

District 7820 Nominating Committee, "NC"

Draft Processes for Selecting DGND, Directors and COR/COL Representatives

Date Printed: June 10, 2018 (11:13PM)

Part 1 -- Selection of DGN-D

Steps List for DGN-D Selection Process (COL 2016 legislation)

Applicable Legislation: RI By-laws 14.020, 16.070 & 16.090 and D7820 MOPP, Section 8

1. D7820 AGM annually passes a resolution setting NC Terms of Reference & method of appointing members. RIB 14.020.2
2. Board appoints three directors to the NC. MOPP, S.8.1
3. NC sets deadline for receipt of suggestions then the invitation for suggestions date. RIB 14.020.4
4. NC updates forms of documents and resources for process for the current year.
5. NC publishes request for suggestions for DGN-D candidates to clubs. RIB 14.020.4
6. NC Chairperson to log notices, bulletins and reminders published during notice period "in case".
7. NC prepares and provides list of written questions to candidates. MOPP, S. 8.4.
8. NC considers suggestions and conducts selection process. MOPP, S. 8.4.
9. Nominating Committee must notify DG of nominee within 24 hours from adjournment. RIB 14.020.6
10. DG must then notify clubs of the nominee's name within 72 hours. RIB 14.020.6
11. Qualifying clubs have 14 days after notice to challenge the nominee. RIB 14.020.8
12. Where there is no valid challenge within 14 days, the DG shall declare the nominee appointed to all Clubs within 15 days of the challenge deadline date. RIB 14.020.10
13. DG to email the completed RI Governor-nominee Data Form to our District's CDS Representative by June 30th. RI Data Form, page 2.

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Rotary International District 7820 Incorporated

Certified Copy of Members' Resolution Adopted at the Annual General Meeting May 25, 2018

I certify that the following is a true copy of a resolution approved as a Members' ordinary resolution at the Rotary International District 7820 Incorporated Annual General Meeting held May 25, 2018:

- “17.a. The members approved the following resolution pursuant to Rotary International By-law 14.020.2 to adopt terms of reference of the Nominating Committee, including the method for selecting members of the Committee for the year beginning July 1st next: **[Only Electors may Vote, 15.020.2]**

On the motion of District Secretary Garth Gordon, seconded by Rob Porter, it is resolved that Article 8 of the Rotary International District 7820 Incorporated Manual of Policies and Procedures is adopted as the terms of reference of the Nominating Committee including the method for selecting members of the Committee.”

Certified June 10, 2018.



Garth C. Gordon,
District Executive Secretary

ROTARY INTERNATIONAL DISTRICT 7820 INCORPORATED

MANUAL OF POLICIES AND PROCEDURES

NOMINATING COMMITTEE

8.1. District Nominating Committee. The Board shall appoint a District Nominating Committee which shall be representative of the District, as early as possible in the Rotary year. The Committee shall consist of the two Immediate Past District Governors and three Board Members, with the most recent Past District Governor being the chair of the Committee.

8.2. District Governor Nominee. The Nominating Committee shall seek out and propose the best available candidate for District Governor Nominee and shall not be limited in its selection to names submitted by Clubs in the District. Clubs that "suggest" candidates must confirm that the candidate was approved by the club board. There shall be no lobbying, campaigning, or promoting by the candidates, their sponsoring Clubs, or Rotarians at any time.

8.3. Candidates "Suggested" by clubs Candidates' written applications shall be accompanied by the RI form from the sponsoring Rotary Club Board committing its support for the candidate during their term. Where appropriate, a letter from the candidate's employer showing support for the candidate during their term of office should also be included.

8.4. District Governor Nominee Selection Process. The selection process shall include:

- A series of written questions forwarded in advance to each candidate to answer in writing and return to the Nominating Committee,
- At least one interview with each candidate, preferable in person, but at a minimum by telephone conferencing or video conferencing, to expand on the written questions and additional questions, and
- A pre-determined weighted evaluation table to fairly compare the candidates. The evaluation scoring should be consistent and reflect on the important attributes of a future District Governor. A suggested evaluation weighting is:

o Overall leadership ability	40%.
o General Rotary experience	25%
o Rotary District experience	25%
o Discretionary	<u>10%</u>
o Total	100%

8.5 Nominations and Election of Board of Directors. The Nominating Committee shall also be responsible for nominating Rotarians, who are in good standing within the District, to the Board of Directors. At the Annual Meeting-of-Members, the Committee shall:

- Present its report including its nominees to the Board, and
- Conduct an election of the Board of Directors.

