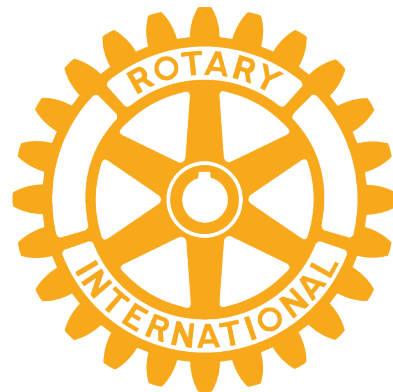


Rotary District 7610

District Leadership Plan and Procedures Manual 2014

Rotary



Acknowledgement

This District Leadership Plan and Procedures Manual was produced by the District Leadership Plan (DLP) and Council on Legislative (COL) Committee, comprised of the following Rotarians:

PDG Sandy Duckworth (Chair), Stafford RC
PDG Ken Tillman (2013 COL Delegate) Rappahannock RC
PDG Travis White (2016 COL Delegate) Burke RC
PDG Jon Allan, Burke RC
LtG Julie Franklin, Stafford RC
PDG Tommy Neuman (2016 COL Alternate) Tappahannock RC
Trainer George Tyson, Crystal City RC

Ex Officio:

Governor 2013-14, Juanita Cawley, West Point RC
Governor 2014-15, Rich Storey, Leesburg-Daybreak RC
Governor 2015-16, Scott Mills, Great Falls RC

Authority

This Manual was approved by clubs at the Rotary District 7610 Conference on April 30, 2006, with editorial changes made after the 2007 & 2010 Council on Legislation, and modifications approved at the 2011, 2012, 2013 & 2014 District Conferences. This District 2014 Manual supersedes all previous District Leadership Plans and District Organization, Policy and Procedures documents. In addition, the Governor's Nominating Committee procedures were separately approved by club electors in a resolution as required by the Rotary International *Manual Of Procedure*.



Juanita Cawley
Governor 2013-14
Rotary District 7610

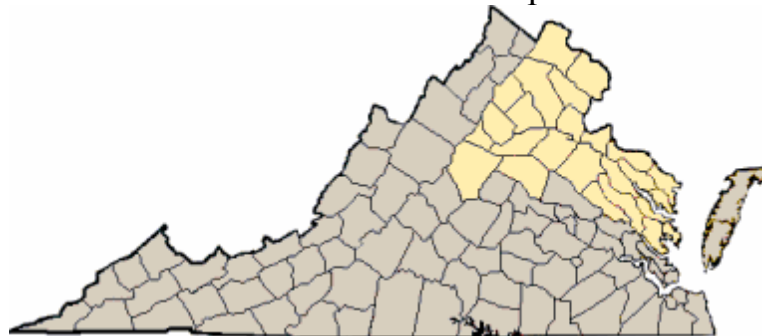
Rotary International District 7610



District Leadership Plan and Procedures Manual **Approved April 30, 2006; Revisions Approved April 10, 2011;** **April 1, 2012, April 26, 2013 and March 1, 2014**

The purpose of the District Leadership Plan and Procedures Manual is to provide guidelines and assist the district officers and district leadership team, under the direction of the governor, to function effectively in support of the clubs. This Manual should also help strengthen Rotary at the district and club levels by providing timely and responsive support to clubs; a larger and more accomplished supply of well-trained leaders in the district; a larger and stronger field of leaders dedicated to district service; greater participation in Foundation programs and district-level Rotary International (RI) activities; and a challenging role for the governor as an innovative leader.

The Manual is published every three years and shall include updates as required by the most recent Council on Legislation. A copy of the Manual shall be sent to each District 7610 Rotary Club and President-elect and shall be published on the District web site.



District Boundaries

USA – Virginia, that portion east of western boundaries of Loudoun, Fauquier, Rappahannock, Madison, Greene, and Albemarle counties, and north of southern boundaries of Albemarle, Louisa, Spotsylvania, Caroline, King William, King and Queen, Gloucester, and Mathews counties, and west of Chesapeake Bay and Potomac River.

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Introduction

This District Leadership Plan and Procedures Manual is designed to provide guidelines and to assist the district officers, district leadership team, and committee chairs to function effectively under the direction of the district governor.

Purpose

To Facilitate and Foster:

- Faster and more responsive support to clubs
- A larger and more accomplished supply of well-trained leaders
- A larger and stronger field of leaders dedicated to district service
- Greater participation in Foundation programs and district-level RI activities
- A more challenging role for the governor as an innovative leader

Intent

This Manual is intended to supplement and/or clarify the provisions of the *RI Manual of Procedure* and the *Rotary Code of Policies* and in no way shall contradict or supersede the provisions of these publications.

History

District 7610 has had district bylaws or policies and procedures since 1988 when it was first created by splitting a large District 760 into two smaller districts, 760 and 761. In 1991, Rotary International added a zero, and the district became 7610. In 1998, the district adopted a District Leadership Plan that was modified in 2002 as required by Rotary International to bring the district plan into conformity with Sections 17.020.1-17.040.4 of the 2002 *Rotary Code of Policies* (RCP). This Manual combines the District Leadership Plan with the District Organization, Policies and Procedures, bringing the combined document into compliance with the 2013 *RI Manual of Procedure*.

Job Descriptions

The District 7610 Job Description Manual includes purpose, duties and responsibilities for all district-level positions and is available for down load on the district web site.

Policies

District 7610 Policies Manual is available for download on the district web site.

