

SECTION 4

DISTRICT GOVERNOR LINE

4. DISTRICT GOVERNOR LINE

4.1 DISTRICT GOVERNOR

4.1.1 Summary

Term: One Year

Reports to: Rotary International Board of Directors

Budgetary Responsibilities: In conjunction with the District Finance Chair and the District Treasurer formulates the District Budget for Governor year of service. Monitors the budget during the year as District Governor to review compliance and understand variances.

Position Summary: The District Governor (DG) is the sole officer of Rotary International (RI) in the district, functioning under the general control and supervision of the RI Board of Directors. The administration of clubs in the district is under the DG direct supervision. The DG is charged with the duty of furthering the Objects of Rotary by providing leadership and supervision of the clubs in the district.

Qualifications: In addition to the qualifications of the DGD, DGN, and DGE, the DG must have completed 7 years of successful membership in one or more Rotary Clubs

4.1.2 Responsibilities:

1. The governor shall inspire and motivate the clubs in the district.
2. The governor shall ensure continuity within the district by working with past, current, and incoming district leaders.
3. The governor organizes, prepares agenda, and attends District Governor continuity meetings.
4. The governor is responsible for:
 - organizing new clubs.
 - strengthening existing clubs.
 - promoting membership growth
 - working with district and club leaders to encourage participation in a district leadership plan as developed by the board.
 - furthering the Object of Rotary by providing leadership and supervision of the clubs in the district.
 - supporting The Rotary Foundation.
5. The governor promotes cordial relations among the clubs and Rotaract clubs and between the clubs, Rotaract clubs, and RI.
6. The governor is responsible for planning for and presiding at the district conference.

7. The governor assists the governor-elect in planning and preparing for PETS and the district training assembly.
8. The governor conducts an official visit to each club, individually or in multi-club meetings, that maximizes the governor's presence to:
 9. focus attention on important Rotary issues.
 10. provide special attention to weak and struggling clubs.
 11. motivate Rotarians to participate in service activities.
 12. ensure that the club constitution and bylaws comply with the constitutional documents, especially following councils on legislation; and
 13. recognize the outstanding contributions of Rotarians in the district.
14. The governor issues a monthly message in the district newsletter.
15. The governor is responsible for reporting promptly to RI as required by the president or the board.
16. The governor must provide the governor-elect, before the international assembly, full information about the condition of clubs and recommended action to strengthen them.
17. The governor should be inquiring regularly about the activities of Rotarian organizations in the district.
18. The governor ensures that that district nominations and elections comply with the RI Constitution, RI Bylaws, and established RI/District policies.
19. The District Governor is the Chair of the Board of Directors of Rotary International District 5240, responsible for calling meetings, setting meeting agendas, and residing over/chairing meetings of the Board.
20. Other Responsibilities
 - The District Governor is a member of the Rotary Rose Parade Float Committee
 - The District Governor is a member of the Board of Directors of the District Charitable Foundation Selection
 - Keeps track of expenditures and submits to the District Treasurer on a regular basis.
 - Attends the District Training Assembly
 - Reports to the Council of Governors as appropriate and organizes quarterly meetings to discuss updates/issues of the District.
 - Participate in multi-District PETS planning and attends the event.
 - Participates in multi-year planning for the District.
 - Manages membership leads online with District Membership Committee
 - Supports the Rotary Foundation through promoting fundraising and grant activities.
 - Serves as the spokesperson for the District and Rotary when appropriate.

- Routinely connects with the committees of the District.
- Attend as an observer any and all District meetings.

4.1.3 No Delegation

The Rotary International Code of Policies requires that the District Leadership Plan include a list of the functions that the District Governor cannot delegate:

- Representative of Rotary International in the district
- CEO of the corporation Rotary International District 5240, Inc.
- Chair of the District Board of Directors including calling and chairing meetings. The exception is that if the District Governor is unable to chair the meeting, the Immediate Past District Governor, as Vice-Chair of the Board of Directors, may chair the meeting.
- Planning and hosting the District Conference
- Visiting each club at least once either individually or at a multi-club event.
- Planning and participating in monthly District Leadership Continuity Meetings that include as a minimum, the DG, the DGE, the DGN, the DGD when selected and guests as invited by the participants.
- Serving as the initial point of contact for reports of actions by Rotary clubs or their members that may result in liability or adverse publicity of a Rotarian, Rotary club, District 5240 and/or Rotary International.

4.1.4 Selection

The district Governor is nominated by the District as District Governor Designate in accordance with the District 5240 Bylaws and District Governor Designate Job Description – Section 4.4 of this document. The District Governor Designate becomes District Governor Nominee on July 1 two years before taking office as District Governor. The nominee will be elected at the RI convention in the year before the nominee will attend the international assembly.

