

DISTRICT 5060 MANUAL of POLICIES,
PROCEDURES AND PRACTICES



ROTARY INTERNATIONAL
District 5060

Editorial Notes:

The current version (V3) of the District 5060 Manual of Policies, Procedures & Practices (also known as the District 5060 Policy Manual) was originally adopted at the District 5060 Annual General Meeting (AGM) of May 4, 2019. The previous Version (V2) was originally adopted June 4, 2011 and became effective July 1, 2011. Revisions from time to time were adopted at AGM and incorporated as appropriate.

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ROTARY INTERNATIONAL DISTRICT 5060

MANUAL OF POLICIES, PROCEDURES AND PRACTICES

Policies, Procedures and Practices set forth in this Manual shall not in any way contravene the Constitution or Bylaws of Rotary International. In the event that a conflict is identified, the Rotary International policies shall prevail.

ABBREVIATION DEFINITIONS

Abbreviations employed in this District Manual of Policy, Procedures and Practices shall have the meanings set out below:

AG	Assistant Governor
AGM	Annual General Meeting
COL	Council on Legislation
COP	Rotary International Code of Policies
D5060	Rotary District 5060
DG	District Governor
DGE	District Governor Elect
DGN	District Governor Nominee
DGD	District Governor Designate
DLT	District Leadership Team
DRFC	District Rotary Foundation Committee, or, Chair
G5	Governors Council (Board of Directors)
GETS	Governors Elect Training Session
GG	Global Grant
GoC	Government of Canada
IPDG	Immediate Past District Governor
MOP	Rotary International Manual of Procedure
PDG	Past District Governor
PE	President Elect (Club)
PETS	Presidents Elect Training Seminar
PR & PI	Public Relations & Public Image
RI	Rotary International
RLI	Rotary Leadership Institute
RYLA	Rotary Youth Leadership Awards

TRF	The Rotary Foundation
TRFC	The Rotary Foundation Canada
TRF-COP	The Rotary Foundation Code of Policies
WCS	World Community Service

PART I: ARTICLES

Article I – PREAMBLE

Section 1.01 - HISTORY

- a) District 5060 is an international district of Rotary with clubs in the Province of British Columbia and the state of Washington.
- b) The district has always been international. In 1914, the area that now encompasses Districts 5060 and 5080 were in Division 15, which included Rotary Clubs in Seattle, Tacoma, Spokane, Vancouver, and Victoria. James Giffen of Vancouver was vice-president of the Division. The first Rotary Conference was held in Tacoma in 1914, followed the next year by a conference in Victoria, B.C. In 1915, divisions became districts and vice-presidents became governors. District 15 then included all of Oregon, Washington, British Columbia, Alaska, and the panhandle of Idaho, but it was four years later before the first club was formed in what is now District 5060, the Rotary Club of Yakima, Washington, chartered in 1919. As Rotary grew, Districts were constantly reorganized and renumbered. In 1956, the present boundaries of the District were established and the district was assigned number 506 which was changed to 5060 in 1991.
- c) District 5060 currently resides in Zone 28, made up of Districts which include parts of northern USA and Alaska, and most of Canada.
- d) Wenatchee Rotarian Dr. Edward Cadman served as Director of Rotary International in 1984-86, and as President of RI in 1985-86.
- e) Kelowna Rotarian Dr. Harold Henderson served as Director of Rotary International in 1976-78, and 3rd Vice-president 1977-78, under RI President Jack Davis of Bermuda.

Section 1.02 – DISTRICT LEADERSHIP PLAN

- a) The District has adopted the District Leadership Plan (DLP) structure in conformity with the Rotary Code of Policies sections 17.030.1-17.030.3 as per the requirements of Rotary International.
- b) District 5060 is divided into geographic areas that may change as required due to the distribution of clubs and membership. An Assistant Governor, appointed by the District Governor-Elect in consultation with the District Governor, will serve each area.

Section 1.03 - BOUNDARIES

- a) District 5060 includes south-central British Columbia bounded by the communities of Clearwater to the north, Revelstoke to the north-east and Cache Creek to the north-west. The District also includes central Washington state from Moses Lake & Othello in the east to Leavenworth & Yakima in the west, extending as far south as Prosser WA.

- b) The neighboring districts are 5080 (to the east), 5100 (to the south), 5020+5030+5050 to the west and 5040 to the north.

Section 1.04 – INCORPORATION & REGISTRATION

- a) Rotary International District 5060 was incorporated under the name of Rotary District 5060 on 7 July 2008 under the Laws of Washington State, USA under UBI Number: 602-847-095-APPID: 1194853 and subsequently registered under the Laws of the Province of British Columbia, Canada (Item c below).
- b) In compliance with Article XVI (16.4) of the Letters of Incorporation the Board of Directors of this corporation consists of the current District Governor, the Immediate Past District Governor and the District Governor Elect plus the District Governor Nominee, and Past District Governor 2 years removed. Upon his/her confirmation the District Governor Nominee Designate replaces the most senior Past District Governor. This Board is also referred to (Appendix B1) as the Governor’s Council and/or the G5.
- c) Registration in British Columbia for “Rotary District 5060, a Not for Profit Association” was as an Extraprovincial Non-share Corporation (EPNC), registration number XS0054435 and Business Number 82242 5450 BC001 on 28 November 2008. Documentation maintained by attorney Murray Glazier of Glazier Polley Lawyers (1674 Bertram St, Kelowna BC, V1Y 9G4).

Article II – DEFINITION & PURPOSE

Section 2.01 – The full document contained herein consists of three parts. Part 1, the Articles, is the official Policy of District 5060. Part 2 (Appendices) provides more detailed information about District positions or committees, and Part 3 (Addenda) is for further detail on various policies or procedures.

Section 2.02 - This Policy Manual including all Appendices and Addenda (“the Manual”) shall provide a guideline for the orderly management of the affairs of District 5060 and provide for a system of maintaining records of District actions and resolutions. The Manual shall be used as a guide for District Governors (DG), District Governors Elect (DGE), District Governors Nominee (DGN), District Governors Designate (DGD), District Officers, District Committees and Clubs within District 5060. It is intended that this Manual conform to the Rotary International Manual of Procedure and it must not be in conflict with either the Rotary International Bylaws contained in the MOP or the Rotary International Code of Policies including subsequent revisions or directives. The purpose of these District Policies and Procedures is to further the Objects of Rotary by establishing practices in the District designed to aid:

- a) The DG with routine administrative procedures necessary for the smooth functioning of the District, thus freeing the Clubs to concentrate their efforts on aspiring to greater service through their leadership;
- b) The DG to act in the best interests of Rotary and harness the best efforts of all clubs and ROTARIANS to greater Rotary service; and
- c) The clubs and individual Rotarians to better understand and utilize the assistance that is available through the District organization.

Section 2.03 – The MISSION of District 5060 is as follows:

Rotary District 5060 exists to support clubs to succeed in delivering exemplary service by providing leadership, training, and innovative initiatives for present and future needs.

Article III – AMENDMENTS AND MODIFICATIONS

Section 3.01 - This Manual shall be reviewed by the Policy & Procedures Committee every third year following each Rotary International Council on Legislation and revised for conformity with the Rotary International Manual of Procedure.

Section 3.02 - Modifications or additions to the District Policies contained in Part 1 (the Articles) of this Manual shall be by resolution adopted at the District 5060 Annual General Meeting (AGM).

Section 3.03 - Resolutions proposing a new District policy or District policy amendment may be initiated as follows:

- (a) On or before the date fixed by the DG for the District Conference or by the DGE for the District Assembly and Club Leadership Training Session and being a date not less than sixty (60) days before the said meeting, those mentioned in Item (b) below may file with the DG or the chair of the Policy & Procedures Committee a resolution proposing a new District Policy or District Policy amendment.
- (b) A club through the President, the DG, the DGE, any Past DG, any District Officer or a District Committee by its Chair, may propose a policy or amendment in accordance with paragraph (a) above.
- (c) Members of District 5060 other than those mentioned above shall submit their resolutions proposing policies through their individual clubs. Such resolutions shall have been adopted at a meeting of the Club and shall be filed by the Club President in the manner prescribed herein.

Section 3.04 - The District Governor will forward all motions or resolutions proposing changes in District policy and submitted in accordance with the above procedure to the District Policy & Procedure Committee, no less than 45 days prior to the District AGM, for its review and recommendation.

Section 3.05 - The District Policy & Procedure Committee shall study the proposed resolution(s) and prepare its recommendations for action at the District Assembly and Club Leadership Training Session (District Assembly) or District Conference.

Section 3.06 - At least 30 days prior to the AGM the District Policy & Procedure Committee will distribute copies of all resolutions which will be presented for approval to the President of each club and all the members of the District Council.

Section 3.07 - During the AGM each resolution shall be presented by the District Policy & Procedure Committee along with the Committee recommendations.

Section 3.08 - Resolutions proposing an amendment to District policies may be received from the floor at the District Conference with the concurrence of 3/4ths of Clubs present.

Section 3.09 - Adoption shall be by approval of a simple majority of the eligible votes cast. Votes on all resolutions shall be in accordance with the Bylaws of Rotary International. See addendum VI (Voting).

Section 3.10 - Adopted policies and amendments to policies once passed shall be circulated by the Chair of the Policy & Procedures Committee, the DG or the District Secretary in a timely manner, to all Clubs.

Section 3.11 – The District Governor by a two-thirds vote of all clubs may declare that there is cause for a special resolution for a new or amended District Policy. Such resolution(s) will be circulated to each club President not less than 15 days and not more than 30 days prior to a date set for the ballot. A ballot-by-mail process (per MOP 14.040) or electronic ballots may be accepted at the discretion of the DG.

Section 3.12 – Amendments to Part 2 (Appendices) or Part 3 (Addenda) may be proposed by all listed in 3.03(b) to either the DG or the Chair of the Policy & Procedures Committee at any time. The Policy & Procedures Committee will recommend any proposed change to the Board (the G5), and if approved it will be circulated to all Club Presidents for comment or amendment. After 30 days the Policy & Procedures Committee will submit a final version of the amendment to the Board for approval and immediate adoption.

Article IV – MANUAL DISTRIBUTION

Section 4.01 - The District Manual of Policy and Procedure shall be posted on the District Website for all members of the District to access, and it may (at the discretion of the DGE) be printed one copy per club for distribution to Presidents-Elect during pre-PETS or PETS.

Article V – DISTRICT ORGANIZATION AND MANAGEMENT

Section 5.01: The District has adopted the District Leadership Plan (DLP) structure in conformity with the Rotary Code of Policies (2022-01) sections 17.030.1-17.030.3 as per the requirements of Rotary International. District 5060 is divided into geographic areas that may change as required due to the distribution of clubs and membership. An Assistant Governor, appointed by the District Governor-Elect in consultation with the District Governor, will serve each area.

Section 5.02: The District office shall be at such location(s) as the DG shall determine. All official files and records of the District shall be kept securely at said location(s).

Section 5.03: On or before assuming office, the DG, subject to section 5.08 and 5.09, may appoint the District Committee Chairs except where they are designated by this policy as detailed in sections to follow.

Section 5.04: The complete District leadership is made up of the District Executive, the Vice-Governor, the Governor's Aide, Assistant District Governors, and the District Directors who are the Chairs of the key Standing Committees (see 5.05 below).

- (a) District Executive
 - I. District Governor
 - II. District Governor Elect
 - III. District Governor Nominee
 - IV. District Governor Designate
 - V. Immediate Past District Governor
 - VI. District Secretary
 - VII. District Treasurer
- (b) District Leaders
 - I. Vice-Governor
 - II. Governor's Aide
 - III. Assistant District Governors
- (c) District Directors – Committee Chairs:
 - Oversight & Administration (See Appendices in Part IIB)
 - I. Governor's Council (G5)
 - II. District Leadership Team (DLT)
 - III. Advisory Council of Past District Governors
 - IV. Nominating Committee
 - V. Rules & Procedures Committee
 - VI. Finance Committee *
 - Membership Development (Appendices in Part IIC)
 - I. Membership Committee *
 - II. New Club Development Committee *
 - District Programs & Service (Appendices in Part IID)

- I. The Rotary Foundation *
- II. International Service *
- III. Community Service *
- IV. Public Image *
- V. Youth Services *
- VI. Training *
- VII. Awards & Recognition
- VIII. Strategic Assistance Committee (“Special Ops”)

Rotary Opportunities & Other Committees (Appendices in Part IIE)

- I. Rotary Fellowships *
- II. Rotary Friendship Exchange *
- III. District Conference Committee *
- IV. International Convention *

Section 5.05 – The “Standing Committees” for District 5060 are described in the Rotary International COP 17.030.2 and are designated in the above list with *. The Chairs of such committees are District Directors.

