

Rotary International District 6820



Rules of Procedure 2024

Adopted 4-12-24

Rules of Procedure 2024

CONTENTS

Key to Text References

- 1. NAME**
- 2. DESCRIPTION**
- 3. PURPOSE**
- 4. PARLIAMENTARY AUTHORITY**
- 5. ORGANIZATION OF DISTRICT 6820**
 - 5.01 OFFICERS OF DISTRICT 6820**
 - 5.02 DISTRICT FINANCES**
 - 5.03 COMMITTEES OF DISTRICT 6820**
 - 5.04 QUALIFICATIONS OF OFFICERS AND COMMITTEES**
- 6. DUTIES AND RESPONSIBILITIES**
 - 6.01 DISTRICT GOVERNOR**
 - 6.02 VICE DISTRICT GOVERNOR**
 - 6.03 DISTRICT GOVERNOR ELECT**
 - 6.04 DISTRICT GOVERNOR NOMINEE**
 - 6.05 DISTRICT GOVERNOR NOMINEE DESIGNEE**
 - 6.06 ASSISTANT GOVERNOR**
 - 6.07 DISTRICT SECRETARY**
 - 6.08 DISTRICT TREASURER**
 - 6.09 DISTRICT TRAINER**
 - 6.10 DISTRICT 6820 COMMITTEES**
- 7. DISTRICT PROCEDURES**
 - 7.01 ELECTIONS AT THE ANNUAL BUSINESS MEETING**
 - 7.02 NOMINATIONS AND ELECTIONS FOR GOVERNOR**
 - 7.03 ELECTION OF REPRESENTATIVE TO COUNCIL ON LEGISLATION**
 - 7.04 AWARDS**
 - 7.05 DISTRICT DUES**
 - 7.06 COMMITTEE ASSIGNMENTS AND APPOINTMENTS**
 - 7.07 AMENDMENTS OR SUSPENSION OF RULES OF PROCEDURE**

8. DISTRICT MEETINGS AND CONFERENCES
 - 8.01 THE DISTRICT CONFERENCE
 - 8.02 THE ANNUAL DISTRICT BUSINESS MEETING
 - 8.03 THE DISTRICT TRAINING ASSEMBLY
 - 8.04 THE PRESIDENTS ELECT TRAINING SEMINAR
 - 8.05 THE DISTRICT TEAM TRAINING SEMINAR
 - 8.06 THE ROTARY FOUNDATION SEMINAR
 - 8.07 THE MEMBERSHIP SEMINAR
 - 8.08 THE LEADERSHIP SEMINAR
9. PAUL HARRIS SOCIETY
10. DISTRICT 6820 FOUNDATION, INC.
11. COLLEGE OF GOVERNORS

Rotary's Guidance Documents

These Rules of Procedure reference Rotary's Guidance Documents found in the 2023 Manual of Procedure (RMP):

Rotary International Constitutional Documents

**Constitution of Rotary International (RIC),
Bylaws of Rotary International (RIB),
Standard Rotary Club Constitution (SRCC)**

Other Legal Documents

**Recommended Rotary Club Bylaws
Bylaws of The Rotary Foundation of Rotary International
Articles of Incorporation of the Rotary Foundation (partial)
Rotary Code of Policies, (RCP)**

Other Documents

**The Rotary Foundation Code of Policies (TRFC)
The Rotary Foundation Bylaws (TRFB)**

Rotary International District 6820

Rules of Procedure

1. NAME

The name of this organization shall be Rotary International District 6820 (District 6820). (*RCP 17.020.1*).

2. DESCRIPTION

District 6820 is an administrative area of Rotary International that comprises that portion of the State of Mississippi south of the southern boundaries of the counties of Monroe, Clay, Chickasaw, Calhoun, Grenada, Tallahatchie, Bolivar, and Sunflower south of latitude 33° 30', and north of the southern boundaries of the counties of Adams, Franklin, Lincoln, Lawrence, Jefferson Davis, Covington, Jones and Wayne. Rotary Clubs within this area are members of Rotary International. These clubs and their members are under the administrative control of District 6820.

A district is a group of Rotary clubs that are linked for administrative purposes. The activities and organization of District 6820 exist solely to help the individual Rotary clubs advance the Object of Rotary and should not diminish services provided by Rotary clubs and individual Rotarians (*RCP 17.010.1*).

3. PURPOSE

These Rules of Procedure are a supplementary system of rules by which Officers of the District are elected and appointed, the organizational structure of the District is established, and the District is administered.

These Rules are subordinate to the Rotary International Constitution (RIC), Rotary International Bylaws (RIB) the Rotary Manual of Procedure (RMP), and the Rotary Code of Policies (RCP). Rotary International documents shall take precedence in the event of any conflict.

4. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern District 6820 in all cases to which they are applicable and in which they are not inconsistent with these Rules of Procedure and any special rules of order District 6820 may adopt.

5. ORGANIZATION OF DISTRICT 6820:

District 6820 developed and adopted a district leadership plan in conformity with section 17.030 of the Rotary Code of Policies.

5.01 OFFICERS OF DISTRICT 6820

- 5.01.1 District Governor (DG)**
- 5.01.2 Vice District Governor (VDG)**
- 5.01.3 District Governor-elect (DGE)**
- 5.01.4 District Governor-nominee (DGN)**
- 5.01.5 District Governor-nominee Designee (DGND)**
- 5.01.6 Assistant Governors (AG)**
- 5.01.7 District Secretary**
- 5.01.8 District Treasurer**

5.02 DISTRICT FINANCES

District Finances shall be administered in accordance with the Rotary 2023 Manual of Procedure section (15.060) and the Rotary Code of Policies (17.030.2).

5.03 COMMITTEES OF DISTRICT 6820

- 5.03.1 Membership Committee**
- 5.03.2 Finance Committee**
- 5.03.3 Public Relations Committee**
- 5.03.4 The Rotary Foundation Committee**
- 5.03.5 Training Committee**
- 5.03.6 Nominating Committee**
- 5.03.7 Youth Activities Committee**
- 5.03.8 District Conference Committee**
- 5.03.9 Additional District Committees**

The governor and the district leadership team will appoint additional district committees when they serve a specific function.

