

Election and Reporting of Club Officers February 2023

Now that your club nominations meeting was held in March, your club members will vote on the **new officers in April**.

If your club cannot meet, how can you conduct annual election of club officers? Unless prohibited under a club's constitution and by-laws, the Standard Club By-Laws permits all Lions clubs to conduct meetings via alternative meeting formats. This allows each Lions club to choose a method of conducting elections that is suitable for those members. This can be via phone, teleconferencing platform, email, or any other method that is acceptable to the Lions club members. If the election is not contested, then it's not required that the club members actually vote. If the position is contested (more than one candidate), then a format mentioned above can be considered.

Designate Officers in MyLCI. After the election, your Secretary should then enter **all officers** for the next term (July 1, 2021 to June 30, 2022) in MyLCI prior to May 15, 2021. All officers, whether remaining in a position or newly elected, need to be entered into MyLCI. This ensures that the new or existing club officers will start receiving information valuable to their position or their club on July 1, 2021 – the start of the new Lions year. Without this step your club will show that it hasn't designated officers for the upcoming year. If you do not have access to MyLCI, you can complete the PU101 form and mail or email the completed form to Lions Clubs International.

Clubs are encouraged to review the [LCI Standard Club Constitution and By-Laws 22-23](#). This document provides your Lions Club guidance on the **Nominations and Elections, Duties of Officers** and your **Board of Directors**.

Prepare for your role as an officer

There is a special webpage created for each of the positions below to make it easier to get to the resources that will help you be successful in your unique club leadership position. Share these webpages with your club officers.

- [Club President / First Vice President](#)
- [Club Secretary](#)
- [Club Treasurer](#)
- [Club Membership Chairperson](#)
- [Club Service Chairperson](#)
- [Club Marketing Communications Chairperson](#)
- [Club LCIF Coordinator](#)

The **Lions Learning Center (LLC)** offers all Lions and Leos, including club officers the opportunity to learn and sharpen their knowledge of Lions fundamentals and leadership skills through online interactive courses. Access the LLC from the "Learn" application using your Lion account login and password. Click here for Lions Learning Center: <https://www.lionsclubs.org/en/learn>

Yours in Service,
DG Lion Suzanne Leshchshyn