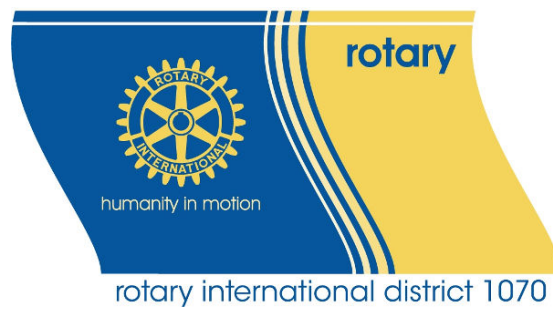


District 1070



Standing Orders

As approved by the District Council - 24th January 2008

Rotary International District 1070

STANDING ORDERS and RULES OF PROCEDURE FOR DISTRICT COUNCIL

PART ONE: STANDING ORDERS

These standing orders are made under the authority of RIBI By-law 11 clause 1(e). The district executive committee will review these standing orders as required and report back to district council.

1 District Areas

(a) The district will be divided into seven or more administrative areas, no area to include more than 15 clubs. An Assistant Governor will be elected by each area.

(b) The District Executive will periodically examine the composition of the areas and make recommendations to District Council as necessary.

2 Composition of District Council and appointment of Club Representatives

(a) District Council will consist of the District Governor (who will be the chairman), Past Governors of any District (provided they hold membership, other than honorary membership, of a Rotary Club in the district), District Governor Elect, District Governor Nominee, Assistant Governors, District Secretary, District Assistant Secretary, District Treasurer, District Assistant Treasurer, District Extension Officer, District Editor, Chairman of the Communications Committee, Chairman of Training and Development Committee, Conference Manager, and the Chairmen of the Service Committees (see 13(a) below) – hereinafter referred to as the Independent Members of District Council.

(b) In addition, there will be one representative from each club in the district, and one further representative for every twenty five, or major fraction thereof, of its active members. The Club Representatives will be appointed at the Annual General Meeting of each club and will serve on the District Council for one year from 1st July. Substitute representatives may also be appointed to serve in the absence of one or more of the Club Representatives: it is the duty of each Club Secretary to notify to the District Secretary the names of the representatives and substitute representatives.

(c) Should both the representatives and the substitute representatives of a club be unable to attend a meeting of the District Council, the Club President may appoint further substitute representatives but these may only act provided the District Secretary has been advised before the meeting or as soon as the representative(s) arrive.

3 Executive Officers of the District Council

(a) The Executive Officers of the District Council will be the District Governor, the Immediate Past District Governor, the District Governor Elect, District Governor Nominee, the Assistant Governors, the District Secretary and the District Treasurer.

(b) The Executive Officers will hold office for one year from 1st July, or

until their successor takes office

(c) In the event of a casual vacancy occurring during the term of office of Assistant Governor, District Secretary or District Treasurer, the District Governor will appoint a successor to fill the vacant office for the remainder of the term.

4 Meetings of District Council

(a) Unless otherwise authorised by the RIBI General Council, meetings of the District Council will be called at least three times in any year. Notification of the place and time of such meetings, and the agenda, will be sent by the District Secretary to the Secretary of each club and to the Independent Members of District Council.

(b) Attendance from representatives of at least 50% of the Rotary Clubs in the District will be necessary to form a quorum at meetings of District Council.

(c) All voting at District Council meetings will be by a show of hands, unless two-thirds of the voting delegates present at the time request that a ballot be taken, or the chairman requires, for guidance, that a ballot be taken.

5 District Executive Committee

(a) The composition of the District Executive Committee will be the District Officers (as 3 (a) above), six will be required to form a quorum.

(b) The District Assistant Secretary will attend meetings of the Executive Committee in a non-voting capacity and act as minute secretary.

(c) The District Governor is empowered to invite other Rotarians to attend District meetings for consultation regarding special purposes, such persons not to have voting entitlement.

6 Duties of the District Executive Committee

The Committee will carry out the following functions:

(a) Exercise a general supervision, under the District Governor, over the work of the various District Committees and, in particular, consider and advise upon any such matter raised by any of the Chairmen which may require confidential discussion, including any special matters affecting the welfare of individual clubs.