5.04 QUALIFICATIONS OF OFFICERS AND COMMITTEES

- 5.04.1 District Governor (RMP) SEC 16.020**

In addition to the qualifications of governor-nominee, a governor, at the time of taking office, must have

completed seven years of membership in one or more clubs and have attended the governors-elect training seminar and International Assembly.

5.04.2 Vice District Governor (RMP) SEC 16.060.1

The vice governor shall be a past governor selected by the nominating committee for governor to replace the governor in case of temporary or permanent inability to serve (RMP SEC 16.060.) The regular governor election process shall be used to select the vice governor. The DGE shall make a recommendation to the nominating committee regarding their selection of a candidate for this position. It is suggested that they select a PDG from their club, if one is available and willing to serve, to stand for election for this position.

5.04.3 District Governor-elect

The qualifications of the DGE are the same as those of the DGN.

5.04.4 District Governor-nominee (RMP) SEC 16.010

At the time of selection, the governor-nominee must:

- 1) Be a member in good standing of a functioning club in the district
- 2) Have full qualifications for membership in the strict application of the club membership provisions, and the integrity of the Rotarian's classification must be without question
- 3) Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of the charter to 30 June, provided that this period is for at least six months
- 4) Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor.
- 5) Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws, and submit to RI, through its general secretary, a signed statement acknowledging a clear understanding of them. This statement shall also confirm that the Rotarian is qualified for

the office of governor and willing and able to assume the duties and responsibilities of the office and to perform them faithfully

- 6) Must have completed seven years of membership in one or more clubs at the time of taking office as District Governor.

5.04.5 District Governor-nominee-designee

At the time of selection, the governor-nominee-designee must meet the requirements of the DGN.

5.04.6 Assistant Governor (RCP 17.030.1)

All governors must appoint assistant governors to serve at the district level and to have the responsibility of assisting the governor with the administration of their assigned clubs. Assistant governors are district appointees; they are not RI officers. Assistant governors are appointed annually by the sitting governor, with no assistant governor serving more than three one-year terms to provide continuity in the district leadership. It is recommended that no past governor serve as an assistant governor.

5.04.7 District Secretary

The District Secretary shall be a Rotarian of District 6820 in good standing with his or her local Rotary Club. This position is recommended as a three-year term to assist with consistency of administration.

5.04.8 District Treasurer

The District Treasurer shall be a Rotarian in good standing in District 6820 and a qualified accountant. *This position is recommended as a three-year term to assist with consistency of administration.*

5.04.9 District Committees (RCP 17.030.2)

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chair be a past governor, a past assistant governor, or an effective past district committee member.

District committee chairs and members should attend the district team training seminar and other district meetings as appropriate.

5.04.10 District Nominating Committee

The nominating Committee for District 6820 shall consist of six (6) elected Rotarians and the Immediate Past District Governor who shall serve as the Chairman of the Committee for his or her one year of service on the Committee. The six elected members shall serve a term of three years, staggered, and shall possess the following qualifications:

Each Committee Member shall have completed a term as District Governor or Club President by the time he or she is to serve on the Nominating Committee if elected as a member. The current District Governor shall serve as an ex-officio member of the committee.

Each Committee Member shall be a member (not Honorary) of a Rotary Club of District 6820. If any Committee member ceases to be a Rotarian, in good standing, his or her term on the Nominating Committee shall cease immediately. The District Governor may, in his or her discretion, appoint another Rotarian to fill the vacancy created by any such resignation or termination of membership and the Rotarian so appointed shall serve only until the next District Conference at which time the vacancy on the Nominating Committee must be filled by election.

No Rotarian may serve on the Nominating Committee for more than three consecutive terms. After a lapse of one year, a Rotarian shall be again eligible for membership on the Nominating Committee. Any Rotarian serving on the Nominating Committee for any part of the calendar year shall be considered to “have served” for that calendar year and said time shall count as one of the three years of eligibility for service on the Nominating Committee.

Two members of the Nominating Committee shall be elected at the District Conference, which occurs immediately prior to the Rotary year in which the committee is to serve. Voting shall be by the Rotarian electors present and voting. Each elector shall be allowed to vote for any two candidates meeting the

qualifications for service on the Nominating Committee. The two (2) candidates receiving the highest number of votes shall be elected to the Committee.

5.04.11 District Youth Activities Committee

Provision shall be made for a youth activities chair at the district level. Governors are encouraged to observe a three-year limitation on the consecutive length of service of the district Youth Exchange chair, while recognizing that the special technical knowledge and experience required by the Youth Exchange program may sometimes necessitate the continuation of the chair's length of service for a longer period in order to provide for an adequately trained successor. Governors are encouraged not to change more than 50 percent of the Youth Exchange committee at any time in order to ensure the continuity of the program.

6. DUTIES AND RESPONSIBILITIES

6.01 DISTRICT GOVERNOR (RCP 19.010)

The governor is the officer of RI in the district, functioning under the general control and supervision of the RI Board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in the District Leadership Plan. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs.

The governor is responsible for the following activities in the district:

- 6.01.1 Organizing new clubs.**
- 6.01.2 Strengthening existing clubs.**
- 6.01.3 Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district.**
- 6.01.4 Supporting The Rotary Foundation through program participation and financial contributions.**

- 6.01.5 Promoting cordial relations among clubs and between the clubs and RI.**
- 6.01.6 Planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly.**
- 6.01.7 Providing for an official meeting, individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence, for the purpose of:**
 - a) Focusing attention on important Rotary issues.**
 - b) Providing special attention to weak and struggling clubs.**
 - c) Motivating Rotarians to participate in service activities.**
 - d) Personally recognizing the outstanding contributions of Rotarians in the district.**
- 6.01.8 Issuing a monthly letter to each club president and secretary in the district.**
- 6.01.9 Reporting promptly to RI as may be required by the president or the RI Board.**
- 6.01.10 Supplying to the governor-elect, before the International Assembly, full information on the conditions of clubs in the district with recommended action for strengthening clubs.**
- 6.01.11 Assuring that district nominations and elections are conducted in accordance with the RI Constitution, RI Bylaws, and established RI policies.**
- 6.01.12 Inquiring regularly about the activities of Rotarian organizations operating in the district (Rotary Friendship Exchanges, Inter-country committees, Global Networking Groups, etc.).**
- 6.01.13 Transferring continuing district files to the governor-elect.**
- 6.01.14 Performing such other duties as are inherent as the officer of RI in the district.**

6.01.15 Will have attended two international conventions during their DGN, DGE or DGE years.

6.02 DISTRICT VICE GOVERNOR

The role of the vice governor is to replace the governor in case of temporary or permanent inability to serve. A vice governor shall have served as District Governor before their agreed to term is to begin and is nominated for selection by the District Governor Elect prior to the start of their DG year with the approval of the College of Governors.

