

**POLICIES AND GUIDELINES FOR ADMINISTERING
ROTARY INTERNATIONAL DISTRICT 5280
(Amended and Restated Effective RY 2023-2024)**

SPECIAL NOTE: The District Governor (“DG”) is charged with the responsibility of presenting a copy of these guidelines to the District Governor Elect (“DGE”), the District Governor Nominee (“DGN”), and the District Governor Designate (“DGD”) and ensuring that they understand them.

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE 1 - DISTRICT FUNCTIONS (GENERALLY).....	2
ARTICLE 2 - DISTRICT CONFERENCE	2
ARTICLE 3 - DISTRICT ORGANIZATION.....	2
ARTICLE 4 - STANDING DISTRICT COMMITTEES GENERALLY	3
ARTICLE 5 - POLICIES AND GUIDELINES COMMITTEE	4
ARTICLE 6 - FINANCE COMMITTEE	7
ARTICLE 7 - FINANCIAL MANAGEMENT.....	12
ARTICLE 8 - NOMINATING AND SELECTION COMMITTEE	15
ARTICLE 9 – RESPONSIBILITIES OF DGE, DGN, AND DGD AND REFRAINS.....	20
ARTICLE 10 - ROTARY INTERNATIONAL CONSTITUTION AND BYLAWS.....	21
ARTICLE 11 - STRATEGIC PLANNING COMMITTEE.....	21
ARTICLE 12 - ROTARY DISTRICT 5280 CRISIS MANAGEMENT PLAN.....	24
ARTICLE 13 - DISTRICT OFFICE.....	26
ARTICLE 14 - AMENDMENTS TO POLICIES AND GUIDELINES.....	26

PREAMBLE

The activities and organization of Rotary International District 5280 (the “District” or “District 5280”) shall exist solely to help individual Rotary Clubs advance the Object of Rotary and should not tend to diminish services provided by Rotary Clubs and Rotarians on the local level. With the exception of committees specifically recommended by and constituted in the manner prescribed by the Board of Rotary International from time to time, no continuing officers, organization or committees shall be created within the District, which may in any way tend to dilute the authority or responsibility of succeeding District Governors (each a “DG” and in multiples, “DGs”). DGs are encouraged to appoint Rotarians of experience as chairs of District committees. The type and number of District committees should only be as extensive as is necessary to effectively promote the Object of Rotary and ensure the integrity of the District. The Rotary clubs of District 5280 (each a “Club,” and in multiples, the “Clubs”), to ensure continuity,

and with the expectation that with an improved understanding of the objectives and operational procedures, have caused to be drawn this document and by a vote of their members present and voting at the District Conference have adopted, and from time to time revised, the provisions contained therein. In absence of a District Conference, refer to Article 13.3.

Any portion of these Articles in conflict with any provision of the Rotary International Constitution or Bylaws are null and void, and the RI Constitution or Bylaws, as the case may be, will prevail.

ARTICLE 1 - DISTRICT FUNCTIONS (GENERALLY)

The functioning of the District is set forth in the most recent Bylaws section of Manual of Procedure of Rotary International.

Historically, District 5280 sponsors major fundraising, fellowship, vocational, community service and international events. In addition, District 5280 traditionally promotes Club events throughout the District, as requested.

ARTICLE 2 - DISTRICT CONFERENCE

Site selection, planning, and execution of the District Conference and of the District Assembly as well as the Business Session of the District Conference shall be in accordance with the most recent Bylaws of Rotary International.

ARTICLE 3 - DISTRICT ORGANIZATION

3.1 The DG shall have maximum flexibility, within the guidelines of the RI mandated District Leadership Plan, in developing and establishing the District's organizational structure as is appropriate to best achieve the District's goals and objectives. This may include, but is not limited to, appointments of Senior Assistant Governors, Assistant Governors, Governor's Aides or Executive Aides or Chief of Staff, and District Committee Chairs. The structure suggested by these Guidelines is recommended but not mandated.

3.2 CLUB SIZE DESIGNATION: That the Club Size Designations of "Small", "Medium" and "Large" be designated based on the number of members in the most recent January 1st District Dues Report and be determined by allocating to the "Large" category those clubs with 51 or more members; to the "Medium" category those clubs with 21 to 50 members; and to the "Small" category those clubs with 20 members or fewer.

ARTICLE 4 - STANDING DISTRICT COMMITTEES GENERALLY

4.1 STANDING DISTRICT COMMITTEES: The Standing District Committees may include, but are not limited to: Nominating/Selection, Finance, Policy and Guidelines, Club Service, Community Service, Vocational Service, Youth Service, International Service, Disaster Relief, New Club Development, Membership, The Rotary Foundation, Peace & Conflict Resolution, Strategic Planning, District Conference, District Assembly and Communications (each a "Standing District Committee" or together, the "Standing District Committees").

