hereinafter **contribution** could be the equivalent in each national currency of minimum € 0.2 per each European Lion member as of December 31 of the previous year.
- 2) The contribution of the European **Lions** will be collected by their respective Members' Treasurers.
- 3) **Each Forum President and Treasurer will establish a special bank account where contributions will be transferred by the Europa Forum Member Countries;** the details of this account will be delivered to each Member country **before the end of December** of the year before the **Forum**.
- 4) The collected contributions will be forwarded to the **Forum's** 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**, the final issue of the **Forum's** financial report, including the contributions, social events, as well as all other income and expenditure.
- 7) **The Forum** accounts and the financial report will be audited by a local certified accountant, and the Report thereof will be presented to the European Council at the following **Forum**.
- 8) **It is mandatory that the surplus from a Forum using voluntary contribution – up to maximum the amount received – shall be either proportionally transferred back to the donor Members or donated to a European humanitarian project according to the Council's decision.**
- 9) See APPENDIX B. 1.9.

**All forums, shall be financially self supporting and any deficiency shall be the sole responsibility of said forum. Each forum shall have the authority to collect registration fees in an appropriate amount.**

## **APPENDIX G: ACCOUNTING FRAME OF THE EUROPA FORUM**

### **STANDARD BUDGET FORM (ALL IN EUROS)**

<b>A</b>	<b>Income</b>
1	Participants fees
2	Social events
3	Hotel
4	Voluntary Contribution
5	Contribution from Host MD
6	Sponsorship in Cash
7	Agora
8	Other Income
<hr/>	
9	<b>TOTAL INCOME</b>
<hr/>	
<b>B</b>	<b>Expenses</b>
1	Hotel Costs
2	Get Together Party/Opening Ceremony
3	Coffee Breaks
4	Lunches
5	Gala Dinner
6	Host Night if any
7	VIPs Hospitality
8	Music Competition
9	Agora
10	Photo/Video
11	Commssions paid re Sponsorship
12	Organization Fees
13	Flowers, decorations, gifts,t-shirts, ties etc.
14	Banking
15	Phone, mail, copying
16	Transportations in preparation and during Forum
17	Rental fees: Venues, facilities, equipment
18	Simultaneous translation
19	Office supplies, secretariat, register, staff
20	Translation other than simultaneous
21	Printing
22	Social event, excursions
23	Other
<hr/>	
24	<b>TOTAL EXPENSES</b>
<hr/>	
<b>C</b>	<b>Net Result</b>

## **APPENDIX H: JOB DESCRIPTIONS**

### **EUROPA FORUM ADVISOR AND ARCHIVIST (A&A)**

The Europa Forum Advisor & Archivist (A&A) is appointed by the Council for five years. His/her duties are to

- monitor all decisions taken
- act as advisor to the Supervisory , Host and Long Range Planning Committee Europe and to the Forum President.
- ensure that decisions taken are acted upon properly in later For a.
- maintain archive for official minutes of the Europa Fora in general and the Council meetings in particular
- monitor the audit and reporting of the Europa Forum
- maintain and update the Europa Forum Rules of Procedure
- It is suggested that candidates will have attended a minimum of 3 three previous Fora within the last five years

The A&A takes part in the work of the Supervisory Committee and is bound to draw the attention of the Designated ID and the Forum President on discrepancies found in relation to the Rules of Procedure. If his advice in this respect is not acted upon, he is obliged to report same at the next Europa Council meeting.

The A&A's expenses are covered by the Host Committee, as specified in the Rules of Procedure and its Appendices.

## **EUROPA FORUM ACCOUNTANT**

The Europa Forum Accountant is appointed by the Council for five years. His/her duties are to Advise potential applicants to organise Europa forum on preparing a preliminary budget forecast to check on financial viability of future Europa fora

- control the expenses of the Forum and put them into perspective with previous Fora
- monitor the audit of the Forum performed by the Host Committee
- develop and monitor the Forum's statistical information system together with A&A
- report to the Council the financial results of the previous year's Forum
- monitor that the Voluntary Contribution Accounting System is properly adhered to and applied by the Host Committee and report to the Council as needed.
- It is suggested that candidates will have attended a minimum of 3 three previous Fora within the last five years

The Europa Forum Accountant's expenses are covered by the Host Committee, as specified in the Rules of Procedure and its Appendices.