6.03 DISTRICT GOVERNOR-ELECT (RMP p. 30-31)

Attendance at the GETS is mandatory for governors-elect. The RI Board has adopted a two-day training program for governors-elect at the zone level to be held in conjunction with Rotary institutes. The training programs integrate topics approved by the RI Board and the Trustees. Attendance at the International Assembly is also mandatory for governors-elect. Every governor must have this basic experience and training to function effectively as the officer of RI in the district and to provide the leadership, guidance, and counsel to clubs expected of a governor as an RI officer.

Each governor shall emphasize to all candidates for governor, and to all clubs of the district, the requirement that the governor-elect attend the governors elect training seminar and the International Assembly as necessary preparation for assuming the office of governor, and that the nomination cannot be accepted unless the candidate can and will attend both for the full duration. The RI president-elect may excuse attendance on behalf of the Board in extenuating and mitigating circumstances, with the provision that the governor-elect attend alternate training as provided by the general secretary.

During the year before taking office, the governor-elect should receive from the governor:

- 1) Specific responsibilities in connection with district committees or district organization.**
- 2) Invitations to attend as an observer all district meetings where the governor-elect is not otherwise designated a participant.**
- 3) Consideration for assignment to participate in the district conference program.**

The governor should undertake the orientation, education, and motivation of the governor-elect and use past governors and meetings such as the Rotary institute toward this end.

6.04 DISTRICT GOVERNOR-NOMINEE (RCP 19.020)

Attendance at the GETS is mandatory for the governor-nominee. The RI Board has adopted a two-day training program for governors-nominee at the zone level to be help in conjunction with Rotary institutes. The training programs integrate topics approved by the RI Board and the Trustees.

Attendance at Zone 31 training events is mandatory for the governor-nominee.

Attendance at the International Convention is encouraged for governor-nominee to enhance his/her knowledge of Rotary.

As an incoming officer of RI, the governor-nominee should:

- 1) **Begin to prepare for the role of governor.**
- 2) **Foster continuity by working with past, current, and incoming district leaders to support effective clubs.**
- 3) **Begin analyzing the district's strengths and weaknesses with background material provided by the immediate past governor, governor, and governor-elect.**
- 4) **Review the district organization (District Leadership Plan) and club administrative framework (Club Leadership plan).**
- 5) **Attend district meetings, when possible, at the invitation of the district governor or district governor-elect.**
- 6) **Participate in district committees or other activities, as may be suggested by the district governor or district governor-elect.**
- 7) **Attend district governor-nominee training if offered or seek other training if available.**
- 8) **Attend training in leadership skills.**
- 9) **Select a site for the district conference held during the year of the governor-nominee's service, with**

the agreement of the majority of the current club presidents or majority of the club presidents serving in the governor nominee's year.

Then governor and governor-elect should provide the governor nominee:

- 1) The opportunity to request specific responsibilities or assignments in connections with district committees or district organization.
- 2) Invitations to attend as an observer any or all district meetings.
- 3) A proper introduction at the district conference and an opportunity to be part of the organizing committee as an observer.
- 4) The opportunity to participate in all strategic planning efforts and long-term appointments in the district. (RCP 19.020)

6.05 DISTRICT GOVERNOR NOMINEE DESIGNEE

As an incoming officer of RI, the governor-nominee should:

- 1) Begin to prepare for the role of governor.
- 2) Foster continuity by working with past, current, and incoming district leaders to support effective clubs.
- 3) Begin analyzing the district's strengths and weaknesses with background material provided by the immediate past governor, governor, and governor elect.
- 4) Review the district organization (District Leadership Plan) and club administrative framework (Club Leadership plan).
- 5) Attendance at Zone Emerging Leaders Seminar is required.

6.06 ASSISTANT GOVERNOR (RCP 17.030.1)

The role and responsibilities of an Assistant Governor are found in Lead Your District: Assistant Governor (244) and RCP 17.030.1.

6.07 DISTRICT SECRETARY

- 6.06.1 Serve as custodian of all district-owned Rotary decorations, badges, or other properties.

6.06.2 Compute the following:

- 1) The Stacy Anderson Award. This award shall be awarded to the Club having the Highest Attendance Percentage of Members present at the District Conference. This award shall be calculated by multiplying the percentage of members present by the distance of travel from the Club to the District Conference.**
- 2) The Ottis L. Snipes, Jr. Award. This award shall be presented annually at the District Conference, to the Rotary Club having the highest percentage increase in membership during the Rotary year just concluding.**
- 3) The Edley Jones Attendance Award. This award shall be presented annually at the District Conference to the Rotary Club having the Highest Average Attendance at regular Rotary meetings during the year just prior to the Conference.**

6.07.3 Compile and maintain the list of attendees at District Meetings, they being:

- 1) District Team Training Seminar.**
- 2) Presidents-elect Training Seminar (PETS).**
- 3) District Assembly.**
- 4) District Conference.**
- 5) District Leadership Seminar.**
- 6) District Rotary Foundation Seminar.**
- 7) District Membership Seminar.**
- 8) Meetings of the College of Governors.**
- 9) Others that may be called by the District Governor and/or the District.**

6.07.4 Keep and compile the official minutes of all District Meetings, Forums, Assemblies or Conferences; Assist the District Governor in compiling and preparing reports for the district and receive and record all resolutions for or from all such meetings.

6.07.5 Serve as Conference and Assembly Secretary as appointed by District Governor, unless another Rotarian is asked to perform such duties by the District Governor.

- 6.07.6 Assist the District Governor in communications with all Rotary Clubs in District 6820.**
- 6.07.7 Certify the voting credentials of all delegates to the District Conference.**
- 6.07.8 Perform such other duties as may be assigned by the District Governor.**

6.08 DISTRICT TREASURER

The treasurer shall perform duties assigned to him by the District Governor in accordance with RCP (17.060) and (RCP 15.060.)