4.2 FIRST APPOINTMENTS: The DGE appoints the chairs of Standing District Committees, except the chairs for the Nominating and Selection, Finance and Policy and Guidelines Committees, as soon as practical (See Article 4.3, below for the appointment of the chairs to these three Standing District Committees), and in all events prior to the Rotary International Convention immediately preceding the DGE's term as DG (See Article 9.2., below, concerning timing of appointments).

4.3 TERMS OF APPOINTMENTS: Chairs of Standing District Committees serve at the pleasure of the appointing DGE in the year in which the DGE is the DG. The period of term of office is normally consistent with that served by the appointing DGE in the year in which they are DG.

4.4 COMMITTEE STRUCTURE: (Generally): The Standing District Committee structure normally follows the Avenues of Service. Each Standing District Committee structure shall be determined by the DGE for the year in which the DGE is the DG.

4.5 COMPOSITION: Each of the Standing District Committees, *other than Finance, and Policy and Guidelines*, should be composed of members serving a one-year term; however, some of the Standing District Committee's leadership positions may be for a multi-year commitment, specifically in the areas of Membership, The Rotary Foundation, New Club Development and International Service. All appointments shall be made only after consent has been obtained from the appointee. Unless otherwise provided under these Policies and Guidelines, a Rotarian may serve as a member of a Standing District Committee for an unlimited number of consecutive years, but only at the pleasure of the DG.

4.6 STANDING DISTRICT COMMITTEE CHAIRS: All Standing District Committee chairs appointed by the DGE (See Article 4.2, above), shall act at the direction of and report to the DG in the year(s) in which the chairs serve. A Rotarian may not serve more than three consecutive years as a chair of any single Standing District Committee, unless otherwise requested to do so by a DGE for purposes of maintaining continuity.

4.7 MEETING PLACE: In the event “in person” meetings are not possible, advisable, or at the discretion of the Standing District Committee chair, meetings of any Standing District Committee may take place through a digital video platform.

ARTICLE 5 - POLICIES AND GUIDELINES COMMITTEE

5.1 PURPOSE: The Policies and Guidelines Committee (at times, the “P&G Committee”), while advisory in nature, is empowered to discuss, analyze, and report on strategic issues or topics and recommend changes to existing policies and guidelines that are related to the successful long-term operation of District 5280. Its purpose is to provide continuity of planning to the District, examining specific problems and potential changes without the pressure of immediate implementation.

5.2 COMPOSITION: The Policies and Guidelines Committee consists of a representative cross section of the membership of District 5280. It shall consist of the following individuals: Twelve Rotarians, preferably past presidents, who are members in good standing of Rotary Clubs within District 5280, and as ex-officio members, the immediate Past District Governor (“IPDG”), the DG, the DGE, the DGN, and the District’s General Counsel (See, also, Article 5.5, below).

5.3 INTRODUCTION OF MATTERS TO BE ADDRESSED BY THE COMMITTEE: Matters may be referred to the Chair of the Policies and Guidelines Committee by members of the Committee, the DG, DGE, DGN, Club Presidents, or at any duly authorized District meeting at which all clubs are represented (e.g., District Leadership Breakfasts, the District Assembly, and the District Conference).

5.4 COMMITTEE CHAIR: The IPDG shall serve as Chair. If the Chair should be unavailable due to death, illness, lack of membership in good standing of a District 5280 Rotary Club, or declines to serve, and the previous year’s Chair is unavailable for any reason, the honor and duty should be passed on to the next most recent PDG preceding the IPDG who is not then a member of the Policies and Guidelines Committee and who is available and consents to serve.

5.5 SELECTION OF MEMBERS: Each year, before the end of the DG’s term, the DG shall appoint six Rotarians, each representing one of the six geographical areas outlined in “Geographical Areas” (See Article 5.11, below) to serve a term of two years. The ex-officio members shall be selected because of their office.

5.6 TERMS OF OFFICE: The twelve Rotarians shall each serve a term of two years. One member representing each geographical area will retire each year. Members who have fulfilled a full two-year term will not be eligible for appointment to a second consecutive term; however, the DG may ask a member who is terming out to remain an additional one year as a nonvoting member for the purpose of completing an unfinished task. The ex-officio members are eligible

to serve for the term of their office.

5.7 RESIGNATIONS - (MID-TERM APPOINTMENTS): If an appointed member resigns mid-term, the Chair will ask the resigning member to suggest names to be considered as a replacement. At the following meeting of the Committee the candidates will be discussed, and a decision made selecting the top two candidates. The Chair will call the candidates in order of priority set by the Committee, adding the first candidate to accept to the Committee as the new member. A member added mid-term serves the balance of the term of the person replaced and may be appointed to serve a full succeeding term of two years.

5.8 DUTIES OF THE CHAIR: The Chair shall:

5.8.1 Calendar Meetings: Call and chair meetings at least semiannually or more frequently upon request of the DG, the Chair, or the members of the Committee.

