



**GOVERNOR NOMINATING COMMITTEE GUIDE**

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## 1. INTRODUCTION

In accordance with procedures for selecting a candidate for District Governor, each year a Nominating Committee will be formed. This process is guided by Rotary International Bylaws and as defined in current District's 5320 Organization & Administration Manual (O&A Manual).

In general, the committee will be composed of seven (7) members in which four, at the time of their selection, must be a Past President of a Rotary Club, each from one of four geographical areas of the District as defined in the current O&A Manual, and furthermore, these four members shall not have served:

- As a Rotary District Governor
- As a Member of previous Nominating Committee more than twice
- As Club President in the year during which the Committee is formed
- Nor shall the member be from a Home Club of the three Immediate Past District Governors who serve automatically on the Nominating Committee

The remaining three (3) members of the Nominating Committee shall consist of the Immediate Past District and two other Past District Governors who are members of District 5320.

The selection of Nominating Committee members will be by the Club Presidents-Elect who will submit the names of qualified candidates interested in serving on the following year's Committee. The selection of Nominating Committee Members will take place at the District Assembly, wherein the Club Presidents-Elect will each be allowed one vote to select a member of the Nominating Committee from the candidates only for their geographical area.

The Ballot form will represent the following information:

Rotary Club  
Name of President Elect (year)  
Name of Past President (to serve on Committee)  
Year of Service as Club President  
Address  
Phone  
Email

Note: This form must be returned to the District Office, attention District Administrator, by \_\_\_\_\_, 20\_\_.

## **2. ROTARY INTERNATIONAL & DISTRICT O&A MANUAL EXCERPTS**

### **A. RI Excerpt Manual of Procedures 2010**

#### **Article 13 Nominations and Elections for Governors**

13.010. Selection of a Governor-nominee

13.020. Nominating Procedure for Governor

##### *13.010. Selection of a Governor-nominee*

The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

##### *13.020.2. Nominating Committee for Governor*

In districts adopting a nominating committee procedure for selection of Governor-nominee, the nominating committee for governor shall be charged with the duty to seek out and propose the best available candidate for governor-nominee. The terms of reference of the committee, including the method for selecting members, shall be determined in a resolution adopted by the electors of the clubs present and voting at a district conference. Such terms of reference may not be inconsistent with the bylaws.

##### *13.020.4. Suggestions by Clubs for Governor*

In a district selecting its governor-nominee either by nominating committee procedure or at the district conference, the governor shall invite the clubs to submit their suggestions for nominations for governor. Where the nominating committee procedure is to be utilized, such suggestions shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The club secretary shall certify the resolution. A club may suggest only one of its own members as a candidate for governor-nominee.

##### *13.020.5. Nomination by Committee of Best-Qualified Rotarian*

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best-qualified Rotarian who is available to serve as governor.

##### *13.020.6. Notification of Nomination*

The chair of the nominating committee shall notify the governor of the candidate

selected within 24 hours of the adjournment of the nominating committee. The governor shall then publish to the clubs of the district the name and club of the nominee within 72 hours from receipt of the notice from the chair of the nominating committee. Publication of the announcement consists of a written notice by the governor by letter, e-mail or facsimile to the clubs in the district.

*13.020.7. Committee Inability to Select Nominee*

Where the nominating committee cannot agree upon a candidate, the governor-nominee shall be elected in a ballot-by-mail as provided in section 13.040. Alternatively, the governor-nominee may be selected from among those candidates suggested to the nominating committee at the district conference in accordance with section 15.050.

**B. District 5320 O&A Manual Excerpt**

The procedure followed shall be in accordance with the provisions of the By-Laws of Rotary International and this section, which provides for the selection of a District Governor Nominee or Nominees of a District by means of a Nominating Committee.