6.09 DISTRICT TRAINER (RMP p. 39-40)

The governor, based on the recommendation of the governor-elect, should appoint a district trainer annually to chair the district's training committee. As chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary. The committee is responsible for supporting the governor and governor-elect in training club and district leaders and overseeing the overall training plan for the district.

If the district is part of a multidistrict PETS, the governor-elect, in accordance with the policies and procedures of that multidistrict PETS, selects an individual to develop and conduct training at PETS. This individual should be a member of the committee.

Preference should be given to Rotarians with training, education, or facilitation experience.

6.10 DISTRICT COMMITTEES (RCP 17.030.2)

District committees are charged with carrying out the goals of the district as formulated by the governor with the advice of the assistant governors. The governor-elect, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. The governor-elect is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings prior to the start of the year in office.

Committees shall be appointed to address the following administrative functions:

- Membership Attraction and Engagement**
- New Club Development**
- Finance**

District Programs including:

- Interact**
- Rotaract**
- Rotary Fellowships**
- Rotary Friendship Exchange**
- Rotary Youth Exchange**
- Rotary Youth Leadership Awards (RYLA)**
- Public Image**
- District Conference**
- The Rotary Foundation**
- Convention Promotion**

District Training Service Including:

- Club Service**
- Community Service**
- International Service**
- New Generations (Youth) Service / Vocational Service**

Additional District committees are appointed when they serve a specific function as identified by the governor and the district leadership team.

6.10.01 District Nominating Committee

The nominating committee shall have the responsibility of nominating a qualified candidate for DGND every year and every three years shall nominate at least two candidates for the district COL representative. The candidates shall be nominated for election at the appropriate Annual Business Meeting where the election shall take place.

6.09.02 District Finance Committee

The District Finance Committee shall be made up of six Rotarians. They shall serve a 3-year rotation, with 2 members terms ending each year. Four of the active members should have previously served as DG, District Treasurer, Club Treasurer, or ADG. The remaining two active members may be Rotarians with at least **5 five years of active membership in District 6820. The committee shall elect a committee chair from the voting membership of the committee and shall be elected by a majority vote. Ex-officio members shall be the sitting District governor, District Treasurer, DGE and DGN.**

The sitting governor, District governor elect, and district governor nominee shall be responsible for selecting committee members for expiring and vacated terms according to the Finance committee member requirements.

The responsibilities of the finance committee shall be the establishment of the annual budget in cooperation with the District Governor Elect and review of quarterly and annual financial statements. Selection of the annual audit committee must be independent of the finance committee per RI rules.

The finance committee shall retain the right of approval of any contract or expenditure with compensation in excess of \$5,000.00.

The finance committee shall retain the right of approval for hiring any employee and approval shall be given annually and confirmed with the annual approval of the annual budget at the District Conference.

The Finance committee shall meet quarterly and is to review monthly financial statements provided by the District Treasurer.

The District Governor Elect shall prepare a budget of district expenditures in cooperation with Finance committee to be submitted to the clubs at President Elect Training and reviewed at the meeting of Club President Elects at said training. It shall review and recommend the amount of per capita levy to be approved in accordance with RI Bylaws.

It shall ensure that proper records of income and expenditures are kept and prepare a yearly financial report to be presented at the district conference or annual business meeting.

The Finance Committee will provide guidance regarding accounting and finance activities in Rotary District 6820 and promulgate procedures which may be updated from time to time by the Committee regarding bill pay procedures, payment approvals, accounting procedures, reporting requirements and bank account signatories.

7.0 DISTRICT PROCEDURES

7.01 ELECTIONS AT THE ANNUAL BUSINESS MEETING

7.01.1 Electors:

Each club in a district shall select, certify, and send to the annual district business meeting at least one elector. A club must be current with District and Rotary International Dues at least 10 days prior to the Annual Business meeting in order to be represented by elector(s) at the Annual Business Meeting. Any club with membership of more than 25 shall be entitled to one additional elector for each additional 25, or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semi-annual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the annual business meeting to vote.

7.01.2 Voting Procedures

Every member in good standing of a club in a district present at the annual business meeting shall be entitled to vote on all matters submitted to a vote at the annual business meeting except for the:

- (1) election of a member and alternate member of the nominating committee for director,
- (2) composition and terms of reference of the nominating committee for governor,
- (3) election of the club representative and alternate representative of the district to the council on legislation, and the decision as to the amount of the per capita levy.

However, any elector shall have the right to demand a poll upon any matter presented to the annual business meeting. In such cases, voting shall be restricted to electors.

The terms “voting,” “vote,” and/or “business” are not required to be conducted in person. Any virtual voting procedure adopted by any Boar Chair, Director, Committee, and/or Governor shall be deemed to be sufficient for the purposes of these Rules of Procedure.

7.02 NOMINATIONS AND ELECTIONS FOR GOVERNOR (RCP 14.0).

District 6820 shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office.

Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year prior to their elected year.

District 6820 shall follow the nominating procedures for governor listed in the Rotary International Bylaws Article 13.020.

In addition:

The Nominating Committee of District 6820 shall seek out and propose qualified Rotarians to serve as District Governor. The clubs of District 6820 shall be invited to propose candidates for district governor-nominee. Any club proposing a candidate shall have submitted to the committee a resolution of endorsement form before the candidate will be considered by the Nominating Committee.

The District Governor shall issue an announcement prior to August 1 inviting the clubs of District 6820 to submit names of qualified candidates for consideration by the Nominating Committee.

Any club submitting the name of a Rotarian for consideration must submit the name and all required documentation to the Chairman of Nominating Committee prior to October 31.

The required resolution shall make reference to and give details about the involvement of the candidate in Rotary, civic, and business or professional activities.

Any Rotarian proposed by a Rotary Club of district 6820 must submit a statement with the required resolution, indicating that he or she has studied the Rotary International Manual of Procedure detailing the status, qualifications, and duties of the office of the District Governor and must express his or her commitment and preparation and willingness to serve, if elected, and to meet the requirements set forth in the RI Manual of Procedure and these rules of Procedure of District 6820.

The nominating committee shall consider all proposed candidates. The committee shall be encouraged to seek candidates in addition to those submitted by any Rotary Club of District 6820.