## APPENDIX H: JOB DESCRIPTIONS – CONTINUED

### EUROPA FORUM PROGRAMME DIRECTOR

The Programme Director shall be appointed from the Host Committee. His/her duties are to:

- serve on the **Supervisory Committee, Host and LRPCE for two successive years**, initially as the forthcoming Programme Director and then as the Forum Programme Director, in order to receive/provide feedback on the content of the current and then the forthcoming Forum.
- work closely with the A&A and the designated ID for the forthcoming Forum to ensure that there are appropriate sessions for each of the 5 main topic areas which are timetabled, with a Chairperson, Secretary and Presenters. In this respect he/she has **to submit a midyear report to the LRPCE and A&A by June 30<sup>th</sup>** to seek advice (see more details in appendix I)
- serve on the Host Committee as the primary organiser of the Forum Programme and tasks shall include:
  - Formulating a Programme Schedule, including events, in consultation with the President of the Forum and with the Host Committee such that it follows the suggested agenda and duration of meetings (see Appendices C2 and D).
  - Assisting the Host Committee with the preparation of the Summary Programme Schedule and the detailed Analytical Programme.
  - Ensuring correct provision of room facilities with appropriate equipment, seating, etc, according to the programme schedule.
  - Briefing Chairpersons and Presenters on their roles during Forum, with particular regard to the reporting arrangements.

## APPENDIX I: LONG RANGE PLANNING COMMITTEE EUROPE

### Tasks of The Long Range Planning Committee Europe

- 1) The primary objective is to ensure continuity, quality and experience with regard to the content of the Forum and its workshops which should be of the highest possible professional standard.
- 2) The LRPCE will assume the responsibility of overseeing Europa Forum programme content, under the direction of the appointed ID and A&A. **The Programme Director designated by the Host committee for the forthcoming Europa forum will submit a midyear report (latest June 30<sup>th</sup>), which will be overseen by the LRPCE, who will invite comments from the three most recent Europa Forum Programme directors**, these comments will be collated to ensure continuity and quality and enable advice, through the LRPCE, to the programme director to ensure continuity and quality.
- 3) To ensure the continuous exchange of information and better understanding between the LCI Board of Directors and Area Europe.
- 4) To implement the European diversity in the work of the Board of Directors with the aim of making a valuable contribution to the worldwide activities of LCI
- 5) To provide structural analyses and proposals on how to secure qualitative membership growth in Europe in coordination with any membership initiatives of the International Board of Directors.
- 6) To act as an advisory body to identify suitable recommended rotation which would enable fair opportunity to the member countries for European International Director positions.
- 7) To ensure the future International leadership of area Europe is befitting the ever-increasing professional standards of volunteerism.
- 8) To ensure that the existing guidelines are adhered to and submit amendments to existing recommendations to the Council when appropriate.
- 9) With the exception of unforeseen circumstances, such amendments, if any, will be phased in gradually to permit the Multiple Districts and Districts of Europe to prepare for the changes (see new 5.7 of the Rules of Procedure).
- 10) To scrutinise the operational structure of the Europa Forum and to submit proposals for improvement if appropriate. (see new 5.12 of the Rules of Procedure)
- 11) Similarly to the rules in place under 5.11, the Long Range Planning Committee Europe can also submit amendments to the Forum President and A&A by June 15<sup>th</sup>.
- 12) As proposed by MD111 in Sofia 2016, "To establish a permanent "WASH" work group for the Europa Forum **\* it is suggested the LRPCE assume responsibility.**

### **The Long Range Planning Committee Europe consists of the following members:**

- The most recent European Past International President shall be the Chairperson of the LRPCE, if the chairperson cannot participate at the meeting, the LRPCE shall elect a Vice Chairperson, with the same prerogatives rights as the Chairperson, from among the committee members present.
- The designated ID for the next year Europa forum.
- The current Second Year International Directors from the Constitutional area of Europe.
- The Immediate Past International Directors from the Clubs of Europe.



- The representatives of those Lions Clubs International (LCI) Areas of Europe that are not represented by the International or Past International Directors (the A&A must ensure that the LCI Areas choose these representatives before the upcoming Europa Forum).

The appointed representatives shall be English-speaking Past International Directors, as knowledge of the workings of the Board is of primary importance. Their term will last until a new Second Year Director from their area replaces them on The Long Range Planning Committee Europe.