5.8.2 Set Meeting Place and Agenda: Arrange the meeting site, times, manner of meeting (if other than in person, through an acceptable digital media) and agenda for each meeting with the input of the Committee, the Clubs, or the DG, and publish notice of the meeting and its agenda for the Committee members.

5.8.3. Preside at Meetings: The Chair shall preside over the meeting and will use “Robert’s Rules of Order” in settling any questions of procedure.

5.8.4 Appoint a Secretary of the Policies and Guidelines Committee: From among the members of the Committee, the Chair will request that one member accept the appointment as the Secretary of the Committee, who will be responsible for keeping notes of the meetings based upon the written agenda and discussions had. As well, the Secretary will be present at the District Conference and the business meeting, taking notes and transcribing them into adopted resolutions with changes, if any, to be made to these Policies and Guidelines.

5.8.5 Form Sub-Committees: Designate such sub-committees as the Chair or the Committee deem necessary and useful to pursue the sub-committee’s objectives.

5.8.6 Publish Committee Recommendations: Cause recommendations of the Committee to be submitted in writing to the DG, Club presidents, and the District assembled as a whole, as the Chair deems necessary or appropriate.

5.9 QUORUM: A quorum shall consist of a majority of the voting members of the Committee.

5.10 VOTING: All Committee members, including ex-officio members, except the Chair and the District General Counsel, shall have a vote. In the event of a tie vote of voting members, the Chair shall vote to break the tie. Any action taken upon motion of the Committee shall require a quorum of members to be present at the time a vote is taken and must be passed by a simple majority of those voting.

5.11 GEOGRAPHICAL AREAS:

5.11.1 Area 1 (12 Clubs) - Northern Area. Beverly Hills, Downtown LA, Historic Filipinotown, Hollywood, Koreatown, Little Tokyo, Los Angeles, Rancho Park, Thai Town, Westwood Village, Wilshire, Rotarians for Environmental Action.

5.11.2 Area 2 (11 Clubs) - Airport Area. Carson-Gardena-Dominguez, Culver City, El Segundo, Hawthorne-LAX-Lennox, Inglewood, Latinos Unidos, Pacific Palisades, Playa Venice, Santa Monica, Westchester, Rotarians in Service for Equality.

5.11.3 Area 3 (11 Clubs) – South Bay Area. Colombo Americano, Hermosa Beach, Lawndale, Manhattan Beach, Palos Verdes Peninsula, Palos Verdes Sunset, Redondo Beach, San Pedro, South Bay Sunrise, Torrance Del Amo, West Torrance.

5.11.4 Area 4 (11 Clubs) – Eastern Area. Bellflower, Compton, Crenshaw Park Hills Heights, Downy, Lynwood, Paramount, Rio-Hondo-Vernon, Rotarians Fighting Human Trafficking, South Gate, Southwest Los Angeles, Wilmington.

5.11.5 Area 5 (10 Clubs) – South and East Valley Area. Burbank Noon, Burbank Sunrise, Glendale Noon, Glendale Sunrise, Greater Van Nuys, Northeast Los Angeles, San Fernando Valley Evening, Studio City/Sherman Oaks, Sunland Tujunga, Mental Health and Wellness Club.

5.11.6 Area 6 (8 Clubs) – North and West Valley Area. Calabasas, Granada Hills, LA Cedars, Malibu, Santa Clarita Sunrise, Santa Clarita Valley, West San Fernando Valley, Woodland Hills.

5.12 A BALANCING: In order to keep each Area approximately the same number of Clubs, the Areas should be balanced from time to time with the advent of new Clubs or the demise of Clubs. Such realignment shall be proposed by the Policies and Guidelines Committee and shall be confirmed by a vote of the members present at the Business Session of the next District Conference.

ARTICLE 6 - FINANCE COMMITTEE

6.1 RESPONSIBILITIES: The Finance Committee shall undertake the following duties:

6.1.1 Budget: Receive from the DGE the proposed budget for the next Rotary Year and ratify the publication of the District budget. The District budget must be presented to the incoming Club presidents at least four (4) weeks before the District Assembly for their approval at that meeting, or four (4) weeks before any other scheduled meeting of the incoming Club presidents that is held prior to the beginning of the Rotary Year.

6.1.2 Financial Report: District Treasurer will prepare a preliminary annual District financial report, which must be given to all Club presidents in the District. This should be published as soon as possible, but between three to six months after the end of the Rotary Year of the DG.

6.1.3 Independent Financial Statement Review: Annually the District's financial records and statements will be reviewed by an independent accountant. The prior year's reviewed report, which will include a report of the findings and any recommendations for improvements, shall be provided to the Club presidents for their information at least thirty (30) days before the District Conference.

6.1.4 District Bank Accounts: The District Treasurer examines all District bank accounts (See also Article 7.1, below).

6.1.5 Monitoring and Oversight: Provide oversight and monitor control of all District financial accounts.

6.1.6 Meetings: Meet at least semiannually, or more frequently upon request of the DG, the Chair, or the Finance Committee members, to receive a current District 5280 financial report from the Treasurer and conduct such other business and to receive and prepare such other reports as the Finance Committee deems useful in discharging its responsibilities.