Selection of District Governor-Nominee

The DGN selection process must be completed no later than two years prior to the date that the DGN takes office and may start no sooner than three years prior to that date. The first planning worksheet below is designed for districts that use a nominating committee to select their DGN. Complete the worksheet by inserting the dates you choose for the events in the process. Additional worksheets follow for districts that use a ballot-by-mail procedure or select their DGNs at a district conference.

Nominating Committee Procedure

Event	Timing	Date
1. Members of the nominating committee have been determined by the district's own criteria, or if it has none, the default procedure in RI Bylaws 14.020.3.		
2. The district governor invites clubs to submit their suggestions for nominations for governor.	At least two months before the deadline	
3. Deadline for the governor or the nominating committee chair to receive club resolutions suggesting candidates for the office of district governor.	At least two months after governor sends announcement	
4. The nominating committee selects its nominee for governor.		
5. The nominating committee chair notifies the governor of the candidate selected.	Within 24 hours after nominating committee adjourns	
* 6. The governor notifies all candidates of the decision. The governor also notifies clubs in the district of the selected nominee and announces the deadline for receipt by the governor of challenging candidates.	Within 72 hours of notification by nominating committee	
7. Deadline for receipt by the governor of challenging candidates.	Not more than 14 days after clubs are notified	
<i>If clubs do not submit challenges by the deadline or if challenges are withdrawn, then the governor will declare the nominating committee selection to be the official nominee and notify all club presidents within 15 days.</i>		
* 8. Governor notifies clubs of any challenging candidates and asks if clubs wish to concur.		
9. Deadline for receipt by the governor of concurrences with a challenge.	Determined by the governor	

Nominating Committee Procedure - continued

Event	Timing	Date
<i>If there are not enough clubs concurring with a challenge, or if concurrences are withdrawn or invalid, then the governor will declare the nominating committee selection to be the official nominee and notify all club presidents within 15 days.</i>		
10. 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, the names of the challenging and concurring clubs, and the selection method: ballot-by-mail or district conference vote <i>(Note: If a district conference vote is selected, refer to the procedure outlined on that worksheet below.)</i>	Within seven days of the deadline for concurrences	
11. The governor notifies each club of the number of votes to which it is entitled.	At least 15 days before the balloting	
12. The governor mails one ballot, signed by the members of the balloting committee, to each club.		
13. Deadline for receipt by the governor of ballots.	No less than 15 days and no more than 30 days after the ballot is mailed	
14. The governor announces the place, date and time for counting and validating of ballots and appoints a three-member committee to perform these duties.	Determined by the governor	
15. In the presence of the candidates or their representatives, the balloting committee validates the ballots cast. Then, in a separate process, the balloting committee counts the ballots. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate.		
* 16. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee.		
17. The balloting committee retains all ballots for 15 days and makes them available for inspection by a representative of any club. The ballots are destroyed after the 15 day review period (unless there is an election complaint).	For a period of 15 days following the governor's notification of the candidates	
* 18. The governor certifies the name of the governor-nominee by submitting the governor nominee form to Club and District Support.	Within 10 days after the governor declares the results	

District Election Guidelines

This document is intended for distribution by district governors to their Rotary clubs at the time of the official call for nominations.

A fundamental principle of Rotary is that the best qualified candidate should be selected for service in elective offices. The RI Bylaws prohibit any effort by a candidate, a candidate's supporter, or any Rotarian to influence the selection process in a positive or negative manner, including but not limited to, campaigning or canvassing. The RI Board developed these guidelines to assist Rotarians in better understanding election procedures:

For All Rotarians

- Review and comply with RI's election guidelines as explained in the following documents:
 - *RI Bylaws*: Articles 11, 13 and 14
 - *Rotary Code of Policies*: Sections 17.030.3(A), 17.040, 19.030, 26.070 and 26.080

(Note: You will find the above documents on www.Rotary.org at Learning & Reference → Governance Documents.)

- Avoid any actions designed to gain visibility, publicize candidates' names and achievements, or give anyone an unfair advantage over someone else.