- The A&A, as secretary of The Long Range Planning Committee Europe, in a non-voting position. (In the event that the A&A should attain the position of International Director whilst holding A&A office, the dual positions shall have no vote).

The Host Programme Director for two successive years, initially as the forthcoming Programme Director and then as the Forum Programme Director, as a consequence, there would be 2 Programme Directors in attendance, both in a non-voting position.

All the PIPs of Europe are invited to attend, in a non-voting position.

The voting members of The Long Range Planning Committee Europe shall be the current Second Year International Directors, The designated ID for the next year Europa Forum, the Immediate Past International Directors and the representatives of the LCI areas of Europe.

The Chairperson has a non-voting position; in the event of an equal vote he/she has a casting vote.

The LCI areas of Europe considered for the purpose of The Long Range Planning Committee Europe, based on cultural consideration, are as follows:

Area 1: 101, 104, 106, 107, 109

Area 2: 102, 110, 114

Area 3: 111

Area 4: 103, 112, 113

Area 5: 105, 133

Area 6: 108

Area 7: 115, 116, 117, 118, 128

Area 8: 119, 120, 121, 122, 123, 124, 126, 129, 130, 131, 132, + un-districted areas.

The Committee holds one annual meeting during the Europa Forum. The Chairperson may summon additional meetings when required and if appropriate.

The costs of this Committee are no burden to the Forum budget. They will be met by the member country of the Committee members when appropriate.

For Transparency : The Long Range Planning Committee Europe to have responsibility of the suggested International Director candidate rotation list for Europe.

Any changes to the accepted list should first be requested to the LRPCE via the Europa Forum Archivist & Advisor.

## HISTORY AND CONTENT OF THIS DOCUMENT

The working Group named below was appointed by the European Councils of Bournemouth 2006, Bucharest 2007, Cannes 2008 & Tampere 2009 to review the Standing Orders the Rules of Procedure and to give consideration to a European Steering Committee that will act as an Advisory body.

Past International Director Phil Nathan	– Chairman
International Director Per Christensen	- Secretary
International Director Enrico Cesarotti	- Member
Past International Director Miklos Horvath	- Member
Past Council Chairman Jean-Claude Aufrere	- Member
Past District Governor Klaus Letzgus	- Member

Assisted by Europa Forum Archivist and Advisor Past Council Chairman Jouko Ruissalo

This final document was accepted by the European Council at the Europa Forum of Bologna 2010 and now becomes the working “Rules of Procedure Document” incorporating the Standing Orders and all Appendices A – I

As a consequence of the first meeting of the European Steering Committee,

Past International Director Phil Nathan

International Director Per Christensen

Past International Director Miklos Horvath

were requested to review the Bologna document.

Assisted by Europa Forum Archivist and Advisor Past Council Chairman Jouko Ruissalo.

Subsequent amendments were proposed by MD 106 and accepted by the European Council of Maastricht 2011.

Further amendments were proposed by MD 103 (Thoms Kuti Contest), MD 105 (Young Ambassador procedures, entitlement of support ), MD 111 (Accountants expenses) and accepted by the European Council of Maastricht 2011.

The "Maastricht" document superceded all previous editions of the Rules of Procedure incorporating the Standing Orders and all appendices A-I, until, Europa Forum Istanbul 2013 where the following proposals were accepted by European Council 2.

Further alterations to rules occurred by proposals from MD111, accepted by EC2 in Istanbul 2013.

Page 2. Definition of Forum President contained within the Glossary of Definition

He/she must reside within the Host Country and it is recommended that they should have participated in at least three previous Fora within the last five years.

Page 7. Article 6.7 Paragraph 3 .

Committees are encouraged to organise workshops in other official languages or the language of the host country to attract a more diverse Lions audience from the multicultural constitutional area of Europe. There will be no extra cost burden to the host country.

Pages 12 and 15. Appendix D: Model Calendar. Altering Friday through Sunday to numbered days which makes the choice optional.

**The Istanbul document superceded all previous editions of the Rules of Procedure incorporating the Standing Orders and all appendices A-I, until, Europa Forum Birmingham 2014 where the following proposals were accepted by European Council 2.**

Alterations to rules occurred by proposals from District 124, MD 105 & MD11

Page 22. Appendix I. (3 proposals)

The A&A, as secretary of The Long Range Planning Committee Europe, in a non-voting position. (In the event that the A&A should attain the position of International Director whilst holding the A&A office, the dual positions shall have no vote)

The current Europa Forum 'Steering Committee' be renamed 'The Long Range Planning Committee Europe'

The formation of a new Area 3, consisting of MD111 alone as with the current Areas 4 & 5. Reformat the Areas and increase 7 to 8.

