

# **ROTARY INTERNATIONAL – DISTRICT NUMBER 1030 STANDING ORDERS**

**ADOPTED MARCH 2013**

## **PREFACE**

This document has been prepared in conjunction with standard Rotary documents, which have been published and are available from the RIBI and RI web sites.

A list of some of the available standard documents is as follows:

**Confirmation of Insurance - Public Liability**

**Guide for District Officers**

**Health Safety Policy July 2010.pdf**

**Insurance and the Rotary Club - July 2012**

**Manual for Incoming Club Officers**

**RI/ RIBI Awards booklet**

**RIBI Constitutional documents - final April 2012**

**Rotary Equality and Diversity Policy - final August 2011**

**Adoption of Equality and Diversity Policy Club - template July 2012.doc**

**The RI Manual of Procedure**

**Protection Policy April 2007**

**Procedure for determining disputes - June 2010.pdf**

This list is indicative and not comprehensive and further documents can be found on Rotary Web Sites.

Some of the published documents require clubs to take actions, which are repeated annually.

The two main site addresses for RIBI document downloads are given below with the second being a secure site available to members who sign in.

**<http://www.ribi.org/downloads-library/resource-downloads>**

**<http://www.ribi.org/for-members/secure-area/resource-downloads>**

Any Rotarian who requires further guidance should contact the District Constitutions Committee Chairman or the District Secretary who have contact details included within the District Directory.

## **PART ONE**

### **1.0 The District Council**

- (a) The district council is established under the provisions of Rotary International in Great Britain and Ireland (RIBI) By-law 11.
- (b) These Standing Orders are made under the provisions of RIBI By-law 11 Clause 1(e). In the event of conflict the provision of such By-laws shall prevail.

### **1.1 Duties of District Council**

The duties of district council shall be as provided in RIBI By-law 11 Clause 1.

- (a) The duties of district council shall be to further the purposes of RIBI within the district; to promote cordial relations among the clubs of the district; to co-ordinate and encourage the work of the clubs, and to extend RIBI by the organisation and supervision of new clubs within the district.
- (b) The district council may adopt recommendations on matters of importance to the district, provided such action shall be in accordance with the Constitution and By-laws of RIBI, and in keeping with the spirit and principles of Rotary International.
- (c) The district council may formulate or adopt proposed resolutions for the consideration of the general council of RIBI, or business meeting of the RIBI conference, or conference of the district.
- (d) The district council shall work under the general supervision of the general council of RIBI.
- (e) The district council may establish standing orders for the regulation of its business in conformity with the spirit and provisions of the Constitution and By-laws of RIBI.
- (f) The district council shall appoint annually one or more members of a professional accountancy body recognised by the general council of RIBI to examine the district accounts.

### **1.2 Officers of the District Council**

- (a) Officers of the district council shall be:
  - (i) district governor;
  - (ii) district governor-elect;
  - (iii) district governor(s)-nominee
  - (iv) immediate past district governor.
  - (v) assistant governors;
  - (vi) district secretary;
  - (vii) district treasurer.
- (b) Period of Office

Officers of the district shall hold office for one year from 1st July to 30th June or until their successors take office. The secretary and treasurer shall be eligible to serve for only five consecutive years. No assistant governor may hold that office for more than a maximum period of three years. These periods exclude any period served in filling a casual vacancy.

#### **(c) Nomination for Secretary and Treasurer**

Each club in the district may make only one nomination annually for each of the offices of secretary and treasurer from the active membership of any club within the district.

### **1.3 Composition of District Council**

- (a) The voting members of the district council shall be as prescribed in RIBI By-law 11 Clause namely:
  - (i) officers of the district council;
  - (ii) past chairmen or past governors of a district council provided they hold membership, other than honorary membership, in a club in the district;
  - (iii) chairmen of the committees which may be appointed by the district council in accordance with RIBI By-law 11 Clause 3(b);
  - (iv) district extension officer;
  - (v) district editor;
  - (vi) district public relations officer.
  - (vii) club representatives: i.e. one representative from each club in the district, and one further representative for every 25 or major fraction thereof of its active members.
- (b) The club representatives elected in accordance with the Standard RIBI Club By-laws shall serve on the district council for one year from 1st July to 30th June. It shall be the duty of the secretary of each club to send without delay to the district secretary the names of those appointed and their substitutes as soon as possible after their election. Should both the representatives and substitute representatives be unable to attend a meeting of the district council, further substitute representatives may be appointed in accordance with the Standard RIBI Club By-laws.

## **1.4 Chairman**

- (a) The district governor shall be chairman of the district council who in the event of an equality of votes shall have a casting vote.
- (b) In the event of the district governor not being present, the meeting shall be chaired by the district governor elect but in his/her absence the meeting shall elect a chairman from amongst the assistant governors. In the further absence of any assistant governors, the meeting shall elect one of the past district governors present to chair the meeting.
- (c) The chairman shall have absolute authority upon all points of order and his/her ruling shall be conclusive.

## **1.5 Meetings of the District Council**

- (a) Unless otherwise authorised by the general council of RIBI the district council shall meet at least three times in each rotary year. RIBI By-law 11 Clause 11(a)
- (b) Notification of the time and place of each meeting shall be circulated by the district secretary at least 14 days before the meeting.
- (c) The agenda, which shall contain the text of all resolutions, shall be circulated by the district secretary at least 14 days before the meeting.
- (d) A copy of the minutes of each district council meeting shall be sent by the district secretary within a reasonable period thereafter to the president and secretary of RIBI.