(b) Consider in advance of each meeting of the District Council, in an advisory capacity, the agenda of matters to be dealt with and submit any suggestions to the District Council which may be thought fit.

(c) Generally assist the District Governor in all matters affecting the welfare and organisation of the Clubs within the District and of the District itself, and the general furtherance of Rotary principles.

(d) Act on behalf of, and in the name of, the District Council upon any urgent matter where it is not practicable to call a special meeting of the District Council.

(e) To deal with matters as requested by the District Council.

(f) The District Executive Committee will submit a report of the matters dealt with on behalf of the District Council to the next practicable meeting of the District Council.

7 District Team Meeting

Those called to attend the District Team Meeting will be the members of the District Executive Committee, all Officers listed in 13(a) and such other Rotarians as may from time to time be appointed by the District Council.

8 District Governor

(a) Subject to the provisions of RIBI By-law 3, clause 1, any Rotary Club in the District may nominate for the office of District Governor Nominee (who will, by progression, become the District Governor) an active member of a Rotary Club in the District, whose consent to act as District Governor has previously been obtained. Such nomination must be signed by the President and Secretary of the Club and delivered to the District Secretary on or before the 30th day of June preceding the third Rotary year prior to that in which the District Governor should commence office.

Example:

District Governor for 2010/11, who will be District Governor Elect 2009/10 and District Governor Nominee 2008/09: nominations to reach the District Secretary on or before 30th June 2007 and elected by 30th November 2007.

(b) If more than one nomination is received an election will be held for the Rotarian to serve as District Governor Nominee in accordance with the provisions for election set out in 9 below.

9 Elections

(a) The timetable for the election for District Governor will be as 8(a) above. Elections for each Assistant Governor, District Secretary, Assistant Secretary, District Treasurer, Assistant Treasurer, the District Examining Accountant and two members of the District Finance Committee will be held before 30th November in the year prior to that in which they take office.

(b) If more than one nomination is received for the offices in 9(a), the District Secretary shall request each candidate to give a brief (not more than 60 words) paragraph of information about themselves which will be circulated to the relevant Clubs, together with the Rotary CVs of the candidates.

(c) Elections will be by postal ballot, by means of the single transferable vote.

(d) The District Secretary will ensure that all Clubs in the District receive the names and particulars of the nominees, at least 28 clear

days before the closing date for the ballot.

(e) Each Club within an Area in which an Assistant Governor is to serve, will vote only in the election for that Assistant Governor. Independent Members of the District Council will only vote for the Assistant Governor of the area in which their club is situated.

(f) The District Governor will appoint a minimum of two Scrutineers, who are not candidates in the election, to be present at the counting of the votes.

(g) All ballot papers will be destroyed twenty eight days after the declaration of the result of the ballot.

10 District Governor Elect

The District Governor Elect will hold no other office in the district.

11 District Assistant Governors

(a) A Nominee for the office of Assistant Governor will be an active member of a Rotary Club within the District, will have been President of a member Club for a full term, and, preferably, Chairman of one of the service committees or equivalent, see 13(a) below. Nominees should be from the area in which the particular Assistant Governor is to serve, but, in the event of no nomination being forthcoming from Clubs within a particular area, nominations may be made of members from any other Club in the District.

(b) Each Member Club in the District may make no more than one nomination for the office of Assistant Governor in the Area in which the Club is situated. Nominations (which may only be made with the consent of the Nominee) must be in writing and must reach the District Secretary by the relevant closing date.

(c) Assistant Governors may not serve more than three one-year terms.

12 District Secretary, District Assistant Secretary, District Treasurer, District Assistant Treasurer

(a) Nominees for the offices of District Secretary, District Assistant Secretary, District Treasurer, District Assistant Treasurer, must be active members of a Rotary Club within the District.

(b) Each club in the district may make no more than one nomination for the office of District Secretary, District Assistant Secretary, District Treasurer, District Assistant Treasurer. Nominations (which may only be made with the consent of the nominee) must be in writing and must reach the District Secretary by the relevant closing date.

(c) No Rotarian will hold any of the offices in 12(a) for more than 5 consecutive years.