In the event that a relative of a nominating committee member chooses to interview for the position of DGN, that member shall reclude himself/herself from the committee for that year, and a replacement shall be named by the sitting District Governor. Also, if a nominating committee member is unavailable for the interview process, a replacement shall be named by the sitting Governor.

The report of the nominating committee shall be submitted to the District Governor no later than December 15, and notifies the governor of the candidate selected within 24 hours after the nominating committee adjourns. The governor notifies all candidates of the decision.

The District Governor shall announce the of the Rotarian selected by the nominating committee as follows:

First, to the Rotary club that had submitted any name or names for consideration by e-mail within 72 hours of notification by the nominating committee by December 31.

After the nominating committee's announcement and prior to January 10, challenging candidates may be proposed within 14 days of email notification, with all the following conditions:

If the club offering the name had submitted a candidate as specified in District 6820 Rules of Procedure.

If the District Governor had been notified, in writing, on or before a date determined by the District Governor, but at least two weeks after the announcement of the nominating committee of the Rotary Club's intent to propose a challenging candidate.

If clubs do not submit any challenges by the deadline or if all challenges are withdrawn, then the governor will declare the nominating committee selection to be the official District Governor Nominee Designate and notify all club presidents within 15 days.

If a challenging candidate has been proposed, the District Governor notifies clubs of any challenging candidates and asks if clubs wish to concur by a date selected by the District Governor. Within seven days of the deadline of concurrences, if a valid challenge and the necessary concurrences are received prior to the deadline, the governor notifies clubs of names and qualifications of each candidate, and the names of the challenging and concurring clubs. The governor also informs clubs that the District Governor Nominee shall be elected by vote on

a date to be determined by the District Governor but no later than February 28. At which time the nominee will be officially elected as the District Governor Nominee Designee of District 6820.

When voting on the selection of the governor nominee, all votes from a club with more than one vote shall be cast for the same candidate.

7.03 ELECTION OF REPRESENTATIVE TO COUNCIL ON LEGISLATION (RCP 59.0)

In the Rotary year two years before each council, the clubs in each district select a Rotarian to represent them at the council. These representatives are the voting members of the council. Candidates for representatives to the council on legislation should be submitted to the nominating committee three weeks prior to the Annual Business Meeting. The nominating committee shall submit a slate of candidates to all clubs two weeks prior to the Annual Business Meeting. The representative and an alternate shall be selected by a vote of the meeting electors. The Rotarian receiving the highest number of votes is selected and the Rotarian receiving the second highest vote shall be elected as the alternate.

Representatives must have served a full term as an officer of RI (or, under special circumstances, be currently serving as governor or governor-elect) and be a member of a Rotary club in the district represented at the time of their election. (RIB 9.020.2)

To qualify for service at the Council, a representative must be informed of the qualifications and submit to the general secretary a statement that the Rotarian:

- 1) Understands clearly the qualifications, duties, and responsibilities of a representative.
- 2) Is qualified, willing, and able to assume and faithfully perform those duties and responsibilities.
- 3) Will attend the Council for its full duration.

Each district is encouraged to select as its representative the best-qualified eligible Rotarian available for service that is well informed about current Rotary policies, procedures, and programs. The RI Board, while recognizing that the clubs in each district may select whom they will, stresses that representatives to the Council should be selected on the basis of their ability to carry out their defined duties and not on the basis of their personal popularity within the district. The role of representative should be viewed as a serious and responsible

position and not simply a perquisite of having served as governor.

It is the duty of representatives to:

- 1) Help clubs prepare their proposals for the Council.
- 2) Discuss proposed legislation at the district conference or other meetings.
- 3) Know the existing attitudes of Rotarians within the district.
- 4) Critically consider all legislation proposed to the Council and communicate those views to the Council effectively.
- 5) Act as an objective legislator of RI.
- 6) Attend the meeting of the Council for its full duration.
- 7) Report on the Council's deliberations to the clubs of the district after the Council meets.
- 8) Be accessible to clubs in the district to assist in their preparation of proposals for future councils. (*RIB 8.030.*)
- 9) Modify the District ROP to correct new legislation passed by the COL prior to the District Conference that a new COL representative is elected. (last year of service)

7.04 AWARDS

District 6820 shall award the following described district awards each year if such award is deemed warranted by the Awards Committee and District Governor, with final approval of all awards by the District Governor.

7.04.1 DISTRICT AWARDS

7.04.1.1 Ottis L. Snipes Jr. Award:

This award shall be presented annually, at the District Conference, to the Rotary Club having the highest percentage increase in membership during the Rotary year just concluding.

7.04.1.2 Stacy Anderson Award:

Awarded to the club having the highest attendance percentage of members present at the district conference. This award shall be calculated by multiplying the percentage of members present by the distance of travel from the club to the District Conference.

7.04.1.3 The Edley Jones Public Relations Award:

This award shall be presented annually at the district conference to the Rotary Club that has shown the best effort to promote their club and its activities through all means of public relations.

7.04.1.4 The W. A. Price Club Bulletin Award:

This award shall be presented annually at the district conference, to the Rotary Club having the best club bulletin during the year. This award shall be determined by the winner from the previous year.

7.04.1.5 The Clubs of the Year Awards:

Three clubs, one large, medium, and small are selected by the awards committee for presentation at the district conference. It is suggested that a criterion be established at the beginning of the Rotary year to judge the clubs for their participation in programs, presence at district meetings and functions, and achievement of their club goals.

7.04.1.6 The Governor's Award:

This award is chosen by the sitting District Governor and given to the overall best club in the district.

7.04.1.7 The Allison Brush Award:

This award is given to the club with the highest per capita giving to the RI foundation in the prior full year before District conference.

7.04.1.8 The Ruth & Keith Remy Youth Affairs Award:

This award is given to the club recognized by the DG as the club having an outstanding program for youth during the year.

7.04.1.9 Foundation District Service Award:

Nominators: District governors Deadline: Ongoing

Because so many Rotarians serve humanity through foundation programs, The Rotary Foundation created the District Service Award to recognize their efforts. Each recipient is given a certificate, awarded at the district level. District governors may obtain up to 20 blank certificates at no cost to their district. After the awards have been presented, send the name and club of each recognized Rotarian to The Rotary Foundation by downloading and completing the District Service Award List.