Section 5.06 - The incoming DG shall cause to have published on the District Website, a District Directory listing all District Executives, Assistant District Governors, District Directors and other Committee Chairs, and Club Officers.

Section 5.07 - The DG, the DGE, the DGN and the DGD shall be ex-officio members of all District Committees. In addition members of the G5 may be designated chairs of some committees as per detailed descriptions which follow in the Appendices.

Section 5.08 - The DG shall fill vacant appointments for Committee Chairs or other District leaders as required during their term of office, and with the concurrence of the appropriate DGE, DGN and/or DGD if these positions extend beyond their term.

Section 5.09 - The DGE, in preparation for their year and in consultation with the G5 shall determine the upcoming Chair of each Committee.

Section 5.10 - The DG may establish any Committee(s), or make such additional appointments deemed necessary, or recommended by Rotary International, to ensure the good functioning of the District.

Section 5.11 - All Chair persons and Assistant Governors, except in exceptional circumstances, should not remain in their respective positions for more than three (3) years.

Section 5.12 - The DG is responsible for management and administration of the District affairs in accordance with the Manual of Procedure as published by Rotary International.

Section 5.13 - The DG may, during the term of office, call meetings of any of the established Committees.

Section 5.14 - The DG shall, not later than sixty (60) days after the close of the term of office, deliver or cause to be delivered to the successor DG, the official files and records of the District and shall complete the following:

- (a) bring up-to-date all records of their administration;
- (b) screen the year’s correspondence and remove all non-essential material;

- (c) turn over to the successor DG their own files and those confidential files of their predecessor;
- (d) designate all materials to be placed in the archives of the District;
- (e) place in the files, copies (either printed or flash drive) of the following:
 - I. a copy of each semi-annual report submitted to Rotary International
 - II. the District Conference report to RI
 - III. all District Training & Committee reports
 - IV. the year's Financial report including financials for the Conference
 - V. copies of resolutions passed at the AGM
 - VI. a complete set of the monthly newsletters or bulletins
 - VII. a copy of the District Directory; and
 - VIII. activity reports from each Committee.

Article VI – DISTRICT GOVERNOR DUTIES AND FUNCTIONS

Section 6.01 - The duties and functions of the DG and DGE shall be as defined in the Manual of Procedure as published and amended by Rotary International.

Section 6.02 - Additional duties and functions of the DG, the DGE and other officers of the District are set out in the Appendices to this Manual.

Section 6.03 - The DG shall determine the duties and functions of Ad hoc Committees.

Article VII – DISTRICT FINANCES

Section 7.01 – DISTRICT BUDGET

- a) The draft District Budget shall be prepared for the following year by the District Governor Elect working with the treasurer for both the current year and the next year (should there be a change in that position), and with the Finance Committee.
- b) The draft budget is to be presented for consideration to the Presidents-Elect at or before PETS and voted on at the District AGM normally held during the District Conference. Any revisions to the budget must have the approval of the Finance Committee and be distributed to the Presidents-Elect no less than 15 days prior to voting.
- c) The budget must be approved by a majority of members present at the Annual Business Meeting according to the procedure outlined in Addendum VI of this Manual. The incoming club Presidents are expected to discuss with and have the approval of their clubs for their vote on the District Budget.

Section 7.02 – DISTRICT REVENUE

The District Revenue will include but will not be limited to:

- a) The annual per-capita dues will be established each year by pro-rating the approved budget amount by the number of Rotarians in the District on July 1 of the preceding Rotary year. Said dues are mandatory. Per-capita assessment will be made in U.S. dollars. The exchange rate will be that in use by Rotary International at the time of the assessment.
- b) The District Treasurer shall invoice all Clubs July 1 of each year.
- c) Allocation of Rotary International funds. Each year Rotary International allocates funds to the District for expenses of the District Governor to carry out his duties to Rotary International.
- d) Any excess funds generated by the District Conference or any committee appointed by the District Governor.
- e) Any interest received from any interest-bearing accounts.
- f) District insurance contributions.
- g) Special per capita contributions may be levied by the District to support the reserve fund with the approval of 3/4ths of the incoming Club Presidents present at the AGM at District Conference.
- h) Revenue collected by any committee appointed by the District Governor.

Section 7.03 – BUDGET EXPENDITURES

- a) Assist the DG in meeting expenses not covered in the allocation from Rotary International.
- b) The budgeted expenses of Committees and other administrative expenses.
- c) Reasonable expenses of the DG, the DGE, the DGN and partner(s), one District Committee Chair (if training is offered for them), to attend designated Zone

Institute, provided such expenses have been included and adopted in the current budget.

- d) Reasonable expenses of the DG, the DGE, the DGN and partner(s) to attend training or district meetings as required including but not limited to the annual Blue Denim training in Seattle, District Training Assembly, PETS, and Assistant Governor and/or District Director training.
- e) Reasonable expenses to a budget maximum of \$12,000 USD shall be assigned in the DGN year to support participation for the Governor and their partner to attend Rotary International Conventions in any of the 3 years as DGN, DGE or DG. This support shall be capped at a maximum of \$6,000 USD for any one convention and may not be applied to any year before or after these three. It is noted that the budget is intended to support 2 conventions and the District encourages participation during the DGN year to allow an early introduction to the broader world of Rotary International, and to the DG year representing a District celebration of 3 years of service. While the DGE year is often too busy to allow for convention participation, it is up to the individual to choose.
- f) Payments made by District cheque including all expense reimbursements will require two signatures. There will generally be 4 or 5 authorized signatories including the DG, the Treasurer, the Secretary and either one (if the Secretary resides in the same city as the Treasurer) or two others in the same city as the Treasurer as approved by the G5.
- g) No Club including any Club whose membership in Rotary International is terminated shall have any rights to a share of District funds.

Section 7.04 – DISTRICT CONFERENCE BUDGETING

- a) The District Treasurer shall advance to the District Conference Committee an amount equivalent to \$3.70 USD per member in District 5060 on 1 July of the Rotary year in which the Conference is to be held. After the District Conference has been held, the accounts for Conference having been completed, a detailed accounting shall be forwarded to the District Treasurer no later than 90 days following said Conference.
- b) All proceeds derived from any given Conference are to be returned to the District Treasurer. Should a Conference have returns in excess of the total of the advances from District funds, the difference shall be provided in its entirety to the District Treasurer.

Section 7.05 – RESERVE FUND

- a) The District shall maintain a reserve fund for unique and special requirements. Said reserve fund shall ideally be maintained at a level that is not below \$100,000 USD and shall be capped at a 5-year rolling average of the amount of the annual per capita assessment as established by approval of the annual District budget.
- b) At the end of the Rotary year, all funds in the general fund in excess of disbursements shall be placed in the reserve fund account.

- c) The District Finance and Budget Committee, in consultation with the District Governor and District Treasurer, will establish a location for the reserve fund account.
- d) When the reserve fund account totals are in excess of the maximum as defined previously, the Finance and Budget Committee, in consultation with the District Governor and District Treasurer, may, upon approval by the eligible electors at the District Annual Business Meeting, recommend (i) to apply excess reserve funds to a committee or activity with clear benefits anticipated for the clubs, or (ii) to reduce the per-capita dues for the following year by the amount of the excess funds or (iii) to contribute the excess funds to The Rotary Foundation.
- e) With consultation and approval of the District Finance Committee and District Council (G5) the District Governor may use up to twenty-five percent (25%) of the reserve fund to meet emergency District expenses.
- f) Each year, at the end of his/her term of office, the District Governor will include in the financial report the complete status of the reserve fund and the Bob Winter Fund (an endowment fund).

Section 7.06 – REIMBURSEMENT POLICY

- a) All Committee or individual expense reimbursement claims pertaining to a Rotary Year (July 1 - June 30) must be submitted to the District Treasurer no later than July 31 immediately following the year that the expense was incurred. Late submissions shall not be reimbursed.
- b) Assistant Governors will be reimbursed for a maximum of four (4) club visits. One visit will be the official visit of the District Governor, one will be a visit prior to the beginning of the Rotary year for the purpose of assisting clubs in the planning process, one visit at the end of the Rotary year for the purpose of completing the Memo of visit, and the fourth visit at the discretion of the Assistant Governor.
- c) Meal expenses for Assistant Governors making required club visits are incurred by the visited club.
- d) Spouse/Partner expenses are not normally reimbursed unless attendance is expected and/or requested by the District Governor. Chairs may request prior approval from the District Governor on an individual case basis.
- e) Participation in club fundraising activities including routine club draws/raffles is an individual choice and is not reimbursable.
- f) Routine attendance at events of the District or Individual clubs is not normally reimbursed. When District Officers, Committee Chairs, and/or Members are official participants at an event representing the District or attending in an official capacity, the expense may be reimbursed.
- g) Mileage reimbursement will be at the Rotary International rate which is adjusted periodically.
- h) Lodging is reimbursable at the standard single room rate. Meals are reimbursable only on overnight stays.

- i) Requests for reimbursement of expenses must be made within sixty (60) days of expenditure on the approved District form and submitted together with supporting documentation providing proof of payment and adequate description of the expenditure. Committee chairs will review all requests for approval before sending them on to the District for payment.
- j) Requests for reimbursement will normally be approved by the District Governor or the District Treasurer, but no reimbursement shall be approved by the individual submitting the claim.

Section 7.07 – DISTRICT YOUTH EXCHANGE OEPRATING FUND

- a) A District Youth Exchange Operating Fund will be established and maintained as a separate fund, apart from the District's General Fund or any other fund, restricted or not.
- b) A Reserve Fund will be established and maintained as a component of the Operating Fund to a maximum of 20 per cent of the average gross expenditures of the immediate past three years of the Operating Fund. The Reserve Fund will be available, upon approval by the District Governor, in emergency situations and to assist the committee with financial obligations under justifiable circumstances.
- c) Any funds of the Reserve Fund in excess of the maximum established will be transferred into the Bob Winter Fund, unless the District Governor, in consultation with the District Finance Committee, is aware of extenuating circumstances that make such transfer imprudent.
- d) It will be the committee's responsibility to prepare a budget for each year of operation. As such, its income and expenses will be accounted for separately, and at the end of each fiscal year, its surpluses or excesses will be moved into its respective "Exchange Year Fund Balance" category.
- e) The surplus/deficit will be moved to the Exchange Year Fund Balance upon completion of each fiscal year and the subsequent completion of the travel activity of the "one-price" fare component of student activity for the year.
- f) A minimum amount may be established for the Exchange Year Fund Balance to allow for contingencies.
- g) After two years, the Exchange Year Fund Balance (if a surplus) attributable to the fiscal year that produced it, will be transferred to the Reserve Fund of the District Youth Exchange Operating Fund.
- h) All District Youth Exchange Fund expenditures must be approved by the District Youth Exchange Chair before presentation to the District Treasurer for payment.

Section 7.08 – ACCOUNTABILITY & OTHER DISTRICT FINANCIAL POLICIES

- a) The budget must be balanced each year.

- b) The budget and year-end financial reports must conform to a format approved by the District Governor and the Finance and Budget Committee.
- c) The District Treasurer must supply an annual financial statement of the District finances to each Club in the District within three months of the completion of the Rotary year. This statement shall also be presented, discussed (if need be) and formally adopted at the following District Conference. Should time not permit to prepare and distribute the document at least thirty (30) days prior to the Conference, statements shall then be presented at the following District Assembly and Club Leadership Training Session.
- d) When a Club is dissolved, the DG shall terminate the membership of the Club in Rotary International in accordance with the Bylaws of Rotary International. All materials and equipment (property of the Club) as well as financial assets shall be transferred to an eligible non-profit organization according to appropriate charitable corporation laws depending on how the club was established and incorporated.
- e) The District Treasurer shall use good judgment in the expenditure of District Funds by following the guidelines of the District Budget. If a disbursement exceeds budget by more than 10% and is less than \$1000 the District Governor must pre-approve the disbursement. If the disbursement exceeds budget by more than 10% and is \$1000 or more the District Council and District Governor must pre-approve the disbursement.
- f) The District Treasurer may not revise or make adjustments to budget amounts between accounts, without the advance approval of District Council.

Article VIII – PROCEDURES

Section 8.01 - All District meetings shall be conducted in accordance with Robert's Rules of Order, except as otherwise noted in the District Bylaws.