13 District Officers

(a) The District Governor Elect will, after consultation with the District Governor and the Executive Committee, appoint such Chairmen of Committees and other Officers as considered necessary. They will

hold office for one year from 1st July, unless otherwise stated. These appointments will include:

Service Committees:

Chairmen of Membership Services, Community and Vocational Service, International Service and Youth Opportunities.

Other Committees and Officers:

Chairman of Communications, Chairman of Training and Development, District Extension Officer, District Editor, District Webmaster and Sergeant at Arms. The Conference Committee will hold office from the end of one Annual Conference to the end of the next.

The District Governor Elect may, after confirmation by the District Council, appoint such other Rotarians as required.

(b) All the Officers must hold active membership of a Rotary Club in the District and will be appointed prior to 21st January in the year in which they take office.

(c) No Rotarian will hold any of the offices listed in 13 (a) for more than three consecutive years, unless agreed by the Executive Committee and subsequently approved by District Council.

(d) The Sergeant at Arms will be the custodian of all district regalia and will be responsible for exhibiting the same where necessary, including District Conference and meetings of District Council. The Sergeant at Arms will be responsible for calling to order and controlling all those people attending District Conference, Presidents-Elect Training Seminar, District Assembly and meetings of the District Council and will also keep a record of the location of all district trophies and district furniture.

14 Committees

(a) The committees will comprise the Chairman and such members as are deemed necessary by the District Governor Elect in consultation with the District Executive Committee and the respective Committee Chairmen: membership should endeavour to encompass all areas where appropriate. On the recommendation of the Chairman of a Committee, the District Governor has the authority to co-opt for special reasons.

(b) The District Governor, District Governor Elect and District Secretary will be ex-officio members of all committees appointed by the District Council.

(c) Members of Committees will serve for a maximum of three consecutive years on any one Committee unless appointed as Chairman or Manager.

15 Conference

A District Conference, open to all Rotarians of the District, will be held each year at a time and place to be approved by the District Council.

(a) The Conference Committee will consist of the District Governor (host), District Governor Elect (deputy host), District Governor Nominee, District Secretary, Conference Manager, Assistant Conference Manager, Accounting Officer, Stage Manager and Conference Registration Officer.

(b) The Chairman of the Conference Committee will be the District Governor, who will hand over the Chairmanship to the District Governor Elect at the Conference Committee meeting following that year's conference.

(c) The Conference Committee will have the power to co-opt any other Rotarian who may be required for the purpose of assisting with the Conference.

(d) the Conference finances will be dealt with as in the provisions of Appendix A.

16 Finance

The District Finance Committee will consist of the District Treasurer (Chairman), District Assistant Treasurer, District Governor, District Secretary, District Governor Elect, District Governor Nominee, Conference Manager and two members elected under 9 above. This committee will meet at least once a year to prepare the annual budget. Additional meetings may be called if appropriate.

(a) The District Treasurer will prepare a statement of the District Accounts and Balance Sheet annually as at 30th June. The accounts will be examined by the District Examining Accountant and presented to the District Council not later than seven months after the end of the financial year to which they refer. Copies of the District Accounts and Balance Sheets will be circulated to each club, and to all Individual Members of District Council at least 14 days before the Meeting of District Council at which they are to be presented.

(b) The District Treasurer will, in conjunction with the Finance Committee, prepare a budget which will be submitted to the District Executive Committee. The recommendations will be submitted to a Meeting of District Council by 31st March to establish a budget for the following Rotary year.

(c) Numbers of members for capitation will be determined from the numbers printed in the District Directory for the year in which the capitation is due.

(d) A Budget will be prepared for any programme or special event proposed by the district council or service committees, this will be submitted to the Finance Committee for inclusion in the budget.

(e) All accounts will be under the control of the District Treasurer, who will deal with all income and expenditure unless specifically stated otherwise.

(f) The District Treasurer will not be empowered to meet any claims for expenses incurred on district work of any nature that are more than 6 months old, without the consent of the District Executive Committee. Any expenses incurred in a Rotary year must be claimed not later than 30th September in the following Rotary year.

(g) a contribution to the expenses of the district delegate to the triennial Council on Legislation may be made by district, taking note of the minimum economy fare, the minimum basic accommodation cost and any contribution from RI.

