MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE BOARD APPROVAL THAT HE BE ALLOWED TO REFORMAT THE PNW POLICIES & PROCEDURES INCLUDING SECTION TITLES; UPDATE REFERENCED SECTIONS; UPDATE POSITION TITLES; UPDATE ORGANIZATION TITLES; CORRECT CLERICAL AND TYPOGRAPHICAL ERRORS; AND MAKE CHANGES TO THE TABLE OF CONTENTS AND THE INDEX SO THAT THEY MATCH THE POLICIES & PROCEDURES AS THEY ARE FORMATTED AT THE TIME WITHOUT HAVING TO BRING EACH CHANGE TO THE BOARD.

Logic: To reformat and make corrections to the PNW Policies and Procedures as it has inconsistent formatting which has out of date references to both sections and organizations, and contain clerical and typographical errors.
MOTION BY THE LAWS AND REGULATIONS CHAIR WITH EXECUTIVE BOARD APPROVAL TO UPDATE POLICIES AND PROCEDURES SECTIONS 147.11, 223, 315, 405, 508, AND 530.

167.11 The Building Committee shall consist of the Chair, Governor, Immediate Past Governor, Governor-Elect, District Secretary, Finance Chair or Vice Chair, and 4 appointed members. The appointed members will serve two year terms and be appointed by the Governor. The committee is responsible for oversight of the operations of the District office complex.

223. Requirements for PNW District Governor-elect and Governor

Effective for candidates for Governor or Governor-elect who would, if elected, assume office on and after October 1, 2009, no candidates for Governor or Governor-elect may be nominated unless they meet the following criteria:

- A member of Kiwanis International for five (5) continuous years
- Must have served as a Club President and Lt. Governor. (revised 3-7, 2009)
- Must have the endorsement of his/her club
- Must have the endorsement of his/her division
- Spouse/partner support is recommended
- Must have obtained and read the “Roles And Responsibilities As An Officer Of Kiwanis International”
- Must have attended a minimum of one District and one International Convention. (Ref. Board Minutes, October 2008, p. 11)
- Must have attended Club Leadership Training or agree to attend training while a candidate (Revised 03/10/2010)
- Must have attended training for membership growth and new club building or agree to attend a training session while a candidate
- Must be interviewed by the Past Governor’s Committee to ensure that the candidate is qualified and to assist the candidate in developing their focus

Once it has been determined that the candidate has met the objective criteria, the candidate:

- Must complete and submit to the District Secretary the District’s Consent & Assurance Form for Governor-Elect (see section 705) and sign the KI Agreement By Governor-Elect Candidates To Perform The Duties Of The Offices Of Governor-Elect And Governor
- Should attend the PNW District Board meetings
- Should attend the PNW Finance & Fundraising Committee meetings (Revised 03/10/2010)
315. **Lieutenant Governor Expenses**

The District Budget shall provide funds for a portion of the expenses of the Lieutenant Governors. Mileage reimbursement shall be based on round-trip mileage to board meetings, district convention and three visits to each club. The amounts for these payments are to be determined by the Finance and Fund Raising Committee (Because of the expanson of the AY Division, a flat amount will be determined for reimbursement.) (As Amended, (02/22/2019)

The District shall provide a portion of the funds of the mileage expenses for the Lt. Governor designate to attend Lt. Governor training. (As Amended, (02/22/2019)

No funds shall be budgeted for expenses of Lieutenant Governor-elect.

Any unused amounts funds allocated for Lieutenant Governor expenses will be returned to the General Funds.

405. **Achievement Awards**

The awards listed in this section are intended as continuing annual activities. They make provision for promoting recognition of exceptional and outstanding performance rendered throughout the administrative year.

Their criteria and qualifying requirements are subject to change as conditions dictate.

Each year’s Governor, his/her Lieutenant-Governors, and his/her District Chair are encouraged to consider other awards and recognitions that may help to achieve the goals of their respective areas of responsibility.

It must be understood that all awards and recognitions are for exceptional and continuing performance throughout the administrative year.

The following District and International Awards and Recognitions are intended to recognize enthusiastic leadership, reward administrative excellence, encourage membership interest, and improve program quality and generate productive activities. The District Committees responsible must develop rating criteria and be prepared to have these submitted for posting to the District website no later than October 1.

1. **COMMUNICATION AWARDS:**
   - Club Bulletin Contest (see Section 410)
   - Club Scrapbook Contest (see Section 415)
   - Lieutenant Governors Newsletter Contest (see Section 420)

2. **ADMINISTRATIVE EXCELLENCE AWARDS:**
   - Distinguished Administration Awards (see Section 425) (for Club
3. MEMBERSHIP GROWTH AWARDS: (see Section 440)
   • KI Diamond Growth Achievement
   • For greatest club net membership increase
   • For most new members by an individual (by club)
   • For New Club Building
   • For new sponsored K-Family clubs

4. SERVICE PROJECT AWARDS:
   • Single Service Awards (see District Achiev. Awards; Section 450)
   • Multiple Service Awards (see Dist. Achiev. Awards; Section 450)

5. MEMBERSHIP INVOLVEMENT AWARDS:
   • Inter-clubbing Awards (see Section 455)
   • Distinguished Member Award (see Section 460)
   • District Convention Awards (see Section 465)

6. FINANCIAL SUPPORT AWARDS:
   • District Outreach Fund (03/07/2009)

530. Division Elections

1. Division elections are to be held at a Division Caucus Division Council Meeting in accordance with Article VII Section 5. b. of the District Bylaws.

2. The division elections are to be conducted at a meeting of the Division Council prior to April 15th.

3. Each club is entitled to have up to two (2) voting delegates in the Division. Voting by proxy is not allowed.

4. The sitting Lieutenant Governor is to provide to the District Office a written report of the results of the Division Election and a consent form signed by the Lt. Governor-designate by April 15th. (2-19-2017)

Logic: To add language to section 167.11 to clarify the responsibility of the Building committee; to add language to section 223 to clarify the responsibility of a candidate for Governor-Elect and Governor; to amend section 315 to clarify money being returned to the general fund; to delete repetitive language and outdated references in section 405; and to make corrections to section 530 so that it is in compliance with the PNW District By-laws.