4.2 DISTRICT GOVERNOR-ELECT

4.2.1 Summary

- **Term:** One Year
- **Reports to:** District Governor and District Board of Directors
- **Budgetary Responsibilities:** Monitors District Governor Elect budget and submits receipts to the District Treasurer in a timely manner. Develops budget for District Governor year in collaboration with the District Treasurer and Finance Chair for Governor year.
- **Position Summary:** The District Governor Elect (DGE) is a voting member on the District Board of Directors. The DGE responsibility is prepare themselves to become District Governor of the succeeding year.

- **Qualifications:** In addition to the qualifications of the DGD and DGN, the DGE must have 6 years of successful membership in one or more Rotary Clubs

4.2.2 **Responsibilities:** In addition to the responsibilities outlined in the DGD and DGN job description the DGE’s responsibilities include:

1. Attends Governor Elect Training (GETS) and completes required pre-homework.
2. Attends the Zone 26/27 Institute that follows GETS.
3. Serves on the Southwest Multidistrict PETS Committee
4. Organizes and facilitates with District Training Team all pre-PETS activities.
5. Submits names for PETS facilitator & Sergeant at Arms as requested by the Southwest PETS Committee
6. In collaboration with District Training Committee prepares curriculum for PETS District training, Midterms, and District Training Assembly
7. Participates in the District Leadership continuity meetings.
8. Attends International Assembly
9. Attends Rotary International Convention and hosts District reception at the convention.
10. Completes district staffing for District Governor year in accordance with the job descriptions in this District Leadership Plan and Policy Manual. In selecting staff, the DGE should consider continuity from previous year where possible.
11. Finalizes District Conference agenda and event.
12. Prepares travel plans during DG year with collaboration with the District Scheduler.
13. Reports all required District positions in My Rotary.
14. Submits name for consideration for Vice Governor to District Governor Nominating Committee
15. Updates, implements, and reviews District strategic multi-year plan with District leadership.
16. Promotes strengthening and starting new clubs.
17. Contributes to District newsletter, website and social media sites as appropriate.
18. Supports the Rotary Foundation

4.3 **DISTRICT GOVERNOR NOMINEE**

4.3.1 Summary

- **Term:** One Year

- **Reports to:** The District Governor and District Board of Directors
- **Qualifications:** In addition to the qualifications of a DGD, a DGN must have completed 5 years of membership in one or more Rotary clubs.
- **Budgetary Responsibilities:** Monitors District Governor Nominee Budget and submits expenses in a timely manner to the District Treasurer.
- **Position Summary:** The District Governor Nominee (DGN) is a voting member on the District Board of Directors. The DGN is responsible to ready themselves to become the District Governor Elect in the next Rotary Year and then District Governor in the subsequent Rotary Year.

4.3.2 Responsibilities:

- In addition to the responsibilities defined for the DGD, the DGN:
 1. Attends Governor Nominee Training (GNTS) – complete required pre homework assignments.
 2. Attends Zone 26/27 Institute after GNTS training
 3. Attends Southwest PETS planning meetings.
 4. Attends Southwest PETS
 5. Attends District Finance Committee and Board of Directors meetings
 6. Participates in the District Leadership continuity meetings.
 7. Reviews District Governance documents and reports review to the Board of Directors no later than the third regular meeting of Rotary Year.
 8. Attends RYLA/RYE meetings as scheduled.
 9. Develops District Staff appointments for scheduled DG year promoting continuity as much as possible.
 10. Develops District Conference Staff and meeting plans including signing contract to secure the facility where the District Conference will be held in the year of service as District Governor.
 11. Coordinate duties, as required, with Rotary International.
 12. Contribute, as appropriate, to District calendar, website, social media sites.
 13. Begin outreach to that introduce the DGN to the Rotarians in the District.
 14. Develop positive rapport with Club Presidents-Elect Nominee who will serve as Club Presidents during the District Governor year of service.
 15. Coordinate with training team educational content for Midterms for the Presidents-Elect Nominee

4.4 DISTRICT GOVERNOR DESIGNATE

4.4.1 Summary

- **Term:** Serves until July 1 two years before service as District Governor
- **Reports to:** District Governor and Board of Directors



- **Budgetary Responsibilities:** monitors District Governor Designate budget and turns in expenses in timely manner to District Treasurer.
- **Position Summary:** The District Governor Designate (DGD) is a non-voting position on the Board of Directors. The DGD is selected by the District Nominating Committee in accordance with the select procedures included in the District Bylaws and District Leadership and Policy Manual.