6.2 COMPOSITION:

6.2.1 Voting Members: The Finance Committee shall consist of the following voting members: Six representative Rotarians appointed for staggered three-year terms (See Article 6.3, below) and the following voting ex-officio members: the DG, the DGE, the DGN and the current District 5280 Treasurer.

6.2.2 Chair: The IPDG shall serve as Chair. The IPDG, as the Chair, shall

only have a vote in case of a tie or if a vote is necessary for a quorum. When the Chair is temporarily absent, the most senior of the six Rotarians serving a three-year term shall serve as acting Chair.

6.2.3 Additional Ex-Officio Members: Additional non-voting ex-officio members shall consist of the following: the immediate past District 5280 Treasurer, the Treasurer Designate of the DGE, the Treasurer Designate of the DGN, and the District General Counsel. The Rotary Foundation Committee Stewardship Sub-Chair and the District 5280 Charitable Foundation Chair shall each be added to the Finance Committee in a non-voting capacity, so as to act as a liaison between the Rotary Foundation Committee and the District 5280 Charitable Foundation Committee, respectively, on the one hand, and the Finance Committee, on the other hand.

6.2.4 Eligibility: To be eligible to serve on the Finance Committee, a member must be a member in good standing of a District 5280 Rotary Club and have satisfied the attendance requirements at the member's own Club.

6.3 APPOINTMENT OF SIX REPRESENTATIVE ROTARIANS

6.3.1 Qualifications: The six Rotarians, in addition to being members in good standing of District Clubs, ideally a member should be a CPA, a finance professional, a professional with substantial financial background and experience, or a Rotarian with financial reporting and control experience gained through business or education.

6.3.2 Three-year Staggered Terms and Selection from Club Geographical Areas: The six Rotarians each shall serve a single three (3) year term. Their terms will be staggered, with two (2) retiring at the end of each Rotary Year. Each year, before the end of the DG's term, the DG shall appoint two new members, each representing one of the six geographical areas outlined in "Geographical Areas" (See Article 5.11, above), to serve a three (3) year term, so that at all times the composition of the Finance Committee shall have one representative from each of the geographical areas within the District.

6.3.3 Term Limits: Members who have fulfilled a full three (3) year term will not be eligible for appointment to a second consecutive term, unless such member is also the IPDG, in which event they will serve as Chair of the Finance Committee (See Article 6.2.2, above). However, a Rotarian appointed to fill an unexpired term of shorter than three years may be eligible for appointment to a full three-year term.

6.4 APPOINTMENT OF EX-OFFICIO MEMBERS AND TERMS:

6.4.1 Treasurer: The District Treasurer will be appointed by the DGE and shall serve at their pleasure at the time they are the DG.

6.4.2 Qualifications: The ex-officio members shall be deemed qualified by virtue of their office.

6.4.3 Terms: The ex-officio members will serve on the Finance Committee for the term of their office.

6.5 DUTIES OF THE FINANCE COMMITTEE CHAIR: The chair shall:

6.5.1 Calendar Meetings: Arrange the meeting site, times, manner of meeting (if other than in person, through an acceptable digital media), the agenda for each meeting with the input of the Finance Committee members or the DG and publish the notice of the meeting and its agenda for the Finance Committee members and the Club presidents.

6.5.2 Preside at Meetings: The chair shall preside over the meeting and will use "Robert's Rules of Order" in settling any questions of procedure.

6.5.3 Appoint a Secretary of the Finance Committee: From among the members of the Finance Committee, the Chair will request that one member accept the appointment as the Secretary of the Committee, who will be responsible for keeping notes of the meetings based upon the written agenda and discussions had. Also, the Secretary will be present at the District Conference and the business meeting, taking notes and transcribing them into adopted resolutions, if any, to be taken into account by the Finance Committee.

6.5.4 Form Sub-committees: Designate such sub-committees as the chair or the Finance Committee deem necessary or useful to pursue the sub-committee's objectives.

6.5.5 Publish Committee Recommendations. Cause recommendations of the Finance Committee to be submitted to the DG, the Club presidents, the Policy and Guidelines Committee, the Strategic Planning Committee, and the District assembled as a whole, as appropriate.

6.6 RESPONSIBILITIES OF THE TREASURER: The treasurer shall undertake the following duties:

6.6.1 Financial Statements: Prepare monthly or quarterly financial statements, including any and all accounts receivable and accounts payable, and such other information as may be requested by the DG or

the Finance Committee.

6.6.2 Financial Reports: Present a quarterly financial report to the Finance Committee, or more often than quarterly as may be requested by the DG or the Finance Committee.