Section 8.02 - The DG shall administer the affairs of the District in accordance with the Rotary International Manual of Procedure and this Manual.

Section 8.03 - The DG Nominee Designate (DGD) shall be elected in accordance with the Rotary International Bylaws as outlined in Appendix B4.

Article IX – PRACTICES

Section 9.01 Any practices which have an historical significance to District 5060 may be used by the DG, the DGE, the DGN and the Committee Chairs in making administrative decisions, provided such practices do not contravene any Bylaws enacted by the District or by Rotary International.

Article X – CONFIDENTIALITY, PRIVACY, AND SECURITY

District 5060 respects the confidentiality of the clubs and the privacy of its members. Through the administration of the District business, members of the District Council may come into contact with confidential information including personal information of club members. In all cases, the District will protect the confidential information and personal data in its possession using a reasonable standard of care.

In addition, all clubs are expected to develop policies and procedures related to the privacy and security of individual members and the safety of all individuals with whom the club has interactions (members and non-members), especially those considered part of the vulnerable sector. Such policies and procedures shall be consistent with the Rules and Regulations of Rotary International and all applicable municipal, provincial, state or federal laws or regulations. Items to be covered shall include but are not limited to:

- Collection, storage and use of personal information of members;
- Distribution of newsletters and all-member electronic mailings;
- Vetting of new members (letters of recommendation, reference checks, etc.); and
- Requirements for working with youth and other members of the vulnerable sector (police record checks and annual declarations, reference checks, number of members to be present, etc.).

PART II: APPENDICES

Part IIA: DISTRICT LEADERSHIP

Appendix A1: DISTRICT GOVERNOR

Purpose: The District Governor is an officer of Rotary International who has been nominated by the clubs in the District and elected by the Convention of Rotary International as the Governor for District 5060.

Tenure: The term as DG begins on July 1 following the term as DGE and continues for one year. The District Governor is a member ex-officio of all District Committees.

Qualifications: In accordance with Article 16, Section 16.010 & 16.020 of the Bylaws of Rotary International (2019 MOP), the DG must be a member, other than honorary member, in good standing of a club in the District and have been a Rotarian for at least seven years at the time of taking office as DG. They must have served as President of a Rotary club for a full term and must have attended for its full duration, the International Assembly during the term as District Governor Elect.

Duties: The DG is the single officer of RI in the District, and responsible for the planning, coordination and operation of the District in the best interest of Rotary International. Official duties are listed in Article 16, Section 16.030 of the Bylaws of Rotary International (2019 MOP). In addition to the duties set by R.I. or noted above in Article V the DG shall:

- Be responsible at all times for the administration of District funds in accordance with the budget as approved at the District AGM;
- In consultation with the G5 and District Leadership Team update, develop, promote and implement District priorities and strategies;
- Receive reports from District Leadership as to which clubs have problems and direct their attention to these clubs;
- Develop a system of communications so that members of the District Leadership Team have an opportunity to recommend a plan of action to the DG where problems are evident within Clubs or at the District level.
- Chair meetings of the District Council & the DLT;
- Attend, as time permits, Rotary business and social functions;
- Visit each club within the District during year as DG;
- Arrange a District Conference during year as DG;
- Make every effort to attend Zone Institute during year as DG; and
- Make every effort to attend the Rotary International Convention in year of being DG.

Appendix A2: DISTRICT GOVERNOR ELECT

Purpose: To gain a clearer insight into the District operations and to assist and accompany the DG when asked to do so. As a future officer of Rotary International it is the DGE's responsibility to become acquainted with the District operations and to visit District clubs.

Qualifications: In accordance with qualifications for District Governor Nominee in the Bylaws of Rotary International, the DGE must be a member, other than honorary member, in good standing of a club in the District and have been a Rotarian for at least six years at the time of taking office as DGE. They must have served as President of a Rotary club for a full term and must be prepared to attend for its full duration the International Assembly immediately preceding their year as DG.

Clarification of Terms: The future DG is nominated by the clubs in the District and serves for one year as DGN. At the International Convention at the end of that Rotary year the nominee is elected by the International Convention and serves one year as DGE.

Duties: In addition to the responsibilities outlined by Rotary International, the DGE shall:

- Preside at District Leadership Team and/or G5 meetings in the absence of the District Governor.
- Represent the DG when requested to do so by the DG.
- Attend GETS training, usually two days prior to Zone Conference, during DGE year.
- Attend RI International Assembly DGE Training as required by RI.
- Develop, plan and conduct, with the cooperation of the DG, the DGN and the Training Committee, the District Training Assembly, and the Presidents Elect Training Sessions (PETS), during year as DGE.
 - Serve on the District Finance Committee and work with them to prepare the District budget for the ensuing Rotary year.

As an ex-officio member of all District Committees, the DGE is encouraged to attend:

- Foundation Committee meetings
- Other important committee meetings.

The DGE should make every effort to attend the Rotary International Convention during their year as DGE, subject to budget.

Appendix A3: DISTRICT GOVERNOR NOMINEE

Purpose: To gain a clearer insight into the District operations and to prepare for the eventual role of DG and assist and accompany the DG when asked to do so by DG.

Tenure: The District Governor Nominee Designate becomes the District Governor Nominee at the start of the Rotary year following his or her selection as DGD.

Qualifications: The DGN must be a member, other than honorary member, in good standing of a club in the District and have been a Rotarian for at least five years at the time of taking office as DGN. They must have served as President of a Rotary club for a full term.

Duties: The DGN shall become acquainted with the District and its operations, visiting clubs and serving as:

- Member of the Finance Committee.
- Chair of the Youth Services Committee and attend Youth Exchange meetings and events.
- Attend regular DLT & G5 meetings and keep records of the latter until such time as a DGD is appointed who shall assume the duty of maintaining G5 minutes.
- Attend all training events including AG Training, PETS & pre-PETS, District Training Assembly & District Conference.
- As an ex-officio member of all District Committees, the DGN is encouraged to attend Foundation Committee, Training Committee, and all other important committee meetings.

The DGN shall make every effort to attend the Zone Training and Zone Institute in the year prior to being the DGE.

The DGN should make every effort to attend the Rotary International Convention during year as DGN, subject to budget.

Appendix A4: DISTRICT GOVERNOR DESIGNATE

Purpose: To gain a clearer insight into the District operations and to prepare for the eventual role of DG.

Tenure: The District Governor Designate is selected between 24 & 36 months in advance of their term as District Governor. The selection process is as outlined in Appendix B4 (Nominating Committee) and the Bylaws of Rotary International.

Selection Process: The DGD shall be selected in accordance with the Bylaws of Rotary International as outlined in Appendix B4.

Qualifications: The DGD must be a member, other than honorary member, in good standing of a club in the District and have been a Rotarian for at least four years at the time of taking office as DGD. They must have served as President of a Rotary club for a full term. It is also recommended that the DGD selected would have served as an Assistant Governor of the District, a District Executive or as a District Director within the past 3 years.

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 the Bylaws of Rotary International.

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 as and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.

Duties: The DGD shall become acquainted with the District and its operations by serving as an ex-officio member of all committees, with special attention to attending:

- Foundation Committee meetings.
- Training Committee meetings.
- All regular DLT & G5 meetings and keep records of the latter.
- Other important committee meetings.

Appendix A5: IMMEDIATE PAST DISTRICT GOVERNOR

Purpose: To serve as the DG's guide and counsellor. If the DG who immediately preceded the current DG cannot serve, the Past District Governor who most recently served as DG will serve as PDG.

Qualifications: Immediate Past District Governor of D5060.

Duties: The Immediate Past District Governor shall serve as Past Chair of the District Council to provide continuity and offer guidance and advice to the District Governor. They shall also Chair the Past Governor's Advisory Council (Appendix B3). In addition, the Immediate Past District Governor shall serve as a member of the Governor's Council (Appendix B1) and as chair of the Nominating Committee (Appendix B4).

Appendix A6: DISTRICT SECRETARY

Purpose: Assists the DG in carrying out the business of the District. Acts as Recording Secretary to the District Leadership Team.

Qualifications: The District Secretary shall be a Rotarian in good standing of a club in the District, appointed by the DGE to start in their year in office.

Tenure: Appointed for a three-year term that is reviewed and approved annually by the DGE for the subsequent year.

Duties May Include:

- Manage general correspondence on Rotary matters for the DG to and from Rotary Clubs, other Rotary Districts and Rotary International.
- Oversee the publication and distribution of the District bulletin or newsletter, which is ideally completed by a separate committee or editor.
- Maintain mailing lists of Rotarians to whom mailings are regularly addressed, and work with the Governor's Aide to ensure that ClubRunner email lists and club executives on both R.I. and ClubRunner are properly updated.
- Issue agendas for meetings of the District Leadership Team at least seven days before such meetings are scheduled.
- Assist the District Governor to update District records and place them in a repository at the end of year.
- Record minutes of District Leadership Team Meetings and circulate said minutes within 7 days of the meeting date.
- Manage correspondence relating to District affairs.
- Prepare District reports for approval and signature of the DG.
- Manage arrangements for District meetings.
- Distribute information received from Rotary International and others to the Club Secretaries as required.
- Follow up on action points from DLT meetings to ensure completion or adherence.
- Ensure that D5060 adheres to the rules and regulations or legislative requirements for an incorporated organization.
- Other duties as may be assigned by the DG.

Appendix A7: DISTRICT TREASURER

Purpose: Oversee and perform the financial duties of the District.

Status: The District Treasurer shall be a Rotarian and must be a member, other than honorary member, in good standing of a club in the District appointed by the DG, normally for a three-year term, subject to annual review by the incoming DG.

Qualifications: Experienced in banking or business accounting procedures and the handling of funds. Preferable to have an accounting designation of some type.

Duties: Much of the handling of District funds and the maintenance of records are performed through the District accounting office using a paid professional. It is the duty of the District Treasurer to ensure that all of the following are either completed by the District office or done by themselves. These tasks include:

- a) On June 30 of each year, the current District Treasurer shall transfer access to the District bank accounts to the incoming Treasurer. It is typical that one set of bank account(s) be used from year to year rather than each new Treasurer setting up new accounts at a different location. These accounts are overseen by the district accounting office using a paid and independent professional.
 - i. If it is necessary for the incoming District Treasurer to establish new accounts, the majority of the District funds that are on hand should be transferred by the outgoing Treasurer. The only funds being retained shall be those which might reasonably be required to meet any outstanding year end invoices or commitments.
- b) On July 1 of each year, or as soon as possible thereafter, the District Treasurer shall ensure that a statement is forwarded to each club in accordance with provisions of Article VII.7.02 of this Manual.
- c) All monies received from clubs or individuals pertaining to District affairs shall be deposited in the District bank account(s).
- d) All disbursements to District officers and Committees shall be made by the District Treasurer allocated against items in the approved District Budget and supported by properly documented invoices. Expenses related to future years (e.g. PETS, Training Assembly, administration) are to be accounted for on an accrual basis.
- e) Report monthly to the District Council the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- f) The District Treasurer shall provide to the DG as soon after July 1 as possible and not later than September 30, a reviewed financial report with approved budget comparisons for the previous Rotary year.
- g) The District Treasurer shall keep as supporting evidence, all deposit slips, bank statements, cancelled cheques and paid invoices, and expense reports together with any correspondence relative to District finances, until the completion and approval of the annual financial statements.

- h) These documents shall be properly identified and placed in the District records repository by the District Treasurer.
- i) The District Treasurer will compile a financial statement as of the end of the financial quarter prior to the District AGM or Training Assembly for presentation to the Session by the Chairperson of the District Finance Committee.
- j) No documents or records shall be removed or destroyed without a motion proposed by District Council and approved at the District AGM or Training Assembly.
- k) The repository may be with a District club that agrees to accept responsibility.
- l) The District Treasurer has the authority to invest surplus funds in short-term deposits but the term of any such deposit shall not extend more than thirty days past the end of the Rotary year.
- m) Perform such other duties normally associated with the office of Treasurer.
- n) Retain records as prescribed by Federal and Provincial requirements and any additional records as may be requested by the District Council but at a minimum, as follows:
 - Bank deposit records — 7 years
 - Club billings — 3 years
 - Liability insurance policies — 7 years
 - Invoices (accounts payable) and expense reports — 7 years
 - Bank statements & canceled cheques & cheque stubs — 7 years
 - Computerized financial data — 7 years
 - Annual audited/reviewed financial statement — 7 years

Appendix A8: VICE-GOVERNOR

Purpose: The Vice-Governor will serve as District Governor if for any reason the DG is unable to fulfill his or her duties.

