**Speaker Policy**

Rotary International is a non-political and non-religious organization. Rotary Club of Fond du Lac Morning does not take positions on public questions including local, national or international issues with political or religious undertones.

Elected officials may be allowed to speak to our club when the format is simply to report to constituents on congressional or legislative affairs. Fond du Lac Morning Rotary will only host candidates for an elected office if the Rotarian responsible for the speaker that week reaches out to all candidates running for that office to speak at the same meeting. In addition, that Rotarian should solicit questions from the group in advance of the meeting and distribute them to all candidates to answer as part of their presentation.

We request that speakers avoid presentations that advance or otherwise promote a particular religious, political or controversial point of view. We strive to be inclusive in hearing varying points of view on diverse subjects.

Club members respond positively to speakers who present a topic of informational, educational, motivational, or entertainment value that will be of general interest to all club members. We do not welcome overt sales pitches or solicitation for business or contributions.

Approved by Board of Directors, Sept. 13, 2022

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**Guidelines for Speakers**

Each Thursday morning, the Rotary Club of Fond du Lac Morning brings together Fond du Lac area business, professional, academic and community leaders to listen and learn about issues affecting our community. Our guest speakers address current and important issues with local, national and global impact as well as local and area organizations. We are grateful for your involvement.

**Time** - The normal time allotted for speakers/presentations is 20 minutes, including time for questions. Our time of fellowship/breakfast begins at 7:00 a.m., with meetings promptly beginning at 7:15 a.m. We invite you to join us for breakfast prior to your presentation. We ask that all equipment be set up before the start of the meeting. Guest speakers are normally introduced by 7:35 a.m. We recommend that you plan to speak for 15 or 20 minutes, leaving 5 minutes for Q & A. Some of our members are on very tight schedules and may leave early to attend another 8 a.m. meeting.

**Start Fresh** – Our members have high expectations of the weekly speakers, so do not just use an old presentation. Consider the high-level, intelligent, informed audience, and bring them a strong, contemporary message. Speakers are strongly cautioned against trying to condense a longer presentation by speeding through the slides.

**Enlighten and Entertain** – Prepare your presentation to sustain audience interest. Focus on the key messages you want to leave with Rotarians.

**Provide a Roadmap** – At the beginning, indicate the main points you will present or the purpose of your speech. At the end, provide a summary.

**Visuals are Encouraged** – Many speakers effectively use PowerPoint to enhance their speech. But be sure the slides are simple to understand – no more than 4-5 bullets. Never use a slide that cannot be easily read from the back of a large room. Photographs and brief videos (under three minutes) often are effective.

**Come to Inform, Not Solicit** – Asking for donations or votes is prohibited. Do not urge Rotarians to contact their legislators regarding your issue. The purpose of the presentation is to provide information so that each Rotarian can make a personal decision. The club reserves the right to warn or stop a speaker if a topic does not follow these guidelines.

**Practice is Vital** – Once you have prepared your new presentation, be sure to rehearse it – standing up and with visual support – at least five times.

**Support** – If you are using presentation slides, you can bring it on a memory stick in PowerPoint format, or you can e-mail the PowerPoint presentation at least 48 hours in advance to [events@southhillsfdl.com](mailto:events@southhillsfdl.com) . We used a windows-based laptop for presentations.

**Bring a Few Guests !** You are welcome to invite a colleague or two to attend and join us for a complimentary breakfast. Please ensure that they sign-in with our Sergeant-at-Arms.

**Arrive Early to Set Up** – We meet in the CD Smith room at South Hills Golf & Country Club, 1175 Fond Du Lac Ave, Fond du Lac, WI. Please plan to arrive by 6:45 am.

**Connect to Social Media** – Visit us on Facebook or our website by searching “Rotary Club of Fond du Lac Morning.”

**Know About the Club** – To learn more, visit us at <https://www.fdlmorningrotary.com/>

Thank you again for sharing your wisdom with our members to benefit the community.

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**Source Authority**

***Code of Policies - Rotary International***, June 2022.

2.090. & 26.020. … clubs must refrain from issuing partisan **political** statements …

26.030. Rotary is a secular organization …

40.010.1. Rotary recognizes the value of diversity within individual clubs. …

26.120. Rotary is committed to maintaining an environment that is free of harassment.