6.6.3 Oversight: Oversee all District accounting.

6.6.4 Standing District Committee Budgets: Be responsible for ensuring detailed budget reports are prepared by or on behalf of each of the District Standing Committees and be submitted to the DG for approval before the beginning of each Rotary Year, prior to approval of any costs, for each major District event.

6.6.5 District Major Event Budget Reconciliation: Request from each District Standing Committee, with respect to each major District event, a budget reconciliation report detailing the costs of the event and the event income, which will be completed and presented to the Treasurer within two months of the completion of the major District event for which the budget reconciliation report is prepared and presented.

6.6.6 Corporate Compliance by the District: On an annual basis, for each Rotary Year, assure that the District is in compliance, in all respects, with any and all filings required by any and all governmental agencies, including with respect to the District as a California legal entity as well as the filing of any and all tax returns and the payment, if required, of any taxes or fees relating thereto and arising therefrom from time to time as may be required by federal or state taxing authorities.

6.7 QUORUM: A quorum of the Finance Committee shall consist of a majority of the voting members. (See Article 6.2.2, above, as to when the IPDG may be counted for a quorum.)

6.8 VOTING: Any action will require a quorum to be present at the time to vote and must be passed by a simple majority of those voting (except with respect to the matters discussed in Article 6.10.2).

6.9 INABILITY TO SERVE:

6.9.1 Chair: If the IPDG should be unavailable due to death, illness, lack of membership in good standing of a District Rotary Club, or declines to serve, and the previous year's chair is unavailable for any reason, the honor and duty would be passed on to the next most recent PDG preceding the Chair who is not then a member of the Finance Committee and who is available and consents to serve.

6.9.2 Representative Rotarian Member. Should a representative Rotarian be

unavailable due to death, illness, or lack of membership in good standing of a District 5280 Rotary Club, or declines to serve, the replacement representative member shall be appointed by the PDG who appointed the original representative. The replacement representative member shall serve for the remaining balance of the original three-year term. If the original appointing PDG is not available due to death, illness or lack of membership in good standing of a District 5280 Rotary Club, then, the next most recent PDG preceding the appointing PDG who is not then a member of the Finance Committee shall make the replacement appointment.

6.10 RESERVE FUND

DISTRICT RESERVE FUNDS: The District shall maintain District Reserve Funds in the amount of \$100,000.00 or 50% of the annual dues paid to the District from the Clubs, whichever is greater. These funds shall be referred to as the "District Reserve Funds." All remaining surplus at the end of the Rotary Year shall be credited to the District Reserve Funds. District Reserve Funds may be used for the following District related items only: operations, programs, capital outlays, district promotion, membership promotion, or distributed to the District Charitable Foundation as approved by the Finance Committee. The following guidelines shall apply for use of District Reserve Funds.

6.10.1 District Reserve Fund: Review and make recommendations at least annually, or more often if desirable regarding the amount of money to be kept in the District Reserve Fund. At the end of the Rotary Year, the Finance Committee may allocate to the District Reserve Fund, those funds received as income more than expenditures for that Rotary Year. The above allocation will be noted, and the financial statement issued by the Finance Committee will affect the balance of the District Reserve Fund.

6.10.2 Written Approval for Withdrawal from District Reserve Funds: Funds may not be taken from the District Reserve Funds without the approval of at least six (6) of the voting members of the Finance Committee.

6.10.3 Forms of Approval. The written or electronic request for approval to withdraw money from the District Reserve Funds must designate the amount of the funds to be withdrawn, the purpose of the funds, the method of repayment, if any, to the District Reserve Funds, and the signatures of all members approving the action.

6.10.4 Permanent Record. The written approval shall be made a permanent part of the District financial records.

6.10.5 District Governor Discretionary Access. The DG shall have discretionary use of the District Reserve Funds, solely for District purposes, subject to the following: The maximum amount of such

DG discretionary use per Rotary Year shall be 10% of the amount of the District Reserve Funds which exceeds the minimum amount required.

6.10.6 Utilization of Excess Funds: In connection with the annual reserve funds. Any member of the Finance Committee may make a recommendation on the utilization of the excess of funds with the approval of the Finance Committee to benefit District 5280.

6.10.7 District Governor Discretionary Access: The DG shall submit such request for discretionary funds directly to the District Treasurer in writing by paper or in electronic form; and the amount of funds used by the DG pursuant to this paragraph shall not be included in the District Budget as a line item.

ARTICLE 7 - FINANCIAL MANAGEMENT

7.1 BANK ACCOUNTS: All bank accounts of the District and the Standing District Committee shall be maintained in a federally insured depository institution maintaining a branch within District 5280.

7.1.1 Bank Account Signatories: The following District leaders are authorized check signers: the sitting District Governor, District Governor-Elect, Immediate Past District Governor, & District Treasurer – a total of four authorized individuals. In addition to the District Treasurer, the District Governor, DG-Elect and IPDG shall also have access to checks for emergency use.