## **1.6 Groups of Clubs within the District**

Clubs in the district shall be divided into eight groups which shall be designated Group 1 to Group 8. Clubs in each of the groups are encouraged to hold group meetings.

## **1.7 Assistant Governors**

- (a) Number  
This district shall have one assistant governor for each group of clubs in the district.
- (b) Nominations  
Each Rotarian nominated as an assistant governor must, on 30th day of June prior to taking office as an assistant governor, have been a member of a club in the district for at least three years, and must have been president of a member club of Rotary International for a full term.
- (c) A past district governor shall not be eligible for election as an assistant governor.

## **1.8 District Committees**

Pursuant to the powers given in RIBI By-law 11 Clause 3(a) and (b) the following shall be the district committees.

- (a) Standing Committees:  
Executive; Secretariat; Finance, and Constitution.
- (b) Administrative Committees:  
Leadership Development and Training; District Conference.
- (c) Service Committees:  
Membership; Projects; Rotary Foundation; and Marketing, Public Relations and Communications.
- (d) De Facto Committees:  
District Team; Past District Governors' Advisory Committee; Governors' Regular Information Meeting; and Rotary (District 1030) Charity Trust Fund.
- (e) Ad Hoc Committees:  
Review Group.

## **2.0 Standing Committees**

### **2.1 Executive Committee**

- (i) The committee shall consist of the officers of the district council and any other rotarians such as district council may determine.
- (ii) The district governor shall be the chairman.
- (iii) Other Rotarians in the district, who may be able to make a special contribution, may be invited to meetings of the committee, but they shall not be entitled to a vote.
- (iv) One third of the members entitled to vote shall comprise a quorum.

## **2.2 Secretariat**

- (i) The secretariat shall consist of: district secretary; assistant district secretary; the directory compiler, the electronic mail officer and such other Rotarians as required.
- (ii) The district secretary shall be the chairman.

## **2.3 Finance**

- (i) The committee shall consist of: district treasurer; assistant treasurer; district conference treasurer, and such other Rotarians as required.
- (ii) The district treasurer shall be the chairman.

## **2.4 Constitutions**

The committee shall consist of: chairman; a past district governor; district representative to the council on legislation, and such other Rotarians as required.

## **3.0 Administrative Committees**

### **3.1 District Conference**

- (i) The committee shall consist of: chairman; conference secretary; conference treasurer; conference registrar; conference audio-visual coordinator; host club representative; conference marketing officer; district governor and the district governor-elect.
- (ii) The district governors-nominee shall be invited to attend the meetings of the committee as part of their training. They shall not be entitled to a vote except on matters relating to a district conference that will be held during their year as district governor.

### **3.2 Leadership Development and Training**

- (i) The committee shall consist of: district trainer; such other Rotarians as required.
- (ii) The district governors-nominee shall be invited to attend the meetings of the committee as part of their training. They shall not be entitled to a vote except on matters directly concerned with preparation for their year as district governor.
- (iii) The district trainer shall be the chairman.

## **4.0 Service Committees**

### **(a) Club Representatives**

Each assistant governor shall assist the district governor, the district governor-elect and the chairmen of the service committees to identify one suitable Rotarian from the assistant governor's group to undertake the role of club representative in each of the service committees.

### **4.1 Membership**

The district governor-elect will coordinate these activities.

#### **(a) Membership Development and Retention**

The committee shall consist of: chairman; assistant governor; District New Club Formation Officer; District Visioning Champion; District Membership Services Officer and preferably one club representative from each of the groups in the district.

District Membership Services shall include The committee shall consist of: chairman; assistant governor;

District Registrar; District Health and Safety Officer; District Protection Officer, District Sports and Quiz Coordinators; the District Shop Manager and preferably one club representative from each of the groups in the district.

This committee shall take necessary actions to instigate and manage arrangements for listing of all District equipment and record keeping of its whereabouts. It will arrange for the issue of a District Notice advising members of these arrangements and updating those arrangements as and when necessary. The District Notice will include a list of items that may be made available to members on loan and details of the loan conditions.

In a similar manner, arrangements will be made to record all district trophies and their whereabouts at all times. Copies of the list of trophies will be made available to all members including the reason for making the award of each trophy with the intention of having a wider awareness of the trophies and the way to compete for them.

## **4.2 Projects**

The district governor-nominee will coordinate these activities.

### a) Community and Vocation

The committee shall consist of: Community Chairman and a Vocation Chairman, one of which will be the chairman assistant governor; environment officer; disabled games coordinator; reaction coordinator, project coordinators as required, and preferably one club representative from each of the groups in the district.

### b) International Service.

The committee shall consist of: International Service Chairman; assistant governor; friendship exchange officer; box scheme coordinator; project coordinators as required, and preferably one club representative from each of the groups in the district.

### c) Youth Service

The committee shall consist of: Youth Service Chairman; assistant governor; Rotaract liaison officer; interact officer; youth exchange officer; RYLA officer; project coordinators as required, and preferably one club representative from each of the groups in the district.