DISTRICT 7610

DISTRICT LEADERSHIP PLAN

AND PROCEDURES MANUAL

<p style="text-align: center;">Section 1 District Administration</p>
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1.0 District Administration

The district administration exists solely to assist the individual Rotary clubs in the advancement the Object of Rotary. Participation in district activities is open to all Rotarians. Appointment to district positions of past club presidents and past district governors is encouraged.

1.1 Organization and Procedure

The district governor is the only Officer of Rotary International in the district and serves as the district administrator. All district officers, leaders and the district executive secretary assist the governor. The governor operates under the supervision of the RI President and RI Board of Directors.

1.2 Conflict of Guidelines and Procedures with Rotary International Documents

Nothing in this manual is intended to take precedence over the RI Constitution and By-Laws or the procedures of RI as contained in the latest edition of the RI Manual of Procedure (RIMOP). In the event of a conflict between this district manual and the governing documents of RI, the RI documents will prevail. This district manual is not intended to be all-inclusive or a stand-alone document but is implemented in conjunction with all RI procedures and policies.

1.3 Strategic Planning

The activities and organization of a Rotary district exist to assist the individual Rotary clubs in the advancement the Object of Rotary by providing initiatives to foster fellowship activities, support community and international service opportunities, advance international understanding and goodwill, and ensure high ethical standards in all endeavors. In order to accomplish this as well as continuity of operations from one leadership team to the next, Rotary International encourages Rotary clubs and districts to develop strategic plans and align them with the RI Strategic Plan.

1.4 *Communication Protocol/Responsibilities (see District Policies Manual for complete communication policy)*

Rotary District 7610 communication policy encourages Rotarians to communicate at all levels through the use of telephone, personal e-mail, district newsletter, district website, and social media accounts, as well as US mail as needed, using appropriate business etiquette. The Communications Committee works to support the dissemination of district and Rotary International information throughout the district in a timely manner.

1.5 Transfer and/or Retention of Information and Records (see District Policies Manual for complete Retention Policy)

The governor shall provide to the governor-elect, prior to the date of the International Assembly, full information as to condition of clubs in the district with recommended action for strengthening clubs, including copies of the second quarterly report or equivalent. At the end of the Rotary year, the governor shall transfer to the governor-elect all continuing district records that are not available in the district office, at a minimum to include copies of the Memo of Club Visit.

All district officers and committee chairs have the responsibility to provide the district executive secretary with copies of their files/documents that are of an historical value, and/or are essential to the efficient functioning of the district or are required by Rotary International and/or district 7610 to be retained. Files that support the efficient functioning of the specific office or committee that do not need to be retained in the district office should be transferred to the appropriate district officer or committee chair.

1.6 District Fund (Page 29, RIMOP)

All funds of the district and Rotary International, district grant monies, and the funds of the Rotary District 7610 Foundation, Inc. shall each be maintained in separate accounts. The District Fund shall be used solely for payment of administrative expenses of the district and the costs and expenses of authorized district programs and activities.

The district shall assess a mandatory district dues levy upon the clubs each year. The assessment shall be on a *per capita* basis. The amount of such *per capita* levy shall be approved each year in connection with the adoption of the district budget as outlined in the RI Bylaws 15.060.2.

1.7 Rotary District 7610 Foundation, Inc.

The District 7610 Foundation, Inc. is a non-stock 501(c)3 corporation organized and operated to implement long-term educational and charitable community service programs of Rotary District 7610. Established and incorporated in the Commonwealth of Virginia, the corporation is controlled and managed by a separate Board of Directors.

1.8 Promulgation

A copy of this current, approved Manual shall be sent to each club, maintained at the district office and posted on the district web site.

1.9 Insurance (Page 16, RIMOP)

The district and all clubs shall participate in the mandatory liability insurance program provided by or through Rotary International. Each club shall be responsible for the payment of such assessment as required by RI for such coverage.

Clubs are urged to obtain the advice of legal counsel and insurance counsel on the need for protection against liability resulting from club projects and activities.

1.10 Youth Protection Policy (See complete Youth Protection Policy in the District Policy Manual)

It is the policy of the district that every Rotary activity conducted or sponsored within the district will take place in an environment that is free of abuse and harassment of any kind. It was established to ensure compliance with Rotary International Conduct Standards for working with Youth (adopted by the Rotary International Board of Directors in November 2002; amended in November 2006). The Youth Protection Policy is reviewed and revised by the District Youth Protection Committee bi-annually or more often as needed.

Section 2 District Officers
--

2.0 District Officers (See complete job descriptions in District Job Description Manual)

The officers of the district shall be the elected governor, governor-elect, and governor nominee; plus the secretary, treasurer, and assistant governors who shall be appointed by the governor. Each shall have duties as prescribed below.

2.1 Governor (Pages 182-183, RIMOP & The District Governor’s Manual)

The governor is the only officer of RI in the district, functioning under the general control and supervision of the RI Board. The status, qualifications and duties of the governor are stated in the above referenced manuals. Previous experience as an assistant governor is desirable, but not required.

2.1.1 Vice Governor

The nominating committee for governor will select one past governor, an active Rotarian in the district, to serve as vice-governor. The role of the vice-governor is to replace the governor in case of temporary or permanent inability to serve. (RIB 6.120.1.)

2.2 Governor-Elect (Pages 20-21, RIMOP)

The requirements and duties of the governor-elect are stated in the above referenced section of the *RI Manual of Procedure* and include chairing the Personnel Committee and the District Advisory Council. Duties can include additional assignments by the district governor. The governor-elect shall attend the International Assembly and the Governors-elect Training Seminar and all other district meetings and training sessions as required.

