

- b. Selection Process: The AGs shall be appointed by the DGE and shall serve in the Rotary Year in which the DGE serves as District Governor.
- c. Assumption of Office and Term: The AGs shall take office as AGs on July 1 in the fiscal year in which the DG that appointed them serves. The AGs shall serve for 1 year until June 30 of the fiscal year for which they were appointed.
- d. Duties and Responsibilities: The AGs shall provide guidance and support to all Clubs and Club Presidents within their Group including interface and administrative responsibilities as outlined in the **DLP's** Job Description.

13.4 Vice Governor

The nominating committee for governor shall select one available past governor proposed by the DGE, to be named vice-governor who shall serve during the year following selection. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties. The selection and responsibilities of the Vice Governor shall be as specified in MOP Section 6.120.1 or its successor and in the DOM

Article 14 - District Director, Officer and Staff Compensation and Reimbursement

- 14.1 The District shall be authorized to obtain the services of an Administrative Assistant as described in in the **DOM** and detailed in the **DLP**.
- 14.2 With the exception of the Administrative Assistant, no Board Director, Officer, or Staff Personnel shall be entitled to compensation for services rendered.
- 14.3 The DG is entitled to receive reimbursement of certain expenses from Rotary International and the District as specified in the approved District budget associated with the DG term of service.
- 14.4 District Officer and Staff Personnel may be entitled to reimbursement from the District for expenses listed in the approved District budget for their year of service. They may also be eligible for reimbursement or advancement of special expenses with approval of the DG in accordance with the **DOM**.

Article 15 - District Governor Designate (DGD) Application, Nomination, and Selection by Nominating Committee

- 15.1 Method of Selection of the DGD
 - The method of selection for DGD shall be as set forth in **RIB 14.020.1** and the nominating committee procedure" shall be used.
- 15.2 DGD Nominating Committee Composition
 - a. The DGD Nominating Committee for DGD duty and terms of reference, including DGD Nominating Committee member selection, shall be as set forth in **RIB 14.020.2** and if this **DB's** defined DGD Nominating Committee member selection, including the alternate member selection hierarchy, cannot be satisfied, then DGD Nominating Committee member selection shall be as set forth in **RIB 14.020.3**.
 - b. The DGD Nominating Committee shall include prior two Past District Governors with the PDG with the longest tenure since year of service as the non-voting DGD Nominating Committee Chair (herein after in this **DB Article 15** called "Chair") and the immediate Past District Governor serving as the Voting DGD Nominating Committee Vice-Chair (herein after in this **DB Article 15** called "Vice-Chair"). Should neither of these PDGs be available, the DG shall appoint Past District Governors to fill the vacancies on the DGD Nominating Committee.
 - c. The DGD Nominating Committee shall also include all the Assistant Governors ("AGs") who are serving in their offices during the current Rotary year as voting members. AGs unable to fulfill this obligation shall immediately notify the Chair and

the DG. The following hierarchy shall be used to replace any AGs unable to serve with a voting alternate:

- i. The Immediate Past AG of the affected Group, and if unable to serve then;
- ii. A Club President from the sitting affected Group elected by a majority of the current Club Presidents from that Group, and if none are able to serve then;
- iii. A Club Immediate Past President from the affected Group elected by a majority of the current Club Presidents from that Group.

d. The Chair and the DG shall be notified of any selected alternate to the AG as a DGD Nominating Committee member no later than **3** days prior to the DGD Nominating Committee selection meeting. If the Chair and the DG are not notified within the specified timeframe, the Group will not be represented at the DGD Nominating Committee selection meeting.

e. The DGD Nominating Committee shall also include the District Parliamentarian as a non-voting member. The District Parliamentarian shall be present during all deliberations of the DGD Nominating Committee. The **DP** shall monitor procedures and practices as this **DB** and the associated **RIB Article 14** sections prescribe them. In the performance of his/her duties, he/she is authorized and required to terminate DGD Nominating Committee deliberations should they, in his/her judgment, prejudice fairness or compliance with Governing Documents. In the event of such a termination of DGD Nominating Committee deliberations, the DG is directed to reconvene the Committee under the control of the Vice- Chair.

f. Of the eligible AGs, or their alternates as noted above, and the Vice-Chair (jointly called "Electors"), a quorum shall consist of a simple majority of Electors. These Electors must be present when the DGD Nominating Committee convenes and when the vote is taken to select a DGD.

g. The Chair of this Committee normally serves in a non-voting capacity except in the event of a tie vote in which case the Chair will cast the tie-breaking vote.

15.3 Nominations by Clubs for DGD

a. The DGD nomination procedure shall be in compliance with **RIB 14.020.4**.

b. The DG shall, before July 15 of each year, advise each Club in the District with a notice that sponsoring club certified nominations for the position of DGD will be accepted through October 1 and that the Application with the Statement of Service Form for DGD applicants defined in the **DOM** will be available from the DG, the Chair, or the District website. The notice shall also advise each Club of the date, time, and location of the DGD Nominating Committee DGD selection meeting.

c. At the time of their nomination, the nominee from any club shall have meet the qualifications of DGD as set forth in **RIB 16.070** or its successor document. The nominee shall also have served in a leadership position in District 5240 (including but not limited to EAG, AG, Committee Chair) for a minimum of one year prior to their nomination.

d. The sponsoring club shall have the responsibility for:

i. If by regular surface mail, preparing 15 copies of the Application and Statement of Service Form defined in the **DOM**, which shall include two original 3" x 4" minimum to 5" x 7" maximum color head- and- shoulders photos of the Candidate, then mailing the completed application documents to the Chair no later than October 1.

ii. If by e-mail, preparing the Application and Statement of Service Form, which will include a 3" x 4" minimum to 5" x 7" maximum color head-and shoulders digital photo of the Candidate, then emailing the completed application documents to the Chair no later than October 1.

iii. Assigning a Club member to be a Presenter to make an oral presentation of the Club's nominated DGD Candidate to the DGD Nominating Committee at the time of the interview. Unless a member of the Candidate's home Club presents the Candidate, he/she will not be eligible to appear before the Committee. If an Elector happens to be from the same Club as a Candidate, that Elector should not be the Presenter.