7.04.1.10 Kay Steed Award:

This award presented annually to the outstanding female Rotarian in District 6820.

7.04.2 Rotary International Awards

7.04.2.1 Foundation Citation for Meritorious Service Award:

Nominators: District governors and directors

Deadline: Nominations received on a rolling basis from 1 July to 15 May.

This award recognizes Rotarians who have demonstrated active service to The Rotary Foundation for more than one year.

7.04.2.2 Foundation Distinguished Service Award:

Nominators: Any Rotarian

Deadline: 15 November

Four Complete Rotary years after receiving the Citation for Meritorious Service, a Rotarian becomes eligible for the Distinguished Service Award. Because this is the Foundation's highest service recognition, a recipient's exemplary service to the foundation must extend beyond the district level and occur over an extended period of time.

7.04.2.3 Rotary International Service Above Self Award:

Nominators: District governors, immediate past district governors, RI directors, past RI directors.

Deadline: 1 September

As Rotary's highest honor for individual Rotarians, this award recognizes up to 150 Rotarians annually who have demonstrated exemplary humanitarian service, with an emphasis on personal volunteer efforts and active involvement in helping others through Rotary. Current district governors, directors, and past directors may nominate up to three candidates by 1 September each year.

7.05 DISTRICT DUES

District dues shall be based on the individual Club's membership as of June 30 and shall be payable annually by each Club to the District Treasurer by August 1. These dues are payable in advance for the fiscal year of July 1 to June 30. The dues of the district can only be changed by a vote at a District Conference by three-fourths of the Electors present and voting.

7.06 COMMITTEE ASSIGNMENTS AND APPOINTMENTS

In consultation with the District Governor-elect and District Governor-nominee, the District Governor shall appoint members to any vacancy on a committee. All appointments are for a three-year period. The chairman of a committee should have served on the committee for two years prior to becoming chair.

7.07 AMENDMENTS OR SUSPENSION OF RULES OF PROCEDURE

7.07.1 Amendment

Any Rotarian may propose amendments to the Rules of Procedure by submitting, in writing, the proposed amendment to the District Governor who shall appoint a committee to consider the proposed amendment.

No proposed amendment to these rules may be presented to be voted upon at the Annual Business Meeting of District 6820, unless the official proposed amendment has been communicated by U.S. mail or E-mail, or by either the District Governor or the District Secretary of the Special Committee to each club president in the District 6820 at least thirty days prior to the Annual Business Meeting where the amendment may be voted upon.

Only qualified Electors present at the Annual Business Meeting shall be allowed one vote on any proposed amendment to these Rules of Procedure.

For adoption or passage, any proposed amendment must be approved by a majority vote of the Electors present and voting at the Annual Business Meeting. There shall be no proxy votes cast or counted at the Annual Business Meeting.

The results of any vote taken on proposed amendments and a summary of the amendment, shall be published in the District Governor's newsletter and shall be properly incorporated into the District 6820 Rules of Procedure.

7.07.2 Suspension

Upon a vote of two-thirds of the electors present and voting, the Rules of Procedure for any District Conference, the Annual Business Meeting, Assembly, or other meeting may be suspended, with the exception that a vote of three-fourths shall be required to suspend Section 7.05, District Dues.

8. DISTRICT MEETINGS AND CONFERENCES

8.01 THE DISTRICT CONFERENCE

A conference of Rotarians is held annually in District 6820 at a time and place agreed to by the governor and the presidents of the majority of the clubs in the district. The dates of the conference must not conflict with the Rotary institute, District Assembly, International Assembly, or RI Convention. The RI Board encourages districts to hold district conferences in the first half of the Rotary year.

The purpose of the district conference is to further the object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally. The conference considers any special matters submitted to it by the RI Board or matters originating within the district. The district conference should showcase Rotary programs and successful district and club activities and encourage interaction and dialogue among clubs. Recognizing that the district conference is an opportunity to sustain and increase the membership base within the district, the information should be presented inspirationally and in an atmosphere of fellowship. A conference may endorse or propose legislation for the council on legislation and also may elect its representative to a council on legislation.

The RI Board may authorize two or more districts to hold their conferences conjointly. This is encouraged, provided that the district conferences are not held conjointly two years in a row.

Districts are encouraged to hold the district conference at a location that encourages maximum participation and limits undue financial burden.

The district conference must:

Provide the RI president's representative an opportunity to make two primary addresses to the conference (including a major address of 20-25 minutes at the conference session with the maximum attendance, including spouses) and remarks of appreciation to the host district at the conclusion of the conference.

The district conference should:

Be held for two to three days.

Include discussion groups to increase participation by members.

Include a balanced program in which the majority of the content is focused on Rotary and Rotary Foundation Subjects.

Consider district resolutions.

Extend a specific welcome to new Rotarians, Rotarians attending the district conference for the first time, club presidents, and others, as appropriate.

Maximize the use of volunteers who have participated in Rotary and Rotary Foundation activities in the program.

Include promotion of the next conference and encourage pre-registration.

Keep costs affordable in order to encourage maximum attendance.

Avoid scheduling conflicts between the conference holidays, and other events.

Encourage the attendance of every registrant at plenary sessions by scheduling spouse and other events at non-conflicting times.

Promote exhibitions of club and district projects. Perhaps in a house of friendship.

Recognize the experience that the RI president's representative brings to the conference and involve the representative in group discussion sessions and other sessions accordingly. Provide a special orientation event for new Rotarians.

Include a district leadership seminar for interested Rotarians who have served either as a club president or for three or more years in leadership role in the club, for one full day immediately before or after the district conference.

8.02 THE ANNUAL DISTRICT BUSINESS MEETING

The Annual District Business Meeting is held annually in District 6820 at a time and place agreed to by the governor and the presidents of the majority of the clubs in the district. The meeting may be held virtually. The meeting shall be held during the final quarter of the Rotary year. The date of the annual business meeting must not conflict with the rotary institute, district assembly, international assembly, or RI convention. The purpose of the annual business meeting is to:

- 1) Discuss and adopt the audited financial statement from the previous Rotary year. DGE presents his/her annual budget for approval.**
- 2) Elect the District's representative to the council on legislation during the Rotary year two years before the council on legislation.**
- 3) Elect the member of the nominating committee to the RI Board of Directors, as appropriate.**
- 4) Conduct any other appropriate business of the district properly presented.**

Electors: (RCP 17.040)

Each Club in a district shall select, certify, and send to its annual district business meeting at least one elector. A club must be current with District and Rotary International Dues at least 10 days prior to the Annual Business meeting in order to be represented by elector(s) at the Annual Business Meeting. Any club with a membership of more than 25 shall be entitled to one additional elector for each additional 25 or major fraction thereof, of its members. Such membership shall be determined by the number of members in the club as of the date of the most recent semiannual payment preceding the date on which the vote is to be held. However, any club whose membership in RI has been suspended by the board shall not be entitled to any electors. Each elector shall be a member of the club. An elector must be present at the business meeting to vote.

