



# HOW TO SELECT A COUNCIL REPRESENTATIVE

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## Council Representative

Every district selects a representative to serve at the Councils on Resolutions and the Council on Legislation that take place during their Council term from 1 July 2017 through 30 June 2020. The Council representatives will represent their district at the:

- 2017, 2018, and 2019 Councils on Resolutions
- 2019 Council on Legislation

Representatives and alternates must be selected by **30 June 2017** and reported to Rotary International. Selection requirements and duties for representatives can be found in Article 9 of the [RI Bylaws](#).

## Eligibility

To serve as representative, a candidate must:

- Be a member of a club in the district;
- Have served a full term as district governor at the time of election;
- Confirm that he or she understands the qualifications and is able to perform the duties and responsibilities of a representative through the online certification form;
- Be able to attend the Council on Legislation for its entire duration;
- Be comfortable accessing legislation and voting electronically.

## Representatives' Duties

Duties of a Council representative are as follows:

- Assist clubs in preparing proposed resolutions and enactments;
- Discuss proposed resolutions and enactments at district meetings;
- Be knowledgeable of the attitudes of Rotarians within the district;
- Give critical consideration to all proposed resolutions and enactments and effectively communicate his or her views on such proposals to the Councils;
- Act as an objective legislator;

- Participate in the Council on Resolutions;
- Attend the Council on Legislation for its full duration; and
- Report on the deliberations of the Councils to his or her clubs following the meetings of the Councils.

Representatives are also required to complete an online representative course and Council training at their 2018 Rotary Institute in preparation for the 2019 Council on Legislation. Their participation at the Institute is not funded by Rotary International.

## Language skills

Interpretation and translation for the Councils will be tentatively provided in:

- |           |            |              |
|-----------|------------|--------------|
| • English | • Japanese | • Portuguese |
| • French  | • Korean   | • Spanish    |

A candidate must be proficient in one of the seven Council languages.

## Selecting a Representative

The selection of the representative and alternate must be conducted in the 2016-17 Rotary year and reported to Rotary by **30 June 2017** using the online representative selection form. The representative and alternate should be selected by a nominating committee procedure. Alternatively, the representative may be elected at the annual conference of the district or through a ballot-by-mail. If conducting a ballot-by-mail, either the district conference or the RI Board must approve of the method first. If you have any questions on conducting the election, please contact your CDS representative.

Any club in the district may nominate a candidate for representative, whether or not the candidate is from that particular club. The nomination must be sent to the district governor and include the signatures of the club secretary and president. If a club nominates a Rotarian who is a member of a different club, the Rotarian's club must agree in writing for the nomination to be accepted.

### SELECTION OF THE REPRESENTATIVE BY NOMINATING COMMITTEE PROCEDURE

The nominating committee procedure for representatives and alternates is based on the nominating committee procedure for district governors set forth in RI Bylaws section 14.020. A candidate for representative shall not be eligible to serve on the committee.

### FAILURE TO ADOPT A METHOD FOR SELECTING MEMBERS OF A NOMINATING COMMITTEE

Any district that fails to adopt a method for selecting members of a nominating committee must utilize instead all willing and able past governors who are members of a club in that district as its nominating committee. A candidate for representative shall not be eligible to serve on the committee.

### HOLDING AN ELECTION AT A DISTRICT CONFERENCE

If districts do not wish to use the nominating committee procedure, they can instead hold elections at the district conference (or district council in RIBI). The election must take place in the 2016-17 Rotary year or, for RIBI, at the meeting of the district council after 1 October 2016.

The election is conducted in the same way as other elections at the district conference, following the provisions laid out in RI Bylaw section 16.050. Each club is entitled to a minimum of one vote, which is determined by using the club's paid membership as of the most recent club invoice. Those clubs that have over 25 members are entitled to an additional vote for every additional 25 members, or major fraction thereof.

All votes from clubs with more than one vote shall be cast for the same candidate; a club may not split its vote. If votes are split in a club, they will be considered spoiled votes.