**The Birmingham document superceded all previous editions of the Rules of Procedure incorporating the Standing Orders and all appendices A-I, until, Europa Forum Augsburg 2015 where the following proposal was accepted by European Council 2.**

MD101 Changed rules in Appendix I to enable the LRPCE to elect a vice chairperson as prescribed within.

The working Group was charged with a review and "spring clean" of the ROP that had been in current form for several years now. The following met in the UK.

Past International Director Phil Nathan – Chairman  
International Director Per Christensen - Secretary  
Past International Director Miklos Horvath - Member

Assisted by Europa Forum Archivist and Advisor Past Council Chairman Jouko Ruissalo

**The Augsburg document superceded all previous editions of the Rules of Procedure incorporating the Standing Orders and all appendices A-I, until, Europa Forum Sofia 2016 where the following proposals were accepted by European Council 2.**

MD111 to rename the European Young Ambassador Award to “Bert Mason Ambassador Award  
MD111 for payment for a copy of the “Bert Mason Young Ambassador Competition” trophy as a permanent keepsake each year  
MD111 to raise the prize money for the European Music Competition to Euro 10,000  
MD111 to establish a permanent “WASH” work group for the Europa Forum \* it is suggested the LRPCE assume responsibility  
MD106 to remove the Advisory Committee  
MD106 to remove the position of Europa Forum 2<sup>nd</sup> VP

**The Sofia document superceded all previous editions of the Rules of Procedure incorporating the Standing Orders and all appendices A-I, until, Europa Forum Montreux 2017 where the following proposals were accepted by European Council 2.**

District 133 Ireland becomes a new member Country . 29 voting Delegates give a Unanimous Green decision – Yes – Proposal Carried

EF A&A Election, successful candidate PID Phil Nathan MD105  
EF Accountant Election, successful candidate PCC Peter Brandenburg MD110

MD112 & MD118 (with the inclusion of a Council accepted small ammendment from MD108). Proposed the formation of a standing **Refugee Relief Committee:**

In recognition of the growing desire of Lions in Europe and elsewhere to bring aid and sustenance to the ever-increasing number of refugees in Europe, the Middle East, Africa and elsewhere, and in accordance with the recommendations of the Long Range Planning Committee of Lions Clubs International, this European Council resolves to establish a Standing Committee of the Europa Forum.

Regular meetings of the committee shall be held during each Europa Forum, each All Africa Conference and each ISAAME Conference. Online conferences shall be held as necessary.

Expenses shall be met personally by members of the committee, but may be sponsored by the member’s Multiple District or District. 29 voting Delegates give a majority Green decision for Yes – Proposal Carried

MD105 & MD 111 Propose the formation of a **Permanent EU Privacy Protection Working Group** (2 resolutions merged together).

The new European General Data Protection Regulation (GDPR) will take effect on 24 May 2018, replacing the hitherto-valid national statutory arrangements.

LCI requires an officially recognised Working Group to represent the European Lions on the issue of handling the upcoming questions relating to the transfer of Member data to the USA. The Working Group shall be mandated with preparing a joint proposal for a solution which shall be voted on by the European Council and submitted to LCI upon ratification.

If represented, the home member country of each Working Group member will be responsible for the costs of travel, accommodation and subsistence for two meetings per year in Europe.

29 voting Delegates give a Unanimous Green decision – Yes – Proposal Carried.

**\*\*MD111 Proposal Regarding an Amendment to the Rules of Procedure for the Europa Forum – Optimisation of Timing.**

Article VI No 6.1 of the Rules of Procedure for the Europa Forum be amended as follows:

“The three-day Forum shall be held annually in the period from September 15 to November 15, in each case from Friday through Sunday. The dates to be approved – at least two years in advance – by the Association’s International President.”

Appendices C and D of the Rules of Procedure shall be amended accordingly.