8.03 THE DISTRICT TRAINING ASSEMBLY

The purpose of this seminar, held in March, April or May (after PETS), is to enable Club Presidents-elect to build on PETS

training to learn leadership skills, while other incoming club leaders learn their new responsibilities and other club leadership teams refine goals for the year.

Topics that should be included are:

- 1) RI theme.
- 2) Roles and responsibilities.
- 3) Policies and procedures.
- 4) Selecting and training your team.
- 5) Developing annual and long-range plans.
- 6) Resources.
- 7) Case study exercise.
- 8) Team-building exercise.
- 9) Problem solving.

The District Training Assembly is convened by the Governor-elect and organized by the District Training Committee.

The participants in the district assembly are club presidents-elect and the members of Rotary clubs assigned by the club president-elect to serve in key leadership roles in the upcoming Rotary year.

If the district conference is held in April or May, the district should consider scheduling the district assembly and the district conference as consecutive meetings, with the district assembly held first. Consecutive meetings should be scheduled without reducing the time required for each and with due regard for the essential features of each.

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the district assembly. Refer to the District Assembly Leaders' Guide (828-EN), Club President's Manual (222-EN), Club Secretary's Manual (229-EN), and Club Committee Manuals (226-EN; individual manuals for club administration, membership, public relations, service projects, and The Rotary Foundation standing committees) for more information.

8.04 THE PRESIDENTS ELECT TRAINING SEMINAR

PETS, which may be a multidistrict PETS, shall take place for the purpose of orientation and training of club presidents-elect in the district as determined by the board. The PETS shall be held annually, preferably in February or March. The governor-elect shall be held responsible for the PETS. The PETS shall be

planned and conducted under the direction of the governor-elect.

PETS participants should include the governor-elect, assistant governors, the district trainer, and all incoming club presidents in the district. It is recommended that the clubs or the district pay the expenses of the incoming club presidents.

Assistant governors promote attendance among the presidents-elect to whose clubs they are assigned and team building among the presidents-elect, governors-elect, and themselves.

At multidistrict PETS, at least three hours of the program must be allocated to meetings between governors-elect, incoming club presidents, and assistant governors. The governors-elect are responsible for developing and approving the final program and selecting the training leaders and plenary speakers, as well as submitting to the RI president a letter indicating approval of the multidistrict PETS program and demonstrating fulfillment of the above conditions no later than four months before the seminar.

RI provides a standard curriculum including leaders' guides, visual aids, and participants' manuals to support the PETS. Refer to the Presidents-elect Training Seminar Leaders' Guide (243-EN) and the Club President's Manual (222-EN) for more information.

8.05 THE DISTRICT TEAM TRAINING SEMINAR

The purpose of this one-day meeting, held in February, is to:

- 1) Prepare incoming assistant governors and incoming district committee members and chairs for their year in office.
- 2) Give district governors-elect the opportunity to motivate and build their district leadership team to support clubs.

Topics that shall be included are:

- 1) RI theme.
- 2) District administration.
- 3) Roles and responsibilities.
- 4) Working with clubs under the Club Leadership Plan.
- 5) Resources.
- 6) Annual and long-range planning.

7) Communication.

Participants in the district team training seminar shall include Rotarians appointed by the governor-elect to serve as assistant governors and as district committee members in the next Rotary year.

RI provides a standard curriculum including facilitators' guides, visual aids, and participants' manuals to support the district team training seminar. Refer to the District Team Training Seminar Leaders' Guide (247-EN), Assistant Governor's Training Manual (244-EN), and District Committee Manual (249-EN) for more information.

8.06 THE ROTARY FOUNDATION SEMINAR

The purpose of this seminar is to educate Rotarians about Foundation programs and motivate them to be strong participants and advocates of the Foundation. The seminar is the primary means of increasing awareness of The Rotary Foundation at the club level. The seminar is conducted by the district Rotary Foundation committee and can be supported by the regional Rotary Foundation coordinator.

Specifically, a district Rotary Foundation seminar provides the opportunity to:

- 1) Motivate Rotarians to support and participate in Foundation programs.**
- 2) Update Rotarians on changes in Foundation programs or policies and outline goals for the upcoming year.**
- 3) Recognize individuals and clubs in the district for outstanding contributions to the Foundation.**
- 4) Answer questions about Foundation programs and activities.**

Topics that shall be included are:

- 1) Foundation programs.**
- 2) Foundation goal setting.**
- 3) Every Rotarian, Every Year.**
- 4) District and club organization: The Rotary Foundation committee.**
- 5) Understanding the SHARE system.**
- 6) Basic elements of fundraising.**

- 7) Reaching every Rotarian with the Foundation's message.
- 8) Achieving Foundation goals.
- 9) Using the District Designated Fund (DDF).
- 10) Rotary Foundation Month activities.
- 11) Keeping Foundation alumni involved in Rotary.

Club presidents, club Foundation committee members, district governors, governors-elect, and assistant governors are the seminar's target audience, although the district's entire membership is encouraged to attend. Refer to the District Rotary Foundation Seminar Manual (438-EN) for more information.

8.07 THE MEMBERSHIP SEMINAR

The purpose of this half- or one-day seminar, preferably held as early in the Rotary year as possible, is to develop club and district leaders who have the necessary skills, knowledge, and motivation to support the clubs in the district to sustain or increase the membership base.

Topics that should be included:

- 1) Overview.
- 2) Retention.
- 3) Recruitment.
- 4) Organizing new clubs.
- 5) Roles and responsibilities,
- 6) Resources: Where they are and how to use them.

The participants in the district membership seminar include club presidents, club-level membership committee members, district membership development committee members, district extension committee members, assistant governors, and other interested Rotarians.