Appointment: At the time of the selection of the DGD the nominating committee will also select a Vice-Governor for the year immediately following. The committee will accept recommendations from the DGE as to whom they would like as their Vice-Governor, and the person selected is to be the best qualified Past District Governor.

Appendix A9: GOVERNOR'S AIDE

Purpose: To provide support as needed for the District Governor, the Governor's Council, Committees, and Clubs. Serves as a primary liaison for Assistant Governors in all matters and with clubs to ensure that Presidents-Elect are selected in time for training at pre-PETS and PETS.

Reports to: District Governor and the Governor Team (G5). The Governor's Aide is for Rotary International purposes an Assistant Governor without a specific area.

Qualifications / Preferred Skills:

- Strong teamwork, interpersonal, social, and communication skills.
- Planning, marketing, and research skills.
- Organizational and administrative effectiveness.
- Understands financial statements and budgets.
- High level of computer and social media competency.
- Flexible & Creative.

Duties: Responsibilities may include, but not be limited to:

- Assist with managing correspondence and District records.
- Update District and RI contact lists.
- Support secretarial, accounting, budgeting, and reporting functions.
- Assist with matters relating to insurance and payment for taxable earnings.
- Assist with creating and analyzing surveys.
- Support visioning and strategic plan priorities and assist to update District documents and policies.
- Assist with events, training sessions, and awards.
- Liaise with committees as directed by the Governor.
- Help maintain continuity upon succession.
- Provide other assistance as may be requested by the Governor.
- Research, develop, and assist with District website, social media, and opportunities that improve public image.
- Assist clubs in using rotary.org, Rotary Club Central and ClubRunner, and provide support as required to submit information as requested by RI, et cetera.

Appendix A10: ASSISTANT GOVERNORS

Purpose: As part of the District Leadership Plan the RI Code of Policies specifies that Assistant Governors (AGs) are appointed by the governor-elect and are responsible for assisting the governor with respect to administration of designated clubs.

Tenure: AGs are appointed for three 1-year terms, approved annually by the DGE. The maximum term is 3 years after which they must leave the position for 2 years before they may be re-appointed. An AG beginning a new term will start in the year previous by participating in pre-PETS and PETS, working with the PEs who will assume the position of Club President during the following year. An AG in the last year of their term will continue in all aspects of the work with their clubs except they will not participate in either pre-PETS or PETS that year except where needed to substitute for an incoming AG.

Qualifications:

- Membership, other than honorary, in good standing in a Rotary Club, not necessarily a District 5060 Club, for at least three years.
- Serve as a Rotary Club President for a full term prior to appointment as an Assistant Governor.
- Demonstrated leadership qualities.
- Potential candidate for future leadership at the District level.

Duties:

The AG duties as outlined in section 17.030.1 of the COP (2022-01) include:

- a) Meet with and assist the incoming club presidents to promote, implement, or review annually the Club Leadership Plan (as per COP 2.020), discuss the clubs' goals and review section 2.010.1 "*Failure to Function*" of the Rotary Code of Policies.
- b) Encourage clubs to enter and monitor their goals in Rotary Club Central.
- c) Visit each club regularly, a minimum of 4 time per year, to discuss the club activities, resources, and opportunities.
- d) Assist club leaders in scheduling and planning for the governor's official visit and attend each club assembly associated with the governor's official visit.
- e) Assist in the development and implementation of district goals.
- f) Keep the governor informed on progress of the clubs.
- g) Ensure that clubs update their membership regularly and pay their dues on time.
- h) Coordinate training at the club level with the appropriate district committee.

- i) Promote the District Leadership Plan (COP 2022-01 17.030), the Club Leadership Plan (COP 2022-01 2.020) and all applicable RI online tools and resources.
- j) Advise the incoming governor on district committee selections.
- k) Attend and promote attendance at the district conference and other district and international meetings.
- l) Participate in district activities and attend all training seminars.
- m) Provide recommendations on future assistant governor and committee members.

Additionally, the Assistant Governor Duties include:

- Ensure that information and resources from District Committees and the DG is transmitted to the assigned clubs and that successful club ideas or projects are shared and reported to the DG for promotion and sharing of best practices throughout the District.
- Collaborate with area Clubs in planning the DG's Official Visit. Conduct the administrative portion of the DG's official club visit and report, as requested, to the DG.
- Assist in the promotion of and participate in the District Conference, District Training Assembly, AG Training Sessions, Presidents' Elect Training Sessions and other District events.
- Assist in the administration of the District through participation in the District Leadership Team (Appendix B2).
- Meet with and assist incoming Presidents in the assigned area prior to the start of the Rotary year to discuss Club goals and to review the Summary of Club Plans and Objectives as well as District strategies and priorities.
- Visit each club in the assigned area a minimum of four times during the Rotary year and report any insightful information to DG.
- Conduct meetings (minimum quarterly) with area Club Presidents to discuss the business of the Clubs and resources available to them, along with goals, programs, and objectives of the District and RI.
- Update the DG on progress within the assigned area Clubs and suggests ways to enhance Rotary development and raise awareness of issues.
- Encourage Clubs to follow through on requests and recommendations of the DG.
- Participate in and promote Rotary Foundation programs, annual and special giving events and other special assignments in cooperation with any applicable District Rotary Foundation representatives.
- Monitor each Club's performance with respect to service projects.

- Assist in the development of future District leaders and a succession plan for a replacement AG when their term ends.
- Encourage clubs to enter and maintain progress of their annual goals, and maintain currency of the Club Officer list on the District website.
- Perform such duties as assigned by the DG.

Appendix A11: ROTARY INTERNATIONAL EXECUTIVE SECRETARY

Purpose: The Rotary International Executive Secretary is an assistant to the District Governor who has the specific purpose of monitoring and updating club or member data on the Rotary website rotary.org.

Qualifications: The candidate must be comfortable navigating websites and specifically familiar with the District ClubRunner data base, rotary.org, Rotary Club Central (RCC) and the reports and data bases available therein.

Appointment: The R.I. Executive Secretary is chosen for the next Rotary year by the current District Governor Elect. Most often the position will be held either by the District Secretary (Appendix A6) or the Governor's Aide (Appendix A9) so long as they have the Qualifications required to execute the job.

Duties May Include:

- Ensure that club executives are properly defined;
- Update district leadership as advised by the G5;
- Assist Assistant Governors as needed with RCC access;
- Produce reports as required by the G5, and
- Maintain communication with club secretaries and other leadership as required to make sure they keep Rotary Club Central goals and reports up to date.

Part IIB: OVERSIGHT & ADMINISTRATION COMMITTEES

Appendix B1: GOVERNOR'S COUNCIL (G5)

Purpose: The Governor's Council (G5) is the Governing Body for the day to day operation of District 5060. The group provides input & council to the DG in the administration of the District and supports continuity in planning and execution of District programs.

Members: The Governor's Council (commonly referenced as the 'G5') is a committee of five District leaders, comprised of the District Governor, the District Governor-Elect, the District Governor-Nominee and the two most immediate Past District Governors. Once a District Governor-Designate is 'confirmed' they join the Governor's Council and replace the most senior Past District Governor as a voting member. This structure is the official District Board of Directors mandated in the articles of incorporation (See Article I Section 1.04.b of this Manual).

Duties: The G5 shall meet a minimum of once each month either in person or electronically with the DG as its chair for the purpose of discussing the affairs of the District and to take appropriate action where and when necessary. Meetings may be attended by the Governors Aide and/or District Directors as appropriate at the discretion of the DG. All such meetings shall be recorded by the DGN until the DGD is appointed, who takes over this responsibility. Minutes are to be included in the District Governor's District records/journal. The policies and procedures of the G5 shall at all times be in accordance with the Constitution and By-Laws of Rotary International and this District 5060 Policy Manual. As per the Manual of Procedure of Rotary International the final authority in the District rests with the District Governor.

Appendix B2: DISTRICT LEADERSHIP TEAM (DLT)

Purpose: The District Leadership Team (DLT) is an administrative body for District affairs to assist the DG in the performance of his or her responsibilities to the clubs of the District as provided by Rotary International. It is also a forum for the District where matters of importance to the clubs may be brought to the attention of all leadership, discussed and recommendations made to the G5.

Members: The DLT is composed of the District Executive, Assistant Governors, District Directors and other Committee Chairs as defined in Article V of this manual. The DLT may also include such other appointments as the DG may make from time to time.

Duties:

- Identify problems or challenges facing clubs & propose assistance.
- Follow through with identified club-based issues by working with the Strategic Assistance Committee (Appendix D8).
- Develop new ideas for District initiatives.
- Develop new ideas for District training.
- Develop new ideas for programs at the District Conference, PETS and the District Training Assembly.
- Assist the DG, the DGE, the DGN and the DGD when requested.

Meetings: The DLT should meet at least four times in the Rotary year scheduled with notice well in advance by the DG. Meetings shall normally take place electronically, but where possible (such as at the annual District Conference) at a time and location selected by the DG. All meetings shall be Chaired by the DG or, in their absence, by the DGE. Any Rotarian in good standing within the District may attend DLT meetings as an observer.

Reports: Written reports from all members of DLT must be provided to the Secretary at least 7 days prior to a DLT meeting for compilation and distribution to all members of the DLT for review prior to the meeting.

Agenda: The agenda of each DLT meeting shall be prepared by the meeting Chair or Secretary and include:

- Minutes of the previous meeting.
- Matters arising from previous meeting.
- Key Points from written reports of:
 - District Executive.
 - Assistant District Governors.
 - District Directors.
- Business arising from the reports.
- New Business.
- Other matters proposed by the DG or DLT members.

The District Secretary shall make available the agenda to members of the DLT along with the notice of meeting and copies of reports as available. The agenda will also be posted on the District website 7 days prior to the meeting for the benefit of interested Rotarians.

Minutes: The District Secretary shall cause to have prepared and distributed to each member of the DLT, minutes of each DLT meeting within 7 days of the adjournment of the meeting. These minutes shall include any action items agreed to at the meeting. Such minutes should be available on the website for benefit of interested Rotarians.

Appendix B3: PAST GOVERNORS ADVISORY COUNCIL

Purpose: To advise and counsel the District Governor on matters related to the affairs of the District and to promote fellowship amongst all past, present and future District Governors.

Chair: Chaired by the immediate Past District Governor or most recent willing PDG if the immediate is not able to serve.

Members: Members include the District Governor and all Past District Governors (of any District) who are currently members in good standing of clubs within the District. The Chair may, at their discretion, invite any member of the District Leadership Team to attend meetings as appropriate.

Duties: To meet and review the affairs of the District at such times as the DG may request, or the Chair of the Committee might decide.

- Advise the District Governor on District business or concerns.
- Make recommendations as may be required to ensure that the object of Rotary is being implemented throughout the District.
- Review the District organization and suggest appropriate changes where needed. Have input into District Planning.
- Maintain contact with the Pacific Northwest President Elect Training Seminar (PNW-PETS) Operating Committee (OPCOM) which consists of PDGs from the 9 Districts represented. From time-to-time a PDG from District 5060 is to be appointed, and on a 9-year rotation a PDG should be recommended as the OPCOM Chair. The PDG Advisory Council should alert the G5 of upcoming appointments and any recommendations they would propose.
- Upon request, provide a resource group if the DG needs assistance to deal with a serious issue or situation in the District.
- Meet in person or electronically as appropriate for discussion of District business. Such meetings to be chaired either by the IPDG or the DG.
- Organize an annual PDG fellowship dinner and business meeting. The fellowship would include all PDGs currently members in the District as well as the DG, DGE, DGN, DGD and their spouses/partners. This annual meeting of the PDGs to be chaired by the DG.

Appendix B4: NOMINATING COMMITTEE

Purpose: The primary purpose is to promote, recruit and interview prospective candidates for the office of District Governor. At the time of governor-nominee selection the Nominating Committee will also appoint the Vice-Governor for the following year as per A8 above.

Chair: The Chair is the most Immediate PDG able to serve. As this is not a standing committee as outlined in January 2022 COP 17.030.2, the chair is not a District Director.

Members: The committee shall consist of seven members, including the two most immediate Past District Governors of District 5060 available plus two present or past club Presidents, the District Governor, the District Governor-elect and the District Governor Nominee.

