



COUNCIL ON LEGISLATION: HOW TO PROPOSE ENACTMENTS

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Council on Legislation

The Council on Legislation is Rotary's governing body that amends its constitutional documents. Every three years the Council on Legislation meets to debate and vote on proposed enactments. Each district sends one representative to the Council on Legislation, and any club and district may propose enactments. If your club or district is considering proposing an enactment for the Council, please read to learn how.

Deadline to Submit an Enactment

Proposed enactments from clubs and districts for the 2019 Council on Legislation must be received by Rotary on or before **31 December 2017**. There are no exceptions to this deadline. Enactments received after the deadline are not duly proposed and will not be considered.

Types of Legislation

There are two types of legislation:

- **Proposed enactments** seek to change Rotary's constitutional documents (the [RI Constitution](#), [RI Bylaws](#), and the [Standard Rotary Club Constitution](#)).
- **Position statements** seek to state a position of Rotary International and are only proposed by the Board of Directors.

Proposing Enactments

Clubs, districts, the RI Board, the general council or conference of RIBI, or the Council on Legislation may propose enactments to the Council on Legislation. However, an

enactment submitted by a club must also be endorsed by the clubs in its district at its district conference, a district legislation meeting, or through a ballot-by-mail, before it can be submitted to Rotary.

Drafting an Enactment

Enactments amend the constitutional documents:

- [RI Constitution](#),
- [RI Bylaws](#), and
- [Standard Rotary Club Constitution](#)

To begin, consider the change you are proposing and find the related sections of the constitutional documents that need to be amended in order to bring about the change. For example, if you are proposing a change to the Object of Rotary, you will want to mark changes in the RI Constitution and the Standard Rotary Club Constitution. You can locate other related sections by:

1. Searching for keywords relating to the proposed change
2. Searching for references to the amended section in the constitutional documents

Making sure that all related sections are properly amended is important, because an enactment can be found defective by the Constitution and Bylaws Committee if they are not. A defective enactment will not be transmitted to the Council on Legislation.

To mark your changes in the constitutional documents, please use the Word versions found at these links above or find them on the [governance documents](#) page of rotary.org. The versions are set up to automatically mark your proposed changes. You will want to save a copy of your amended version of the constitutional documents, before submitting it to Rotary.

Endorsing an Enactment

For a club to propose an enactment, the club's board of directors must first submit the proposed enactment to the club members for adoption, before sending it to the district. A district conference or a district council in RIBI may also propose an enactment directly to the district. Any enactments proposed by clubs or districts are then voted on, or endorsed, by the district at a district conference, a district legislation meeting, or through a ballot-by-mail.

If a district does not have enough time to vote on a proposed enactment in person, the governor may conduct a ballot-by-mail. Such ballot should follow as closely as possible the balloting procedures set forth in RI Bylaw section 14.040. for electing a governor-nominee through ballot-by-mail.

Once endorsed, the proposer may submit the enactment to Rotary through the online [form](#) by **31 December 2017**. The district governor must also confirm the district's endorsement by **31 December 2017**.

District Governor Confirmation

The governor can confirm endorsement one of two ways:

1. Submit the proposal him- or herself and confirm the district's endorsement in the online [form](#)
2. If the proposal is submitted by someone other than the governor, the governor will receive an email letting him or her know that the enactment has been submitted. The governor should then reply to Council Services at council_services@rotary.org, along with his or her confirmation that the information submitted is correct and that the district has endorsed the proposed enactment.

If a proposed enactment does not receive the governor's confirmation by 31 December 2017, the item will be considered not duly proposed and will not be considered by the 2019 Council on Legislation.

Purpose and Effect Statement

The proposer must provide a statement of purpose and effect, 300 words or less, in order for the proposed enactment to be considered duly proposed. If a statement is not provided, it will not be considered duly proposed and will not be considered by the Council on Legislation. This statement should identify the issue or problem that the proposed enactment seeks to address and explain how the proposal addresses or resolves the problem or issue.