1. The duties and responsibilities of the Nominating Committee shall be
  - a. Those duties and responsibilities as outlined in Article XIII of the By-Laws of Rotary International.
2. To encourage potential Governor Nominees to apply who have had a range of District experience such as, but not limited to, service on one or more District Avenues of Service Committees, service as an Assistant Governor, attendance at District Conference, Foundation Dinner, etc.
3. The composition of said Committee shall be seven (7) members, four (4) Rotarians to be selected in the manner specified in the following paragraphs along with the three (3) immediate Past District Governors of District 5320 currently members of a club in the District.
4. Four (4) members of the Nominating Committee must be, at the time of service, Past Presidents of their clubs and must not have served previously as a Rotary District Governor. One Past President shall be selected to serve on the Nominating Committee from each of four (4) groups of clubs. The District Governor Elect, taking into account the sizes of the clubs and the geographical area they represent, shall determine the four groups. [See Appendix 3.](#)

The District Governor Elect, to demonstrate the democratic method of selection, shall request each club President Elect to submit in writing on the appropriate District Nominating Form no later than one (1) week before the date of the scheduled District Assembly meeting the name of a Past President of their club who fulfills the requirements and is willing to serve as a member of the Nominating Committee.

The District Governor Elect, prior to assuming the office of District Governor on July 1, shall convene at the District Assembly prior to July 1, a meeting of the Presidents Elect. There shall be an individual meeting for each of the four (4) groups. These incoming Presidents having one vote per club shall then select the Nominating Committee member who will serve from their area. No club Past

President so selected may have served more than twice previously on the Nominating Committee, nor be in the same club as any of the three Past District Governors currently serving on the Nominating Committee.

If no names are submitted by the incoming Presidents in an individual area, then the District Governor Elect shall submit at least two(2), but not more than four (4) names from their representative areas to the incoming presidents of those areas and the selection then must be made from this list.

Only those names submitted by the Presidents Elect and/or District Governor Elect may be considered for selection to the Nominating Committee.

5. The senior Past District Governor of the three (3) Immediate Past District Governors on the committee in order of year served as District Governor of District 5320 shall serve as Chair of the committee for that year.
6. A majority of the Nominating Committee must be present to interview every candidate whose names have been submitted to the committee by the clubs.
7. The committee is subject to call by the District Governor who shall also serve as an ex-officio member.
8. On July 1 of each Rotary year, the District Nominating Committee shall be reconstituted to serve for the ensuing Rotary year.
9. The Nominating Committee shall assume the responsibility of selecting, nominating, or electing Rotarians for other offices as maybe required or allowed by the Constitution and By-Laws of Rotary International and District 5320.
10. In the event of a vacancy on the Nominating committee the Governor Elect of that year shall appoint a qualified Rotarian as established by the requirements to serve the balance of the term.
11. The District Nominating Committee shall publicize the need for well-qualified Nominees with prior service such as being on one or more District Avenues of service Committees, service as an Assistant Governor, etc. for the position of District Governor.

### **Appendix 3 - Nominating Committee Elector Groups**

The four (4) groups are composed as follows:

**North West:** Buena Park, Cerritos/Artesia, Cypress, Fountain Valley, Fullerton, Fullerton South, Fullerton Sunrise, La Habra, La Mirada, Lakewood, Los Alamitos/Seal Beach, Norwalk, Santa Fe Springs, Whittier, Whittier Sunrise

**North Central:** Anaheim, Avalon, Garden Grove, Huntington Beach, Long Beach, Santa Ana North, Signal Hill, and Surf City-Huntington Beach

**South Central:** Anaheim Hills, Brea, E Club of the West, Irvine, Orange, Orange North, Orange Sunrise, Placentia, Tustin/Santa Ana, Villa Park and Yorba Linda Sunrise

**South East:** Coto de Caza Rancho Santa Margarita del Sol, Laguna Beach, Laguna Nigel, Mission Viejo, Monarch Beach Sunrise, Newport-Balboa, Newport-Irvine, Newport Beach Sunrise, San Clemente, San Clemente Sunrise, and San Juan Capistrano

### **3. SUGGESTED PRACTICES**

#### **A. Information for Future Governor Candidates**

#### **(DISTRICT LETTERHEAD)**

#### **INFORMATION FOR FUTURE GOVERNOR CANDIDATES**

In order for our Clubs and District to grow in Service-Above-Self efforts to local and International needs, there must be Rotarians who will fill leadership roles. These Rotarians must provide vision and management skills, which will support the business aspects and assistance to humankind that allows Rotary to be a prominent member in the world philanthropic community. Therefore, to assist those District Rotarians that may be considering or actively pursuing the leadership role of District Governor, the below information is presented. The first bullet point corresponds to general excerpted Rotary International Requirements and the second bullet point represents suggested items for consideration.