Nominations for Governor-Nominee:

- The District Governor on a date no later than August 1 of each calendar year shall invite the clubs to submit their suggestions for nominations for Governor. Nominations shall be submitted no later than October 1 of the same calendar year for consideration by the nominating committee. The suggestions for nomination shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate and properly certified by the club secretary.
- The committee will accept nominations for the position of District Governor from the clubs in the District, and the committee may also consider qualified individuals it identifies as being suitable for the position.
- The committee shall interview and select the best candidate in accordance with RI Bylaws (12.010 in the 2019 MOP) at least 24 months but not more than 36 months prior to the day of taking office.
- As per the Code of Policies (January 2022 - 19.030) the committee must satisfy the minimum requirements of all those nominated including:
 - a) Verify that each candidate meets the qualifications of a Governor-nominee as listed in Article 16.010 & 16.020 of the RI Bylaws (found in the 2019 MOP).
 - b) Clarify the specific duties of governor including knowledge, experience, time & fiscal resources required to fulfill them.
 - c) Allow an overall summary of each candidate's qualifications & suitability.
 - d) Enable each candidate to share their vision & goals.
- Following the selection of a successful candidate the DG will publish the name and the club of the person chosen by the nominating committee. Within 14 days clubs may challenge with an alternate candidate provided the procedure and concurrence of multiple clubs as per RI Bylaws (12.030.7 in the 2019 MOP) are observed.

Certification of Governor Nominee:

- The governor shall certify the name of the governor-nominee to the general secretary within ten days after such nominee has been declared the DGN.

Appendix B5: POLICY & PROCEDURES COMMITTEE

Purpose: To advise and assist governors on nominations and elections and other matters involving RI's constitutional documents. The committee shall ensure that District 5060's Policies & Procedures are up-to-date in terms of current committees and best practices and that they are also in compliance with the Rotary International Bylaws and operating procedures.

Chair: The Chair of the Committee shall be the District 5060 Representative to the Rotary Council on Legislation who is selected by the District in accordance with procedures set out by Rotary International. The District Alternate COL Representative to serve as Vice-Chair.

Members: In addition to the Chair and Vice-Chair, a third member of the committee will be chosen to serve. This Rotarian will be a PDG and is appointed by the District Governor. After serving his/her term the District Representative to the Council on Legislation (RCOL) will step down, and the Alternate Representative (AR) will step up to become the new RCOL for the District. The third committee member will step up to the role of AR, and a new committee member will be chosen to serve by the incoming DG under advice from the outgoing Chair. The term of service is expected to be 6 years, and this will provide the District with the consistent leadership sought in this important role.

Duties:

- To chair the annual business meeting (AGM) and present resolutions for adoption.
- To review proposed changes to the District 5060 Manual of Policies, Procedures and Practices arising from the COL (per Section 3.01), Clubs, Committees or District Council's requests. To present and recommend changes along with those required to remain in compliance with Rotary International in accordance with Article III of the District 5060 Manual of District Policies, Procedures and Practices.

Appendix B6: FINANCE COMMITTEE

Purpose: To ensure all District finances are handled in a proper manner taking into account the stewardship and fiduciary responsibility placed on the District by its members and Rotary International.

Director: The Director is appointed by the DGE who will start their term as DG at the same time, normally serving up to three 1-year appointments. He/she shall be an experienced District leader, an active member in good standing of a Rotary Club within the District other than honorary member and have a good knowledge of the inner workings of the District and Committees. The Director shall not be the District Treasurer.

Members: In addition to the Director the committee will include the District Treasurer as an ex-officio member without a vote, the incoming District Treasurer (ex-officio) when the District Treasurer is about to change at the end of a Rotary Year, the DGE, DGN and after selection the DGD who is also an ex-officio member without a vote. The Committee should also include an active member of a club within the District who has a professional finance or accounting designation.

Duties:

- To oversee and coordinate the preparation of the annual draft District budget which is to be submitted to club Presidents-Elect for review at PETS.
- To consider any revisions proposed following presentation of the draft budget and to submit a final draft budget for approval fifteen (15) days prior to voting. Both the budget and per-capita levy must be approved by a majority of electors present at the Annual business Meeting at a District Conference, or at the discretion of the DG by three-fourths of the Presidents-Elect present at the District Training Assembly should it be held in the spring following PETS training.
- Report to Council as required the current financial position of the District relative to the budget. This should include forecasted expenses as well as completed transactions.
- To approve revisions in the budget in response to unusual, unanticipated requirements, but within the spending limits approved by the vote and the District Assembly.
- To approve any required changes in the budget that result in an increase in the spending authorized at the District Assembly, such funds to come from the reserve fund and/or increased income levels and within the guidelines of the policy manual.
- To ensure the District Conference Planning Committee develops a District Council approved budget and has a qualified person acting as treasurer for the event to monitor and control expenditures similar to District Treasurer.

- To review, on a periodic basis, the monthly bank reconciliations, bank statements and cancelled cheques, making enquiries and clarifying unusual items with the treasurer.
- To produce year-end financial statements of the District which are submitted to the District Governor and Treasurer for approval. These reports shall then be distributed within 90 days of the year-end.

Part IIC: MEMBERSHIP DEVELOPMENT COMMITTEES

Appendix C1: MEMBERSHIP COMMITTEE

Purpose: To motivate and be a resource for clubs in the District to enable membership growth through better retention and recruitment practices. To aid clubs in identifying, marketing and implementing membership development strategies as well as share successful practices between clubs.

Director: The Director must be a member, other than honorary member, in good standing of a club in the District at the time of taking the appointment. The Director will serve as a link between the District Governor, the Zone Regional Rotary International Membership Coordinator, and the clubs in the District (where possible through their own Club Membership Chairs) regarding membership development issues.

Members: The Director should appoint a Committee of active members of Rotary Clubs within the District which may consist of (but not limited to):

- Director
- Membership Retention Subcommittee Chair
- Membership Development Subcommittee Chair
- New Member Orientation Subcommittee Chair
- In addition to the above the Membership Committee will include the Director of the New Club Development Committee (Appendix C2).

Duties: The duties of the Membership Committee are to:

- Establish an annual Plan and Budget for the Committee.
- Assist club membership chairs to carry out their responsibilities.
- Work with AGs, Presidents-Elect and club membership chairs to establish club membership goals for the coming Rotary year.
- Plan, promote & conduct a District Membership Seminar in consultation with the G5 and the District Trainer. Visit clubs and/or clusters to speak about successful membership initiatives.
- Request regular reports from clubs on successful membership recruitment efforts for promotion through the District Web site or other means as may be appropriate.
- Assist clubs to develop mentorship, retention and new member development programs.

Appendix C2: NEW CLUB DEVELOPMENT COMMITTEE

Purpose: To develop and implement a plan to organize new Rotary clubs within the District.

Director: The Director must be a member, other than honorary member, in good standing of a club in the District at the time of taking the appointment. He/she will work closely with the Governor's Council & the Membership Director (C1 above).

Members: The Director may appoint a Committee of active members of Rotary Clubs within the District as appropriate to the activities proposed and in consultation with the DG.

Duties: The duties of the New Club Development Committee are to:

- Identify communities without Rotary Clubs that have a population capable of meeting the requirements of chartering a new Club.
- Identify communities where additional Rotary Clubs could be established without detracting from provided service to the community by existing Clubs.
- Educate clubs on flexible options provided for within the MOP that include satellite clubs and passport clubs.

Part IID: DISTRICT PROGRAM & SERVICE COMMITTEES

A note regarding Service Committees:

In the descriptions below many of the committees generally address Rotary's Five Avenues of Service including:

- D2: International Service
- D3: Community Service
- D5: Youth Services
- D8: Strategic Assistance (Club Service)

The District Governor will convene meetings at their discretion either electronically or in person of the Chairs of all service committees for the purposes of considering the alignment of District service activities with Rotary International's goals.

Appendix D1: DISTRICT ROTARY FOUNDATION COMMITTEE

Purpose: The purpose of the District Rotary Foundation Committee (DRFC) is to build awareness and support for The Rotary Foundation and implement policies and procedures as set out by TRF to motivate and enable District 5060 Clubs and Rotarians to advance world understanding, goodwill, and peace through the improvement of health, the support of education, and the alleviation of poverty.

Director: Because of the importance of this key strategic committee, it should have continuity of leadership. The DRFC (Director/Chair) is preferably a PDG with extensive knowledge of TRF and its workings in the district and shall be appointed for a 3-year term. As per TRF-COP 7.010.4 the DGE will confer with the DGN and if named the DGD to select the DRFC Candidate. Each DG that serves during the 3-year term of the DRFC must agree to the selection of the candidate.

Members: The Director plus heads of each of the subcommittees, DG, DGE, DGN, DGD and recording secretary. There may also be Foundation Area Coordinators appointed by the Director. The Director may combine two or more of the roles under one subcommittee Chair. The International Service Director and the Community Service Director will be ex-officio members of the Foundation Committee.

- District Grants
- Global Grants
- Grant Stewardship
- International Service
- Community Service
- Annual Fund
- Endowment Fund
- PolioPlus (until eradicated)

- Scholarships
- Vocational Training Teams
- Paul Harris Society

Duties: The terms and expectations for the District Rotary Foundation Committee (DRFC) are outlined in the TRF-COP 7.010. Duties include:

- Establish an annual Plan and Budget for the District Foundation Committee.
- Ensure that all grants are made in strict adherence to RI and TRF policies and procedures.
- Ensure that all clubs participating in foundation activities are properly accredited in accordance with RI and TRF policies and procedures.
- Develop and deliver the annual Foundation Qualification Training either in seminar form or as a self-guided online course.
- Foster a culture of encouraging, enabling and assisting clubs to apply for District grants for their projects.
- Foster a culture of giving to the foundation throughout the District clubs by offering to attend club meetings to explain the Foundation and how it works.
- Work with the District Council and other District Committees (notably Public Image) to enhance and improve ways of promoting the benefits of supporting TRF.

Procedures: For a detailed explanation of the Foundation Committee procedures, please consult and reference documents found on the District website and in TRF-COP.

Appendix D2: INTERNATIONAL SERVICE COMMITTEE

Purpose: Encourage all clubs to participate in international projects and service opportunities. Educate, encourage involvement and teamwork, and promote the use of global grants (GGs), District grants and other funding programs available from the Rotary Foundation (TRF), Government of Canada (GoC), and other sources.

Work with clubs and Districts to identify resources to develop international projects and design global grants of higher quality and greater scale by leveraging local Rotarian and Rotary alumni expertise, establishing connections between clubs in the District and a host or international partner, and creating a network of local experts to help with planning projects and grants.

Director: The Director (Chair of the Committee) shall be an active member of a Rotary Club within the District who has experience in international development and/or global and District grants, and international club-funded projects.

Members: The International Service Committee should consist of a minimum of three members in addition to the Director. All members of the Committee shall be active members of Rotary clubs within the District.

Duties: The duties of the International Service Committee are to:

- Create a D5060 Resource Network and a database of local experts experienced in project planning, the areas of focus, and Rotary grants; connect members to experts for assistance with projects and grants.
- Collaborate with District Rotary Foundation Chair (DRFC), Community Service Chair, Rotaract Representatives, Rotarian Action Groups, The Rotary Foundation Cadre of Technical Advisers and other experts, including peace fellows and alumni, interested in assisting with projects and global grant applications.
- The Director (or their designate) shall serve on the District Rotary Foundation Grants Subcommittees to ensure communication between the Committees.
- To assist clubs on the Canadian side of our District the Director (or their designate) shall liaise with The Rotary Foundation Canada (TRFC) Grants Committee as necessary regarding the Canadian Government (GoC) Partnership agreement's funding model, and become familiar with the information at trfcanda.org under the GoC Program heading, <https://portal.clubrunner.ca/100984>
- Publicize and maintain a current database of club international service initiatives and service opportunities on the District website.
- Establish an annual Plan and Budget.
- Promote and encourage project fairs.
- Provide information to clubs as required.

Appendix D3: COMMUNITY SERVICE COMMITTEE

Purpose: The Community Services Committee works with clubs to help identify resources and develop local service projects that address specific community needs. This help might include finding online volunteers, innovative fundraising, creating corporate partnerships, leveraging government and District grants and focus on new forms of cooperation, especially those that work towards a sustainable society.

Director: The Director (Chair of the Committee) shall be an active member of a Rotary Club within the District, other than honorary member, in good standing of a club in the District who has experience in successful project development and/or District and government grants, and local club-funded projects.

Members: The Community Service Committee should consist of a minimum of three members in addition to the Director. All members of the Committee shall be active members of Rotary clubs within the District.