Duly Proposed Enactments

Proposed enactments must include the following by 31 December 2017 in order to be considered duly proposed:

1. Name of the proposing club or district
2. Confirmation from the district governor that the enactment was proposed or endorsed by the district
3. The proposer's statement of purpose and effect, 300 words or less
4. Word document with the proposed changes marked

In addition, all proposed enactments should be submitted within 45 days of being endorsed by the district.

Limit on the Number of Enactments

The RI Bylaws encourage a district, and its clubs, to submit no more than five proposed enactments. Districts should submit a separate [form](#) for each proposed enactment.

After the Proposed Enactment is Received by Rotary

The general secretary reviews the proposal to ensure that it is duly proposed. A proposed enactment that is not duly proposed will not be considered by the Council on Legislation.

The general secretary then prepares the proposed enactment for review by the Constitution and Bylaws Committee. The Committee reviews each duly proposed

enactment to determine if it is correctly drafted or if it is defective. The Committee, working with the general secretary, also develops a Financial Impact Statement for each proposal.

When proposals are identical or substantially similar, the Committee will combine the enactments and all proposers will be listed.

Where proposals are similar, the Committee will recommend a compromise proposal to proposers. The work of the Council is greatly facilitated when proposers agree to compromise proposals, as it allows the Council to examine a single proposal in depth.

Defective Enactments

Proposed enactments will be deemed defective if

1. it is subject to two or more inconsistent meanings;
2. it fails to amend all affected parts of the constitutional documents;
3. its adoption would violate governing law;
4. it would amend the Standard Rotary Club Constitution in a way that would conflict with the RI Bylaws or the RI Constitution or it would amend the RI Bylaws in a way that would conflict with the RI Constitution; or
5. it would be impossible to administer or enforce.

If a proposed enactment is deemed defective by the Constitution and Bylaws Committee, it is the proposer's or the Council representative's responsibility to submit an amended proposal before the amendment deadline. Enactments that continue to be defective after the amendment deadline will not be considered by the Council on Legislation.

Tips for Proposed Enactments

- **Review past enactments.** Legislation books for the past two Councils are posted on rotary.org. Take a look to see if 1) your idea has been proposed before and 2) how an enactment is written.
- **Ask for help.** Past representatives, the Constitution and Bylaws Committee, and Council Services staff are all very knowledgeable about the constitutional documents. If you need help drafting an enactment, please let us know.
- **Submit enactments early.** The earlier you submit an enactment, the earlier the Constitution and Bylaws Committee can review it. If defects are found, you will have more opportunities to correct them and have your enactment considered by the Council on Legislation.

Additional Information

If you have questions about Rotary's legislative process, please email Council Services at council_services@rotary.org. Additional information can also be found in the following resources:

- Article 10 of the RI Constitution
- Article 7 of the RI Bylaws
- Article 59 of the RI Code of Policies
- Council on Legislation page of rotary.org



2017 COUNCIL ON RESOLUTIONS: HOW TO PROPOSE RESOLUTIONS

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Council on Resolutions

Rotary International's Council on Resolutions meets online each year to vote on proposed resolutions submitted by clubs, districts, the RI Board, and the general council or conference of RIBI. The Council on Resolutions has the authority to adopt resolutions. Most adopted resolutions are then considered by the RI Board or the TRF Trustees. Every district designates a representative to the Council on Resolutions, and every club and district may propose resolutions. If your club or district is considering proposing a resolution for the Council on Resolutions, please follow the guidelines below.

Deadline to Submit Resolutions

Proposed resolutions from clubs and districts for the 2017 Council on Resolutions must be received by Rotary International on or before **30 June 2017**, including the governor's confirmation of endorsement. There are no exceptions to the deadline.

Proposing Resolutions

Resolutions are expressions of opinion of the Council. They can be submitted to the Council on Resolutions by clubs, districts, the RI Board, and the general council or conference of RIBI. However, a resolution proposed by a club must also be voted on, or endorsed, by the clubs in its district at its district conference, a district legislation meeting, or through a ballot-by-mail, before it can be submitted to Rotary. Resolutions must be submitted by **30 June 2017** through the online [form](#) for the 2017-18 Council on Resolutions.

Drafting a Resolution

Resolutions are made up of two parts. First is the supporting information, which uses preambulatory or whereas clauses as the proposers argument for the resolution.