29 voting Delegates give a majority Green decision for Yes – Proposal Carried 23 - 6

**\*\*THIS RESOLUTION WAS AMENDED BY AN EMERGENCY RESOLUTION DURING EC1 IN SKOPJE 2018**

**This document was Updated June 2017 – Phil Nathan PID. Agreed A&A Jouko Ruisallo PID AND THEN May 2018 by A&A Phil Nathan PID**

**\*\*To amend an error in 2017 it was agreed with MD111 to correct the previous wording of the resolution then proposed and carried, concerning the Timing of Europa Forum annually.**

**See ARTICLE VI: Organisation**

#### **ARTICLE VI: Organisation**

**\*\*6.1)** The three day Forum shall be held annually in the period from the last full week in October through the first full week in November, in each case, from Friday through Sunday. The dates to be approved - at least two years in advance - by the Association's International President.

(Also see LCI Board Policy Manual Chapter XX111)

**The Montreux document superceded all previous editions of the Rules of Procedure incorporating the Standing Orders and all appendices A-I, until, Europa Forum Skopje 2018 where the following proposals were accepted by European Council 2.**

#### **In the European Council 2 meeting 32 Member Country voting delegtes were recorded and registered**

Resolution 1 Proposed by MD105: A full revision of The "Rules of Procedure" as now dated January 2018. (see text in full) **32 YES – Unanimous** , subsequently to also include decisions of Skopje Forum

Resolution 2 & 3: An amalgamation of 2 like proposals to a joint proposal of MD105/MD111. It is concerning Rules of Procedure for the Euro Africa Committee, the committee in existence since 1976 formally submits 7 sub headings as agreed during the committee meeting during the Forum of Montreux. (see text in full) **32 YES – Unanimous**

Resolution 4: A bid with relevant supporting information and material submitted from single District 126 Croatia to Host Europa Forum 2021 in Zagreb . (see text in full) **31 YES – 1 Abstention**

Resolution 5: An application with relevant supporting information and material submitted from Provisional Zone of the Republic of Serbia to become a Member Country of Europa Forum: (see text in full. **32 YES – Unanimous**

Resolution 6: An Emergency Resolution: For Transparency: A Proposal from LRPCE to be included under Appendix I. The committee to have responsibility of the suggested International Director rotation list for Europe. Changes to the suggested list to be submitted and accepted by the committe via EF A&A. (see text in full) **32 YES – Unanimous**

Resolution 7: An Emergency Resolution: A Proposal from LRPCE: To follow on from Article VI 6.7 last paragraph.

Europa Forum is a Non-political gathering of European Lions and global Lions friends. Respect for this intention is requested from all candidates seeking elected office. The use of posters, signs, banners and similar campaign material shall not be permitted. **32 YES – Unanimous**

Resolution 8: A Motion from the Alliance for Children in Street Situation seminar seeking European Council recognition for the importance of the UN's General Comment No.21 (2017) on Children in Street Situations, recommending that Clubs invite their governments to implement. (see text in full) **32 YES – Unanimous**

Resolution 9: A Motion from the EU Privacy Protection Working Group was produced after much discussion.

The European Council commissions the existing EU Privacy Protection Group to organise the procedure of having a Lead European Data Protection Authority for consultation and communication with the Group and LCI. The benefit will be a future harmonised procedure for the transfer of personal membership data valid in every country of the Europaforum.

Further, the European Council commissions the EU Privacy Protection Group to conduct a study, open to active participation of LCI, on a European standardised membership management system. The system must be designed as a European project under European law. The system in question must ensure that the exchange of information with Lions Clubs International Headquarters at all times complies with the general EU data protection regulation. The result of the study shall be presented during the Europa Forum 2019 in Tallinn for further considerations.

”provided that:”

1. The conduct of such investigation shall have no financial cost or implication for any Multiple District, Sub-District, Single District or undistricted area within the Europa Forum, and

2. there is no obligation, expressed or implied, on any Multiple District, Sub-District, Single District or undistricted area within the Europa Forum to adopt the recommendations of such investigation, nor to contribute to any costs incurred by the adoption of all or any such recommendations. **32 YES Unanimous**

**Thereafter, there were 4 Motions from Seminars or Committee's**

Motion 1, from Refugee Relief Committee Opening Session. The session implores the European Council to make a motion to request LCI and LCIF to re-establish the Refugee Relief Fund of LCIF discontinued in 2017. (see text in full) **32 YES – Unanimous**

Motion 2, from the Cyber – Bullying Seminar. European Council to Recommend to MD, D, Undistricted Clubs and Leo Clubs, to stimulate debate about bullying among youth during their meetings, introduce programmes and dedicated services, offer to cooperate with schools in their area and implement Lions Quest programmes (see text in full) **32 YES – Unanimous**