Duties: The duties of the Community Services Committee are to:

- Establish an annual plan and budget for the Committee.
- The Director, or designate, shall serve on the District Rotary Foundation Committee to ensure communication between the two Committees.
- Publicize and maintain a current database of club local service initiatives and projects on the District website.
- Encourage clubs to visit the District website and Rotary Ideas (www.Rotary.ideas.org) to find project partners and browse Rotary Showcase for ideas.
- Research innovative strategies, concepts and ideas for strengthening the quality and (if possible) sustainability of local Rotary projects and make these available to Clubs.
- Develop corporate partnerships to enhance fund raising.
- Work with clubs by communicating information and ideas on ways and means to find and carry out projects.
- Assist clubs to develop community assessment prior to embarking project.
- Encourage clubs to follow the lifecycle of a project and use Rotary's online tools for planning, implementing and evaluating.
- Promote and encourage participation in project fairs.

Appendix D4: PUBLIC IMAGE COMMITTEE

Purpose: To be a strong resource assisting clubs in District 5060 (and the District itself) to promote club projects and initiatives, whenever possible. Provide the support needed to enable Rotary clubs within the District to promote the image and ideals of Rotary. To ensure clubs are aware of and make use of RI PI resources

Director: The Director (Chair of the Committee) must be a member, other than honorary member, in good standing of a club in the District at the time of taking the appointment ideally with extensive experience in the field of public relations. The Chair will serve as a link between the District Governor, the Zone Regional Rotary International Public Image Coordinator, and the clubs in the District (where possible through their own Club Public Image Chairs) regarding Public Image issues.

Members: At least two Public Image Chairs of clubs in District 5060, and additional members as needed. Additional members should include:

- Website technical chair
- Website editor
- Social media editor

Duties: The duties of the Public Image Committee are to:

- Establish an annual Plan and Budget.
- Consistently promote Rotary to external audiences including community leaders and beneficiaries of Rotary's programs.
- Inform clubs of the availability of resource materials available through Rotary International and District 5060.
- Contact the media with newsworthy stories of District and club projects.
- Ensure that all clubs are aware of best practices to aid in promoting their club success stories by developing training methods and tools.
- Ensure the District website portrays a good public image and attractive source of Rotary PI information.
- Establish, implement, and maintain a social media public image plan.

Appendix D5: YOUTH SERVICES COMMITTEE

Purpose: To be a strong resource that will aid clubs in the District to be engaged in youth programs as one of their Rotary Avenues of Service.

Chair: The Youth Services in District 5060 are generally strong and independent committees. The chair of Youth Services shall be the District Governor Nominee, and their primary role will be coordination and communication between the various District programs.

Members: The Youth Services Committee consists of the DGN along with the Chairs of each of the subcommittees and any other Rotarians from the District that the Committee wishes to have as members. Specifics of subcommittee membership where known are listed below.

Subcommittees: Approved Rotary Youth Programs undertaken or planned to be undertaken by clubs within the District form the subcommittees within the Youth Committee. These include but are not limited to:

- Youth Exchange: This is a large program with many committee members serving a variety of functions.
- Rotaract: It is recommended to have at least 2 co-Chairs for the northern and southern portions of our districts, with other members as deemed appropriate.
- Interact: Co-chairs recommended as per Rotaract.
- Rotary Youth Leadership Awards (RYLA): Co-chairs recommended as per Rotaract.
- Bob Winter Fund Committee: The administration of this financial resource requires fiscal responsibility. The committee will consist of 2 Past-Governors plus the current chair of Youth Exchange.

In turn each subcommittee may establish their own specific subcommittees as required to manage their activities.

Duties: The duties of the Youth Committee and all of its subcommittees are to:

- Establish an annual Plan and Budget.
- Promote understanding and effective participation in RI youth programs through regular contact with clubs in the District.
- Provide resources to aid clubs in establishing Interact or Rotaract clubs or to participate in RYLA or Youth Exchange.
- Ensure that all programs are in compliance with Rotary International regulations or guidelines, including those that pertain to safety and security.
- Ensure that all clubs are aware of best practices to aid in each program's success.
- Maintain contact with the Public Image Committee to make sure that program successes are celebrated.

Appendix D6: TRAINING COMMITTEE

Purpose: To provide the DG, DGE, DGN and DGD with functional assistance, and a forum for development, implementation and maintenance of an effective, on-going training and long-range club planning process.

Director: The Director/Chair of Training should be a Rotarian in District 5060, in good standing with a club, who has been a member of the Training Committee or one of its subcommittees.

Members: The Committee shall consist of the following:

- Director of Training
- DGE, DGN, DGD
- Chairs of each of the subcommittees including but not limited to:
 - Rotary Leadership Institute (RLI)
 - Rotary Youth Leadership Awards (RYLA)
 - Visioning
 - AG Trainer
- Other members as appropriate

Duties: The duties of the District Training Committee are to:

- Establish an annual District Training Plan and Budget consistent with District priorities;
- Work with the DGE to develop a program for District Team Training including for Assistant Governors;
- Assist the DGE to plan and implement the PETS Training sessions which comply with the requirements of Rotary International;
- Work with the DGE to develop District Training Assembly protocol for all club leaders including PEs, Secretaries, Committee Chairs, etc;
- Plan and implement all parts of the Rotary Leadership Institute locally with the RLI Subcommittee, ensuring no conflict in timing or resource requirements;
- Provide leadership and support to District clubs wishing to engage in Club Visioning and/or Strategic Planning processes;
- Work with other committees to optimize training as required, including but not limited to:
 - Foundation grant management training;
 - Rotaract leadership training;
 - Membership training.
- When appropriate develop evaluation instruments that provide feedback on the training effectiveness;

- Ensure that all other District Committees consistently work towards providing well-coordinated, well-integrated, high-quality support, both to the DG and the District, as a whole, and to each of its member clubs.
- Evaluate the previous year's training events;
- Investigate, review and evaluate alternative training methods, tools and opportunities, and implement such new programs or events as deemed appropriate for District 5060 Rotarians.

Appendix D7: AWARDS & RECOGNITION COMMITTEE

Purpose: To ensure that Rotary International and District 5060 Awards are promoted within the District and to ensure that all awards have relevance within the current context of Rotary. Also, to recognize meritorious service of all members.

Chair: The Chair, appointed by the DG, should value the heritage and culture of the District. As this is not a standing committee as outlined in COP 17.030.2, the chair is not a District Director.

Members: The Committee should consist of the Chair and at least one other active member of a Rotary club with the District.

Duties:

- Establish an annual District Awards Plan and Budget.
- Ensure that all Rotary International and District Awards are relevant and known within the District.
- Recommend to the Governor's Council (G5) suspending or updating of any awards which are no longer relevant, and the introduction of new District awards.
- Promote with all club Presidents (& Assistant Governors) achievement of the club award for RI's Presidential Citation.
- Work with the Policy and Procedures committee to update this Policy Manual annually under the direction of the DGE ensuring that the information contained is accurate for the coming Rotary year.
- Work with the G5 and the Public Image Committee to ensure that Rotarians who have accomplished significant achievements in their Rotary, vocational or personal lives are celebrated as appropriate.
- Prepare awards for presentation as a standing display each year at the District Conference.
- Maintain a record of award winners each year.

Rotary International Awards:

Rotary International has many awards to recognize Clubs and Rotarians, and there are various deadline dates and criteria for each of these that can be found at:

www.rotary.org/myrotary/en/learning-reference/learn-topic/awards

For assistance with any of these contact: riawards@rotary.org

District Awards:

District awards will change each year depending on the annual theme of Rotary International and the plans of the DGE for the coming year. Such awards including the Distinguished Rotarian Individual awards are to be advertised by the Awards Committee to all clubs early in the Rotary year and promoted regularly in District communications (monthly bulletin). Nominations to close as determined by the Awards Chair allowing sufficient time for adjudication, preparation and presentation of the awards at the District Conference. Any active member of a

Rotary club within District 5060 may nominate candidates for an award unless otherwise noted.

Rotary Connects the World Award (2019-2020)

Recognizes a Rotarian in each club who has through their actions helped connect individuals or organizations in their community or elsewhere in the world with Rotary and Rotarians. Awarded during DG Club visits on the recommendation of the Club President to the DG.

District Polio Service Award

Recognizes the outstanding active personal service of a District Rotarian in advocacy and hands-on support of End Polio Now both within the District and internationally. There may be zero or one of these awards, although the committee may decide to award more in exceptional circumstances.

Communications and Marketing Award

Recognizes a club, individual or committee for outstanding communications and marketing of club news and projects to club members and supporters and/or to the public, through any and all media channels. There may be zero or one of these awards, although the committee may decide to award more in exceptional circumstances.

Membership Growth Award

Presented to the District club with the largest percentage membership increase during the Rotary year (Nomination not required).

New Member Retention Award

Presented to the District club with the highest member retention percentage over the past three years (Nomination not required).

Distinguished Rotarian Individual Awards:

The District 5060 Distinguished Rotarian Awards are named in honor of our leaders who have served the Rotary International Executive in the past. These two awards are presented to exceptional Rotarians who have served their Club, their community, and/or our District for many years, and who continue to serve. District 5060 Rotarian Awards may not be awarded more than once to any person, and current, incoming, and immediate past district governors are not eligible. The current district governor must endorse all nominations. Any Rotarian in the district can submit nominations in an essay format explaining why the nominee deserves the award with specific reference to the criteria listed (maximum 250 words). The District Governor or the District Awards Chair must receive nominations **no later than 1 April**. A maximum of one of each award may be granted each year as determined by the Governors Council, made up of the current DG, the DGE, the DGN, the DGD and the immediate past DG.

District 5060 PRIVP Harold R. Henderson Award

To receive the District 5060 Harold R. Henderson Award, the recipient's service with District 5060 must be on a broad basis and over an extended period of time, including at least three of the following activities, with a substantial level of activity in the past five years:

- Serving on a District Committee or a subcommittee for a minimum of five years.
- Providing significant leadership at district or multi-district training events (such as district assemblies or PETS).
- Presenting Rotary programs at district or regional events (such as conferences, training and seminars).
- Providing significant leadership qualities in district projects and activities.
- Participating in other special projects or activities that support all programs and activities within the district.
- Provide a significant level of Leadership at the club level for a minimum of five years.

Past Recipients of D5060 Harold R. Henderson Award

2015 Jack Peters (Vernon)
2016 Jim Adamson (Wenatchee Sunrise)
2017 Roger Perry (Kalamalka)
2018 Greg Luring (Yakima)
2019 Pete Erickson (Moses Lake)
2020 Darrell Blue (Yakima)
2021 Ron Hooper (Salmon Arm Daybreak)
2022 Cindy Piva (Kamloops West)

District 5060 PRIP Edward F. Cadman “You Are The Key” Award

To receive the District 5060 Edward F. Cadman Award, the recipient must have been the “Key” in furthering the mission of Rotary, which is to provide service to others in the world. This can be as part of a Club or District project, within their community or elsewhere in the world. This can also be an independent initiative that reflects the core values of Rotary. It is incumbent on the nominating Rotarian to describe how the nominee has been critical to the project or service.

Past Recipients of D5060 Edward F. Cadman Award

2016 Richard DeRock (Wenatchee Confluence)
2017 Tony French (Kelowna)
2018 Stan Fike (Kamloops West)
2019 Rob Tidd (Wenatchee Confluence)
2020 Duane Monick (Yakima)
2021 Kathy Butler (Kelowna)
2022 Carter Fjeld (Yakima)

Appendix D8: STRATEGIC ASSISTANCE COMMITTEE (“Special Ops”)

Purpose: The Strategic Assistance Committee (also known as “Special Ops”) is a task-oriented group of club and District leaders who will come into a club or area identified by either the Governor’s Council (Appendix B1) or the District Leadership Team (B2) as requesting assistance with any of a wide range of challenges. Their goal is to help develop a plan of action that can be followed by the local members and monitored for success by the Area AG.

Chair: As the principal leader responsible for District training, the Chair shall be the District Governor Elect.