## **4.3 Rotary Foundation**

The committee shall consist of: Rotary Foundation Chairman, assistant governor; and subcommittee chairs for finance, grants and polio plus, and preferably one club representative from each of the groups in the district.

## **4.4 Marketing, Public Relations and Communications.**

The committee shall consist of: Marketing, Public Relations and Communications Chairman, assistant governor; RNE editor; RNE contract supervisor; district IT officer; web master; public relations officer; district marketing officer, and preferably one club representative from each of the groups in the district.

Following the support of two resolutions submitted to District Council the committee is required to produce a quarterly District Magazine and a monthly bulletin both of which will be available via the District web site.

## **5.0 De Facto Committees**

### **5.1 The District Team**

- (i) The committee shall comprise of; officers of the district; chairmen of district committees as listed in standing orders; RNE editor; district public relations officer; district marketing officer; protection officer; health and safety officer.
- (ii) Rotarians and other speakers may be invited to address the team on specified subjects providing permission of the district secretary has been given.

### **5.2 Past District Governors' Advisory Committee**

- (i) The committee shall consist of the district governor and the past chairmen or past governors of a district council provided they hold membership, other than honorary membership, in a club in the district.
- (ii) The immediate past district governor of the district shall be the chairman.
- (iii) The district governor-elect and the district governors-nominee shall be invited to attend the meetings of the committee as part of their training, but they shall not be entitled to a vote.
- (iv) The committee shall be responsible for the nomination to RIBI of a candidate to represent the District on the Selection and Advisory Committee for RIBI Officers as is required each year.

### **5.3 Governor's Regular Information Meeting (GRIM)**

- (a) This committee shall consist of the district governor, district governor-elect, district governor(s)-nominee, District Secretary and immediate past district governor; spouses are invited to attend appropriate meetings.

Any Rotarian may be requested to attend a meeting to provide specialist advice to the members.

### **(b) Purpose**

The group is an important part of preparation for the DGE, the DGN(s) and their spouses in respect of the role of district governor with regard to continuity within the range of service projects and the planning process for the efficient and effective management of the district.

### **(c) Chairman**

The district governor shall be chairman.

## **5.4 The Charity Trust**

The Rotary (District 1030) Charity Trust Fund is a trust fund wholly managed by its trustees. The focal point for contact with the trust is an administrator who is not a trustee. The terms of the trust are clearly set out in the Declaration of Trust document.

## **6.0 Ad Hoc Committees**

- (i) The district council may as and when necessary appoint special committees for specific purposes. The numbers and names of members shall, if not decided directly by the district council, be subject to confirmation by the district council. If the task of a special committee is not completed by 30th June in any rotary year, the continuance of the committee into the next rotary year shall be subject to the approval of the district council.
- (ii) Any district committee may establish a subcommittee for specific purposes, but any such subcommittee that includes within its membership, persons who are not members of the appointing committee shall be subject to approval by the district council. The period of office of a subcommittee shall not exceed the period of office of the committee appointing it.

## **7.0 Purchasing**

### **7.1 Tender Procedure**

At all times there should be careful stewardship of Rotary funds. In all cases expenditure will be assessed in conjunction with the district treasurer who will report proposals to the executive committee for recommendation to and approval of district council. See section 8.4 of these Standing Orders.

- (a) In order to make an assessment of costs to obtain approval some initial investigation may be necessary; however, no commitment should be made until formal approval has been obtained. The purchase procedure generally used shall be as follows:
  - (i) The district executive committee acting in a matter of urgency and with the agreement of the district governor may proceed up to a predetermined financial limit.
  - (ii) Purchases covered by the annual budgets allocated to district officers are considered to have been approved.
  - (iii) For smaller purchases which are not covered by annual budgets a minimum of three quotations should be obtained but without the need to adopt formal tender procedures. The financial limit for this procedure should be decided annually.
  - (iv) For all other purchases formal tender procedures should be adopted to obtain a minimum of three written compliant tenders. In order to obtain three compliant tenders it may be necessary to invite four or more companies to submit a tender.
  - (v) The district treasurer will review financial limits referred to above and recommend levels to the executive committee for acceptance and to district council for approval.

## **8.0 District Committees**

### **8.1 Chairmen of District Committees**

- (a) Chairmen
  - i. By virtue of office  
Certain rotarians, by virtue of their district office, shall be chairman of a district standing committee as follows: the district governor shall chair the executive committee; the district secretary shall chair the secretariat; the district treasurer shall chair the finance committee; the immediate past district governor shall chair the past district governors' advisory committee.
  - ii. Appointed  
The district governor-elect shall appoint rotarians as chairmen of the following district committees: constitutions; extension; district conference, leadership development and training. Such appointments shall be subject to ratification by the district council at its next meeting.
  - iii. The District Foundation chairman is expected to stand for a three year period. At the commencement of a new three year period the chairman shall be appointed by a team of three consecutive incoming governors who will complete the official nomination form and return it to The Rotary Foundation.
  - iv. Elected  
The district council, in accordance with these Standing Orders Section 10(a), shall elect the chairmen of the following district committees: marketing, public relations and communications; membership development and retention; community and vocational services; International, and new generations. In the event of there being no candidate for a particular post the district governor elect should appoint a Rotarian to that post. This appointment shall be subject to ratification by the district council at its next meeting.