(h) the travelling expenses paid to officers of the district and all those attending district committees will be at the rate prescribed by RIBI.

(i) a statement of the district's financial position will be presented by the district treasurer at each district council meeting.

(j) the district executive committee will decide the location of the bank for district funds. Cheques up to the value of £400.00 may be signed by one of the following: district treasurer, district governor, district secretary, district assistant treasurer. All cheques in excess of £400.00 will be signed by any two of the aforementioned officers.

17 District Directory and publications

A district directory will be published annually and supplied to all full members of all clubs in the district, the cost to be met out of the capitation fee.

A district publication will be published as necessary and distributed to every member in each club, the cost to be met out of the capitation fee.

Appendix A

District Conference Finances

(a) The Conference will be financed by a per capita charge levied against every Rotarian in the District Directory for the year in which the Conference is held and by a registration fee to be paid by those attending the Conference.

(b) The capitation fee will pay for the District expenses, including the expenses of the persons named in Appendix A (e), and the cost of the business sessions, including the speakers' expenses and accommodation for a maximum of two nights.

(c) The registration fee will pay for the expenses incurred in respect of the social events organised by the Conference Committee.

(d) The Conference Committee will prepare a budget from which they will determine the per capita charge and registration fee in time to be included in the District Budget before submission to the District Council.

(e) Conference expenses will be paid as follows (if not funded directly by Rotary International):

To	Accommodation
Travelling	
RI President (or representative) and partner	max 2 days
RIBI President (or representative) and partner	max 2 days
Up to two visiting District Governors and partners	max 2 days
Sergeant at Arms	max 2 days
Deputy Host	max 2 days
Accounting Officer	max 2 days
District Governor and partner	max 3 days
District Secretary	max 3 days
Conference Manager	max 3 days
Assistant Conference Manager	max 3 days
Registration Officer	max 3 days
Stage Manager	max 2 days

Conference expenses may be paid as follows:

To	Accommodation
Travelling	
District Chairman of Inner Wheel (not partner)	max 2 days
District Chairman of Rotaract (not partner)	max 2 days
GSE Teams (not partners) if giving presentation	max 2 days

The Conference Committee may award expenses to any other Officer or Guest, but only in exceptional circumstances.

(f) A Conference Account (called 'RI 1070 Conference Account') will be maintained by the Conference Committee separate from all other District accounts. It will be used for receipt and distribution of all Conference funds. Accounts for payment will be certified correct by any two of the following: Conference Manager, Assistant Conference Manager, District Governor or District Secretary and passed to the Accounting Officer for payment. Cheques up to the value of £400.00 may be signed by one of the following: Accounting Officer, Conference Manager, Assistant Conference Manager, District Governor or District Secretary. All cheques in excess of £400.00 will be signed by any two of the aforementioned officers.

(g) The Accounting Officer will be held responsible for preparing a statement of accounts on behalf of the Conference Committee, which will be completed and examined by the District Examining Accountant within six months of the adjournment of Conference and presented to the next appropriate Meeting of the District Council.

(h) Any payments made by RI or RIBI towards the expenses of any person or persons attending the Conference will be paid into the Conference Account.

(i) The Conference Account will maintain a working balance of approximately £20,000 generated from registration fees and capitation payments at previous conferences; this figure will be reviewed triennially. Any significant difference will be reported to the District Council in the audited accounts.

(j) Costs or expenses incurred in the planning and organisation of future conferences may be met from the Conference Account with the prior approval of any two of the following: the current Chairman of Conference Committee, Conference Manager or District Secretary.

PART TWO: RULES OF PROCEDURE FOR DISTRICT COUNCIL

1 Quorum

Representatives of 50% of the Rotary clubs in the district

2 Notice of meeting

At least fourteen clear days notice will be given, in writing, to the secretaries of all clubs in the district.

3 Chairman

(a) the chairman of the council meeting will be the district governor; if not present, then the most recent past district governor present.

(b) the chairman will have absolute authority and the chairman's ruling on all points of order will be conclusive.

4 Resolutions

(a) resolutions of notices of motion from clubs to district council must be certified by the secretary of that club and submitted, in writing, to the district secretary for inclusion on the agenda, at least twenty eight days before the meeting at which they are to be discussed. Resolutions must be seconded and certified by a club different to that of the proposing club.

