

District Governor

Dear Club Presidents

Each Rotary Club in good standing has the right to select or elect from amongst its membership a candidate who meets the qualifications stated in this document.

Your selected/elected candidate must fill the Governor-Nominee Data Form enclosed and the same should be received by me *on or before 28th February 2004*. Also request your candidate to submit a full CV prepared separately but preferably not exceeding two A₄ pages.

Request your candidate and the entire membership of your club to observe all the resolutions set forth by the district and those set in the Policy guide lines of RI. Copies have been enclosed for ease of reference.

The administration of clubs in a constituted district is under the direct supervision of a District Governor. It is essential to the effective operation of the governor system that the Rotarian elected to the office of governor, as the officer of RI in the district, be fully qualified, well informed as to the duties and responsibilities, carefully selected, and willing and able, physically and otherwise, to perform them. It is necessary that the qualifications and requirements of the office of governor be clearly understood and duly regarded in the selection of governors-nominee. (RCP 19.010.2.)

Selection of Governor-nominee: Service as Governor-elect

The selection by the clubs in a district of a Governor-Nominee should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. (RCP 19.030.1.)

Section 10.050. of the RI bylaws provides that any Rotarian who engages in *campaigning or canvassing* for elective office in RI may be subject to disqualification from election to the office sought and possibly to future RI offices for such periods as the RI Board may determine.

Districts are urged to seek out and nominate for the office of governor the *best qualified person* through procedures not influenced by a system whereby the nomination is, by tradition, rotated among various groups of clubs or geographic areas.

During the year preceding taking office as governor, the Governor-elect should:

- 1) Be given specific responsibilities by the governor in connection with district committees or district organization;
- 2) Be invited by the governor to attend as an observer all district meetings where the governor-elect is not otherwise designated a participant;
- 3) Be considered by the governor for assignment to participate in the program of the district conference. (RCP 19.040.7.)

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.

Selection of Governor-nominee through Ballot-by-Mail Procedure

The RI Board encourages all districts to use the *nominating committee system with a ballot-by-mail in the event of challenges*. All votes for governor by a single club (when entitled to more than one vote, based on membership) must be cast unanimously for the same candidate. (RIB 13.040.1.)

In the event of a challenge, information to be included in the biographical data to accompany ballots-by-mail is limited to the following:

- 1) Name of candidate; name and location of club; number of years a Rotarian; classification; name of firm or former firm; position in firm or former firm; meetings attended in last five years; current position(s) and/or assignment(s) in Rotary (elective or appointed); former position(s) and/or assignment(s) (elective or appointed);
- 2) Special Rotary services and/or particular Rotary activities in which a candidate has been engaged, i.e., what the candidate has done to advance Rotary;
- 3) Most significant honors or achievements in business and professional activities;
- 4) Most significant honors or achievements in civic and public service activities.

Selection of Governor-nominee in New Districts

When the clubs in existing districts are regrouped into new districts, the new districts shall, if practical, select the governor-nominee in advance of the effective date of the new district by the same procedure used by those clubs before the regrouping occurred. When the above procedure is not practical, the RI Board shall

authorize a ballot by-mail and shall designate a governor to conduct the ballot-by-mail.

Status, Qualifications, and Duties of Governor

In order to assure the best possible candidates for the office of governor, the governors should be advised annually to *request the clubs in their districts to make a survey and propose suitable candidates* for governor. The governors should transmit to all clubs of their districts such proposals and the records and qualifications of those proposed for the office, in accordance with the provisions of the RI bylaws.

The following statement of the status, qualifications, and duties of a governor is *distributed annually to all clubs* in order that those proposed for nomination as governors or those proposing to make such nominations may be informed as to the *obligations of the office*.

Status

The governor is an officer of RI nominated by the clubs of a district and elected by the convention of RI. The governor's term of office shall begin on 1 July and continue for one year or until a successor shall have been elected and qualified.

Qualifications

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

- 1) Be a member in good standing of a club in the district; (RIB 15.070.1.)
- 2) Have full qualifications for such membership in the strict application of the provisions thereof, and the integrity of the Rotarian's classification must be without question; (RIB 15.070.2.)
- 3) Be a member in a functioning club in good standing that has no outstanding indebtedness to RI or to the district as of the close of the year preceding that in which the Rotarian is proposed as a candidate for nomination for governor; (RIB 15.070.3.)
- 4) Have served as president of a club for a full term; (RIB 15.070.4.)
- 5) Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI bylaws section 15.090; (RIB 15.070.5.)
- 6) 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 that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such 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. (RIB 15.070.6.)

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. (RIB 15.080.)

Governors also should:

- 1) Possess the esteem and confidence of their own clubs;
- 2) Be of high business or professional standing, with executive ability, demonstrated in the conduct of their businesses or professions;
- 3) Have their business or professional work so well organized that they can give the time necessary to carry out Rotary work;
- 4) Be persons whose integrity and the conduct of their immediate families is above reproach;
- 5) Have a thorough knowledge of Rotary, its purposes, Object, and constitutional documents, and be Rotarians of recognized loyalty to RI;
- 6) Be able to discuss any phase of Rotary in a convincing manner and convey information articulately.