2.3 Governor-Nominee (Page 21, RIMOP)

The qualifications of a governor nominee along with the selection time-line are as stated in the above referenced section of the *RI Manual of Procedure*. The governor nominee shall attend any appropriate training offered by the district and the zone.

2.4 Secretary

The district secretary shall be a Rotarian, and shall perform such duties as required by the district governor

2.5 Treasurer (Page 4.3, District Governor’s Manual)

The district treasurer shall serve as an *ex officio*, voting member of the Finance Committee and shall keep proper records of income and expenditures for each of the district’s funds. The district governor and treasurer will supervise the funds that will be held in a bank account in the district’s name. The treasurer provides financial skills, continuity and knowledge to the leadership team and is responsible for the financial function within the district. The individual should be familiar with finance, accounting, and bookkeeping practices but does not need to be an accountant or CPA. It is recommended that the treasurer serve not less than two or more than three years.

The treasurer shall adhere to all District Finance Committee Administrative Policies. See District Policies Manual for all district financial policies.

2.6 Assistant Governor (Page 27, RIMOP and pages 2.2–2.3 of the District Governor’s Manual))

Assistant governors (AG) are district appointees and are not officers of RI. Each AG is appointed on an annual basis to serve a one-year term. An AG may serve up to but not more than three consecutive terms to provide continuity in the district leadership. It is recommended that no past governor serve as an AG. The minimum criteria for selecting AGs, their responsibilities, and expectations are outlined in the above referenced section of the *District Governors Manual* and the *District Job Description Manual*.

AGs shall be named by the governor-elect at least six months prior to the beginning of the next Rotary year in order that they may receive appropriate training, work with the incoming club leadership of their assigned clubs, and assist the governor-elect in planning club visitations and other district activities. Each AG should be assigned between three and five clubs.

Each AG will work with and support his or her assigned clubs to develop and implement a Club Leadership Plan. Each AG will meet with and assist incoming club presidents of his/her assigned clubs before the beginning of the Rotary year to implement and review annually the Club Leadership Plan, discuss the club’s goals, and review the *Planning Guide for Effective Clubs*.

Each AG serves at the pleasure and discretion of the governor, who may remove any AG at any time and appoint a replacement during the governor’s term of office.

<h2>Section 3</h2> <h3>District Leadership Team and Committees</h3>

3.0 District Leadership Team and Committees

The district leadership team functions under the direction of the governor. The intent of this leadership structure is to distribute the workload of the governor, assure better continuity of leadership, utilize the services of capable and experienced Rotarians and provide for a more direct and adequate assistance to clubs. The governor appoints all committee chairs and fills all vacancies, with the advice of the district leadership as appropriate and shall include the governor-elect, the governor nominee and past governors to select qualified individuals. The

term of the committee members, as an objective, shall be for three years on a staggered basis. The governor-elect, governor, governor nominee and immediate past district governor work together as the operations committee to ensure continuity of leadership and succession planning. The governor-elect, prior to the start of his/her year in office, is responsible for appointing committee members to fill vacancies, appointing committee chairs and conducting planning meetings. Committees shall be appointed to address on-going administrative functions and are charged with carrying out the goals of the district as formulated by the governor. **NOTE:** Rotary's Five Avenues of Service are the philosophical and practical framework of the work of Rotary Clubs.

The district leadership team may include chairs of the following committees:

- | | |
|--------------------------|---------------------------------|
| *District Conference | *The Rotary Foundation |
| *Finance | Communications |
| Governor's Nominating | DLP & Legislative |
| *Public Relations | Parliamentarian and Credentials |
| *RI Convention Promotion | Sergeant-at-Arms |
| *District Training | Strategic Planning |
| *Membership Development | *District Programs |
| *Extension | Operations |
| *Youth Protection | |

*** Asterisk throughout this document notes Rotary International Required Committees**

3.1 District Conference Committee* (Pages 179, RIMOP Bylaws 15.040)

A conference of Rotarians is held annually at a time and place agreed to by the governor and the presidents of the majority of the clubs in the district. The governor may, with the cooperation and participation of one or more other districts, elect to hold a multi-district conference. The purpose is to further the Object of Rotary through fellowship, inspirational addresses, and the discussion of matters relating to the affairs of clubs in the district and RI generally. The cost of the conference should be covered through registration fees and augmented by the district fund.

3.1.1 Conference Report (Page 179, RIMOP Bylaws 15.040.5)

The governor or acting chair, along with the conference secretary shall prepare and execute a written report of the conference proceedings within 30 days of the adjournment of said conference, submitting three copies to the general secretary (of RI) and one copy to the secretary of each of the clubs in the district.

3.2 Finance Committee* (Pages 180-82 RIMOP and page 4.3, District Governor's Manual)

The Finance Committee members shall safeguard the assets of the district fund by reviewing and studying the necessary expenses of the district administration, and shall prepare an annual report on the status of the district's finances. They shall prepare a budget in cooperation with the incoming governor to include district expenditures and the per capita levy. Said budget is to be submitted to the clubs at least four weeks prior to the meeting of incoming club presidents to be approved in accordance with RI Bylaws section 15.060.2. The committee shall also perform other duties as required by the RIMOP.

The committee shall consist of eight members as follows: district governor; district treasurer (*ex officio*, voting); governor-elect; governor nominee; the chair appointed by the governor; and three Rotarians with staggered, three-year terms, with preference given to Rotarians with

accounting/finance as a component of their vocation or profession. The governor will appoint/reappoint one Rotarian for a period of three years and/or fill vacancies as needed. The governor nominee designate, immediate past governor and immediate past treasurer are *ex officio*, non-voting members. The district secretary is a non-voting committee member and serves as committee secretary.