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- **ROTARY INTERNATIONAL QUALIFICATIONS OF A GOVERNOR-NOMINEE (Ref: RI Manual of Procedures, Bylaws)**

13.010: The District selects a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office as Governor. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the International Assembly

15.070.1: The Rotarian must be in good standing of a functioning club in the District

15.070.3: The Rotarian must have served as president of a Rotary club for a full term

15.070.4: The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in section 15.090

15.070.5: The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor

15.080: Must attended the International Assembly as the District Governor Elect for its full duration and been a member of one or more Rotary clubs for at least seven years

- **PREPARATION FOR GOVERNOR-NOMINEE CANDIDACY**

(Note: The following do not represent all areas that assist in understanding obligations, responsibilities, are only suggestions and not mandatory.)

- Review Rotary International Manual of Procedures
- Visit a variety of Rotary Clubs
- Attend Presidents' Meetings and District Assembly
- Attend District committee meetings related to Finance, Advisory Board, Charitable Foundation, Rotary Foundation, events and service projects
- Join District committees or chair events for Business lunch, Foundation Dinner, Assembly and Conference
- Join District committees such as Website, marketing, PR, grants, alumni, polio eradication, vocal and speech contests
- Support Clubs as an Assistant Governor
- Attend International Conventions and Zone 25/26 events (as invited guests).
- Have discussions with Past District Governors on duties, responsibilities, management techniques and ideas to enhance communications

## **B. Work of Nominating Committee**

**The work of the district nominating committee and the role of district governor.**

It is a matter of passage in Rotary, that on July 1 of every year, a new Governor assumes responsibility for our, and every, District in Rotary International.

This brings a new theme, new responsibilities in the various committees, and, hopefully, a consistency of focus to attract new and keep current members, to make the world a better place, and to build awareness of our work.

The Governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The Governor shall inspire and motivate them and ensure continuity within the district." according to the *Rotary International Bylaws*. There are sections in various documents addressing the qualifications and duties of the Governor that can be found in the *Manual of Procedure*, to make it easier for the average Rotarian to access and understand, these have been posted on District 5320 Website.

Our District Nominating Committee is comprised of four Past Presidents of Clubs in District 5320 (NAMES AND CLUBS), who were elected at the District Assembly on \_\_\_\_\_, 20\_\_, and Past Governors (NAMES AND CLUBS) are charged with the "duty to seek out and propose the best available candidate for Governor-Nominee". They will meet in accordance with the bylaws, to interview and select a District Governor for Rotary Year 20\_\_-20\_\_.

The Governor-Nominee will quickly find an expanded circle of friends, peers, mentors, trainers, will begin with them a schedule of sessions and seminars to refine skills and techniques, along the way acquiring an entirely new perspective of Rotary.

The Governor-Nominee attends all District meetings and events, expanding knowledge of the operation of District 5320 and working with the current Governor on the important task of building appreciation, understanding, and support of The Rotary Foundation.

The Governor-Nominee continues in the following year seeing, meeting, and learning- visiting Rotary Clubs and making new friends and contacts. The Governor Elect year is one of more learning, but mostly planning and assembling the team of Rotarians that will serve on and lead the various committees that assist the Clubs. The Governor year is a period of meeting, listening, executing or adapting plans, inspiring, motivating, and occasionally modifying procedures.

One need not be retired from one's profession to serve as Governor; however, a strong administrative and management support structure in one's business is helpful, particularly during the year as Governor.

Rotary International and District 5320 pay the expenses of attending training in the Governor-Nominee and Governor Elect years, and for the Governor. The Governor Elect and the Governor also attend the Rotary International Convention as representatives of District 5320. Although most of the expenses for the Governor are reimbursed, there may be expenses that will not be covered by Rotary International and District allocations, such as gifts for staff or other personal items.