- (b) Chairmen -Term of Office
- (i) The term of office of the chairmen referred to at 8.1(a)(i) above shall begin on the first day of July following election, or in the case of the immediate past district governor the first day of July following upon having completed a full term as district governor. Such persons shall serve for one year or until a successor has been elected.
- (ii) The term of office of the chairmen referred to at 8.1(a)(ii) above shall begin on the first day of July following appointment.
- (iii) The term of office of the chairmen referred to at 8.1(a)(iii) above shall begin on the first day of July following election.
- (iv) No Rotarian, except in the case of the chairman of the district conference committee who shall be appointed annually, shall hold office as chairman of any one committee listed at 8.1(a) (ii) and (iii) above for more than three consecutive years. This period excludes any period served in filling a casual vacancy.
- (c) Chairman - Casting Vote  
The chairman of a district committee shall have a casting vote.

## **8.2 Quorum of Committees**

- (a) The quorum for a meeting of any committee shall be 50% of the total members excluding ex officio members.
- (b) The following are exceptions to the above rule:
  - (i) The district executive committee where special provisions have been provided at 2.1(a) (iv) of these standing orders.
  - (ii) The past district governors' advisory committee.

## **8.3 Committees Reports**

The chairman of each district service committee shall, at each ordinary meeting of the district council, report the number of meetings their committee has held since their last report and details of the business transacted. Such reports by chairmen of the service committees shall be in writing and if practicable circulated with the agenda for the district council meeting. The business dealt with by a sub committee shall be included in the report of the appointing committee.

## **8.4 Committee and other Expenditure**

- (a) No Rotarian, committee or sub committee shall incur expenditure out of district funds that is not included in the district budget without first having obtained the approval of the district council. (See Standing Order 26(i) (ii) and (iii))
- (b) Except that (a) above shall not apply to the district executive committee acting in a matter of urgency and with the agreement of the district governor.

## **8.5 Committee – Ex Officio Members**

The district governor and the district secretary shall be ex officio voting members of all district committees except the past district governors' advisory committee.

## **9.0 The District Team**

- (a) The district governor shall be the chairman of the team.

## **10.0 Nomination and Election of District Officers and other Elected Members of the District Council**

- (a) The nominations and election of district officers and other elected members shall be in accordance with the provisions of RIBI By-law 11 Clause 9.
- (b) The time scale for the nomination and election of the district officers and other elected members of the district council as set out in RIBI By-law 11 Clause 9(a) shall be notified in writing to all clubs by the district secretary annually during the month of June.
- (c) The nominations for district governor will commence 1 July two years before taking office with the result being announced not later than 30 September.

## **11.0 Appointed Specialists**

- (a) In addition to those appointments at 8.1(a)(ii) of these Standing Orders the district governor-elect, after consultation with the relevant district committee chairmen, shall make the following appointments for his/her year of office as governor: assistant district secretary; protection officer; health and safety officer; environment officer; rotaract officer; interact officer; attendance officer and registrar; friendship exchange officer; GSE co-ordinator; RNE editor; I.T officer, web master; RIBI conference liaison officer; disabled games co-ordinator; district shop manager; resource group co-ordinator; reaction co-ordinator, and district marketing officer.
- (b) Each such appointment shall be subject to confirmation at the next succeeding meeting of the district council.

## **12.0 Casual Vacancies**

- (a) District Governor or District Governor-elect  
In the event of a casual vacancy in respect of the district governor or district governor-elect the council shall elect a successor in a manner corresponding as closely as possible to the provisions of the RIBI By-laws.  
The district secretary shall inform the General Council of RIBI which shall then nominate that person to the Board of Directors of Rotary International for election.
- (b) Other elected District Office Holders
  - (i) During term of office  
In the event of a vacancy occurring during the term of office of assistant governor, secretary, treasurer, or other elected district office holder or extension officer, the district governor shall, after consultation with the district executive committee, appoint a successor to fill the vacant office for the unexpired period thereof.
  - (ii) Before term of office  
In the event of a vacancy occurring in any district office, other than district governor and district governor-elect, after the elections have been held and before the successful candidate has taken up office, or where no candidate has been nominated, a further election shall be held where time permits. If the circumstances do not allow further nominations and election to be held, the district governor with the concurrence of the district governor-elect shall appoint a rotarian who is qualified in all other respects to fill the vacancy.

## **13.0 Termination of Office**

- (a) Any person elected or appointed under the provisions of these standing orders may at any time relinquish their office by giving notice in writing of their resignation to the district secretary.
- (b) The district council may for any reason it deems sufficient recommend to the district governor the termination of the period of office of any such person.
- (c) The district governor may terminate the period of office of any person appointed by the district governor under the RIBI By-laws or any provision of these standing orders, provided that where the appointment was confirmed by the district council such termination shall also be subject to confirmation by the district council.
- (d) Any person who has their tenure of office terminated shall, upon termination for whatever reason, hand over to a successor, or such other person as the district governor shall specify, all district records, papers and property in their possession as the former holder of that position.

## **14.0 Finance**

- (a) The district treasurer shall manage the finances of the district in accordance with the provisions of RIBI By-law 11 Clauses 12 and 13.
- (b) The person appointed to examine the district accounts in accordance with RIBI By-law 11 Cause 1(f) shall be elected at the last district council meeting in each rotary year. The person so elected may be a member of any club within the district.

