

## **D7820 DGN-D Forms & Additional Information for Candidates 2018-19**

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# Rotary International District 7820 District Governor-Nominee Nomination Form

A Club wishing to suggest a candidate for District Governor-Nominee Designate must submit this form to the Immediate Past District Governor, Chair of the District Nominating Committee.

**Club Suggestion:** The Rotary Club of \_\_\_\_\_ suggests the following Rotarian for the position of District 7820 Governor-Nominee Designate pursuant to the attached Club resolution, passed at a regular club meeting, which names the suggested candidate:

\_\_\_\_\_, RI Membership ID #: \_\_\_\_\_

\_\_\_\_\_  
**Print Name:**  
**Club Secretary**

**Suggested Candidate**

Club and year served as President \_\_\_\_\_  
(Per RI Bylaw 16.070.3, a qualified Rotarian must have served a full term as Club President or as a Charter President from the date of charter to June 30 (6-month minimum) at the time of nomination.)

Year First Joined Rotary: \_\_\_\_\_

**Rotarian's Contact Information**

Preferred Mailing Address: \_\_\_\_\_ Residence \_\_\_\_\_ Business \_\_\_\_\_ Other \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

**Further Information. If insufficient room on this form please attach additional pages.**

**Other Rotary Clubs to which you belonged:**

Club Name	Year(s) of Membership	



**Rotary International District 7820  
 District Governor-Nominee  
 Nomination Form**

**Business or Professional Career (Please provide a brief outline, including firm(s) and dates:**

**If Retired, Year of Retirement, Firm and Position:**

**Committees, Offices, and Chair Volunteer Positions Held by Nominee in Community:**

Organization	Position	Year(s)	Accomplishments

**Membership and Offices Held in Business and/or Professional Organizations:**

Organization	Position	Year(s)	Accomplishments

**Committees, Offices and Chair Positions Held at the Club Level:**

Committee	Position	Year(s)	Accomplishments



# Rotary International District 7820 District Governor-Nominee Nomination Form

**Committees, Offices and Chair/Director Positions Held at District Level:**

Committee	Position	Year(s)	Accomplishments

**Required attachments to be submitted with this form:**

- a. **Certified Club Resolution.** A copy of the suggesting club’s resolution adopted at a regular meeting of the club naming the suggested candidate. This resolution (required per RIB 14.020.4) shall be certified by the Club Secretary.
  
- b. **RI Forms.** Rotary International Governor-nominee Form (page 1 of 2) & the Governor-nominee Data Form (page 2 of 2) with the Candidate’s Statement and the Club’s Statement of Candidate’s Qualification fully completed and signed.
  
- c. **Rotarian’s Understanding of the Role of District Governor.** A brief statement outlining your understanding of four characteristics of a great District Governor and how you measure up to those ideals. In addition, briefly state what you would like to see the District and Clubs in the District improve on as well as why the improvements and innovations should be attempted.

**Suggested Rotarian Certification**

I certify that the foregoing information and the information in the required attachments is complete and accurate.

Signed on \_\_\_\_\_, 2018

\_\_\_\_\_  
 Print Name:  
 Suggested Rotarian



**Rotary International District 7820  
District Governor-Nominee  
Nomination Form**

Example form of Club resolution to be passed at a regular club meeting:

ROTARY CLUB OF [CLUB NAME]

[DATE OF RESOLUTION]

UPON MOTION, the members of this club resolve that this club suggest [Name of Candidate], presently a member of this club, for the position of District Governor Nominee Designate of Rotary International District 7820.

I certify that the foregoing is a true copy of the resolution passed by the members of the Rotary Club of [Club Name] at a regular meeting of the Club in the manner authorized by law on \_\_\_\_\_, 2018 and that the Resolution is in full force and effect.

Dated \_\_\_\_\_, 2018

\_\_\_\_\_  
Print Name:  
Club Secretary

# Governor-nominee Form

**District governor candidate:**

Please complete and sign this form, have your club secretary sign it, and submit it to the district nominating committee.