Motion 3, Representatives of the Thomas Kuti Competition voted to re-elect Ingo Brookman as Chairman for a further 3 years. (see text in full) **32 YES – Unanimous**

Motion 4, Seminar: Code of Ethics . Basis for Lions Awareness and Empathy. (see text in full)  
**32 YES – Unanimous**

Accepted by the European Council at the Europa Forum of Bologna 2010

Amended by the European Council at the Europa Forum of Maastricht 2011

Amended by the European Council at the Europa Forum of Istanbul 2013

Amended by the European Council at the Europa Forum of Birmingham 2014

Amended by the European Council at the Europa Forum of Augsburg 2015

Amended by the European Council at the Europa Forum of Sofia 2016

Amended by the European Council at the Europa Forum of Montreux 2017

Amended by the European Council at the Europa Forum of Skopje 2018

## **History of the Europa Forum**

The idea was first voiced in 1952 during a meeting between French and Italian Lions, attended, among others, by PIP Friedrichs, PID Pinetti (Bergamo) and Bologna's PID Gardini. From 1953, with the sole exception of 1957, an annual meeting has been held in various locations around Europe. In 1998, the Forum went for the first time to an Eastern European country – Budapest - to mark ten years of Lionism in Hungary. The Italian Multiple District has hosted the Forum in Venice in 1958 and 1983, in Florence (1964 and 2000), Taormina (1972), Genoa (1992), Rome (2004) and Bologna (2010).

A Forum was the place in the Ancient Roman world where people met to exchange experiences and compare new ideas. While offering the same opportunity, the Lions Forum has changed and kept abreast of the times.

The last twenty years have been marked by sea changes in the old continent, with the irreversible construction of the European Union and the growth of the Council of Europe to include some 47 countries stretching from the Atlantic to the Urals.

European Lions have taken these changes on board, updating and fine-tuning the framework within which we operate and the tools with which we can best deliver service to the community.

The changing scenario has been met by the ability of Lionism in the various European countries to evolve. Sometimes the new needs were first flagged up in certain Multiple Districts before becoming a common feature throughout Europe.

The overall framework and aims of the Forum have, however, remained essentially the same. They are to:

- Promote mutual understanding and friendship among Lions Club members in Europe;
- Establish a forum for free exchange and discussion;
- Promote the aims of Lionism;
- Promote the Lions Clubs International Foundation (LCIF);
- Promote and implement the service aims as indicated by our International President.

Apart from the introduction of a general theme or motto for each year's Forum, our meetings over last 25 years have been marked by 4 watershed years: 1978, 1983, 1994 and 2001.

In 1978 in Torremolinos, the European Council, the Forum's governing body, decided to apply to the Council of Europe for membership as a Non-governmental Organization (NGO) in the light of the public service provided by European Lions and hence its special contribution to fundamental human rights. It was further decided in Torremolinos that the European Lions' representative in Strasbourg would be the incumbent Forum President.

The Torremolinos decision and the accompanying commitment along with the continued work of our representatives in Strasbourg prompted the Lions Association to apply for NGO-status membership of the Council of Europe in 1992.

In 1983 at the Venice Forum, a further update of our legal framework was approved. This marked the conclusion of action outlined in Turku in 1980 and followed up by the so-called



EFEC, the explorative committee of the Europa Forum. Venice 1983 also saw the birth of a Europa Forum coordination office, the EFADACO, with a mandate to work to prevent drug abuse. This new body was formed in the wake of the 1982 declaration of European Lions at the Lugano Forum.

The 1990 Limassol Forum paved the way for the Forum to become a point of convergence for common service action by European Lions to meet common European needs. This was also the Forum that introduced a general annual theme or motto to be the cornerstone of European Lions' action in topical areas.

In Istanbul in 1991 the need was voiced to further fine-tune our operational tools to make our annual Forum more effective.

In Berlin in 1994, the structural changes indicated by studies conducted from 1991 were introduced. A more widespread awareness of our continental responsibility allowed the unanimous adoption at the Berlin Forum of a declaration that would be the basis for the first European service action plan: the rebuilding of five Bosnian schools backed by resources of some € 650,000.

In 1998 in Budapest the need was expressed to further refine the organization of the Forum to improve the quality of the experiences exchanged and enable greater flexibility to allow any European Lion to make his/her contribution.