15.4 Selection by DGD Nominating Committee of DGD

a. The DGD selection procedure shall be in compliance with **RIB 14.020.5**.

b. The DGD Nominating Committee Chair shall have the following responsibilities:

- i. Before July 15th of each year, to make and promulgate arrangements for a DGD Nominating Committee selection meeting to be held after October 1st and before October 31st of each year.
- ii. To prepare for the DGD Nominating Committee selection meeting:
 1. Describe the specific duties of a DG to any interested DGD candidates via an informational meeting with PDGs,
 2. Clarify the role of DG to Electors before applications of nominated DGD candidates are sent to Electors, This will be accomplished in coordination with the Chair and Vice Chair, and approved by the Parliamentarian prior to this information is disseminated to the Electors.
 3. Send copies of all the received Candidate Applications and Statement of Service Forms to each Elector of the Committee no later than ten days prior to the DGD Nominating Committee selection meeting,
 4. Verify the original copy of a sponsoring Club's DGD candidate nomination resolution, signed by the Club President and Club Secretary,
 5. Verify that each DGD Candidate meets the formal requirements for nomination, in accordance with **RIB 16.070**,
 6. Confirm a Presenter from the sponsoring Club for each DGD candidate will be at the selection meeting.
 7. Prepare a list of questions agreed to by the DG and DGD Nominating Committee Vice- Chair covering sufficiently the complete breadth of the responsibility of the office of DG to be individually assigned to and asked by the same one Elector of each DGD candidate.
 8. Document the selection process and distribute to all members of the DGD Selection Committee.
- c. To preside over the DGD Nominating Committee selection meeting so as to:
 - i. Brief the Electors on the selection meeting agenda and standardized process before DGD Candidates enter the meeting,
 - ii. Allow an overall summary of each DGD Candidate's qualifications to the Electors before the DGD Candidates' interviews,
 - iii. Limit each DGD Candidate's overall maximum time window on the agenda uniformly including their Presenter,
 - iv. Introduce each DGD Candidate's Presenter to the DGD Nominating Committee and limit their allowed presentation time,
 - v. Ensure no one besides the DGD Nominating Committee Chair, Electors, the DP, and the Candidate is present during each DGD Candidate's interview,
 - vi. Introduce each DGD Candidate to the DGD Nominating Committee,
 - vii. Enable each DGD Candidate to reveal his or her intentions and ambitions at the start of their interview,

- viii. Orchestrate Elector standardized questioning of each DGD Candidate and limit the DGD Candidate's overall interview time,
 - ix. Enable each DGD Candidate to summarize their key points at the end of their interview and limit their allowed closure time,
 - x. Ensure no one besides the DGD Nominating Committee Chair, Electors, and the DP is permitted to be present during the deliberations of the DGD Nominating Committee leading to the selection of the DGD,
 - xi. Open up a summary discussion among the Electors after all DGD Candidates have been interviewed prior to conducting a vote,
 - xii. Ensure at all times during the deliberations to select a DGD, the DGD Nominating Committee is precluded from considering and/or discussing or giving any weight in its selection of the DGD to any of the following factors:
 - 1. Whether the DGD Candidate has been such a Candidate in prior years,
 - 2. The location within the District of the Club which nominated the DGD Candidate,
 - 3. The number of Past District Governors or the recentness of service of any Past District (Governor from any of the Clubs that have proposed a DGD Candidate for selection as DGD),
 - 4. The age, sex, religion, race, national origin, sexual preference, or marital status of any Candidate,
 - xiii. Supervise the selection of the DGD utilizing a secret ballot vote from the Electors,
 - xiv. Require a majority vote of the Electors assembled to select the DGD and enable the DP to disclose the number of votes for each DGD Candidate to the Electors if a majority is not obtained in the first vote or as necessary,
 - xv. Yield to the governing document related advice supplied by the DP and if in disagreement then involve the DG and DGD Nominating Committee Vice-Chair with the DP to arrive at a decision, and
 - xvi. Advise the DG immediately of the DGD Nominating Committee decision prior to public announcement.
- 15.5 DGD Nominating Committee Inability to Select DGD : In the event that the DGD Nominating Committee is unable to select a DGD from the Candidates, the procedure for selection shall default to that defined in **RIB 14.020.7** or its successor document.
- 15.6 Club Challenge of DGD Selection : In the event that an authorized Club challenges the DGD Nominating Committee's selection of a DGD, the procedure for handling the challenge shall be as defined in **RIB 14.020.8-12** or its successor document.
- 15.7 Club Notification of DGD Selection : After the DGD has been selected by the DGD Nominating Committee and the DGD Nominating Committee Chair has notified the DG, the procedure to be followed is as in the **RIB 14.020.6** or its successor document.

Article 16 - District Committees

- 16.1 The DG, DGE and DGN shall form committees and appoint members as defined in the DOM to assist in their year serving as DG. Standing District Committees shall be in place each Rotary Year.
- 16.2 DGD Nominating Committee: A DGD Nominating Committee shall be formed to select a DGD as further defined in Article 15.
- 16.3 Resolutions Committee
 - a. A Resolution Committee shall be formed to accept Club and Board proposals as well as to develop on behalf of the Board **DB** amendments, **DOM** amendments, **DLP** amendments, and resolutions.