3.3 Governor's Nominating Committee (Pages 171-176, Article 13 RI Bylaws)

The Governor's Nominating Committee shall meet annually to select a nominee for district governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The committee shall be composed of eight members (seven voting): the immediate past district governor who shall serve as chair; the current district governor as an *ex officio* non-voting member; the three most recent additional past district governors who are still members of a club in the district and who are available to serve; and three past club presidents appointed by the district governor. Insofar as possible, committee membership should represent the geography and diversity of the district's membership, and no member of a club that has submitted a candidate for governor shall serve on the committee.

The committee shall be responsible for seeking out and proposing the best available candidate for governor-nominee, and shall interview all candidates and their partners. All actions taken shall be by majority vote of those present and voting. The governor-elect and the governor-nominee shall be invited to attend and participate in the interview process, but only committee members shall be present during voting of the committee.

3.3.1 Vice-Governor (Pages 22 & 141, Article 6.120.1 RIMOP)

The nominating committee for vice-governor will select one available past governor to be named vice-governor. The role of vice-governor is to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties. It is a best practice for districts to use the regular governor election process to select the vice-governor. In the event that a candidate for vice-governor is a member of the nominating committee, the candidate shall be recused from service on the nominating committee for the consideration, deliberation and vote of vice-governor. The following persons in order - governor, governor-elect, governor-nominee - shall fill vacancies caused by such recusals, and shall serve as voting members of the nominating committee for the limited purpose of filling such vacancies cause by vice-governor candidates.

3.3.2 Council On Legislation Representatives (Page148, Article 8.505.1 RI Bylaws) (See job Description Manual for complete Job Description)

The representative and the alternate should be selected by a nominating committee procedure. The nominating committee procedure shall be conducted and completed in the year two years preceding the council. The nominating committee procedure shall be based on the nominating committee procedure for district governor set forth in section 13.020. A candidate for representative shall not be eligible to serve on the committee.

3.4 Public Relations Committee* (Pages 12-13, Lead Your District Committees Manual and District Job Description Manual for responsibilities)This committee promotes Rotary to external audiences and fosters understanding, appreciation, and support for the organization's programs. It also helps Rotarians understand that effective external publicity, favorable public relations, and a positive image build support for the organization, inspire potential donors, and attract possible candidates for membership.

3.5 RI Convention Promotion Committee*

The RI Convention Promotion Committee shall promote attendance at the annual RI Convention to Rotarians throughout the district. Committee membership should include Rotarians who have attended a minimum of one previous RI Convention. The committee members should attend club and district meetings to promote the convention, and serve as a resource for convention materials and information. The district governor-elect shall chair this committee.

3.6 The Rotary Foundation Committee* (Page 23, RIMOP)

The RI Board and the Trustees have agreed that each governor shall, well before taking office, appoint all members of a district Rotary Foundation committee. The committee consists of a chair and a minimum of four subcommittee chairs. The district can elect to have additional subcommittees, some of which may be reported online. To be effective, the district Rotary Foundation committee must have continuity of leadership, so the chair is a three-year appointment subject to removal for cause. The district governor scheduled for each of the years of the three-year term will participate in the selection of the chair. Although it is not mandatory, it is recommended that the chair be a past governor. The subcommittee chairs selected by the governor for the year automatically become members of their respective sub-committees. The district governor is an *ex officio* member of the committee. With the direct leadership of the governor, the chair works with the committee to plan, coordinate, and evaluate all district Foundation activities.

This committee assists the governor in educating Rotarians about Foundation programs and fundraising activities and inspiring them to participate. It serves as a liaison between the Foundation and club members. The members of each subcommittee should, insofar as possible, have experience in their subcommittee's area of responsibility. Subcommittees shall be appointed to address the following ongoing administrative functions:

- | | |
|--------------|------------------------------|
| 1) PolioPlus | 3) Fundraising |
| 2) Grants | 4) Stewardship (TRFC 7.020.) |

Sub-committees also include, but are not limited to:

- | | |
|---------------------|---------------------------|
| Alumni | Scholarships |
| Annual Giving | Vocational Training Teams |
| Paul Harris Society | World Peace Fellowships |
| Permanent Fund | Foundation Newsletter |
| Major Gifts | |

Descriptions of the duties of the district Rotary Foundation chair and each of the subcommittees can be found in the *District Job Description Manual*, the *District Rotary Foundation Committee Manual* (300) and *The Rotary Foundation Code of Policies*.

3.7 Training Committee* (Pages 2-3, Lead Your District Training Manual)

The district training committee supports the governor and governor-elect in training club and district leaders and overseeing the training plan for the district. As the chair of the training committee, the district trainer assigns responsibility for training meetings and functions as necessary.

The district is currently part of a multidistrict Presidents-elect Training Seminar (PETS); therefore, the governor-elect, in accordance with the policies and procedures of the multidistrict PETS, will select an individual to develop and conduct training at PETS. This individual should be a member of the training committee.

To prepare incoming leaders for their responsibilities, the RI Board has approved the following sequence of training events:

- [Governors-elect training seminar \(GETS\)](#)
- [International Assembly](#)
- [District team training seminar](#) (including assistant governor training) • [Presidents-elect training seminar \(PETS\)](#)
- [District training assembly](#)
- [District membership seminar](#)

The RI Board also encourages continuing education opportunities and has approved the following district-level seminars:

- [District leadership seminar](#)
- [District Rotary Foundation seminar](#)
- [Leadership development program](#) (may be a club or district activity)

3.8 Membership Development Committee* (Pages 9 & 10, District Committee Manual.

See District Job Description Manual)

This committee identifies, markets, and implements membership development strategies that are appropriate for the district and will result in membership growth.