## **15.0 District Conference**

- (a) A district conference shall be held annually in accordance with RIBI By-law 12.
- (b) Except for official conference guests, only persons who have registered and paid the appropriate registration fee may be admitted to any conference function or other entertainment organised and/or provided for delegates by the conference committee.

## **16.0 District Assembly**

- (a) A district assembly of the incoming officers of both the district and member clubs shall be held annually before the 1st July (but preferably in April or May) to provide an opportunity to discuss and plan how to implement the programmes of Rotary International, RIBI and of the District. RIBI By-law 13.
- (b) The president-elect of each club shall attend the district assembly unless excused by the district governor-elect. If so excused the president-elect shall send a designated club representative who shall report back to the president-elect. This is a necessary qualification for appointment as club president (Standard Club Constitution, Article 9, Section 5(c)).



### **17.0 Presidents-elect Training Seminars**

- (a) A training seminar shall be held annually in each district for the purpose of orientation and training of club presidents. Such seminars shall be organised by the district governor-elect in consultation with the district governor and the district trainer, and shall be held, where possible, separately from the district assembly.
- (b) The president-elect of each club shall attend the presidents-elect training seminar unless excused by the governor-elect. If so excused, the president-elect shall send a designated club representative who shall report back to the president-elect. This is a necessary qualification for appointment as club president (Standard Club Constitution, Article 9, Section 5 (c)).

### **18.0 District Officers Training Seminar**

- (a) A training seminar shall be held annually in each district for the purpose of preparation and training of District Officers. Such seminars shall be organised by the district governor-elect in consultation with the district governor and the district trainer, and shall be held separately from the district assembly.
- (b) District Officers shall attend this seminar so that they can be made aware by the DGE, on their return from the RI Assembly, of the themes and priorities set for the coming Rotary year, and can be shown and can discuss methods of implementing them within the District.

**PART TWO**  
**RULES OF PROCEDURE AT DISTRICT COUNCIL MEETINGS**

**19 Quorum**

Representatives of 50% of the rotary clubs in the district shall form a quorum. (By-law 11 Clause 11(c))

**20 Agenda**

- (a) After consideration of the minutes of the previous meeting(s) and the consideration of any matters arising there from, the order in which the business is to be transacted shall be at the discretion of the chairman.
- (b) Any Other Business  
Any other business refers to matters that have arisen between the closure date for items to be published on the agenda of a district council and the meeting of the council. It shall be in the sole discretion of the chairman to decide whether any business not specified on the agenda for the meeting should, by reason of special circumstances, be considered at the meeting as a matter of urgency, and such special circumstances must be specified in the minutes of the meeting.

**21 Speeches**

- (a) Relevance  
Every speaker must speak to the business or resolution then under discussion, be upstanding and address the chairman. Except that in the event of a speaker being unable to be upstanding for any reason he or she may remain seated.
- (b) Declarations of Interest
  - (i) Pecuniary interests  
Where a Rotarian within the District has a pecuniary interest in a matter that is the subject of a resolution at a meeting of District Council or discussion within a District Committee, s/he shall remove themselves from the meeting for the duration of discussion and decision on the item in question. A person has a pecuniary interest if s/he or a member of their family would benefit financially from a decision by District Council or a District Committee on the item in question.  
Family in this context means:
    - Spouse or partner
    - Parent and Grandparent
    - Siblings
    - Child
    - GrandchildIn defining these relationships, both natural and adoptive relationship[s] apply.  
It shall be the responsibility of the individual Rotarian to determine whether or not s/he has a pecuniary interest. In making that judgment, the individual, Rotarian shall have in mind the Rotary 4 Way test and whether or not the average member of the public would consider there to be a pecuniary interest. The District Governor, District Secretary and the Chair of the Constitutions Committee shall draw to the attention of an individual Rotarian any item where, in their opinion, there is a pecuniary interest. However, it will remain the responsibility of the individual Rotarian to make the judgment.
  - (ii) Non-pecuniary interests  
Where a Rotarian has a personal interest in an item under consideration at a District Council or a District Committee meeting, and wishes to speak to that item, it will be appropriate for them to declare that they have a personal and non-pecuniary interest.
- (b) Conduct of Rotarians  
If two or more Rotarians rise at the same time, the chairman shall determine to whom priority shall be given. Every Rotarian shall be seated except the one who may be addressing the chairman, and when the chairman rises no one else shall continue standing, nor shall anyone else rise until the chair be resumed.
- (c) Length  
A voting member moving any proposed resolution with notice, or amendment to such proposed resolution, may speak for not more than five minutes, and all other speeches relating to any resolution or amendment shall not exceed three minutes, unless it is the wish of the council meeting that any Rotarian shall speak for a longer time.
- (d) Reply

- (i) A Rotarian shall not, unless by leave of the chairman, address the council meeting more than once on any proposed resolution or amendment, but the mover of an original proposed resolution, or of an amendment which has become the substantive resolution, may reply. The reply shall be strictly confined to answering previous speakers, and any new matter shall not be introduced into the debate.
- (ii) After the mover of an original proposed resolution has replied, no further discussion shall take place, provided always that a voting member may speak to a point of order and any rotarian may speak in explanation of some material part of any speech which that person or the chairman believes may have been misunderstood.
- (e) Non-voting members  
Rotarians who are not voting members of the district council may take part in any discussion.
- (f) The chairman may, at any part of the proceedings, put a time limit on the length of subsequent speeches or on the time given to an item under discussion.
- (g) Use of visual aids
  - (i) Visual aids may be used by Rotarians addressing the council to clarify the presentation of the matter under discussion.
  - (ii) there shall be no subliminal messages;
  - (iii) there shall be no additional time allocated for visual presentations;
  - (iv) Standing Order 21(a) Relevance of Speeches and Standing Order 21(c) Length of Speeches shall apply equally to matters presented by rotarians using visual aids to address the council meeting.