4.4.2 Responsibilities:

1. Attends Zone 26/27 Zone Institute if possible.
2. Participates in the District Leadership continuity meetings.
3. Prepares report and serves as a non-voting member of the District Board of Directors
4. Keeps track of budget approved expenditures and submits to the District Treasurer on a timely basis.
5. Attends all District meetings and trainings as possible.
6. Respond in a timely fashion to District and RI directives and inquiries.
7. In coordination with the District Governor Nominee (DGN) – make appointments for critical staff – District Conference Chair, Finance Chair, Chief for Staff, Chief Operating Officer, Board Member at Large, District Charitable Foundation member at large.

4.4.3 Qualifications

- Be a member in good standing of a Rotary club in District 5240.
- Past President of a Rotary Club
- Have an email address, internet access and basic computer skills.
- Master PRLS preferred
- Paul Harris Fellow and Rotary Foundation Bequest Society member preferred.
- Prior exemplary service in a District 5240 Staff position
- Have at least seven years as a member of a Rotary Club at the time of service as District Governor
- Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of Governor as provided in the RI Bylaws “Duties of Governor”.

4.5 District Governor Designee Selection Process

4.5.1 Nominations by Clubs for DGD

4.5.1.1 The DGD nomination procedure shall be in compliance with the current version of the Rotary International Bylaws.

4.5.1.2 The District Governor shall, before July 15 of each year, advise each Club in the District with a notice that sponsoring club certified nominations for



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the position of DGD will be accepted through October 1 and that the Application with the Statement of Service Form for DGD applicants (included as attachments to this policy) will be available from the District Governor, the Chair of the Selection Committee, or the District website. The notice shall also advise each Club of the date, time, and location of the DGD Nominating Committee DGD Selection meeting.

4.5.1.3 At the time of their nomination, the nominee from any club shall have meet the qualifications of DGD as set forth above and in the current version of the Rotary International Bylaws.

4.5.1.4 The sponsoring club shall have the responsibility for:

- If by regular surface mail, preparing 15 copies of the Application and Statement of Service Form (see below) which shall include two original 3" x 4" minimum to 5" x 7" maximum color head- and- shoulders photos of the Candidate, then mailing the completed application documents to the Nominating Committee Chair no later than October 1.
- If by e-mail, preparing the Application and Statement of Service Form, which will include a 3" x 4" minimum to 5" x 7" maximum color head-and shoulders digital photo of the Candidate, then emailing the completed application documents to the Nomination Committee Chair no later than October 1.
- Assigning a Club member to be a Presenter to make an oral presentation of the Club's nominated DGD Candidate to the DGD Nominating Committee at the time of the interview. Unless a member of the Candidate's home Club presents the Candidate, he/she will not be eligible to appear before the Committee. If an Elector happens to be from the same Club as a Candidate, that Elector should not be the Presenter.

4.5.2 Policy Against Electioneering

4.5.2.1 It is a fundamental principle in Rotary that the best qualified candidate should be selected for service in Rotary's elective offices. Therefore, any effort to influence the selection process in a positive or negative manner by campaigning, canvassing, electioneering, or otherwise is prohibited under the RI Bylaws.

4.5.2.2 The Rotary International Policy Against Electioneering is included in the current version of the Rotary Code of Policies.

4.5.2.3 All candidates for DGD should review the Prohibition Against Electioneering policy prior to submitting their application.

4.5.3 Selection by DGD Nominating Committee of DGD



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4.5.3.1 The DGD selection procedure shall be in compliance with the current version of the Rotary International Bylaws

4.5.4 DGD Nominating Committee Chair Responsibilities

4.5.4.1 Before July 15th of each year, to make and promulgate arrangements for a DGD Nominating Committee selection meeting to be held after October 1 and before October 31 of each year.

4.5.4.2 Ensure that the current version of the Rotary International Governor Nominee Application, District 5240 Statement of Service and Rotary International Policy Against Electioneering are available to clubs and potential candidates by posting on the District website.

4.5.4.3 Perform the following activities prior to the DGD Nominating Committee selection meeting:

- Describe the specific duties of a DG to any interested DGD candidates via an informational meeting with PDGs.
- Clarify the role of DG to Electors before applications of nominated DGD candidates are sent to Electors. This will be accomplished in coordination with the Chair and Vice Chair and approved by the Parliamentarian prior to this information is disseminated to the Electors.
- Send copies of all the received Candidate Applications and Statement of Service Forms to each Elector of the Committee no later than ten days prior to the DGD Nominating Committee selection meeting,
- Verify the original copy of a sponsoring Club's DGD candidate nomination resolution, signed by the Club President and Club Secretary,
- Verify that each DGD Candidate meets the formal requirements for nomination, in accordance with the current version of the Rotary International Bylaws,
- Confirm a Presenter from the sponsoring Club for each DGD candidate will be at the selection meeting.
- Prepare a list of questions agreed to by the DG and DGD Nominating Committee Vice- Chair covering sufficiently the complete breadth of the responsibility of the office of DG to be individually assigned to and asked by the same one Elector of each DGD candidate.