7.1.2 District Expenses: To make payment for approved District events the District Check or Credit Card should be utilized. The District Credit Card authorized users are the District Office Manager and District Treasurer. However, Rotarians may use their own funds to pay for certain expenses if specifically approved in advance by the District Governor.

7.1.3 Check Request and Reimbursement Procedures: All check requests and expense reimbursements should be made by fully completing either the District Check Request Form or the District Reimbursement Form. The form must include all supporting documents, i.e., both invoice and receipt (or other evidence of payment). The form should be signed and then submitted to the District Governor for written approval.

7.2 ROTARY INTERNATIONAL FUNDS (DG's expenses): Funds furnished to the District or the DG to reimburse the DG's expenses shall become a part of the District General Funds. At the end of the DG's Rotary Year, it is the responsibility of the DG to complete any and all forms required by Rotary International to obtain all of the

expense reimbursement the District or the DG is entitled to receive.

7.3 **REVIEWS:** The cost of professional assistance in preparing reviews and other financial matters shall be borne by the District.

7.4 **ADDITIONAL GUIDELINES FOR THE FINANCIAL MANAGEMENT OF DISTRICT FUNDS:**

7.4.1 **DG's Expenses:** District Funds are used to cover the incumbent DG's expenses for visitation trips within the District. The current amount should be determined by the District Governor-Elect who will submit it to the Finance Committee for approval in preparation for the upcoming year.

7.4.2 **President Elect Training Seminar:** District Funds may be used to cover hotel, meals, and registration costs of attending PETS by the DGN, DGE, DG, Senior Assistant Governors, Assistant Governors, and the Governor's Executive Aide/Chief of Staff.

7.4.3 **Zone Institute:** District Funds will be utilized as a stipend to cover air travel by the lowest possible fare on a scheduled airline (or equivalent), registration, official meals, and hotel costs of attending the Zone Institute by the DG, DGE, DGN, and at the DG's discretion, selected District leaders chosen by the DG to attend the Zone Institute, and their respective partners.

7.4.4 **International Assembly:** District Funds may not be used to cover costs incurred by the DGE or their partner for attending the International Assembly, as RI covers that cost for the DGE and one-way travel for their partner. District Funds may not be used for exchanged gifts with other participants, personal cards or transportation of personal items.

7.4.5 **International Convention (attended by DG and DGE):** District Funds are used to cover the actual costs incurred by the DGE and their partner to attend the International Convention preceding the DGE's term of office as DG. District funds may be used to pay the expenses of the DG and their partner to attend the International Convention held in the Rotary Year in which they are the DG. Such actual costs for the DGE, DG and their respective partners may include the lowest possible fare on a scheduled airline or equivalent, registration, hotel room and official meal functions.

7.4.6 **Meals and Registrations (District events other than District Conference):** Meals and registration costs may be covered by District Funds for the DG and their partner at any District sponsored event. Normally, hotel and hospitality room costs are covered by the hotel at no cost to the District.

7.4.7 **Meals and Registrations (District Conference):** Meals and registration costs of the DG, the District Conference chair, and their respective partners,

shall be covered by District Funds and, budget permitting, for the DGE and their partner. The District Conference chair should attempt to procure from the hosting venue complimentary hotel and hospitality rooms that would be made available, first for use by the DG, the District Conference chair and their respective partners, and if any remain, the DGE and their partner, and, thereafter, to the DG to be allocated at the DG's discretion. Notwithstanding the District Conference chair's best efforts, if the venue does not so provide, District Funds may and should be allocated such that complimentary hotel and hospitality rooms may and should be made available for use by each of the DG, the Conference Chair, and their respective partners, and budget permitting, for the DGE and their partner, as well. The DG's annual budget submitted to the Finance Committee as the DGE (See, Article 6.1.1) should include, among other things, an allocation for the DG's expenses incurred for the District Conference ("District Conference Expenses"), which District Conference Expenses may include, without limitation: (1) the DG's reception at the District Conference; (2) expenses for the RI President's representative and their partner for registration, hotel, meals and gifts for each; and (3) expenses for speaker(s) (not including their partner) for travel, room, meals and a gift. RI discourages the practice of paying from District Funds stipends to District Conference speakers and, therefore, discretion must be used in allocating funds for the speaker for such purpose. No overage on room costs at the District Conference will be paid from District Funds.

7.4.8 Global Scholars and Vocational Training Team ("VTT") members at District Events: Subject to review and approval by the DG and District Conference chair (if applicable), scheduled hotel and meal costs of incoming and outgoing Global Scholars and VTT members attending required District events should be paid from District Funds. The Finance Committee should be provided, as early as possible, with an estimated budget for such expenses.

7.4.9 Gifts: The budget submitted by the DGE (See Article 6.1.1) should include an allocation (separate from the District Conference Expenses) for the cost for gifts to District officers, Committee chairs, and others who have been particularly helpful to the DG throughout their Rotary Year.