3.9 Web & DaCdb Committees

These committees will facilitate communication among the district committees, clubs in the district and all other interested parties through technology. The district web site is published under the supervision of the governor and should be updated bi-weekly, if not more often. The district's web site address is: www.Rotary7610.org.

3.10 Personnel Committee

The personnel committee sets personnel policy, recommends personnel to be appointed by the governor subject to approval of any expenditures within the district budget, and reviews the executive secretary performance review prepared by the district governor. The committee members shall be: the governor, governor-elect, governor nominee, treasurer, trainer and the immediate past governor. The governor-elect shall serve as chair and the district secretary shall serve as secretary.

3.11 District Leadership Plan and Legislative Committee (see District Job Description Manual for complete duties)

The district's elected representative to the Council on Legislation (COL) shall chair the committee. The governor shall appoint a minimum of five additional members to include the elected COL alternate representative and a past governor. Duties of the committee include modifying the DLP and Procedures Manual as necessary but not less than every three years following the COL; briefing clubs about the COL and its duties; assisting clubs with legislation to be proposed for consideration by the clubs; advising clubs on timing of submission and proper preparation of any proposal. The committee chair shall present for a vote all proposals at the district conference, or in rare instances, through ballot by mail if there is insufficient time to meet the RI suspense (*RI MOP*, page 143, Article 7.030).

3.12 Parliamentarian and Credentials

3.12.1 The parliamentarian shall be appointed each year by the governor-elect prior to assuming office and should be someone who is an expert in parliamentary rules, procedure and debate and should be familiar with *Roberts Rules of Order Newly Revised* under which all district training sessions and meetings shall operate unless otherwise specified. The parliamentarian shall respond to requests for constitutional or procedural advice from members of the district officers, the district leadership team, club presidents and all district meetings.

3.12.2 The credentials chair shall be responsible for certifying the credentials of all electors and/or other Rotarians responsible for voting on district business, resolutions, elections, legislation and any other matters that come before a business meeting of the district.

3.13 Sergeant-at-Arms Chair

The sergeant-at-arms chair is appointed annually by the incoming governor and charged with keeping order at all district events, meetings, training sessions, assisting attendees and staff, and performing other duties as required by the governor. The sergeant-at-arms may appoint assistants for each district event as necessary.

3.14 Operations Committee (see Policies and Job Descriptions Manuals).

The district Operations Committee is composed of the governor serving as chair, governor-elect serving as vice-chair, governor-nominee, governor designate upon selection by the district, and immediate past district governor. The governor-nominee shall act as secretary, keep all minutes and other permanent records. The committee shall confer regularly but not less than once per month on district operations and activities to insure continuity of leadership, succession planning and direction of the district, establish dates, secure facilities, and appoint district committees for district events. The governor may appoint *ad hoc* members as deemed necessary. If any *ex-officio* member is unwilling or unable to serve, the governor shall appoint a qualified replacement. The purpose of the committee is to achieve continuity and to develop a sustainable district culture. Therefore, it is imperative that this committee agree to any modifications, additions or deletions of district policies and job descriptions.

3.15 Youth Protection (See District Job Description Manual for complete job description of committee and committee responsibilities)

The district youth protection committee is comprised of the governor-elect, and the following persons appointed annually by the governor as prescribed by RI policy: a past district governor who serves as chair; new generations chair; district youth protection officers; youth exchange chair; interact chair; and the district executive secretary (*ex-officio-non voting*). This committee is responsible for revising, and maintaining the district youth protection policy and associated materials, receiving periodic reports pertaining to youth protection activities and assurances and periodic reports as relevant pertaining to the youth protection practices of district Rotary clubs, Rotarians and designated youth programs.

3.15.1 District Youth Protection Committee Responsibilities:

- Certify Rotary clubs annually for participation and/or sponsorship of Rotary activities involving youth. Certify youth program chairs, coordinators and supervisors for work with youth;
- As requested by district youth protection officer(s), evaluate selected volunteer files containing results of background and reference checks to determine necessary action to be taken to approve or deny certification to work with youth. This committee makes final determinations about contested background check clearances;
- As requested by the district governor, oversee the district response to allegations of abuse and harassment in an appropriate and timely manner in accordance with district 7610 abuse and harassment allegation reporting guidelines;
- Review the district youth protection policy annually and make revision recommendation to the governor as required in the district policies manual for modifying a district policy.

<h2>Section 4</h2> <h3>Rotary International Recommended Committees</h3>

4.0 Rotary International Recommended Committees (page 3, Lead Your District Committee Manual)

The RI Board of Directors recommends that districts appoint committees to perform ongoing administrative functions. These are the district committees the Board recommends:

Conference	Nominating
Programs	Public Relations
Extention	RI Convention Promotion
Finance	Rotary Foundation
Membership Development	Training
New Generations	

The Board further recommends that districts appoint additional committees as needed.

4.1 Committee Structure

The governor-elect, governor-nominee, governor, and immediate past district governor should work together to ensure continuity of leadership and succession planning. Unless otherwise set forth herein for a particular committee, each committee shall consist of three Rotarians with each serving staggered three-year terms. Each year, the governor-elect shall appoint one member of the committee to serve as chair for the ensuing year. The governor and governor-elect shall be *ex officio* voting members of all committees. Members should come from clubs spread geographically throughout the district, whenever possible.