The candidate who receives a majority (50% + 1) of the votes cast is named the representative. If there are only two candidates, the candidate failing to receive a majority of votes shall be the alternate representative, to serve in the event the representative is unable to serve. When there are more than two candidates, the balloting shall be by single transferable ballot. At such point in the single transferable ballot process that one candidate receives a majority of the votes cast, the candidate who has the second highest number of votes shall be the alternate representative.

#### CONDUCTING THE ELECTION THROUGH A BALLOT-BY-MAIL

Occasionally, a district will not be able to conduct its election at the district conference. In those cases, either the district conference may vote to conduct the election through a ballot-by-mail, or the governor may seek RI Board approval to conduct a ballot-by-mail. Should the conference decide to do so, the ballot-by-mail must be conducted in the month immediately following the district conference using the single transferable ballot format. Should the governor decide to seek RI Board approval, he or she should contact their CDS representative for assistance.

#### Special Situations

Occasionally, a district will have only one or no past district governors who are interested or able to serve as Council representative. These special situations can be handled in the following ways:

##### ONLY ONE CANDIDATE

In those cases where there is only one eligible, and interested, candidate for representative, he or she shall be declared the representative for the district and no election is necessary. The governor shall appoint a qualified Rotarian to serve as the alternate.

##### NO AVAILABLE CANDIDATE

Should no past district governor be available to serve as representative, it is possible for either the governor, governor-elect, or a Rotarian who has served less than a full-term as governor to be named as the Council representative. If this occurs, the governor must request permission from the Rotary International President and it is best to contact Council Services for assistance, [council\\_services@rotary.org](mailto:council_services@rotary.org).

#### Deadline for Selection

Council representatives and alternates are selected in the Rotary year two years prior to the Council on Legislation. Therefore, representatives for the 2017-2020 Council cycle are to be selected no later than **30 June 2017**.

## Submitting Names to Rotary

Once selected, the district governor is responsible for submitting the names of the representative and alternate representative to Rotary through the online form using the link that was emailed to them. Governors will need the following information for the representative and alternate:

- First and Last name
- Email address
- Club Name
- How and when they were selected

Once complete, emails will be sent to the representative and alternate representative asking them to confirm their information, plus the governor will receive a conformation email. If the district governor does not have the link to the form, please contact Council Services at [council\\_services@rotary.org](mailto:council_services@rotary.org).

Note that **all Council mailings** will be sent electronically using the representative's and the alternate's primary email address in Rotary's membership database. Please keep the club secretary or [data@rotary.org](mailto:data@rotary.org) informed of any changes to the representative's email, to avoid missing important Council information.

## Replacing Representatives

The position of Council representative is an elected one and the representative should only be replaced if he or she has resigned. In cases where the representative resigns, the alternate will serve. If an alternate is not able to serve as the representative or the district did not select an alternate, the sitting governor may name a new representative who is eligible and able to serve. Representative or alternate resignations should be submitted online.

## Timeline for the 2017-2020 Council Cycle

A representative's work spreads across their three-year Council term. The cycle is as follows:

30 June 2017	Selection of representatives and alternates Resolution submission deadline
1 July 2017	Representative's Council term begins
Late 2017	<b>2017-18 Council on Resolutions</b> (date to be determined)
31 December 2017	Enactment submission deadline
31 March 2018	Amendments to proposed enactments deadline
30 June 2018	Resolution submission deadline
September 2018	Council on Legislation book published
Late 2018	<b>2018-19 Council on Resolutions</b> (date to be determined)

February 2019	Statements of Support and Opposition deadline
April 2019 (tentative)	<b>2019 Council on Legislation</b>
30 June 2019	Resolution submission deadline
Late 2019	<b>2019-20 Council on Resolutions</b> (date to be determined)
30 June 2020	Representative's Council term ends

For further information on how to select a representative or questions about the Council contact Council Services at [council\\_services@rotary.org](mailto:council_services@rotary.org).