For Candidates

- Immediately express disapproval in writing of any campaigning activities undertaken on your behalf and ask for the actions to cease.
- Do not respond in a similar manner to another candidate's improper activities.
- Do not communicate with or visit clubs involved in the election, except to fulfill necessary functions. If there are any concerns that a current assignment or a new assignment may give an appearance of campaigning, consult with the district governor. Routine performance of assigned activities is not a violation of Rotary's election policies.

6
SAMPLE
NOTICE 2017.

Good Day to All Clubs in Rotary International District 7820

Notification of Nominations

For the positions of the District Governor-Nominee Designate for
Rotary International District 7820 for 2020-21.

Further to the Invitation to Clubs to suggest names for this position sent to clubs on July 16, 2017, clubs submitted two suggestions on or before the September 30, 2017 deadline. The Nominating Committee considered those suggestions and notified the District Governor that they nominate

Dr. Ian Doyle, a member of the Rotary Club of Sydney Sunrise, for the position of District Governor-Nominee Designate for Rotary International District 7820 for 2020-21.

This Notice is issued according to the Rotary International Bylaws.

Under Rotary International Bylaw Article 14.020.8, clubs meeting the criteria stated in that Article may challenge these nominations not more than 14 days after publication of this notification.

Published on behalf of District Governor Donald Sword,
District Governor of Rotary International District 7820

Garth C Gordon
District Executive Secretary,
Rotary International District 7820

ROTARY INTERNATIONAL

DISTRICT ____

To All Club Presidents:

As you are aware, the district nominating committee has selected Rotarian _____
to be the governor of our district in 20__.

A challenge to this nomination has been received from a club (or clubs) that submitted the name
of a Rotarian previously submitted to the district nominating committee:

_____, of the Rotary Club of _____

_____, of the Rotary Club of _____

(add other names, if necessary)

Following RI Bylaws Article 14.020.9., your club now has until (date) _____ to
endorse any one of the challenging candidates listed above, using the form at the bottom of this
page. If you do not wish to endorse one of these challenging candidates, then you do not need to
do anything. Only challenges that have been concurred to by at least 10 other clubs which have
been in existence for at least one year as of the beginning of that year or 20 percent of the total
number of clubs as at the beginning of that year in the district which have been in existence for at
least one year as of the beginning of that year, whichever is higher, and only when such
resolutions by the club were adopted at a regular meeting in accordance with the club bylaws as
determined by the governor shall be considered valid. If by the above date I have not received
sufficient endorsements for any of the above challenges, the Rotarian selected by the nominating
committee will be certified to RI as the nominee for our district.

Date_____
Governor

If you do not wish to endorse any of the challenging candidates, please do not respond.

To: Governor _____, District _____

The Rotary Club of _____, at a regular meeting on this date _____,
adopted a resolution to challenge the selection of the district nominating committee, and
endorses the name of _____ of the Rotary Club of _____
as a challenger to the selection of the district nominating committee.

Date_____
President (or Secretary)

November 18, 2017

Good Day to All Clubs in Rotary International District 7820

Declaration of Appointment

For the position of District 7820 District Governor-Nominee Designate -
to serve as District Governor during the Rotary year 2020-21.

Further to the invitation to Clubs to suggest names for the position of District Governor-Nominee Designate for District 7820 (to serve as District Governor during the Rotary year 2020-21) sent to District 7820 clubs on July 16, 2017, District 7820 clubs submitted two suggestions on or before September 30th, 2017. The Nominating Committee considered those suggestions and notified the District Governor on November 2nd, 2017 that they nominated

Dr. Ian Doyle, a member of the Rotary Club of Sydney-Sunrise for the position of District Governor-Nominee Designate for District 7820 (to serve as District Governor during the Rotary year 2020-21).

The District Governor published notice of the name and club of the nominee to the District 7820 clubs by email on November 3, 2017 according to the Rotary International Bylaws. The notice stated that under Rotary International By-law Article 14.020.8, clubs meeting the criteria stated in that Article may challenge these nominations not more than 14 days after publication of that notification.

No challenging nomination was received within 14 days after publication of that notification. The District Governor therefore declares Dr. Ian Doyle of the Rotary Club of Sydney-Sunrise to be the District Governor-Nominee Designate for District 7820 (to serve as District Governor during the Rotary year 2020-21), pursuant to Rotary International By-law Article 14.020.10.

Published this November 18, 2017 on behalf of District Governor Donald Sword,
District Governor of Rotary International District 7820.