Governor year of service \_\_\_\_\_ District \_\_\_\_\_ Zone \_\_\_\_\_ RI membership ID number \_\_\_\_\_

Family name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Name as it should appear on your badge \_\_\_\_\_

Member, Rotary Club of \_\_\_\_\_ Classification \_\_\_\_\_

Please ensure that your contact information (e-mail, postal address and phone number) is up-to-date in My Rotary!

Language(s) in which you are fluent (listed in order of fluency):

Language(s) you wish to use for communicating with RI (listed in order of fluency):

Read \_\_\_\_\_ Speak \_\_\_\_\_

For each of the following categories, please circle only one language per category.

International Assembly:	English French Japanese Korean Portuguese Spanish
Publications available in 6 languages:	English French Japanese Korean Portuguese Spanish
Publications available in 9 languages:	English French German Italian Japanese Korean Portuguese Spanish Swedish
Publications available in 14 languages:	Arabic Chinese English Finnish French German Hindi Italian Japanese Korean Portuguese Spanish Swedish Thai

**Spouse/Partner Information (if applicable)**

Family name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Name as it should appear on your badge \_\_\_\_\_

E-mail \_\_\_\_\_ Gender  Male  Female

For each of the following categories, please circle only one language per category.

International Assembly:	Chinese English French German Hindi Italian Japanese Korean Portuguese Spanish Swedish
Publications available in 6 languages:	English French Japanese Korean Portuguese Spanish

*For Rotarian Spouses/Partners only:*

Member, Rotary Club of \_\_\_\_\_ RI membership ID number \_\_\_\_\_



## Governor-nominee Data Form

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All signatures on this page must be handwritten (electronic signatures are not acceptable).

### CANDIDATE'S STATEMENT

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the district governor code of ethics, as detailed in the Rotary Code of Policies. I agree in advance to accept the decision of the RI Board concerning my election to office without recourse to any non-Rotary agency or other dispute resolution system and further accept that any court costs and attorney's fees incurred by RI in enforcing this agreement shall be reimbursed by me in their entirety. I understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

Date

 \_\_\_\_\_  
 Signature

### CLUB'S STATEMENT OF CANDIDATE'S QUALIFICATIONS

The candidate herein mentioned is a member in good standing of the Rotary Club of \_\_\_\_\_.

The club further attests that this member has been duly suggested for the office of district governor under RI Bylaws 14.020.4 and meets the qualifications as specified in RI Bylaws 16.070 and that the club membership information on this form is accurate.

Date

Club Secretary's Name

 \_\_\_\_\_  
 Club Secretary's Signature

### CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

Date

District Governor's Name

 \_\_\_\_\_  
 District Governor's Signature

**District governor:** Please e-mail this form to your CDS representative by 30 June.

## **District Governor Qualifications (From RIB 16.070, COL 2016)**

At the time of selection, the nominee will be called governor-nominee-designate and will assume the title of governor-nominee on 1 July two years before serving as governor. The governor-nominee must

1. Be a member in good standing of a functioning club in the district (RIB 16.070.1).
2. Have full qualifications for such membership in the strict application of the provisions therefore, and integrity of the Rotarian's of the integrity of Rotarian's classification must be without question (RIB 16.070.2).
3. Have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months (RIB 16.070.3).
4. Demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in RI Bylaws section 16.090. (RIB 16.070.4).
5. Demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the [RI] Bylaws, and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully (RIB 16.070.5).

More information on the governor-nominee's responsibilities and assignments can be found at <https://my.rotary.org/en/document/lead-your-district-governor> .