7.4.10 DG's Pin: District Funds may and should be allocated and paid to cover the cost of a Past Governor's pin for the outgoing District Governor.

7.4.11 Startup Costs: District Funds should be budgeted to provide the DGE with an adequate amount to cover start-up costs as the DG. The allocated amount should be made available soon after the start of the DG's Rotary Year and amounts expended by the new DG should be supported by vouchers or other evidence.

ARTICLE 8 - NOMINATING AND SELECTION COMMITTEE

The Nominating and Selection Committee (NSC) is responsible for the selection of the DG to serve District 5280 for three years from the beginning of the current Rotary year. This process will begin from July 1st of each Rotary year and conclude no later than January 31st. Service on this committee is a one-year commitment.

8.1 COMMITTEE COMPOSITION: The NSC shall be composed of thirteen members selected as follows: (A) The current DG, DGE, and DGN; (B) The four most recent PDG's of District 5280; and (C) six District 5280 Club representative members who have previously served as Club President. Each NSC member will serve for a term of one year with the following restrictions.

8.1.1 Eligibility: NSC Club representatives must be actively participating Past Presidents in good standing from a District 5280 Club that is also in good standing with Rotary International and District 5280. PDG's, other than those specifically noted in Section 8.1 "Committee Composition", are not eligible to serve on the NSC.

At no time can more than two members of the same Club serve concurrently on the NSC. Additionally, all NSC members will be required to participate in an Orientation/Training Meeting that will be conducted by the District, not less than two weeks prior to the scheduled candidate interviews. This Orientation/Training Meeting will include duties of the NSC, the requirement for confidentiality, the interview process and techniques, and other relevant topics. All NSC members will be required to sign a Non-Disclosure Agreement (NDA).

8.1.2. No Conflicts of Interest: An NSC member, excluding the DG, DGE, DGN, and PDGs whose Club is sponsoring an Applicant for the office of DG shall be ineligible to serve on the NSC.

If the DG, DGE, DGN, or PDGs' club is sponsoring an Applicant, the DG, DGE, DGN, PDG may continue to serve on the NSC, however they will not be permitted to vote in the selection process.

Note that Conflicts of Interest may arise in other situations, such as an applicant being an immediate family member of an NSC member. The NSC Chair, in consultation with the DG, has the discretion and authority to handle other potential conflicts of interest, which may result in the requiring the NSC member to recuse themselves from serving on the NSC. A replacement would be selected as defined in 8.1.5.

8.1.3 Chair: The Chair of the NSC will be the most senior of the four PDG's serving on the NSC.

8.1.4 Club Representative Member: The Club Representative Members to serve on the NSC in the next Rotary year will be selected at the District Conference Business Meeting via a random drawing from a pool of all eligible District 5280 Clubs. Six primary Clubs and six alternate Clubs will be randomly selected, without regard to Club size. Any Club selected must be in good standing with Rotary International and District 5280 and the incoming Club President must have completed the PETS program.

Each Club that serves on the NSC, or which declines to appoint a representative when entitled to do so, will be withdrawn from the pool of Clubs for selection by random drawing in each succeeding Rotary year until all Clubs have been represented on the NSC or have declined to appoint a representative when entitled to do so. When the pool has been depleted, all Clubs will be returned to the pool. A new Club will be added to the pool in the year they are chartered.

Each of the six primary Clubs will be entitled to appoint a representative to serve on the NSC. That representative must fulfill the eligibility requirements as specified in Section 8.1.1; and may not have served previously as a Rotary District Governor.

If any of the six primary Clubs is unable to provide an eligible representative by the Chair's requested date, the first alternate Club will be invited to provide an eligible representative, and so on, until all six Club representative member seats have been filled.

All six alternate Club representatives will be invited to attend all meetings of the NSC, including the candidate interviews, for the purpose of having fully trained and informed alternate NSC members should any of the six primary Club representatives be unable to participate in the interview and selection process, thereby jeopardizing the quorum requirement. These alternate representatives will not be allowed to participate in the selection deliberations or vote, unless they are needed to step in for one of the other six Club representatives. These alternates would be subject to the same requirements as all other members of the NSC. If needed, they would be selected to serve in the order in which their Club was pulled in the random drawing at the District Conference Business Meeting. If any of these six alternate Club representatives are not needed to serve on the NSC (specifically, they were trained, but were not needed to serve as voting members), their Club would be returned to the random pool for drawing in the following year.

8.1.5 Inability to Serve:

Chair: If the Chair is unavailable or declines to serve, and the previous year's Chair is unavailable or declines to serve, the Chairmanship would pass to the most recent PDG preceding the Chair who is not then a member of the NSC.

PDG, other than the Chair: If any of the four PDG's are unavailable or declines to serve, the PDG member would be replaced by the most recent PDG preceding the Chair who is not then a member of the NSC.

Club Representative Member: If a Club Representative member is unavailable or declines to serve, or who is ineligible due to conflict of interest, the Club Representative member will be replaced by an eligible representative from the first alternate Club drawn, and so on.