4.5.4.4 Conduct the DGD Selection Committee Meeting

- Document the selection process and distribute to all members of the DGD Selection Committee.
- Brief the Electors on the selection meeting agenda and standardized process before DGD Candidates enter the meeting,
- Allow an overall summary of each DGD Candidate's qualifications to the Electors before the DGD Candidates' interviews,

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- Limit each DGD Candidate's overall maximum time window on the agenda uniformly including their Presenter,
- Introduce each DGD Candidate's Presenter to the DGD Nominating Committee and limit their allowed presentation time,
- Ensure no one besides the DGD Nominating Committee Chair, Electors, the DP, and the Candidate is present during each DGD Candidate's interview,
- Introduce each DGD Candidate to the DGD Nominating Committee,
- Enable each DGD Candidate to reveal his or her intentions and ambitions at the start of their interview,
- Orchestrate Elector standardized questioning of each DGD Candidate and limit the DGD Candidate's overall interview time,
- Enable each DGD Candidate to summarize their key points at the end of their interview and limit their allowed closure time,
- Ensure no one besides the DGD Nominating Committee Chair, Electors, and the District Parliamentarian is permitted to be present during the deliberations of the DGD Nominating Committee leading to the selection of the DGD,
- Open up a summary discussion among the Electors after all DGD Candidates have been interviewed prior to conducting a vote,
- Ensure at all times during the deliberations to select a DGD, the DGD Nominating Committee is precluded from considering and/or discussing or giving any weight in its selection of the DGD to any of the following factors:
 - Whether the DGD Candidate has been such a Candidate in prior years,
 - The location within the District of the Club which nominated the DGD Candidate,
 - The number of Past District Governors or the recentness of service of any Past District (Governor from any of the Clubs that have proposed a DGD Candidate for selection as DGD,
 - The age, sex, religion, race, national origin, sexual preference, or marital status of any Candidate

4.5.5 Supervise the selection of the DGD

4.5.5.1 Utilize a secret ballot vote from the Electors.

4.5.5.2 Require a majority vote of the Electors assembled to select the DGD and enable the DP to disclose the number of votes for each DGD Candidate to the Electors if a majority is not obtained in the first vote or as necessary,

4.5.5.3 Yield to the governing document related advice supplied by the District Parliamentarian and if in disagreement then involve the DG and DGD Nominating Committee Vice-Chair with the DP to arrive at a decision.

4.5.5.4 Advise the DG immediately of the DGD Nominating Committee decision prior to public announcement.

4.5.6 DGD Nominating Committee Inability to Select DGD :

In the event that the DGD Nominating Committee is unable to select a DGD from the Candidates, the procedure for selection shall default to that defined in the current version of the Rotary International Bylaws.

4.5.7 Club Challenge of DGD Selection

In the event that an authorized Club challenges the DGD Nominating Committee's selection of a DGD, the procedure for handling the challenge shall be as defined in the current version of the Rotary International Bylaws.

4.5.8 Club Notification of DGD Selection

After the DGD has been selected by the DGD Nominating Committee and the DGD Nominating Committee Chair has notified the DG, the procedure to be followed is as specified in the current version of the Rotary International Bylaws.

4.6 IMMEDIATE PAST DISTRICT GOVERNOR

4.6.1 Summary

- **Term:** One Year
- **Reports to:** District Governor
- **Budgetary Responsibilities:** Keeps track of budgeted expenses and submits to the District Treasurer on a regular basis.
- **Position Summary:** The Immediate Past District Governor is a voting member of the Board of Directors and a member of the District Charitable Foundation. The Immediate Past District Governor ensures a seamless transition of records and District documents/supplies to the Governor.

4.6.2 Responsibilities:

1. Attends the District Leadership continuity meetings.
2. Attend the Board of Director/finance committee meetings as scheduled.
3. Assists the District Treasurer with preparation of district annual statement of finances and report of District funds required to conduct the financial review by the District Audit Committee required by the Rotary International Bylaws.
4. Supports the review conducted by the District Audit Committee
5. Arranges for club approval of the report of the District Audit Committee
6. Serves as the voting Vice-Chair of the District Governor Designate Nominating Committee

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7. Serves as Vice-Chair of the District Board of Directors. In the absence of the District Governor, the Immediate Past District Governor shall chair the meetings of the District Board of Directors
8. Serves as a member of the Council of Governors.
9. Provides insight and advice to the District Governor.
10. Serves as a voting member of the Southwest PETS committee
11. Serves as a Sergeant-At-Arms at the Zone 26/27 Institute
12. Performs duties at the request of the Governor line.