## **22 Points of order**

A point of order is a question raised as to the application or interpretation of these Standing Orders. Any voting member shall be entitled to seek the decision of the chairman on a point of order at any time during the council meeting. The ruling of the chairman upon all points of order shall be conclusive.

## **23 Resolutions - With Notice**

- (a) Submission to District Secretary
  - (i) A Rotarian who is a member of a club in the district, other than an honorary member, may propose or second a resolution with notice.
  - (ii) A club in the district may propose or second a resolution with notice, which in either case must be signed by the president and the secretary of the club.
  - (iii) The district executive committee may propose a resolution with notice; such a resolution does not require a seconder.
  - (iv) All resolutions with notice, with the exception of those at 23(a)(iii), shall be in writing, signed by the proposer and seconder, and submitted to the district secretary at least 30 days before the meeting of the district council at which it is to be proposed.
- (b) Resolutions - Notification to Clubs  
The district secretary must forward all proposed resolutions, at least 14 days before the meeting of the district council at which they are to be proposed, to the following: all district officers; all district committee chairmen, and the secretary and one other member of every club in the district.
- (c) Resolutions - To Amend Standing Orders  
To be adopted a resolution amending these Standing Orders will require the votes of not less than two thirds of those voting members present and voting.

## **24 Resolutions without Notice**

- (a) A voting member may move any of the resolutions listed below in this sub-section without notice. Speeches shall be as provided in section 21(c) of these Standing Orders.
  - (i) For the consideration of any particular business, (simple majority).
  - (ii) For the introduction of any business deemed by the chairman to be urgent, (simple majority).
  - (iii) For receiving, adopting, carrying out, or referring back any report, (simple majority).
  - (iv) For referring the business under discussion to the executive committee for consideration and report, (simple majority).
  - (v) That a ballot be taken, (two-thirds majority).
- (b) A voting member may move any of the resolutions listed below in this sub-section without notice. If the proposed resolution be seconded the following procedure shall apply: the proposer may speak for not more than five minutes; the seconder shall not speak to the resolution; it shall be put to the district council by the chairman without debate.
  - (i) A resolution that the council meeting do now adjourn, (simple majority).
  - (ii) A resolution as to precedence of business stated in such proposed resolution, (simple majority).
  - (iii) A resolution as to the introduction of any business deemed by the chairman to be urgent, (simple majority).
  - (iv) A resolution as to the variation or suspension of these Standing Orders as regards the discussion of business stated in such proposed resolution. Such a resolution shall state which of these standing orders it is proposed to vary or suspend and the reason for such variation or suspension. (two thirds majority)

- (c) A voting member may move any of the resolutions listed below in this sub-section without notice. If the proposed resolution be seconded the following procedure shall apply: neither the proposer nor the seconder shall speak to the resolution; it shall be put to the district council by the chairman without debate.
  - (i) That the business meeting does now proceed to the next business, (two-thirds majority).
  - (ii) That the debate be now adjourned, (simple majority).
  - (iii) That the question under discussion be now put, (two thirds majority).
- (d) No formal proposed resolution at (a) and (b) of this section shall be moved under these Standing Orders by any voting member who has already spoken to the resolutions before the meeting and exhausted the right to speak.

## **25 Resolutions without notice on expenditure**

- (i) A resolution without notice may be moved requesting the sum of not more than £100 that is not included in the district budget. (simple majority)
- (ii) Any resolution without notice which if carried would increase the expenditure of any part of the district budget by more than £100 shall stand adjourned without discussion to the next meeting of the district council.
- (iii) The district treasurer shall review annually the amount of money referred to in (i) and (ii) above and make recommendations to the executive committee.

## **26 Resolutions - withdrawal**

- (a) If a proposed resolution, notice of which has been given to clubs, be not moved by a voting member of the club, or by some other voting member duly authorised in writing on their behalf, when it arises in due course it shall be considered as withdrawn and shall not be moved without fresh notice.
- (b) A proposed resolution or amendment once made and seconded shall not be withdrawn without the consent of the council meeting.

## **27 Resolutions - Closure**

On a resolution being proposed and seconded that the question now under discussion be put, such a resolution shall be put at once unless the chairman refuse leave. If carried by the votes of not less than two-thirds of those who, being entitled to do so, vote in person, the resolution under consideration shall be put without further discussion (subject to the right of reply by the proposer).

## **28 Debate on reports and proposed resolutions**

Reports of committees, communications to the business meeting, proposed resolutions and all amendments thereto, may be debated at the council meeting unless, by the votes of not less than two-thirds of the voting delegates present and voting, the council meeting decides to dispose of them without debate. The rules as to speeches as set out in Standing Orders 21 shall apply to any such debate.