The careful analysis carried out over three years by the special working group charged with this task led to the adoption of the Forum's current structure at the Porto meeting in 2001. The traditional PECs (Permanent European Commissions) were disbanded in favour of a series of interactive seminars on issues that may be proposed by member countries but which must be allied to the Forum's general topic and key focus of activity.

European Lions are now being asked to help examine the results and spin-off from the new objectives the Forum has set itself:

- Providing new inputs and ideas on club and district administration and Lions activities in Europe's multicultural society;
- Examining and discussing the reports of the Association's representatives at international organizations headquartered in Europe: the Council of Europe, WHO, FAO, UNESCO, UNICEF, and the offices of the United Nations in Geneva and Vienna;
- Offering the possibility of discussing and analyzing the needs of European society and how to develop common service activities for the good of all members of Europe's multicultural society.

To reinforce the fact that these developments are nonetheless part of a continuum, the new norms allow the Programme Committee to include on the agenda at the start of a Forum highly topical issues of major interest.

After this overview of the aims of the Forum and the opportunities it provides, let us look at some of the most significant Forum events.

- The first example of service activity involving two constituent areas: Europe, and Africa and southwest Asia. The operational tool is the Euro-African Committee set up in Nice in 1975

and which is still thriving today;

- In 1973, thanks to the commitment of the International Directors of the time (Dall, Grimaldi and Van Wingarden), the Board adopted the first set of rules governing the Forum's obligations;

- In 1973 in Stockholm, the decision was taken to appoint an Archivist to keep track of developments in the by-laws, the flow of information and activities. This task was admirably performed by PDG Jim Bolton of MD105 (British Isles and Ireland) from 1973 to 1997. Starting with the Venice Forum in 1983, the task of the Archivist was combined with those of Advisor. The Europa Forum remains the only one of the 6 Association Forums to have this function, ensuring records are kept for future consultation;

- 1964 saw the first agreement of a system of rotation of European International Directors. The agreement was subsequently integrated in 1971 at the Palma di Majorca Forum, in 1986 at the Aarhus Forum and again at the Rotterdam Forum in 1995. Compliance with the international rule that does not allow the appointment of two Board members from the same Multi-district meant that certain intermediate changes had to be made in the International European Presidencies. These changes were adopted at the Forums of Torremolinos in 1978, Venice in 1983, Genoa in 1992, Deauville in 1996 and Budapest in 1998;

- From 1976 to 1995, the European Forum Bulletin (EFB) was, thanks to the generous and intelligent commitment of the late Carlo Martinenghi, the first and only European Lion publication to give information on the Forum and European-wide service activities. It was thanks to the EFB that the meeting of editors-in-chief of the various THE LION editions became a standing feature of every Forum.

- European contributions during the early 80s in the area of drug abuse prevention paved the way for the adoption of the Declaration of Lugano in 1982. As a result, European Lions set up a permanent secretariat with AIDD in Milan and appointed a European co-ordinator. The EFDACO (European Forum Drug Abuse Coordination Office) allowed for a Europe-wide monitoring network to be set up and the publishing of six annual reports. In addition every first Saturday in May became a European Lions Day in the fight against drug dependency. All these activities, carried out especially by the AIDD in our Multi-district and by MD 104, Norway and MD 111 Germany, were all important for the development of the Association's first programme set out during a Blue Ribbon Committee meeting in February 1983 in Oak Brook. These activities and experience were subsequently to lead to the development of the LIONS-QUEST programme in 1983/84;

- From 1976 through to the Paris Forum in 1985, a seminar was dedicated to the question of a united Europe. The approach to the topic has always been in line with our highest ideals, i.e. to enhance the progress of the community, in this case the community of Europe. Of note was the commitment of Italian Lions during the first election by universal suffrage of the European Parliament;

- A constant focus from 1989 onwards has been the dissemination of Lionism in eastern European countries, with seminars and coordinated activities that continue even today. The paediatric facility developed by Italian Lions in Albania is a good example of the sort of work

being done.