## **16.090. Duties of a Governor. (RIB COL 2016)**

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

- (a) organizing new clubs;
- (b) strengthening existing clubs;
- (c) promoting membership growth by working with district leaders and club presidents to establish realistic membership goals for each club in the district;
- (d) supporting The Rotary Foundation with respect to program participation and financial contributions;
- (e) promoting cordial relations among the clubs and between the clubs and RI;
- (f) planning for and presiding at the district conference and assisting the governor-elect in the planning and preparation for the presidents-elect training seminar and the district training assembly;
- (g) providing for an official visit meeting individually or in multi-club meetings conducted throughout the year to take place at a time that maximizes the governor's presence for the purpose of:
  - 1. focusing attention on important Rotary issues;
  - 2. providing special attention to weak and struggling clubs;
  - 3. motivating Rotarians to participate in service activities;
  - 4. ensuring that the constitution and bylaws of the clubs comply with the constitutional documents, especially following councils on legislation; and
  - 5. personally recognizing the outstanding contributions of Rotarians in the district;
- (h) issuing a monthly letter to each club president and secretary in the district;
- (i) reporting promptly to RI as may be required by the president or the board;
- (j) supplying the governor-elect, as soon as possible following his or her election prior to the international assembly, full information as to the condition of clubs with recommended action for strengthening clubs;
- (k) assuring that district nominations and elections are conducted in accordance with the RI constitution, these bylaws, and the established policies of RI;
- (l) inquiring on a regular basis about the activities of Rotarian organizations operating in the district (Friendship Exchanges, intercountry committees, Global Networking Groups, etc.);
- (m) transferring continuing district files to the governor-elect; and
- (n) performing such other duties as are inherent as the officer of RI.

# **Continuity. Consistency, Collaboration**

**District 7820**

**Additional Information about a Leadership Opportunity District**

**Governor 2021-2022**

## **Background**

Over the last number of years, District 7820 leaders have improved District governance, systems and processes. One important aspect of these efforts has been a significant commitment by in-coming and past District Governors to ensure continuity of planning and effort from year to year, ongoing consistency and collaborative approaches to leadership efforts. Thus, the three 'Cs' headlining this page.

## **The Opportunity**

This position does require some travel and an important commitment of time but given the increasing strength of the District's leadership team (the Board), the extent of your travel and time commitment is a function of where you live within the District and how you choose to fulfill your responsibilities. Furthermore, while many occupants of the position have been retirees, many others from around the world have successfully performed DG duties while maintaining their full-time business and/or professional responsibilities. Nor do you have to be wealthy. The costs of expected activities of a DG are reimbursed. Expenses above that (e.g., if you choose to involve a partner) are essentially individual choice and preference.

This position offers a number of opportunities and benefits. These include:

- The chance to meet with, learn from and share with other Rotary leaders from around the world, including a dynamic week of training with other incoming District Governors in Orlando and attendance at the annual international convention in 2021, as well as three Zone training events (the first one in 2018 is in Montreal).
- Improved leadership and management knowledge, not only as a Rotary leader, but in your business and/or professional life as well.
- A significant enhancement to your leadership profile.
- The ability to make an important contribution to ongoing District leadership and governance improvements, and
- An opportunity to help improve the efficiency and effectiveness of District support to clubs.

## **Key Expectations and Requirements**

This opportunity will be of greatest interest to Rotarians who:

- Meet the requirements as laid out by Rotary International.
- Have demonstrated leadership and management experience outside of Rotary.
- Have previous District leadership experience. Priority will be given to persons having served as Assistant Governor, District Committee Chair, active District committee membership(s) or persons actively involved in Rotary activities outside their own club (e.g., leading multi-club projects or providing support to other clubs).
- Are prepared to commit to ongoing efforts at District improvement and enhancing supports offered to clubs.
- Are open to exploring and developing new approaches to club support and development as we continue to evolve to meet changing needs and expectations.
- Enjoy planning for and chairing virtual and face-to-face meetings with a dynamic team of leaders.
- Are comfortable with, or prepared to learn, key technology used by RI and D7820 including "My Rotary", "Rotary Club Central", "Clubrunner", "Dropbox", "Go To Meeting", "Facebook", "Twitter" and standard business software.