Members: All members of the G5 (B1), Area Assistant Governors and the District Training Committee (D6) are ex-officio members of Special Ops, and the DGE should appoint a primary resource committee of at least 2 other Rotarians who have experience in District training and facilitation. It is intended that a large database of names be assembled by the committee who shall be known as Special Ops Team Members, and who can be called on as needed for individual assignments. Ideal qualities for team membership could include:

- Accomplished facilitator, with experience as PETS trainer, RLI Faculty or Visioning leader.
- Creative when approaching club challenges.
- Willing to travel to help out others in our District.
- Knowledgeable in one or more key strategic areas which include but are not limited to:
 - membership growth
 - membership retention
 - club flexibility and vibrancy
 - public image
 - TRF grant writing
 - creating and executing meaningful service projects
 - creating and executing successful fundraisers

Duties:

- Establish an annual Special Ops Plan and Budget.
- Assemble and maintain the data base of Special Ops Team Members including their areas of expertise, date of appointment, and notes of any past assignments completed.
- When notified of a club or group of clubs in an area with a need for assistance as identified by either the G5 or the DLT, to contact club leaders and determine if assistance would be welcomed, what challenge(s) is to be addressed, and what form the assistance would take.
- To receive and evaluate requests for a “Training Grant” from small or struggling clubs to send a President-Elect to PETS or club leadership to a DTA. If warranted limited support may be offered on a one-time basis, within the guidelines of the budget approved in the previous year by the Finance Committee and the DGE. Any club that

receives a Training Grant shall not be eligible for another for five years, unless special circumstances are approved by the current District Governor.

Part IIE: ROTARY OPPORTUNITIES & OTHER COMMITTEES

Appendix E1: ROTARY FELLOWSHIPS

Purpose: To encourage participation in Rotary Fellowships among the Rotarians throughout the district.

Chair: The Chair is appointed by the DG and should be a member of a Rotary Fellowship.

Members: The Committee should consist of the Chair and two other active members of a Rotary club with the District.

Suggested Activities:

- Schedule club visits to present information on Rotary Fellowships.
- Invite current fellowship members within the district to attend presentations.
- Communicate with individual fellowship officers listed in the *Official Directory* and the *Global Networking Groups Directory* to gather information on upcoming events and publicize these in the district governor's newsletter and/or the district website.
- Arrange for a presentation during the district conference highlighting Rotary Fellowship activities within the district and obtain booth space to exhibit at the district conference.
- Distribute the electronic flyer for Rotary Fellowships to Rotarians in the district and encourage them to contact these groups regarding prospective membership.
- Encourage participation at Rotary Convention with various Rotary Fellowships.

Appendix E2: ROTARY FRIENDSHIP EXCHANGE

Purpose: To seek out and help organize Rotary Friendship Exchange visits between participants that include members of District 5060 and other districts throughout the world.

Chair: The Chair is appointed by the DG.

Members: The Committee may consist of the chair only, or at the chair's discretion may involve others who may or may not be Rotarians.

Suggested Activities:

- Promote the benefits of an exchange to the district membership.
- Connect with other district Exchange chairs to identify potential destinations.
- Work with the district Public Image committee to ensure that successful exchange visits are promoted.

Appendix E3: DISTRICT CONFERENCE COMMITTEE

Purpose: Under the direction of the Governor's Council, the district conference committee shall plan, promote and implement the necessary arrangements to ensure good programming and maximum attendance at the district conference.

Chair: The Chair of a District Conference is appointed by the Governor's Council two years in advance of the conference, in close collaboration with the current DGN who will be Governor during the year of the Conference and who shall automatically assume the role of Vice-Chair. When appointed, it is preferable for the Chair to have served previously on the District Conference Committee.

Members: The committee shall be made up of as many members as deemed beneficial by the Chair and/or DGN. Members should include those who have experience in event planning and/or the hospitality industry, as well as public image or marketing skills.

Duties:

- To work collaboratively with the DGN to determine a conference theme and program to support it.
- Select the district conference venue and coordinate all related logistical arrangements.
- Coordinate the finances of the conference to ensure maximum attendance.
- Provide relevant, motivational, and informative programs.
- Promote the district conference to external audiences, such as the media, community leaders, and beneficiaries of Rotary's programs.
- Maintain accurate records of the District Conference including key items such as venue, budget, financial report, registration fees, registration numbers, theme, major presenters and program items.
- Share all such records with future Conference organizing committees with special regard to collected best practices.
- Be familiar with RI Guidelines regarding District Conferences (RI Bylaws, MOP 16.040).

Appendix E4: INTERNATIONAL CONVENTION COMMITTEE

Purpose: Promote attendance at the annual RI Convention to Rotarians throughout the District.

Chair: Appointed by the DG and acts as the District's International Convention Coordinator and Promoter.

Duties:

- Attend club and District meetings including District Conference & Club Leadership Training to promote convention participation.
- Serve as a resource for RI Convention materials and information.
- Work with the Public Image Committee to expand the District web site with information on the convention and links to the RI web site's section on the convention.
- Identify and inform the DG and DGE of those Rotarians who intend to attend the convention.
- Work with the DG and registered convention-goers to plan, coordinate and communicate a D5060 Convention event during the RI Convention.

PART IIF: PROTECTION, CONFLICT & REPORTING

Appendix F1: DISTRICT 5060 YOUTH PROTECTION POLICY

F1.00 Pre-Amble

District 5060 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and any other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people participating in Rotary District 5060 programs.

F1.01 DISTRICT INSURANCE AND YOUTH

Rotary District 5060 shall carry adequate general liability insurance with coverage inclusive of any youth associated with club activities.

F1.02 VOLUNTEER SELECTION AND SCREENING

Clubs within Rotary District 5060 will, for three (3) years, maintain all records of criminal background checks or sex offender list or registration checks, waivers, screening for adults working with minors.

All volunteers interested in participating in the District 5060 Youth Exchange Program must:

- Complete a Youth Volunteer Questionnaire; Waiver/Consent and Release form found in Appendix C.
- Undergo personal interviews.
- Provide a list of references for the participating club in the district to check.
- Meet RI and district eligibility requirements for working with students. RI requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with youth in Rotary context.
- Understand and comply with RI and district guidelines for the Youth Exchange Program. Host families must meet the following selection and screening requirements (F1.02.1a-1d), in addition to those listed above.

F1.02.1a Host families must undergo a comprehensive interview by the club that determines their suitability for hosting exchange students. This may include:

- Demonstrated commitment to the safety and security of students.
- Motivation for hosting a student is consistent with Rotary ideals of international understanding and cultural exchange.
- Ability to provide adequate accommodations (room and board) for the student. Aptitude for providing appropriate supervision and parental responsibility that ensures the student's well-being.

F1.02.1b Host families must complete a written Youth Volunteer Questionnaire.

F1.02.1c Home visit must be conducted for each family. Home visits must be conducted prior to the placement and monthly thereafter during the students stay. At least one such visit should be unannounced or on shortened notice (not greater than 2 hours.)

F1.02.1d All adult residents of the host home must meet the selection and screening guidelines. This includes adult children of the host family and other members of the extended family that resides in the home.

F1.02.2 Rotarian counselors must meet the criteria for all volunteers, as well as the following:

F1.02.2a Counselors must not be a member of the student's host family.

F1.02.2b Counselors must be provided with and acknowledge with Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines.

F1.03 STUDENT SELECTION AND SCREENING

All students interested in participating in the District 5060 Youth Exchange Program must:

- Complete a written/on-line application and be interviewed by district representatives for their suitability for participation in the Youth Exchange Program.
- Attend and participate in all district orientation and training sessions.

All parents or legal guardians of students interested in participating in the District 5060 Youth Exchange Program must:

- Be interviewed to determine the student's suitability for participation in the Youth Exchange Program. Inbound and Outbound Students are required to have travel insurance compliant with current Rotary International standards.

F1.04 TRAINING

District 5060 will provide abuse and harassment prevention training to all Youth Exchange Program participants. The members of the District Youth Exchange Committee will conduct the training sessions.

District 5060 will:

F1.04.1 Provide Abuse and Harassment training including relevant information on specific district guidelines, local customs, cultural issues, and legal requirements.

F1.04.2 Develop a calendar for training and define the frequency of training.

F1.04.3 Conduct specialized training sessions for the following Youth Exchange Program participants:

- District Governor
- District Youth Exchange committee members
- Club Youth Exchange committee members
- Counselors
- Host Families

- Students (outbound and inbound)
- Parents and legal guardians of outbound students

F1.05 ALLEGATION REPORTING GUIDELINES

District 5060 is committed to protecting the safety and well-being of Youth Exchange students and will not tolerate their abuse or harassment.

All allegations of abuse or harassment will be taken seriously and must be handled in accord with the Youth Exchange Sexual Abuse and Harassment Allegation Reporting Guidelines, found in Appendix D.

Volunteers accused of sexual abuse or harassment shall be removed from all youth contact and club participation until an investigation into the claims has proven inconclusive.

In the event that the claim against the volunteer is determined to be inconclusive the club may but is not required to reinstate the volunteer. If the volunteer is reinstated additional safeguards shall be added to protect all parties involved.

F1.06 INVESTIGATION GUIDELINES

District 5060 takes all allegations of abuse or harassment seriously. The District will cooperate with all law enforcement agencies, child protective services, and legal investigations, and will not interfere with investigations.

F1.07 OTHER DISTRICT 5060 RESPONSIBILITIES

District 5060 will:

F1.07.1 Provide each student with a list of local services in the District (rape and suicide crisis hotline, alcohol and drug awareness programs for teenagers, proper law enforcement agencies, community services, private services, etc.), including with a list of individuals to contact in the case of a problem or emergency, including the name and contact information for the student's host club President, host district chair, host governor and two non-Rotarian resource persons (one male and one female).

F1.07.2 Comply with RI requests for student data request forms for all participating Youth Exchange students and return it to RI in a timely fashion.

F1.07.3 Maintain and provide to Youth Exchange students a "district hotline."

F1.07.4 Report all criminal allegations to RI within 72 hours.

F1.07.5 Report all serious incidents (accidents, crimes, early returns, death) involving Youth Exchange students to RI within 72 hours.

F1.07.6 Evaluate and review this policy and accompanying procedures on a regular basis.

F1.07.7 District 5060 prohibits the placement of exchange students outside of the district structure (also known as "backdoor exchanges").

F1.07.8 Ensure a backup placement location exists for moving students into temporary housing if they have an allegation against a member of the host family or in the event of an emergency occurrence.

F1.07.9 District 5060 requires long-term students have more than one host family and that all hosting be voluntary. (Outbound student families may host but cannot be required to host as a condition of their child going on an exchange.

F1.08 CLUB COMPLIANCE

District 5060 has developed a system to ensure club compliance to our Youth Exchange policies. District 5060 will monitor and ensure that all participating clubs within the District comply with RI and District guidelines for abuse and harassment prevention.

Appendix F2: SEXUAL ABUSE AND HARASSMENT ALLEGATION REPORTING GUIDELINES

Definitions:

Sexual Abuse: is any touching of a sexual nature or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or third person.

Sexual Harassment: is when the environment is permeated with discriminatory intimidation, ridicule, and insult, or unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature; and such conduct is sufficiently severe or pervasive to cause a reasonable person to find the environment hostile or abusive.

Is it Abuse or Harassment?

Whether the alleged conduct amounts to sexual harassment is not to be determined by the adult to whom allegations are made. After ensuring the safety of the student, all allegations should be immediately reported to appropriate law enforcement authorities. In some countries this reporting is required by law.

Any adult to whom a student reports an incident of sexual abuse or harassment is responsible for following these allegation reporting guidelines.

1. Protect the Student.

Ensure the safety and well-being of the student. Remove the student from the situation immediately and all contact with the alleged abuser or harasser. Give reassurance that this is for the student's own safety and is not a punishment.

2. Report to Appropriate Law Enforcement Authorities

Immediately report all cases of sexual abuse or perceived criminal acts to the appropriate law enforcement authorities first and then to the club and District leadership for appropriate action. The appropriate law enforcement office is your local police force. In most situations, the first Rotary contact is the Rotarian counselor who has responsibility for seeking the advice of and interacting with appropriate agencies. If the allegation involves the conduct of the Rotarian counselor, the chair of the youth program should be contacted. All allegations must be reported to RI within 72 hours, the person for doing so is the Governor.

District 5060 will cooperate with all police or legal investigations.

District 5060 recognizes that different geographic areas of the District fall under the jurisdiction of different federal, provincial, municipal, state, county, or local laws related to sexual abuse and harassment prevention and notes that volunteers may wish to obtain legal counsel to determine legal requirements for their specific areas as needed.

3. Investigating Guidelines

District 5060 takes all allegations of abuse or harassment seriously. The District will cooperate with all law enforcement agencies, child protective services, and legal investigations, and will not interfere with investigations.

4. Avoid Gossip and Blame

Do not tell anyone about the report other than those required by the guidelines. Care must be taken to protect the rights of both the victim and the accused during the investigation.

5. Do Not Challenge the Alleged Offender

The adult, to whom a student reports an incident of abuse or harassment, must not contact the alleged offender. Interrogation must be left entirely to law enforcement authorities.