Garth C Gordon
District Secretary,
Rotary International District 7820

Governor-nominee Form

District governor candidate:

Please complete and sign this form, have your club secretary sign it, and submit it to the district nominating committee.

Governor year of service _____ District _____ Zone _____ RI membership ID number _____

Family name _____ First name _____ Middle initial _____

Name as it should appear on your badge _____

Member, Rotary Club of _____ Classification _____

Please ensure that your contact information (e-mail, postal address and phone number) is up-to-date in My Rotary!

Language(s) in which you are fluent (listed in order of fluency):

Language(s) you wish to use for communicating with RI (listed in order of fluency):

Read _____ Speak _____

For each of the following categories, please circle only one language per category.

International Assembly:	English	French	Japanese	Korean	Portuguese	Spanish								
Publications available in 6 languages:	English	French	Japanese	Korean	Portuguese	Spanish								
Publications available in 9 languages:	English	French	German	Italian	Japanese	Korean	Portuguese	Spanish	Swedish					
Publications available in 14 languages:	Arabic	Chinese	English	Finnish	French	German	Hindi	Italian	Japanese	Korean	Portuguese	Spanish	Swedish	Thai

Spouse/Partner Information (if applicable)

Family name _____ First name _____ Middle initial _____

Name as it should appear on your badge _____

E-mail _____ Gender ☐ Male ☐ Female

For each of the following categories, please circle only one language per category.

International Assembly:	Chinese	English	French	German	Hindi	Italian	Japanese	Korean	Portuguese	Spanish	Swedish
Publications available in 6 languages:	English	French	Japanese	Korean	Portuguese	Spanish					

For Rotarian Spouses/Partners only:

Member, Rotary Club of _____ RI membership ID number _____



Governor-nominee Data Form

All signatures on this page must be handwritten (electronic signatures are not acceptable).

CANDIDATE'S STATEMENT

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the district governor code of ethics, as detailed in the Rotary Code of Policies. I agree in advance to accept the decision of the RI Board concerning my election to office without recourse to any non-Rotary agency or other dispute resolution system and further accept that any court costs and attorney's fees incurred by RI in enforcing this agreement shall be reimbursed by me in their entirety. I understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

Date

Signature

CLUB'S STATEMENT OF CANDIDATE'S QUALIFICATIONS

The candidate herein mentioned is a member in good standing of the Rotary Club of _____.

The club further attests that this member has been duly suggested for the office of district governor under RI Bylaws 14.020.4 and meets the qualifications as specified in RI Bylaws 16.070 and that the club membership information on this form is accurate.

Date

Club Secretary's Name

Club Secretary's Signature

CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

Date

District Governor's Name

District Governor's Signature

District governor: Please e-mail this form to your CDS representative by 30 June.

District Conference

Event	Timing	Date
1. The district governor invites clubs to submit their suggestions for nominations for governor.		
2. Deadline for suggestions from clubs.	At least one month after governor sends request for suggestions	
<i>If only one suggestion, governor declares the sole candidate to be the governor-nominee.</i>		
3. When two or more candidates are suggested, governor notifies all clubs of their names and qualifications, indicating that the governor-nominee will be selected at the district conference.		
4. The governor notifies each club of the number of votes to which it is entitled.	At least 15 days prior to the balloting	
5. One elector for each Club votes at the district conference. In the presence of the candidates or their representatives, the three-person balloting committee validates the ballots cast, and then counts the ballots in a separate process. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate.		
6. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee.		
7. The balloting committee makes all ballots available for inspection by a representative of any club. The ballots are destroyed after the 15 day review period (unless there is an election complaint).	For 15 days after the governor's notification of the candidates	
8. The governor certifies the name of the governor-nominee by submitting the governor nominee form to Club and District Support.	Within 10 days after the governor declares the results of the election	

For Reference

(2017)

Single Transferable Ballot

On the ballot a "1" is placed within the space containing the name of the candidate who is the club's first choice. Every vote given by placing the figure "1" in such space shall be a "first preference vote."

In addition, the figure "2" is placed within the space containing the name of the club's second choice, the figure "3" within the space containing the name of the club's third choice, and so on, in the order of preference.

The candidate receiving a majority of the votes cast, taking into account the second and subsequent preference votes in the event that a majority is not obtained without so doing shall be declared elected.

