

WOOSTER ROTARY PROGRAM POLICY
(Adopted December 15, 2010 by Board of Directors)

Background:

It has been the longstanding Rotary Program Policy that:

1. The Club will not allow political programs without presenting both sides of the issue. (See August 9, 1984 Resolution)
2. Members generally shall not use the Program for any form of promotion; personal, business or cause.
3. The intent of the Wooster Rotary Club is to organize and provide informative programs on timely contemporary issues and events in a stimulating format to its membership. The Program Committee should endeavor to open its schedule to insert programs concerning timely issues of significance to the Wooster community and to the Rotary Club membership. Programs are not objectionable merely because they are controversial.
4. Programs shall endeavor to further The Four-Way Test, should be presented in a manner showing good taste, and should not seek "shock" value merely for the sake of shocking the audience. At all times, appropriate language should be observed, in keeping with the family nature of our meeting guests.
5. During Classification talks, members are permitted to discuss a wide variety of topics, some of which may be construed as personal or business promotion.

Policy:

The following Program Policy guidelines are adopted by the Board of Directors.

A. Political Programs

1. The Club reaffirms its general policy against taking political positions.
2. The Club shall never endorse any political candidate. The Club may on occasion endorse a ballot issue, upon action of the Board of Directors.
3. The Club shall never present a program or distribute literature or permit any announcement in support of any political candidate or ballot issue of any kind, unless such program or announcement genuinely attempts to present both (or all) sides of the topic on the same day or at the next subsequent meeting.

4. The term “political candidate” shall include declared candidates for any elected position at any level of government, whether partisan or non-partisan.
5. The term “ballot issue” shall include any matter subject to public vote within any political subdivision, whether constitutional or charter amendment, initiative, referendum, tax levy or otherwise.
6. A political candidate shall not present any program before the Club, whether in support of his candidacy or otherwise, during the period when he or she is a declared candidate for election or reelection to any office.
7. A political candidate may attend a meeting of the Club as a guest but shall be introduced by name only and shall not be identified as a political candidate.
8. Except as prohibited above, elected and other public officials are suitable speakers for programs from time to time, especially concerning issues regarding the welfare of the city, county, state, and nation.
9. The Club President, Secretary and Program Chair shall have special responsibility to uniformly enforce this policy. When application of this policy is unclear, the matter shall be submitted to the Board of Directors for final decision.

B. Announcements/Promotions

The Wooster Rotary Club’s announcement period is primarily a forum for club members to report to the Club on activities of various committees and programs supported by the Club. Likewise, circulation of written materials on the tables is generally for the purpose of informing members of Club-related or Club-sponsored activities.

1. Announcements should generally relate directly to the activities and programs of the Club and its committees, except for “Donation Announcements” (i.e. births, anniversaries, weddings).
2. If a Club member is personally associated with a non-profit organization that is sponsoring or holding a non-Rotary event, a single brief announcement regarding the event is permitted. Such an announcement should not include direct solicitations for ticket purchases or other contributions.
3. Announcements of the following nature generally will not be permitted without the advance approval of the Board as set forth in Section 4 below:
 - (a) Announcements involving a non-Rotary related event that primarily benefits one or more individuals.

- (b) Announcements relating to personal experiences unrelated to Rotary programs or projects.
 - (c) Announcements for the benefit of a for-profit organization.
- 4. Any Rotarian who would like to submit an announcement that otherwise would not be permitted under this policy should make a request to the Club President or Secretary at least one week in advance of the proposed announcement date. The President or Secretary shall submit the request to the Board which may, by majority email vote, deviate from the policy in unusual circumstances.
- 5. Any Rotarian wishing to circulate written materials at Rotary for a non-Rotary related event should make a request to the Club President or Secretary at least one week in advance of the proposed circulation date. The President or Secretary shall submit the request to the Board which may, by majority email vote, permit the circulation of the materials.
- 6. In general, solicitations for book sales or other products (authored by a program speaker) are not encouraged. However, specific cases may be approved by the Board.

C. Guidelines for Presentations

- 1. Expectations for the speaker
 - a) Expect a crowd of 160 to 230 people
 - i) The room is equipped with a podium microphone and two mobile microphones, but the speaker will need to project vocally and personally to maintain the attention of the audience.
 - ii) If handouts are part of the program, please prepare for 200 people.
 - b) The presentation should be approximately 20 minutes, with 10 minutes for questions and answers (30 minutes in total). If you require more time for your presentation, please let your program coordinator know that as soon as possible so the Club President and be alerted for other meeting adjustments. The meeting will end no later than 1:05 p.m. Earlier adjournments are acceptable.
 - c) Audio/Visual Needs
 - i) If you are using Audio/Visual equipment of any nature, you should be in the room to set up and test your presentation no later than 11:30 a.m.
 - ii) If you have electronic media as part of your presentation:

- The room is approximately 40 feet wide by 120 feet long and is well-equipped for multi-media presentations via computer projection.
- Due to the length of the room, simplicity of design and size of elements by screen are very important.
- Extremely detailed graphs and analyses are hard to follow in the room.
- Please bring your presentation on a USB drive or other portable drive; computer and projection will be set-up and available for your use.

2. Q & A Dynamics

- a) After the question is asked, please repeat the question so everyone in the room can hear it.
- b) At an appropriate moment, the President will stand next to you, indicating to you and to the membership that the time to adjourn is approaching. Please take one more question at that point.
- c) After your presentation, the President will make a brief comment on your presentation and present you with a memento to remember your visit to Wooster Rotary.
- d) After your presentation, members of the Club may approach you for direct dialogue. This dialogue may include anything from thanking you for your comments to requesting additional information from you to requesting an appointment with you. All of this discussion is appropriate after the meeting is adjourned.