Duties

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 shall be responsible for the following activities in the district:

- 1) Organizing new clubs;

- 2) Strengthening existing clubs;
- 3) Promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- 4) Supporting The Rotary Foundation with respect to program participation and financial contributions;
- 5) Promoting cordial relations among clubs and between the clubs and RI;
- 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;
- 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; and
 - d) Personally recognizing the outstanding contributions of Rotarians in the district;
- 8) Issuing a monthly letter to each club president and secretary in the district;
- 9) Reporting promptly to RI as may be required by the president or the RI Board;
- 10) Supplying to the governor-elect, prior to the date of the international assembly, full information as to conditions of clubs in the district with recommended action for strengthening clubs;
- 11) Assuring that district nominations and elections are conducted in accordance with the RI constitution, the RI bylaws, and the established policies of RI;
- 12) Transferring continuing district files to the governor-elect;
- 13) Performing such other duties as are inherent as the officer of RI in the district. (RIB 15.090.)

In Great Britain and Ireland, however, the duties of the governor shall be performed in keeping with traditional practices in that area under the direction of the general council and consistent with the RI constitution and bylaws in Great Britain and Ireland.

The governor also shall report promptly to RI as may be required by the President or the RI Board and shall perform such other duties and responsibilities as are inherent as the officer of RI in the district. (RIB 15.100.)

The governor is also expected to:

- 1) Read *THE ROTARIAN* or an approved and prescribed Rotary regional magazine, *Rotary World*, and all other bulletins and literature from RI, and the publications from the clubs in the district;
- 2) Encourage each club to participate in at least one intercity meeting during each year;
- 3) Promote attendance at the convention;
- 4) Arrange, when circumstances require, for special conferences of club presidents and/or secretaries;
- 5) Prepare a summary of the attendance reports of the clubs in the district each month and send this report to the general secretary.

**Governor-Nominee; Governor-Elect
Qualifying for Nomination**

To qualify as a nominee for governor, a candidate must demonstrate knowledge of the qualifications, duties, and responsibilities of a governor as prescribed in the bylaws. The candidate shall submit to RI a signed statement that such candidate understands clearly the qualifications, duties, and responsibilities of the office of governor, is qualified for the office of governor, and is willing and able to assume the duties and responsibilities of that office and to perform them faithfully. (RIB 15.070.6.)

The RI bylaws provide that the nomination of any nominee for governor who does not meet the prescribed qualifications and requirements shall be rejected and shall not be presented by the general secretary to the convention for election. (RIB 13.070.1.)

If, notwithstanding receipt of a signed statement from a nominee for the office of governor as hereinbefore provided, the RI Board has cause to believe that the nominee would be unable to fulfill satisfactorily the duties and responsibilities of the office as provided in the bylaws, the RI Board may suspend such nomination. In the event of such suspension, the governor and the nominee shall be informed and the nominee shall be given an opportunity to submit to the RI Board, through the governor and the general secretary, additional information with reference to the nominee's ability to assume the duties and responsibilities of the office of governor and to perform them faithfully.

Upon consideration of all pertinent circumstances, including such information as may be submitted by the nominee the RI Board shall either reject the nomination of the nominee by a two-thirds vote or withdraw the suspension.
(RIB 13.070.2.)

In the event of the rejection of the nomination of a nominee for governor under any of the foregoing provisions, the general secretary shall advise the governor of the district concerned of the rejection and the reasons thereof, and the governor shall so advise the said nominee. Time permitting the district shall then act, either at the district conference or in a ballot-by-mail to be conducted by the governor in accordance with the provisions of the bylaws, to select another nominee for governor. In the event a district fails to select an acceptable and qualified nominee for governor, such nominee shall be selected in accordance with the provisions of RI bylaws section 13.020.

Attendance of Governor-elect at International Assembly

Because it promotes the efficient administration of RI at the district level, attendance of the governor-elect at the international assembly is mandatory. Further, every governor must have the basic experience and training resulting from participation in the international assembly to function effectively as the representative of RI in the district, and to provide the leadership, guidance, and counsel to the clubs of the district that is expected of a governor as an officer of RI.

Each governor is requested to emphasize to all candidates for governor, and to all clubs of the district, the requirement that the governor-elect attend the international assembly as necessary preparation for assuming the office of governor and that nomination cannot be accepted unless the candidate can and will attend the international assembly for its full duration. If, for whatever reason, a governor-elect is unable to attend the international assembly, in fairness to the governor-elect, the clubs of the district, and in the best interests of RI worldwide, the governor-elect will be expected to resign immediately in order to permit the selection of a candidate who can and will attend the international assembly for its full duration.

In filling a vacancy in the office of governor or governor-elect, the RI Board has adopted the following policy:

- 1) A past governor who has been selected to serve a second term prior to the international assembly shall be invited to attend the international assembly at the expense of RI;

- 2) A past governor who has been selected to fill a vacancy in the office of governor which occurs between the international assembly and 1 September shall receive, at RI's expense, one to two days of intensive training at the Rotary International office serving that district.
(RCP58.070.3.)

Governors-Elect Training Seminars (GETS)

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 of The Rotary Foundation and are called Governors-elect Training Seminars (GETS).

The following topics are to be addressed in such integrated training with a recommended minimum training time of nine hours:

- Role and Responsibilities;
- Developing and Managing a Functional Organizational Structure for the District in Support of Effective Clubs;
- Sustaining and Growing Rotary's Membership Base;
- Developing Effective Leaders;
- The Rotary Foundation;
- Administration Requirements of RI (The Role of the Secretariat);
- International Assembly Preview.

The recommended minimum training time for Rotary Foundation topics will be three hours, and the three topics to be presented during that time are:

- a) The Rotary Foundation
The Basics (to include the *SHARE* system);
- b) The Rotary Foundation Programs;
- c) Fund Development (RCP 19.040.3.)

Attendance at the GETS is mandatory for governors-elect, on the same conditions as the International Assembly.

Accommodation and meal costs for two days and three nights will be reimbursed. (RCP 19.040.3.).

DG Rtn Dr Varinder Singh Sur.