4.2 Committee Qualifications & Responsibilities–(Page 4, Lead Your District Committee Manual)

The minimum recommended qualification for appointment to a district committee is membership, other than honorary, in good standing in a club in the district. In addition, it is recommended that the chair selected be a past governor, a past lieutenant governor, a past assistant governor, or an effective past district committee member, and have had previous experience as a member of the district committee.

All district committees are expected to:

- Work with the governor, governor-elect, governor-nominee, and assistant governors to plan strategies for achieving goals
- Promote and attend district training meetings and the district conference
- Relay information between Rotary International, the district, and club members
- Work closely with club leaders to provide support and guidance
- Share materials received from the Secretariat, RI committees, and regional coordinators

4.3 Training Requirements

District committee chairs shall attend the district team-training seminar prior to serving as chair. District committee chairs shall attend the district training assembly (aka district assembly & CLTS). Committee members should participate in district team training and other district meetings as appropriate.

4.4 Committee Budgets and Expenses

Committees requesting the expenditure of district funds to carry out their purposes shall propose formal budgets showing planned expenditures and anticipated income, if any. These proposed budgets shall be sent to the governor-elect and the finance committee chair when requested by the governor-elect. Budgeted expenses shall be reimbursed upon approval of the committee chair and the governor. Unbudgeted expenses shall require advance approval of the governor before the expense is eligible for reimbursement. District committees shall report to the governor on the status of their activities on a regular basis.

4.5 Awards (Page 75, RIMOP)

The awards committee, working with the governor-elect, shall establish standards for recognition of Rotarians and clubs for the upcoming Rotary year. The committee will:

- Encourage club presidents and assistant governors to submit entries for awards;
- Promote an understanding of and effective participation in the awards program through regular contacts with each club in the district;
- Encourage clubs to organize exhibits of winning programs at the district conference and other appropriate district meetings;
- Report results of deliberations concerning awards and recognitions to the governor for his/her final decision at least 30 days prior to presentation of awards;
- Plan with the governor and treasurer for financial costs of presenting such awards and recognitions. Sufficient district budgeted funds should be available for all awards.

4.6 Newsletter (Page 25, RIMOP)

It is the duty of the governor to issue a monthly newsletter to each club president and secretary. It should include items of special interest, reminders about the district and RI, and other items of importance including the membership and attendance report. The newsletter editor/publisher ensures that the newsletter is published each month in a timely manner, under the direction of

the governor. Governors are also encouraged to send their newsletter to Interact & Rotaract Clubs in the district.

4.7 New Generations Committee (Page 11, Lead Your District Committee Manual and the District Job Description Manual)

This committee develops, implements, and supports New Generations activities in the district and coordinates with the district Interact, Rotaract, Rotary Youth Leadership Awards (RYLA), Youth Exchange, Community Service, International Service, and Vocational Service committees to foster cooperation and to engage youth. The district governor may determine the best structure for the committee and its relationships with other district committees.

Each Rotarian has the responsibility to prepare New Generations --- all young people up to the age of 30 --- by improving their life skills to ensure a better future, while recognizing the diversity of needs. All clubs and districts are encouraged to undertake projects that support the fundamental needs of New Generations: health, human values, education, and self-development.

4.7.1 Interact (Page 69, RIMOP)*

Interact clubs are organized, sponsored and supervised by Rotary clubs. Interact is a club for young people ages 12-18 who join together to tackle issues in their school or community. Interactors serve others, develop leadership skills, and make new friends. With their Rotary sponsors, Interact clubs carry out a minimum of two service projects per year — one to help the community and another to promote international understanding. Rotary International must certify all Interact clubs, and all sponsoring Rotary clubs must provide annual updates about the Interact club, including the Interact club president, Rotarian adviser, or faculty adviser, every year. Interact clubs may be school-based or community-based.

4.7.2 Rotaract (Page 69, RIMOP)*

Rotaract clubs are organized, sponsored, and supervised by Rotary clubs, Rotaract is to provide an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. Rotaract clubs are composed of young adults between the ages of 18 and 30 inclusive who are residing, employed, or studying within the vicinity of the sponsoring Rotary club. Rotary International must certify all Interact clubs, and all sponsoring Rotary clubs must provide annual updates about the Interact club, including the Interact club president, Rotarian adviser, or faculty adviser, every year. Interact clubs may be school-based or community-based.

4.7.3 Rotary Youth Leadership Awards (RYLA) (Page 72, RIMOP)*

Rotary Youth Leadership Awards (RYLA) is a leadership development program organized at the club, district, or multidistrict level. While participants can be any age, most events focus on secondary school students, university students, or young adults. Rotarians can use RYLA to engage at-risk youth, reconnect with Rotary alumni, or mentor young professionals to become responsible leaders.

RYLA will be financially self-supporting. Clubs provide financial support by sponsorship of RYLA Delegates. The committee shall maintain a budget and set a

delegate fee that allows the programs to pay for itself at no cost to the Rotary district with the district treasurer handling all income and expenses.

4.7.4 Youth Exchange (Pages 71 & 72, RIMOP)*

Youth Exchange is a structured program of RI for youth between the ages of 15 and 19. The Youth Exchange Committee is responsible for promoting the program for international and domestic youth exchange, both short and long-term, as an opportunity for better cultural and international understanding. The committee also is responsible for working with the clubs to ensure placement of incoming students with host clubs and host families.

The district shall maintain its membership in the Eastern States Student Exchange Program (ESSEX). The committee chair shall be the primary liaison with ESSEX. All exchanges shall be administered through ESSEX to assure proper compliance with immigration laws and procedures and to coordinate exchange matches.