(b) nothing in 4 (a) above will prevent the chairman accepting a resolution, if considered to be of sufficient importance, but it shall be competent for the district council to defer consideration of such resolution to the next meeting of the district council if it is considered advisable.

(c) if a proposed resolution or notice specified on the agenda is not moved by a voting delegate of the club which has given the notice, or by a delegate authorised to act on their behalf, or if it is not seconded, it will be treated as abandoned and will not be moved without fresh notice.

(d) no resolution, once on the agenda, may be withdrawn without the consent of the district council.

(e) any resolution, having been carried, may not be rescinded for a minimum period of six months.

(f) any resolution not carried after a vote thereon, or any resolution bearing a similar meaning, will not be brought forward again for a minimum period of six months.

(g) a notice to rescind any motion previously carried will be treated as a new motion and dealt with as in 4 (a) above.

(h) the following resolutions may be moved by voting delegates present without motion:

- (i) for the adjournment of the meeting
- (ii) that the meeting proceed to the next item on the agenda
- (iii) that the question be now put to the vote

(iv) for the precedence of any particular business
(v) for the introduction of any business deemed by the chairman to be urgent
(vi) for the suspension of standing orders, for the specific reason to be stated in the motion of suspension
(vii) for receiving, adopting, carrying out or referring back any report
(viii) for referring the business under discussion to the District Executive for consideration and report
Provided that two thirds of the voting delegates present and voting vote in favour of the resolution, it shall be deemed carried.

5 Amendments

(a) before discussion, every amendment will be moved and seconded by duly accredited voting delegates from different clubs, will be put in writing, signed by the mover and handed to the secretary: it will then be read to the meeting before it is further discussed or put to the meeting. No voting delegate will move or second more than one amendment to any resolution.

(b) every amendment must be relevant to the motion to which it is moved; it must not be a direct negative, but will be to leave out words and/or to insert or add words.

(c) when an amendment to an original motion has been moved and seconded, no second or subsequent amendment to the original motion will be moved until the first amendment has been disposed of, but notice of any number of amendments may be given.

(d) if an amendment is rejected, other amendments may be moved and seconded to the original motion, but such amendments must not bear the same meaning as any amendment already rejected. This procedure to be continued until all amendments have been voted out or an amendment has been carried.

(e) if an amendment is carried, the amended motion takes the place of the original motion and is the motion to which any further amendment may be moved.

6 Closure resolution

On a resolution being made and seconded 'that the question now under discussion be put', this resolution shall be put at once, unless the chairman refuse leave, and, if carried by not less than two thirds of the voting delegates present, the question under consideration will be put without further discussion, subject only to the right of reply by the proposer.

7 Votes

Except as otherwise provided, all questions before the district council will be decided by a majority of voting delegates present and voting. All such voting will be by a show of hands, unless two thirds of the delegates present at the time support a ballot, or the chairman requires for guidance that a ballot be taken.

8 Speeches

(a) every speaker must speak to the question under discussion and address the chairman, and, before speaking, must give name and club.

(b) a speech proposing a motion will be strictly limited to a maximum of five minutes, every subsequent speech to that motion will not exceed three minutes, unless the meeting decides to extend such times.

(c) a member will not , unless by leave of the chairman, address the meeting more than once on any proposed resolution or amendment. The mover of an original motion may reply, but in the reply, must strictly confine it to answering previous speakers and must not introduce any new matter into the debate.

(d) members who are not voting delegates may take part in any discussion but may not move or second any resolution or amendment.

(e) conduct of members: if two or more members rise at the same time, the chairman will decide to whom priority will be given. Every member must be seated except the one who is addressing the chairman: when the chairman rises no one else will continue standing, nor will anyone rise until the chair is resumed.

9 Point of order

Any member shall be entitled to ask for the decision of the chairman on a point of order at any time.

10 Suspension of standing orders

Any one or more of the standing orders may, by resolution, be suspended at any meeting, for the purposes stated in the resolution, if carried by more than two thirds of the voting delegates present.

11 Contingencies

Any question in connection with procedure not dealt with by these standing orders, or by the constitution and by-laws of RIBI, shall be determined by the chairman.