## **29 Amendments**

- (a) Amendments to be in writing
 

Every amendment shall be moved by a voting member and seconded by a voting member; it shall be reduced to writing, signed by the mover, and handed to the district secretary. The amendment shall be read before it is further discussed or put to the meeting. No voting member shall either move or second more than one amendment to any resolution.
- (b) Amendments to be relevant
 

Every amendment shall be relevant to the resolution to which it is moved. It shall not be a direct negative nor an independent new question nor frivolous nor vexatious. It shall relate to the omission or addition of words or numbers or a combination thereof.
- (c) Wherever an amendment to an original resolution has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of, but notice of any number of amendments may be given.
- (d) Amendment accepted by proposer of original proposed resolution
 

If the proposer of an original proposed resolution were to accept an amendment without a vote the proposed resolution as amended should be reduced to writing and shall take the place of the original proposed resolution and become the resolution to which any further amendments may be moved. In such a case the original proposer and seconder retain the right of speeches and reply.
- (e) Further amendments
 

If any amendment be rejected, other amendments may be moved to the original proposed resolution, but such amendments shall not bear the same meaning as any amendment already rejected.

- (f) Carried amendments  
If the proposer of the original proposed resolution did not accept an amendment and it be carried, the proposed resolution as amended shall take the place of the original proposed resolution and shall become the resolution to which any further amendment may be moved. The proposer of a carried amended resolution assumes the right of reply at the end of the debate.
- (g) The rules governing majorities required for the passing of original resolutions shall also apply to amendments.

### **30 Adjournments**

- (a) On resuming an adjourned debate, the voting member who moved its adjournment is entitled to speak first.
- (b) The council meeting may be recessed and reconvened from time to time by the chairman.

### **31 Voting**

- (a) All resolutions and amendments thereto before the district council shall, except as otherwise provided in these Standing Orders, be decided by a simple majority of the votes of voting members present and voting. All such voting shall be by show of hands followed by a headcount if the chairman so orders, unless two-thirds of the voting delegates present and voting request that a ballot be taken, or the chairman requires for guidance that a ballot be taken.
- (b) The arrangements for any headcount or ballot including the appointment of collectors, tellers and scrutineers shall be the responsibility of the district constitutions committee, or in the absence of members of the constitutions committee the district council shall make the appointments.
- (c) Voting in respect of a Rotarian to serve as district governor or other district office shall be by ballot by means of the single transferable vote which may be conducted by post in accordance with arrangements approved by the district council. RIBI By-law 11 Clause 9(d).
- (d) Scrutineers shall not be prevented from voting at meetings of the district council. Voting figures shall be reported by the scrutineers to the secretary of the district council and all ballot papers shall be destroyed at the conclusion of the meeting at which the result is announced. A detailed confidential record of all voting figures shall, however, be recorded by the district secretary in the minute book for twelve months.

### **32 Voting Members**

- (a) Voting members of the district council shall be as defined in these Standing Orders, section 1.3(a).
- (b) No Rotarian may have more than two votes in any matter.
- (c) In the event of an equality of votes the chairman of the meeting shall have a casting vote.
- (d) Only voting members as defined in these Standing Orders section 1.3(a) shall be entitled to vote or to move or second amendments. Other Rotarians may take part in a council meeting without a vote.

### **33 Matters not dealt with by Standing Orders**

Any question or matter whatsoever arising out of, or in connection with the proceedings, or duties of the council meeting not dealt with by these Standing Orders, or by the RIBI Constitution and By-laws, shall be determined by a majority of the votes of the voting delegates present and voting on the question, and in case of an equal division of votes the chairman shall have a casting vote.

### **34 Attendance of persons not Members of District Council**

Members of rotary clubs in District 1030 who are not members of the district council, and any other person or persons invited by the district governor or chairman of the meeting, may attend a district council meeting subject to accommodation being available in the meeting room after members of the district council have been accommodated.

### **35 Definitions**

- (a) In these Standing Orders words importing the masculine gender include the feminine.
- (b) Resolution  
A proposition offered to or adopted by district council.
- (c) RIBI is the accepted abbreviation of Rotary International in Great Britain and Ireland.
- (d) Reference to written communications shall include electronic mail.

# APPENDICES

## Appendix 1

<b>STANDING COMMITTEES</b> Section Two			
Executive 2.1	Secretariat 2.2	Finance 2.3	Constitutions 2.4
<b>ADMINISTRATIVE COMMITTEES</b> Section Three			
District Conference 3.1		Leadership Development and Training 3.2	
<b>SERVICE COMMITTEES</b> Section Four			
Membership Development, Retention and Extension 4.1	Projects  4.2	The Rotary Foundation  4.3	Marketing, Public Relations and Communications 4.4
<b>DE FACTO COMMITTEES and THE DISTRICT TRUST</b> Section Five			
District Team  5.1	Past District Governors' Advisory Committee  5.2	Governors' Regular Information Meeting (GRIM)  5.3	Rotary (District 1030) Charity Trust Fund 5.4
<b>AD HOC COMMITTEES</b> Section Six			
Review Group 6.1			