4.7.5 Youth Competitions:

The district youth competition consists of the 4-Way Test Essay Contest, the Speech Contest, and the Music Competition. For more information, visit www.Rotary7610.org.

4.8 Friendship Exchange (Page 71, RIMOP)*

Rotary Friendship Exchange is a structured program of RI in which Rotarians and their families carry out reciprocal visits and home stays in other countries to advance international understanding, goodwill, and peace through people-to-people contacts. The Friendship Exchange Committee responsibilities are outlined in the district Job Description Manual and also include visiting clubs within the district to promote the Friendship Exchange program. Detailed program information can be found in the Rotary Friendship Exchange Handbook at www.rotary.org.

4.9 Global Networking Groups (Pages 72 & 73, RIMOP)*

Global Networking Groups are groups of individual Rotarians organized internationally to focus on shared topics of interest. Global Networking Groups include Rotary Fellowships and Rotarian Action Groups.

4.9.1 Rotary Fellowships (Page 113, RIMOP)*

A Rotary fellowship is a group of Rotarians who unite to pursue a common vocational or recreational interest in order to further friendship and fellowship. Detailed information can be found in the Rotary Fellowship Handbook (729), and a list of fellowships is maintained at www.rotary.org.

4.9.2 Rotary Action Groups (Page 73, RIMOP)*

A Rotarian Action Group is an association of Rotarians who unite themselves to conduct international service projects that advance the Object of Rotary. A list of all Rotarian Action Groups is posted at www.rotary.org.

Section 5

District Advisory Council and Council of Governors

5.1 District Advisory Council

The district advisory council shall consist of the governor, governor-elect, governor nominee, immediate past governor, and shall include district leaders and others as designated by the district governor but shall be open to all district leaders and Rotarians. The council meets quarterly with the primary function to advise and update the governor and leadership.

The district secretary shall take minutes that will be reviewed first by the governor and the governor-elect and then sent to the district leadership within 30 days of the meeting. All past governors are honorary members of the council.

5.2 Council of Governors (Page 22, RIMOP)

An advisory council of governors shall be organized in the district, composed of the governor, governor-elect, governor-nominee, governor nominee designate and all past governors who are members of Rotary clubs within the district. Frequency of meetings will be at the governor's discretion but not less than twice a year. These meetings may include spouses and special guests invited by the governor. The governor assists the governor-elect with informing the current and past governors of issues debated and presented at the International Assembly and other Rotary information, reports, updates and any other germane issues may be shared. The immediate past governor shall serve as chair of the committee and the district secretary shall serve as council secretary and shall send minutes of the meeting to all governors within 30 days of the meeting. The authority and responsibility of the governor shall in no way be impaired or impeded by the advice or actions of he council.

Section 6

District Executive Secretary

6.0 Executive Secretary (Job Description available in the District Job Description Manual)

The executive secretary provides a focal point for the dissemination of information, assistance and coordination of activities for the district leadership working under the direct supervision of the governor. The district governor based on recommendation from the personnel committee may engage an executive secretary, who serves at the discretion of the governor. The executive secretary shall be a regular or temporary, paid employee of the district and shall be responsible for the efficient operation of the district office. The decision whether to engage an executive secretary for any portion of the Rotary Year shall be determined by the governor in consultation with the operations committee. Compensation and benefits of the executive

secretary shall be provided for in the district budget and paid from the district fund. The executive secretary shall have, at minimum, an annual performance review by the governor with results provided to the personnel committee.

Duties and responsibilities are outlined in a job description (see District Job Description Manual) approved by the personnel committee in consultation with the governor and include but are not limited to: sending to each club secretary, not later than June 1, an invoice for annual district dues. The invoice shall reflect that dues shall be due and payable by July 15, and shall be calculated by the club secretary based on the club's membership as of July 1.

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Section 7

District Office

7.0 District Office

For continuity purposes, the district shall maintain a district office for the use of the district executive secretary, the governor, governor-elect and other district leadership. All official district records and files, other than those maintained by the governor at his/her personal office during the term of office, shall be maintained at the district office and/or in electronic storage that is Internet accessible and meets or exceeds security and storage policies established by the operations committee. The location of the district office may change as deemed necessary and appropriate by the governor upon approval of the personnel and operations committees.

Section 8

District Education and Training

8.0 District Education and Training (Pages 29-31, RIMOP)

To prepare incoming leaders for their responsibilities, the RI Board has approved a sequence of training events as required by the Rotary International and the appropriate district training manuals.

8.1 Training for District Leaders

District team training seminar prepares assistant governors and district committee leaders for their roles and provides an opportunity to work on their district goals. Use the [District Team Training Seminar Leaders' Guide and slides](#).

8.2 District Pre-Presidents-elect Training Seminar (Pre-PETS)

Pre-PETS shall be held annually, preferably in January, following the International Assembly and before the winter AG/District Team Training. Attendees are to be, at minimum, the governor-elect and the presidents-elect. The purpose is to prepare incoming club presidents for PETS. The focus of this training is to help president-elects understand Rotary goal setting and planning responsibilities and to familiarize them with the expectations of the governor-elect and topics to be addressed at PETS. Attendance by the president-elects is strongly encouraged. Other participants may include the assistant governors and the district trainer. Clubs are encouraged, although not required, to cover the cost of this training for their president-elect.

8.3 Presidents-elect Training Seminar (PETS)

Presidents-elect training seminar teaches incoming presidents about their role and how to work with assistant governors in setting their goals. Attendance is mandatory for incoming presidents before they can serve. Clubs are strongly urged to cover the cost of attendance for their president-elect. Use the [Presidents-elect Training Seminar Leaders' Guide](#).