Note that our district has evolved to have a pattern where persons serving in the DG role are very actively involved for four years - two leading up to the year in which they serve as DG (during which they generally provide leadership to Youth, Strategic Planning or Foundation activities), and a year after in which they hold responsibility for another aspect of the District such as Membership or Technology. Another important note is that the District Board, which the DG chairs, has evolved to be an active team that meets virtually every 1-2 months and face-to-face in November and February. The DG attends these meetings over four years and provides leadership in alignment with the District's Strategic Plan.

## **ROTARY INTERNATIONAL DISTRICT 7820 INCORPORATED**

### **MANUAL OF POLICIES AND PROCEDURES**

#### **NOMINATING COMMITTEE**

**8.1. District Nominating Committee.** The Board shall appoint a District Nominating Committee which shall be representative of the District, as early as possible in the Rotary year. The Committee shall consist of the two Immediate Past District Governors and three Board Members, with the most recent Past District Governor being the chair of the Committee.

**8.2. District Governor Nominee.** The Nominating Committee shall seek out and propose the best available candidate for District Governor Nominee and shall not be limited in its selection to names submitted by Clubs in the District. Clubs that "suggest" candidates must confirm that the candidate was approved by the club board. There shall be no lobbying, campaigning, or promoting by the candidates, their sponsoring Clubs, or Rotarians at any time.

**8.3. Candidates "Suggested" by clubs** Candidates' written applications shall be accompanied by the RI form from the sponsoring Rotary Club Board committing its support for the candidate during their term. Where appropriate, a letter from the candidate's employer showing support for the candidate during their term of office should also be included.

**8.4. District Governor Nominee Selection Process.** The selection process shall include:

- A series of written questions forwarded in advance to each candidate to answer in writing and return to the Nominating Committee,
- At least one interview with each candidate, preferable in person, but at a minimum by telephone conferencing or video conferencing, to expand on the written questions and additional questions, and
- A pre-determined weighted evaluation table to fairly compare the candidates. The evaluation scoring should be consistent and reflect on the important attributes of a future District Governor. A suggested evaluation weighting is:

o Overall leadership ability	40%
o General Rotary experience	25%
o Rotary District experience	25%
o Discretionary	<u>10%</u>
o Total	100%

**8.5 Nominations and Election of Board of Directors.** The Nominating Committee shall also be responsible for nominating Rotarians, who are in good standing within the District, to the Board of Directors. At the Annual Meeting-of-Members, the Committee shall:

- Present its report including its nominees to the Board, and
- Conduct an election of the Board of Directors.

## District Election Guidelines

This document is intended for distribution by district governors to their Rotary clubs at the time of the official call for nominations.

**A fundamental principle of Rotary is that the best qualified candidate should be selected for service in elective offices.** The RI Bylaws prohibit any effort by a candidate, a candidate's supporter, or any Rotarian to influence the selection process in a positive or negative manner, including but not limited to, campaigning or canvassing. The RI Board developed these guidelines to assist Rotarians in better understanding election procedures:

### For All Rotarians

- Review and comply with RI's election guidelines as explained in the following documents:
  - *RI Bylaws*: Articles 11, 13 and 14
  - *Rotary Code of Policies*: Sections 17.030.3(A), 17.040, 19.030, 26.070 and 26.080

(Note: You will find the above documents on [www.Rotary.org](http://www.Rotary.org) at Learning & Reference → [Governance Documents](#).)

- Avoid any actions designed to gain visibility, publicize candidates' names and achievements, or give anyone an unfair advantage over someone else.

### For Candidates

- Immediately express disapproval in writing of any campaigning activities undertaken on your behalf and ask for the actions to cease.
- Do not respond in a similar manner to another candidate's improper activities.
- Do not communicate with or visit clubs involved in the election, except to fulfill necessary functions. If there are any concerns that a current assignment or a new assignment may give an appearance of campaigning, consult with the district governor. Routine performance of assigned activities is not a violation of Rotary's election policies.