MANUAL OF PROCEDURE 2013

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 begins on 1 July and continues for one year or until a successor is elected and qualified. (RIB 6.060.1.)

Qualifications

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. (RIB 15.080.)

Duties

The district governor's responsibilities can be found in <u>Lead Your District:</u> <u>Governor</u> (233). This manual is updated annually. In addition to fulfilling their responsibilities, district governors are expected to adhere to the <u>Rotary Code of Ethics</u>.

GOVERNOR-ELECT

Attendance at Governors-elect Training Seminar

Governors-elect training seminar (GETS) attendance is mandatory for governorselect. (RCP 19.050.4.) 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. (RCP 19.050.3.) For additional information on this event, see the "Meetings" section of this chapter.

Attendance at International Assembly

Attendance at the International Assembly is mandatory for governors-elect. Every governor must have this training to function effectively as the officer of RI in the district and to provide leadership, guidance, and counsel to clubs.

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. 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. (RCP 19.050.1.)

Other Preparation

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 governorelect is not otherwise designated as a participant
- 3) Consideration for assignments to participate in the district conference program (RCP 19.050.10.)

The governor should include the governor-elect in district meetings and communications and introduce the governor-elect to past district leaders in preparation for the incoming governor's year in service and to ensure continuity in leadership.

Other Responsibilities

Responsibilities of governors-elect can be found in *Lead Your District: Governor* (233). District governors-elect are also respnsible for the following meetings:

- Presidents-elect training seminar (PETS)
- District training assembly
- District team training seminar
- District membership seminar

Details about these meetings are provided later in this chapter.

GOVERNOR-NOMINEE

Selection

The selection of a governor-nominee by the clubs in a district should be conducted in a dignified, responsible manner in harmony with the principles of Rotary. (RCP 19.030.1.) The district must select the nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. (RIB 13.010.)

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 (see chapter 3). (RIB 10.060., 10.070.)

Districts are urged to seek out and nominate the best-qualified person for the office of governor.

Rejection of Nomination by Board

If a nominee for governor does not meet the prescribed qualifications and requirements, the Board shall reject the nomination and the general secretary shall not present it to the convention for election. (RIB 13.060.1.)

Method of Selection

Except in RIBI, a district must select its governor-nominee by a nominating committee procedure, a ballot-by-mail, or a vote at the district conference. (RIB 13.020.1.) For districts using the nominating committee procedure, each club may propose one challenging candidate. Each club may concur with only one challenging candidate. (RIB 13.020.9.)

Ballot Procedure

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; if not, the votes from that club are considered spoiled. (RIB 13.020.13., 13.040.1.)

In the event of a challenge, biographical data accompanying the ballot-by-mail is limited to the following:

- 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) or assignment(s) in Rotary (elective or appointed), former position(s) or assignment(s) (elective or appointed)
- 2) Special Rotary services 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 (RCP 19.030.2.)

Selection in New Districts

When the clubs in existing districts are regrouped into new districts, clubs in the new districts shall, if practical, select the governor-nominee before the effective date of the new district by the same procedure those clubs used before the regrouping. When the above procedure is not practical, the RI Board shall authorize a ballot-by-mail and designate a governor to conduct it. (RCP 19.030.3.)

Qualifications

At the time of selection, the nominee will be called governor-nominee-designate and will assume the title of governor-nominee on 1 July two years before serving as governor. The governor-nominee must

- 1) Be a regular member of a club in the district (RIB 15.070.1.)
- 2) Have full qualifications for membership in the strict application of the club membership provisions, and have a classification whose integrity is without question (RIB 15.070.2.)
- 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 (RIB 15.070.3.)
- 4) 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 15.070.4.)
- 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 (RIB 15.070.5.)

More information on the governor-nominee's responsibilities and assignments can be found in the Learning Center at <u>learn.rotary.org</u>.

VICE GOVERNOR

The nominating committee for governor will select one past governor to serve as a vice governor. The role of the vice governor is to replace the governor in case of temporary or permanent inability to serve. (RIB 6.120.1.) It is a best practice for districts to use the regular governor election process to select the vice governor.

PAST GOVERNORS

Each district organizes an advisory council of past governors, composed of all past governors who are members of Rotary clubs within the district. Governors assist the governor-elect with informing the current and past governors of issues debated and presented at the International Assembly, no more than one month after the meeting.

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 19.090.2.)

Governors are urged to consider the council'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 19.090.1.)