8.3.1 Additional District Training for Presidents-elect

District training assembly helps presidents-elect build on the leadership skills they obtained at their training seminar, while incoming club leaders learn their new roles. Club leadership teams refine their goals for the year. Use the [District Assembly Leaders' Guide and slides](#).

8.4 District Training for Incoming Club Leaders and Members

- District Rotary Foundation seminar educates club Rotary Foundation chairs and other members about The Rotary Foundation and how to support and promote it. Use the [District Rotary Foundation Seminar Manual](#) and [District Rotary Foundation Committee Manual](#).
- [District membership seminar](#) prepares club and district leaders for membership activities including attracting and engaging members.
- Grant management seminar trains presidents-elect or designated club appointees on how to successfully manage Rotary grants. Use the [Grant Management Seminar Leaders' Guide](#).
- Rotaract district leadership training informs emerging Rotaract leaders, Rotarians, and non-Rotarians about the benefits of Rotaract. Use the [Guide for District Rotaract Representatives](#).
- District leadership seminar highlights various leadership opportunities in Rotary for current and past club leaders. Use the [District Leadership Seminar Leaders' Guide](#).
- District conference gives Rotarians a chance to meet new friends, hear inspirational stories, and discuss important matters to clubs and Rotary International. Use the [District Conference Manual](#).

8.5 Rotary Leadership Institute (RLI)

The Rotary Leadership Institute is a program founded to strengthen individual Rotary clubs by improving leadership skills and increasing the Rotary knowledge of Rotarians. It is a three-part, sequential program with each part lasting one full day. District 7610 is a part of the Zone 33 organization that includes Virginia, most of West Virginia, South Carolina, North Carolina, Delaware, District of Columbia, most of Maryland and parts of Tennessee. A fall and a spring Institute are hosted in the district each year. Rotarians are encouraged to attend RLI sessions in another district. Clubs are encouraged to select potential, as well as current, club leaders to participate in the program. Clubs are encouraged to pay registration fees for their members when possible.

<p style="text-align: center;">Section 9 Rules of Procedure</p>

9.0 Rules of Procedure

At all official district meetings and training sessions, *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters not otherwise specified in this Leadership Plan and Procedures Manual or the *RI Manual of Procedure* or *Rotary Code of Policies*.

9.1 Amendments by Operation of Law

If any amendment of this District Leadership Plan and Procedures Manual (DLP) is required by operation of law or through amendment of the Constitution, Bylaws, or Policies and Procedures of Rotary International, then such amendment shall become effective as required, whether or not the district Presidents-elect Training Seminar (PETS) has taken any action. Such changes will be incorporated into the next revision of the DLP.

9.2 Proposed Modifications

It is understood that this manual will need to be reviewed, evaluated and subsequently modified from time to time. Proposals for modifications may be submitted at any time to the chair of the DLP and legislative committee. Modifications proposed by clubs should be accompanied by a certification signed by the club president and secretary stating that the club formally adopted the proposed modification(s). The DLP and legislative committee shall review suggested modifications for consistency with the RIMOP. The committee shall work with the club submitting the proposal to resolve any inconsistencies. Any proposed amendments consistent with RI shall be published by the DLP and legislative committee, circulated among the clubs and voted upon as provided in this Manual.

Following each RI Council on Legislation, the governor shall request the DLP and legislative committee to review this manual for consistency with any changes in RI governing documents and to consider other modifications as may be recommended by incoming leadership.

9.3 Voting Procedure for Manual Modifications

Written notice shall be given to all club presidents-elect (PEs) attaching the revised DLP (except those pertaining to the Governor's Nominating Committee), as determined by the DLP and legislative committee, not less than fifteen (15) days before the next Presidents-elect Training Seminar (PETS) where the newly proposed, modified plan shall be submitted to a vote. Approval of the modified manual shall be decided by a simple majority of the incoming club presidents present, provided that where a president-elect is excused from attending by the governor-elect in accordance with article 10 section 5(c) of the standard club constitution, the designated representative of the president-elect shall be entitled to vote in the president-elect's place. Once presented at PETS, PE's may propose and consider amendments to modify the pertinent provisions of the Plan. A modification shall be passed if it receives the favorable vote of a simple majority of the incoming club presidents or designated representative(s) present and voting and if it is in compliance with the Rotary International governing documents. Each modification adopted shall become effective July 1st of the next Rotary year unless otherwise mandated.

9.4 References for this Manual

Principal reference and authorizing document for this District 7610 Leadership Plan and Procedures Manual is the *RI Manual of Procedure* (RIMOP). A copy of the RIMOP may be found in their entirety on the Rotary International website at www.rotary.org.

NOTE: Documents and Manuals referenced and used to prepare this Plan:

- [2013 RI Manual of Procedure](#)
- [Rotary Code of Policies, January 2014](#)
- [Rotary Foundation Code of Policies, January 2014](#)
- [District Governor's Manual 2014-15](#)
- [Lead Your District Committees 2014-15](#)
- [Lead Your District Training 2014-15](#)
- [Lead Your District Assistant Governor 2014-15](#)
- [District Rotary Foundation Committee Manual](#)
- [District Training, role of trainers](#)

THE FOUR WAY TEST

Of the things we think, say or do

1. Is it the **TRUTH**?
2. Is it **FAIR** to all concerned?
3. Will it build **GOODWILL** and **BETTER FRIENDSHIPS**?
3. Will it be **BENEFICIAL** to all concerned?

Rotary