6. Follow-Up

Any adult against whom an allegation of sexual abuse or harassment is made will be removed from all contact with youth in District 5060 programs until the matter is resolved. The Governor shall follow up to make sure that steps are being taken to address the situation.

Post Report Procedures

For use by Rotarian Counselors and Youth Program Chairs

The student's Rotarian counselor and the District Youth Program Chair are responsible for ensuring that the following steps are taken, immediately following the report of an abuse or harassment allegation:

1. The Allegation Reporting Guidelines have been followed.
2. That the student has been immediately removed from the situation and all contact with the alleged abuser or harasser.
3. That appropriate law enforcement agencies have been contacted. If law enforcement agencies will not investigate, the club or District Youth Program Chair should coordinate an independent investigation into the allegations.
4. That the student has received adequate support services.
5. That the student has been advised of the availability of independent non-Rotarian counseling.
6. That the student's parents or legal guardian have been contacted and that the student is provided with the option of either staying in the country or returning home.
7. That the alleged abuser or harasser has been removed from all contact with youth involved in District youth programs while the investigations are being conducted.
8. That there has been cooperation with police and legal investigations.
9. That the Governor has been informed of the allegations and that the allegation has been reported to RI within 72 hours.

Post Allegation Report Guidelines

Responding to the Needs of the Student

There will need to be a cohesive and managed team approach to supporting the student after an allegation report. The student is likely to feel embarrassed, confused, and may become withdrawn and appear to be avoiding members of the host family or group. After a report of harassment or abuse, students may or may not want to remain in the program. If they do, they may or may not want to continue their relationship with their hosting Rotary club depending on the circumstances. In some cases, student may wish to remain in country, but change to a different host club.

Appropriate Responses for Addressing Issues within the Rotary Club for Allegations Made Against Rotarians or Non-Rotarians.

Club member should be cautioned about speculating or commenting on the matter during the investigations.

Appendix F3: DISTRICT 5060 CONFLICT OF INTEREST POLICY

Purpose

The purpose of the conflict of interest policy is to protect the interest of Rotary District 5060 (the District) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the organization or might result in a conflict of interest applicable to nonprofit and charitable organizations.

Definitions

- 1) Interested Person — Any member of the District Governor line, Officer, Director or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
- 2) Family relationship — A spouse, domestic partner, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- 3) Business relationship — An interested person has a business relationship if they are a director, officer or greater-than-10% owner of an entity of which another of the District's directors, officers, or committee members is a director, officer, greater than 10% owner, or a key employee.
- 4) Financial Interest — A person has a financial interest if the person has, directly or indirectly, through family, business, or investment:
 - a) An ownership or investment interest in any entity with which District has a transaction or arrangement,
 - b) A compensation arrangement with District or with any entity or individual with which District has a transaction or arrangement, or
 - c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which District is negotiating a transaction or arrangement.

Procedures

- 1) Duty to Disclose — In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the family relationship, business relationship, and/or financial interest and be given the opportunity to disclose all material facts to the officers and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- 2) Determining Whether a Conflict of Interest Exists — After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted

upon. The remaining board or committee members shall decide if a conflict of interest exists.

3) Procedures for addressing the Conflict of Interest

- a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The District Governor or Chairperson of the committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the governing board or committee shall determine whether the District can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in District's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

4) Violations of the Conflict of Interest Policy

- a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- 1) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board or committee's decision as to whether a conflict of interest in fact existed.
- 2) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives

to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

- 1) A voting member of the governing board who receives compensation, directly or indirectly, from the District for services is precluded from voting on matters pertaining to that member's compensation.
- 2) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the District for services is precluded from voting on matters pertaining to that member's compensation.
- 3) Any voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the District, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Appendix F4: DISTRICT 5060 WHISTLEBLOWER POLICY

The following represents the voluntary participation of Rotary International District 5060 (the District) in a Whistleblower Policy. Any employee, member, volunteer, contract worker, or interested party who becomes aware of any violation of federal, state, provincial or local law or regulation, including any financial wrongdoing, should immediately report the suspected violation to the District Governor to allow the organization to investigate and, if applicable, correct the situation or condition.

If the District Governor is involved or is believed to be involved in the matter being reported, employees, volunteers, or contract workers may, in the alternative, make a report to the most immediate Past District Governor currently active. The District will conduct an investigation and take appropriate action within a reasonable period of time. Such complaints will be held in confidence to the extent the needs of the investigation permit. "Financial wrongdoing" may include, but is not limited to:

- questionable accounting practices;
- fraud or deliberate error in financial statements or recordkeeping;
- deficiencies of internal accounting controls;
- misrepresentations to organization officers or the accountant (including deviation from full reporting of financial conditions).

If any employee, volunteer, or contract worker reports in good faith what they believe to be a violation of the law and/or financial wrongdoing to the District, its legal counsel, or to a federal, state, provincial or local agency or assists in an investigation concerning financial wrongdoing, it is the District's policy that there will be no retaliation taken against them.

Employees, volunteers, and contract workers are reminded of the importance of keeping financial matters confidential. Employees, volunteers, and contract workers with questions concerning the confidentiality or appropriateness of disclosure of particular information should contact the District Governor.

PART III: ADDENDA

ADDENDUM I: DISTRICT GOVERNOR'S OFFICIAL VISIT

Part of the required duties as District Governor is to provide for an official visit meeting, either individually or multi-club, with each Rotary Club within the District during their term of office.

The District Governor should establish a proposed schedule of visits for advance review by the Club Presidents and then jointly confirm convenient dates with each of them with assistance of the AG.

The Governor's visit is considered as a regular but special meeting of a Rotary Club. There should be no other presenter or speaker at that meeting except regular club business, which should be kept at a minimum.

Meal costs for the Governor, their partner and the AG are to be covered by the club being visited. This same guideline also applies whenever the DG or AG visits a club for the purpose of performing a function or conducting Rotary business.

The Governor or AG should not be asked to participate in any of the club's fundraising draws or activities but should be welcome to do so if they desire.

Clubs that wish to have a board meeting with the Governor should arrange this in advance with the Governor.

Generally, the AG will also attend the club meeting and introduce the DG to the club during the program.

ADDENDUM II: DISTRICT CHANGEOVER

The purpose of a District Changeover is to ensure continuity of the District and build a healthy and vibrant culture within the District. It provides a celebration event for what has been accomplished in the past year and also a kick-off for the new team.

Prior to or immediately following the end of each Rotary Year, the District will hold a District Changeover Function.

The DGE will appoint a volunteer chair for this event, who will work with both the DG and DGE to organize the event.

The following is not meant to serve as the agenda for a District Changeover but to indicate elements that should be included each year:

- Remarks by the outgoing DG.
- Acknowledgments of all out going AG's, District Officers and Committee Chairs.
- Presentation of any awards, as appropriate.
- Presentation of PINS
- PDG pin to outgoing DG by IPDG
- DG pin to incoming DG by outgoing DG
- DGE pin to DGN by outgoing DGE
- DGN pin to DGD by outgoing DGN
- Token of District's appreciation to the outgoing DG presented by IPDG
- Presentation of 'Home Club of District Governor' Banner to President of incoming DG Club by outgoing DG's Club President.
- Remarks by incoming DG.

ADDENDUM III: DISTRICT TRAINING ASSEMBLY (DTA)

The District Governor Elect shall hold a District Training Assembly during his or her year as DGE.

All incoming club officers and new Rotarians are to be encouraged to attend. Best practices, information and available resources for clubs will be presented.

Due to the large geographic area of District 5060 the DGE may elect to hold multiple DTA meetings in locations that would allow attendance without undue travel or hotel requirements.

ADDENDUM IV: COMMUNICATIONS POLICY

In order to keep communication relevant and to have the attention of recipients it is important to not overload club Presidents with e-mail correspondence. Therefore, the following policy has been established.

Clubs may communicate freely with all clubs and Presidents within their region or area on any and all Rotary or Club matters, including fundraising events.

Any desired communication regarding club events and fundraising activities to clubs beyond a club's area (including clubs outside of District 5060) must be approved by the DG in advance. This does not mean that clubs or Rotarians cannot communicate with other clubs with whom they have already established a connection. It is meant to avoid mass mailings and mass solicitation.

The DG can and may solicit the assistance of the District Executive Secretary to assist with any District wide communication programs. As much as possible District wide communication should be consolidated into the monthly Bulletin rather than multiple e-mails.

All clubs, Committees and members should adhere to the published communications policy of Rotary International.

Should any Club or Member become involved in a situation which gains negative attention of the press or other media, the Club President should inform their Assistant Governor at once who will then advise the District Governor. The DG will, in conjunction with the affected club's President, the AG and the District Public Image Committee Chair, develop and implement an immediate communications plan.

In the event any club or member observes inaccurate reporting in the media they should refer this to the Public Image Committee and District Governor for appropriate corrective action.

Membership lists and mailing lists of all Rotarians in the District are maintained on collaborative sites such as Club Runner and rotary.org.

Use of such lists may only be made for proper Rotary business. In no event should Rotarians be solicited by anyone for non-Rotary reasons. This includes club members using their own club lists to promote non-Rotary activities to fellow club members.

Mailing lists and e-mail capabilities must only be used in accordance with the Rotary International guidelines and District communication policy outlined above.

ADDENDUM V: COMMITTEE PROCEDURES

All District Committees should meet frequently enough to be able to operate effectively and fulfill their goals and objectives. Meetings may be electronic where physical meetings are inconvenient.

The Directors of all District Committees shall, upon calling meetings of their respective Committees, give such notice of meetings to the Governor's Council through the Governor's Aide, and to the District Executive Secretary.

All Committees are expected to keep their Committee rosters up to date within the District 5060 Club Runner system under the Committee management. Committee chairs should seek advice or assistance as required from the website editor.

Minutes of meetings and reports (except in camera reports) of all Committees are to be posted on the District 5060 Club Runner system under the Committee management by the individual Committees.

The cost of personal meals at any Committee (or District Council) meeting shall not be reimbursed by Rotary District 5060 or be part of the budget of any Committee.

ADDENDUM VI: VOTING

In voting matters at the Annual General Meeting (AGM) or any other district 5060 business meeting, a quorum will be considered as representation by one-third of the District clubs. Items presented for membership voting shall be defined as “Motions” or “Resolutions”, and notice shall be given to all clubs at least 45 days in advance of the vote as per Article III. All items relating to the District bylaws (Articles in the “District 5060 Manual of Policies, Procedures & Practices”) or considered significant to the business of the District by the Governor’s Council shall be classed as Resolutions. All other items shall be classed as Motions.

Where a quorum has been reached, voting on Resolutions shall be by electors only (as defined below). Voting on Motions will be by every member present who is in good standing in a club in the District. Whether in-person or at video-conference meetings a Rotarian (or their proxy) must be present to cast a vote.

As required by Rotary International bylaws, the following situations require that only electors who represent their clubs may vote (and are therefore defined above as Resolutions):

- a. *Selection of a governor-nominee (electors from a club with more than one vote must cast all votes for the same candidate).*
- b. *Election of a member and alternate member of the nominating committee for RI director.*
- c. *Composition and duties of the nominating committee for governor.*
- d. *Election of the district’s representative and alternate representative to the Council on Legislation.*
- e. *Amount of the district’s per capita levy.*

Each club is entitled to at least one voting elector who must be present at the meeting, whether in-person or online. Elector numbers shall be determined by the number of members in the club as of the date of the most recent semi-annual payment preceding the date on which the vote is to be held. Any club whose charter in RI has been suspended by the board shall not be entitled to participate in the voting. Any club with more than 25 members may select one additional elector for each additional 25, or major fraction thereof (as per RI Bylaw 15.050.1 of the 2022 MOP). Thus, clubs with 1-37 members may select one elector, 38-62 may select two, 63-87 select three, and so on. Clubs must declare electors in advance of the vote in writing (or by email) to any of the District Governor, District Secretary or Chair of the District Policy Committee. Elector declaration forms are available on the District’s ClubRunner website or from the District Secretary, and only forms signed by both the Club President and Club Secretary will be valid. Clubs entitled to more than one elector may also assign proxy votes to any elector(s) who will be present at the meeting, but such proxy must also be declared in advance.

A majority vote of 50% plus one shall in all cases determine the outcome of the matter. In the event that a quorum has not been reached the District Governor may approve a “conditional” vote on business matters to be conducted by an email poll of all Club Presidents. The above procedure is consistent with the voting guidelines documented in the RI Bylaws and Manual of Procedure. In the event of a discrepancy the RI procedure will take priority in all instances.