RI provides a facilitators' guide with visual aids to support the district membership seminar. Refer to the District Membership Seminar Leaders' Guide (242-EN) for more information.

8.08 THE LEADERSHIP SEMINAR (*RMP p. 31*)

The purpose of this full-day seminar, held immediately before or after the district conference, is to develop Rotarian leaders within the district who have the necessary skills, knowledge, and motivation to serve in Rotary beyond the club level.

Topics that should be included are:

- 1) Leadership and motivational skills.**
- 2) Building an international service project.**
- 3) Planning a district meeting.**
- 4) Program electives.**
- 5) Leadership opportunities.**

Interested Rotarians who have served as club president or have served for three or more years in a leadership role in the club may participate in the district leadership seminar.

RI provides a facilitators' guide with visual aids to support the district leadership seminar. Refer to the District Leadership Seminar Leaders' Guide (248-EN) for more information.

9. PAUL HARRIS SOCIETY

- 9.01 The Paul Harris Society of Rotary International District 6820 is created.**
- 9.02 The Paul Harris Society shall comply with the latest guidelines issued by Rotary International and The Rotary Foundation.**
- 9.03 The Paul Harris Society is a special district recognition program designed for individuals who wish to support The Rotary Foundation in a more substantial way each year.**
- 9.04 Recognition is for individual donors who make a commitment to contribute US\$1,000 or more each year to The Rotary Foundation's Annual Programs Fund, PolioPlus, PolioPlus Partners, or the Humanitarian Grants Program.**
- 9.05 Paul Harris Society contributions shall be eligible toward Rotary Foundation Sustaining Member, Paul Harris Fellow, Multiple Paul Harris Fellow, and Major Donor Recognition.**
- 9.07 Recognition elements shall include a Paul Harris Society certificate and Paul Harris Society insignia issued by District 6820.**
- 9.08 The Paul Harris Society shall be administered by the Chairperson, District Rotary Foundation Committee, Paul Harris Society Subcommittee.**
 - 9.08.1 The Chairperson, Paul Harris Society Subcommittee, shall maintain a record of members of the society.**
 - 9.08.2 Upon notification that an individual has made arrangements to contribute at least US\$1,000 each year to eligible programs of The Rotary Foundation,**

the Chairperson shall enroll the individual as a member of the Society and prepare recognition elements for presentation to the individual.

9.08.3 Individuals shall remain a member of the Society until the Chairperson, Paul Harris Society Subcommittee is notified that the individual is no longer contributing at the required level.

10. ROTARY DISTRICT 6820 FOUNDATION, INC.

10.01 The purpose of the Rotary District 6820 (to be known as the “6820 Foundation”) shall be to develop and support programs that move District 6820 forward with an emphasis on assisting small clubs. Special consideration should be given to projects that enhance educational and economic progress.

10.02 A 6820 Foundation Board of Trustees shall direct the operations of this foundation. The composition of the board of trustees shall be a chairman, a secretary, a treasurer and six other trustees with the District Governor, the District Governor Elect and the District Governor Nominee serving as an ex-officio members for a total of twelve members. The nine elected trustees shall serve staggered three-year terms with the terms of three trustees expiring each year. A nominating committee, composed of trustees appointed by the chairman, will present to the district conference a slate of nominees to fill vacancies. Trustees with expiring terms may be re-nominated at the discretion of the nominating committees. The chairman, the secretary, and the treasurer shall be elected by and from the board of trustees. For support of long-range projects and for continuity, the chairman, the secretary, and the treasurer shall serve consecutive one-year terms not to exceed five years.

10.03 The chairman (or secretary or treasurer) of the 6820 Foundation shall present financial statements annually to the district conference. Minimum requirements for such financial statements shall include a beginning and ending balance and an itemization of all income and expenses. The fiscal year of the 6820 Foundation shall be July 1 through June 30. A projection of income and expenses shall be included on said financial statements for the period from the statement date (date of district conference) to the end of the current fiscal year. Year-end statements through June 30 shall be presented to the secretary of District 6820 at the close of each fiscal year.

10.04 The District 6820 Foundation shall operate as an endowment preserving the principle to perpetuate the funding of all future projects. Projects shall be funded only with income earned

during the Rotary year preceding the current Rotary year. Earnings not used for projects shall be added to the principal. Efforts should be made to grow and maintain the principal at a level sufficient to produce earnings adequate to meet the needs of the foundation.

- 10.05 The 6820 Foundation may accept funds for a designated special project within or outside of the District. The project may be approved by a simple majority vote of the Trustees. Funds received for said project shall be directed in their entirety to that project unless that project is completed prior to expending all of the funds. In the event that all funds so designated are not used, the use of the remaining funds shall be determined by the Trustees for the benefit of the 6820 Foundation and the Rotary Clubs of District 6820. All funds received shall be eligible for exempt tax treatment as provided for by the IRS in 501-C3 organizations.

Rationale – The 6820 Foundation needs to be able to accept tax exempt contributions for special projects such as relief efforts in disaster situations.

11. COLLEGE OF GOVERNORS (ADVISORY COUNCIL OF PAST GOVERNORS)

The District 6820 College of Governors is an advisory council of past governors, composed of all past governors who are members of Rotary clubs within the district. Governors are urged to call an annual meeting of the College after the International Assembly to allow the governor-elect to inform the current and past governors of the issues debated and presented. This meeting should be held at least one month after the International Assembly, but before or at the District Conference. The authority and responsibility of the governor shall in no way be impaired or impeded by the advice or actions of the past governors (*RCP 19.080.2*). Governors are urged to consider the College's assistance in extension efforts, informing incoming governors, promoting the convention, providing Rotary information, and supporting weaker clubs, serving when invited by the club president and the governor as ad hoc members of the club board of directors. (*RCP 19.080.1*.)

The College of Governors shall also meet in conjunction with the Passing of the Gavel Ceremony each year. It is encouraged that AGs, DGE, and DGNs be invited to attend as observers.

The sitting Governor and Governor Elect shall give a state of the district report and review plans for the upcoming year to the members

and a discussion shall follow in which the strengths and weakness of the district are addressed. The COG shall give special attention to any areas of weakness in the district and advise the governor and DGE of ways in which to strengthen these areas.