## Appendix 2

<b>STANDING COMMITTEES COMPOSITION</b> Section Two	
<p><b>Executive</b> 2.1 District Governor (Chairman)  District Governor-elect  District Governors-nominee  Immediate Past District Governor  Assistant Governors  District Secretary  District Treasurer  And other Rotarians such as district council may determine.</p>	<p><b>Secretariat</b> 2.2 District Secretary (Chairman)  Assistant District Secretary  The Directory Compiler  Electronic Mail Officer  Such other Rotarians as required.</p>
<p><b>Finance</b> 2.3 District Treasurer (Chairman)  Assistant Treasurer;  District Conference Treasurer Such other Rotarians as required.</p>	<p><b>Constitutions</b> 2.4 Chairman  A Past District Governor  District Representative to the council on legislation  Such other Rotarians as required.</p>

## Appendix 3

ADMINISTRATIVE COMMITTEES Section Three	
<p style="text-align: center;"><b>Conference</b> 3.1</p> <p style="text-align: center;">Conference Chairman Conference Secretary Conference Treasurer Conference Registrar Conference Audio-visual Co-ordinator Club Representative Conference Marketing Officer DG and DGE. DG(s)N in training role Such other Rotarians as required. .</p>	<p style="text-align: center;"><b>Leadership Development and Training</b> 3.2</p> <p style="text-align: center;">District Trainer Such other Rotarians as required. District Governors Nominee in training role</p>



## Appendix 4

<b>SERVICE COMMITTEES</b> Section Four	
<b>Membership Development and Retention</b>  4.1 MD&R Chairman Assistant Governor District New Club Formation Officer District Visioning Champion District Membership Services Officer  and preferably one club representative from each of the groups in the district.	<b>District Membership Services</b>  4.1 Membership Services Chairman; Assistant governor; District Registrar; District Health and Safety Officer; District Protection Officer, District Sports and Quiz Coordinators; District Shop Manager  and preferably one club representative from each of the groups in the district.

## Appendix 4A

<b>PROJECT COMMITTEES</b> Section Five 4.2 Projects' Co-ordinator Senior District Governor-nominee		
<b>Community and Vocation</b>  Chairman Assistant Governor Environment Officer Disabled Games Co-ordinator Reaction Co-ordinator Project Co-ordinators as required Group 1 to 8 reps	<b>International Service</b>  Chairman Assistant Governor Friendship Exchange Co-ordinator Box Scheme Co-ordinator Project Co-ordinators as required Group 1 to 8 reps	<b>Youth Service</b>  Chairman Assistant Governor Interact Co-ordinator Youth Exchange Co-ordinator RYLA Co-ordinator Rotaract Liaison Officer Project Co-ordinators as required Group 1 to 8 reps
<b>The Rotary Foundation</b>  4.3 Chairman Assistant Governor Foundation Finance Sub Committee Chairman Foundation Polio Plus Sub Committee Chairman Foundation Grants Sub Committee Chairman Project Co-ordinators as required Group 1 to 8 reps	<b>Marketing, Public Relations and Communications</b>  4.4 Chairman Assistant Governor RNE Editor RNE Contract Supervisor IT Officer Web Master Public Relations Officer Marketing Officer Such other Rotarians as required.	

## Appendix 5

<b>DE FACTO COMMITTEES and DISTRICT TRUST</b>	
<p style="text-align: center;"><b>The District Team</b> 5.1</p> <p style="text-align: center;">Officers of the district</p> <p style="text-align: center;">Assistant secretary</p> <p style="text-align: center;">Chairmen of district administrative and service committees</p> <p style="text-align: center;">Chairman of the constitutions committee</p> <p style="text-align: center;">Those rotarians who hold nominated posts within these committees.</p> <p>Rotarians and other speakers may be invited to address the team on specified subjects providing the permission of the district secretary has been given.</p>	<p style="text-align: center;"><b>Past District Governors' Advisory Committee</b> 5.2</p> <p>The committee shall consist of the district governor and the past chairmen or past governors of a district council provided they hold membership, other than honorary membership, in a club in the district.</p> <p>The immediate past district governor of the district shall be the chairman.</p> <p>The district governor-elect and the district governors-nominee are invited to attend meetings as part of their preparation for the role of district governor.</p>
<p style="text-align: center;"><b>Governor's Regular Information Meeting (GRIM)</b> 5.3</p> <p style="text-align: center;">District Governor (Chairman)</p> <p style="text-align: center;">Immediate Past District Governor</p> <p style="text-align: center;">District Secretary</p> <p style="text-align: center;">District Governor-Elect</p> <p style="text-align: center;">District Governors-nominees</p> <p>Other Rotarians may be invited to attend as required.</p>	<p style="text-align: center;"><b>Rotary (District 1030) Charity Trust Fund</b> 5.4</p> <p>The trust committee shall consist of at least five trustees of which three shall be as follows:</p> <p style="text-align: center;">District Governor (Chairman)</p> <p style="text-align: center;">District Governor-Elect</p> <p style="text-align: center;">District Treasurer</p> <p>Two other Rotarians shall be appointed as trustees by the ex-officio trustees</p> <p style="text-align: center;">A non-trustee rotarian shall be appointed as the trust's administrator</p> <p style="text-align: center;">Immediate Past District Governor</p> <p>The DGsN shall be invited as part of their preparation for office</p>

## Appendix 6

AD HOC COMMITTEES Section Six	
<p><b>Review Group</b> 6.1</p> <p>Members as appointed by the Executive Committee and approved by District Council</p>	