The second part to each resolution is the action or resolved clause. Resolutions may contain any number of supporting information clauses, but they always have only one resolved clause. The resolved clause states the action that the proposer wishes the RI Board or TRF Trustees to consider. For examples of resolutions, see the [2016 Council on Legislation Report of Action](#).

Endorsing a Resolution

For a club to propose a resolution, the club's board of directors must first submit the proposed resolution to the club members for adoption, before sending it to the district. A district conference or a district council in RIBI may also propose a resolution directly to the district. Any resolutions proposed by clubs or districts are then voted on, or endorsed, by the district at a district conference, a district legislation meeting, or through a ballot-by-mail.

If a district does not have enough time to vote on a proposed resolution in person, the governor may conduct a ballot-by-mail. Such ballot should follow as closely as possible the balloting procedures set forth in RI Bylaw section 14.040. for electing a governor-nominee through ballot-by-mail.

Once endorsed, the proposer may submit the resolution to Rotary through the online [form](#) by **30 June 2017**. The district governor must also confirm the district's endorsement by **30 June 2017**.

District Governor Confirmation

The governor can confirm endorsement in one of two ways:

1. Submit the proposed resolution him or herself and confirm the district's endorsement in the online [form](#).
2. If the proposed resolution is submitted by someone other than the governor, the governor will receive an email letting him or her know that the resolution has been submitted. The governor should then reply to Council Services at council_services@rotary.org, along with his or her confirmation that the information submitted is correct and that the district has endorsed the proposed resolution.

Duly Proposed Resolutions

The submission must include the following by 30 June 2017 in order to be considered duly proposed for the 2017 Council on Resolutions:

1. Name of the proposing club or district
2. Confirmation from the district governor that the resolution was endorsed by the district
3. Text of the proposed resolution

In addition, all proposed resolutions should be submitted within 45 days of being endorsed by the district.

Defective Resolutions

The Constitution and Bylaws Committee reviews each proposed resolution to determine if it is correctly drafted or whether it is defective. A proposed resolution will be deemed defective if

1. it would require an action, or express an opinion that is in conflict with the letter or spirit of the constitutional documents; or
2. it is not within the framework of the program of RI.

If a resolution is deemed defective, it may be corrected and submitted to a future Council on Resolutions.

Tips for Proposed Resolutions

- **Review past resolutions.** Legislation books for the past two Councils are posted on rotary.org. Take a look to see if 1) your idea has been proposed before and 2) how a resolution is written.
- **Ask for help.** Past representatives, the Constitution and Bylaws Committee, and Council Services staff are all knowledgeable about drafting resolutions. If you need help drafting a resolution, please let us know.

Should you propose a resolution?

Resolutions are a great way to propose ideas that will impact the Rotary world; however, the Board only reviews adopted resolutions. To guarantee that the Board reviews your proposal, submit it instead as a petition to the Board as described below.

In addition, if you are proposing a resolution requesting the Board to draft a future enactment, please consider drafting the proposed enactment instead. This will ensure that your idea is considered by the Council on Legislation using your intended language and in a timely manner.

Petitions to the Board

Instead of proposing a resolution to the Council on Resolutions, a club may wish to consider submitting a petition to the RI Board (RCP 28.005.), which is a request for action on a specific matter. Items that have a limited scope, rather than impacting the whole Rotary world, are better to submit as petitions.

The process allows clubs to bring issues of concern to the Board for consideration and possible action at its regular meeting. The RI Board hears petitions at every meeting, and you may receive a more rapid response through this action than by submitting a resolution to the Council on Resolutions.

Petitions to the Board may be submitted directly by clubs or may result from a district conference. They must also be signed by either the club president or district governor. The intent of the petition should be clearly explained in a letter either to the Rotary

president, Board of Directors, or the general secretary. The petition can be formatted as a proposed resolution or simply as a letter.

Additional Information

If you have questions about Rotary's legislative process, please email Council Services at council_services@rotary.org. Additional information can also be found in the following resources:

- Article 10 of the RI Constitution
- Article 8 of the RI Bylaws
- Article 59 of the RI Code of Policies
- Council on Legislation page of rotary.org