- From the Genoa Forum in 1992 to the Berlin meeting in 1994, another key topic was the training of Vice District Governors. An ad hoc problem was drawn up; at the 2002 Brussels Forum, Vice District Governors attended a special training course;

- The Istanbul Forum of 1991 saw the formation of the Europa Forum Music Competition sub-committee, giving a further opportunity to young European talents to gain recognition;

- With the Limassol meeting in 1990, each Forum became dedicated to a particular theme or motto so that all sector activities – youth, training, international relations or social interventions – would be directed to a common European aim of particular pertinence. For example, the Genoa Forum of 1992 following the fall of the Berlin wall and with the prospect of East European countries returning within the democratic fold, the key theme put the emphasis on individual responsibility: EUROPE OF CITIZENS: EACH RESPONSIBLE FOR HIS OWN CONSCIENCE.

It should not be forgotten that those who initially pressed to institute a Forum did so at a particularly important moment in history. World War II had only recently ended and there was a general awareness of the need to establish positive relations among the peoples of Europe.

The aims of Lionism were fully in line with the need to prompt consideration and appreciation of our common European roots as a means of preventing future conflict among the peoples of Europe. These were the years when the Council of Europe was set up in Strasbourg (1949) with the aim of safeguarding fundamental human rights, and when the European Coal and Steel Community, the ECSC, and EURATOM were formed. Subsequently in 1957, the European Common Market would be established with the signing of the Rome Treaty. This marked the first step towards the European Union, whose membership has gone from 15 to 27 countries.

Forum promoters had the foresight to realize how the principles of Lionism could contribute to establish and maintain peace in Europe as well as help create the baseline conditions for civic progress on the Old Continent.

The Forums expressly aim 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”.

Europa Forums have helped spread Lionism in Europe along with a common perception of European issues. It has contributed to disseminating an ability to assess situations from a perspective that goes beyond the boundaries of individual nation states. They have developed a common European understanding and as a result strengthened the ability of Lions to work at international level.

As Europeans, our service activities are conceived and conducted within the overall framework of good citizenship, which underpins the highest ideals of Lionism. The Forum is therefore a vibrant event. It is a dynamic tool for European Lions, enabling them to look with

farsightedness to the future.

- The Bournemouth Forum of 2006 saw the formation of the European Young Ambassador Competition, providing the opportunity to recognize young Europeans undertaking outstanding service in their communities.

We should also be aware that the Forum is not the right place to broach the structural issues of the Association. These are questions exclusively for the International Board and the Convention. The Forum can, however, be the place to collect ideas and proposals for submission to the Board by the European International Directors.

With the Forum's operational methods and structures now more in line with the times, it is to be hoped that participation will be increasingly wide. To this end, the various national editions of THE LION are called upon to disseminate regular information updates.

Information and participation are of strategic importance to make our service activity even more incisive in Europe.

Original:

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Reviewed:

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### The years of Europa Forum

	Year	City
1	1953	Aix Les Bains
2	1954	Liège
3	1955	Stockholm
4	1956	Lucerne
X	1957	XXXXXXXX
5	1958	Venice
6	1959	Wiesbaden
7	1960	Aix Les Bains
8	1961	Salzburg
X	1962	XXXXXXXX
9	1963	Helsinki
10	1964	Florence
11	1965	Copenhagen
12	1966	London
13	1967	Brussels
14	1968	Athens
15	1969	Amsterdam
16	1970	Lausanne
17	1971	Palma de Mallorca
18	1972	Taormina
19	1973	Stockholm
20	1974	Berlin
21	1975	Nice
22	1976	Malta
23	1977	Brighton
24	1978	Torremolinos
25	1979	Vienna
26	1980	Turku (Finland)
27	1981	Oslo
28	1982	Lugano
29	1983	St. Georg Insel
30	1984	Munich
31	1985	Paris
32	1986	Aarhus (Denmark)
33	1987	Lisbon
34	1988	Gothenburg
35	1989	Brussels
36	1990	Limassol
37	1991	Istanbul
38	1992	Genoa
39	1993	Vienna
40	1994	Berlin
41	1995	Rotterdam

42	1996	Deauville
43	1997	Zurich
44	1998	Budapest
45	1999	Antalya
46	2000	Florence
47	2001	Porto
48	2002	Brussels
49	2003	Limassol
50	2004	Rome
51	2005	Stuttgart
52	2006	Bournemouth
53	2007	Bucharest
54	2008	Cannes
55	2009	Tampere
56	2010	Bologna
57	2011	Maastricht
58	2012	Brussels
59	2013	Istanbul
60	2014	Birmingham
61	2015	Augsburg
62	2016	Sofia
63	2017	Montreux
64	2018	Skopje
65	2019	Tallinn
66	2020	Thessaloniki
67	2021	Zagreb