An example of the manner in which the ballots are counted follows:

Four candidates for one office: A, B, C, and D.

First choice ballots are put into four piles and counted.

On the first count, no one has a majority of all votes cast.

C is low candidate and is eliminated.

Each ballot in that pile is then placed in the pile of the remaining candidates based on who had a "2" marked by the name.

If, however, the transfer of these votes still does not result in a majority for any one of the three (3) remaining candidates, the process listed above is followed again and thus continued until one candidate has a majority of the votes.

A ballot that indicates less than the available choices is counted only for the choices marked. Then it is considered un-transferable and is disregarded thereafter. An "X" is considered as an indication of first choice. A ballot that carries a "1" or an "X" for more than one name is considered as spoiled.

If two candidates each receive 50 percent of the votes in an election and one of the candidates is the nominee of the nominating committee, the nominee of the nominating committee shall be declared the governor-nominee. If neither of the candidates is the nominee of the nominating committee, the governor shall select one of the candidates as the governor-nominee. (RI Bylaws 14.040.3)

Ballot-by-Mail

Event	Timing	Date
1. The district governor invites clubs to submit their suggestions for nominations for governor.		
2. Deadline for suggestions from clubs.	At least one month after announcement is sent by governor	
<i>If only one suggestion, governor declares the sole candidate to be the governor-nominee.</i>		
3. When two or more candidates are suggested, governor notifies all clubs of their names and qualifications, indicating that the governor-nominee will be selected in a ballot-by-mail.		
4. The governor notifies each club of the number of votes to which it is entitled.	At least 15 days before the balloting	
5. The governor prepares and mails one ballot, signed by the members of the balloting committee, to each club.		
6. Deadline for returning ballots to the district governor.	No less than 15 days and no more than 30 days after the ballot is mailed	
7. The governor announces the place, date and time for counting and validating of ballots and appoints a three-member committee to perform these duties.	Determined by the governor	
8. In the presence of the candidates or their representatives, the balloting committee validates the ballots cast. Then, in a separate process, the balloting committee counts the ballots. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate.		
9. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee.		
10. The balloting committee retains all ballots for 15 days and makes them available for inspection by a representative of any club. The ballots are destroyed after the 15 day review period (unless there is an election complaint).	For 15 days after the governor's notification of the candidates	
11. The governor certifies the name of the governor-nominee by submitting the governor nominee form to Club and District Support.	Within 10 days after the governor declares the results	

For Reference
(2017)

Ballot by Mail in Rotary International District _____

Check one: ☐ District Governor: Rotary Year 20____ - 20____
☐ Council on Legislation Representative: Rotary Year 20____ - 20____
☐ Nominating Committee for RI Director: Rotary Year 20____ - 20____

Ballot Instructions:

If there are more than two candidates, balloting shall be by the single transferable ballot system, as described on the reverse side of this sheet. RI Bylaws provides that each club is entitled to at least one vote and is entitled to one additional vote for each additional 25, or major fraction thereof, of its members (excluding honorary members), based upon the number of members in the club as of the most recent RI club invoice preceding the date on which the vote is to be held. Clubs whose services have been suspended for non-payment of district dues or regional magazine subscriptions are entitled to vote; however, any club whose membership in RI has been suspended by the RI Board shall not be entitled to participate in the voting. The governor shall prepare one ballot for each club. If a club is entitled to cast more than one vote, the club shall cast all votes for the same candidate on the single ballot provided by the governor. Votes are based on club membership total as follows:

Up to 37 members	= 1 vote	88 to 112 members	= 4 votes
38 to 62 members	= 2 votes	113 to 137 members	= 5 votes
63 to 87 members	= 3 votes	138 to 162 members	= 6 votes

Mail this ballot to your governor to be received no later than _____.

Balloting Committee Member

Balloting Committee Member

Balloting Committee Member

Name of the District Nominating Committee Candidate, if applicable

☐ _____ Member, Rotary Club of _____
☐ _____ Member, Rotary Club of _____
☐ _____ Member, Rotary Club of _____

Rotary Club of: _____

We certify that our club has _____ paid members, (excluding honorary members), as of 1 January / 1 July, the date of the most recent RI club invoice prior to the voting date, thus entitling our Rotary club to _____ vote(s).

President's name: _____ Signature: _____ Date: _____

Secretary's name: _____ Signature: _____ Date: _____