All Clubs will be asked to submit suggestions for nominations for Governor, and these should be in the form of a resolution adopted at a regular meeting of the Club naming

the suggested candidate. As with all elective offices in Rotary, "any effort to influence the selection process for an elective office in positive or negative manner by campaigning, canvassing, electioneering or otherwise is prohibited."

The Home Club of the Governor should be prepared to sponsor various District events and activities financially and, in some cases, to provide staffing.

The Governor's role includes many social situations and a partner or good friend certainly makes the experience more enjoyable. The network of Past Governors proves to be a valuable asset at these events and in all stages of the Governor's preparation and service.

The members of the Nominating Committee are available to answer questions about the process, and there will be a reception for interested Rotarians with a forum of Past Governors addressing the various components of this wonderful experience.

Please feel free to review the Resources available on the District 5320 website, under *Resources>Join the 5320 Team*, or contact any member of the Committee.

### **C. Qualifications of Governor-nominee & Governor**

#### **RI Manual of Procedures**

#### ***15.070. Qualifications of a Governor-Nominee***

Unless specifically excused by the board, no person shall be selected as Nominee for Governor unless the Rotarian has the qualifications at the time of selection, as follows:

##### *15.070.1. Rotarian in Good Standing.*

The Rotarian must be a member in good standing of a functioning club in the district.

##### *15.070.2. Rotarian Maintaining Full Qualifications of Membership.*

The Rotarian must have full qualifications for such membership in the strict application of the provisions there for, and the integrity of the Rotarian's Classification must be without question.

##### *15.070.3. Rotarian's Qualification as Past President of Club.*

The Rotarian must 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 charter to 30 June, provided that this period is at least six months.

##### *15.070.4. Rotarian's Ability to Fulfill Duties of Governor.*

The Rotarian must demonstrate willingness, commitment, and ability,

physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in section 15.090.

*15.070.5. Rotarian's Certification of Qualifications*

The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such 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 that office and to perform them faithfully.

**15.080. Qualifications of a Governor**

Unless specifically excused by the board, a governor at the time of taking office must have attended the international assembly for its full duration, been a member of one or more Rotary clubs for at least seven years, and must continue to possess the qualifications in section 15.070.

**15.090. Duties of a Governor**

The governor is the officer of RI in the district, functioning under the general control and supervision of the board. The governor is charged with the duty of furthering the Object of Rotary by providing leadership and supervision of the clubs in the district. The governor should work with district and club leaders to encourage participation in a district leadership plan as may be developed by the board. The governor shall provide inspiration and motivation to the clubs in the district. The governor shall also ensure continuity within the district by working with past, current, and incoming district leaders in fostering effective clubs. The governor shall be responsible for the following activities in the district:

- (a) organizing new clubs,
- (b) strengthening existing clubs; able to assume the duties and responsibilities of that office and to perform them faithfully.
- (c) promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district
- (d) supporting The Rotary Foundation with respect to program participation and financial contributions
- (e) promoting cordial relations among the clubs and between the clubs and RI
- (f) planning for and presiding at the district conference and assisting

the governor-elect in the planning and preparation for the presidents-elect training seminar and the district assembly

- (g) providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
  - 1. focusing attention on important Rotary issues
  - 2. providing special attention to weak and struggling clubs
  - 3. motivating Rotarians to participate in service activities
  - 4. personally recognizing the outstanding contributions of Rotarians in the district
- (h) issuing a monthly letter to each club president and secretary in the district
- (i) reporting promptly to **RI** as may be required by the president or the board
- (j) supplying the governor-elect, as soon as possible following his or her election prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs
- (k) assuring that district nominations and elections are conducted in accordance with the RI constitution, bylaws, and the established RI policies
- (l) inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc!)
- (m) transferring continuing district files to the governor-elect
- (n) performing such other duties as are inherent as the officer of RI

#### **4. General Information**

##### **A. Marketing**

1. Provide information on the District Website throughout the year
2. Send information about the process to Club Presidents
3. Put information in the News Letter
4. Hold one to three receptions of interested Rotarians

##### **B. Attachments**

1. Governor-nominee Data Form
2. Supplemental Information
3. Examples of Interview Questions
4. Suggested Nominating Committee Time Line & Information