Permanent Ineligibility of a PDG: If a PDG becomes permanently unavailable to serve on the NSC for future years, the NSC Chair will continue to serve as Chair for an additional Rotary year, so that the normal progression of the NSC members to the office of Chair will not be changed.

8.2 VOTING AND QUORUM

The NSC cannot act with less than twelve of the thirteen committee members present at the time a vote is taken. All committee members are considered voting members, including the Chair. DG Selection is decided based on receiving the highest number of votes. In the case of a tie, a revote will be taken until one candidate prevails with the highest number of votes.

Note that if any of the DG, DGE, DGN, or PDGs have a conflict of interest, such as an applicant sponsored by their Club, they may continue to serve on the NSC, but must recuse themselves from voting. This will reduce the number of total votes cast. However, it will not change the decision criteria as stated above, the DG Selection is decided based on receiving the highest number of votes. If only one candidate is being considered, a majority vote of confidence is required.

8.3 NSC PROCESS, TIMELINE, AND OPERATION

8.3.1 Application Process:

Publicity: The NSC Chair, in consultation with the DG, is responsible for publicizing the Nominating Process to all Rotarians in District 5280. All qualified Rotarians should be encouraged to submit an application.

The Application Packet shall be available on the Members Only section of the District website. It may also be sent to all Rotarians via the District Newsletter or other digital platform from the DG office, as well as announcements at Rotary meetings and activities, and personal contact. All available resources to encourage qualified Rotarians to consider applying should be utilized.

Application Materials: The NSC Chair, in consultation with the DG, is responsible for any updates to the Application Packet (including required materials) prior to the beginning of the process.

The NSC Chair, in consultation with the DG, is responsible for setting the deadline for receipt of completed Application Packets within the parameters of July 1st to November 30th. Applications should be submitted directly to the NSC Chair. The NSC Chair will provide copies of all application packets to the NSC members no less than one week prior to the applicant interviews. The NSC may determine that additional applications should be solicited.

NSC members will be asked to return or destroy all Application Packets at the end of the process. The District Office will maintain one file to keep all Application Packets for five years.

Informational Meeting: The NSC Chair, in consultation with the DG, is responsible for organizing an Informational Meeting for all interested Rotarians on the responsibilities, duties, and any financial commitment of the office of DG. This informational meeting shall also review the timeline for the selection process, the application packet, and the interview process.

Candidates Responsibilities: The Candidate is responsible for submitting the completed Application Packet to the NSC Chair by the deadline, including all requested forms, properly signed, and a complete resume/curriculum vitae of the Candidate's Rotary Club leadership experience, community service activities, community service outside of Rotary, and any relevant educational and professional experience.

Sponsoring Club's Responsibilities: The officers of the Club sponsoring a Candidate shall take the primary responsibility for verifying the accuracy of the statements contained in a Candidate's resume and will attest to the active involvement of the Candidate in the activities listed.

Contact with the Sponsoring Club: Prior to the Candidate Interviews, two members of the NSC shall meet in person or virtually with the President and one additional member of the sponsoring Club to review the credentials of the Candidate and to inform the Club of its responsibilities during the term of the DG, should that person be selected.

No Electioneering: Electioneering by a Candidate or by others on their behalf is strictly prohibited.

8.3.2 Selection Process:

NSC Meetings: The NSC Chair, in consultation with the DG, is responsible for calendaring the mandatory Orientation/Training meeting for all NSC members (See Section 8.1.1).

The NSC Chair, in consultation with the DG, is responsible for establishing mutually acceptable times and locations for the NSC to conduct Candidate

Interviews, providing such time is at least fourteen days after the deadline for receipt of the applications and not later than January 31st.

Should “in person” meetings not be advisable, practical, or at the discretion of the NSC Chair in conjunction with the DG, all NSC Meetings may take place through a digital platform.

The NSC Chair is responsible for notifying all NSC members of meeting dates and other pertinent information. The DG shall provide any administrative or secretarial support as reasonably requested by the NSC Chair.

Candidate Interviews: The NSC Chair, in conjunction with the DG, will develop questions to be presented to each candidate. Each committee member, including the Chair, will be assigned a question to ask each candidate in turn. Each candidate will be asked the same questions. Compound questions should be avoided.

Candidates will be provided a four-minute introduction timeframe, three minutes to respond to each question, and five minutes for a closing statement. A timekeeper will be selected from the committee to ensure each candidate is afforded equal time.

On completion of all interviews, time will be afforded for committee discussion. Upon completion of discussion, a confidential vote (in person or virtually) will be taken. The assigned vote counters, selected by the committee will tally the vote and present them to the Chair for announcement.

8.3.3 Selection Criteria:

Best Rotarian for the Position: The NSC shall nominate the best qualified Rotarian who is available to serve as DG. When a candidate fails to obtain the written endorsement of their Club, the NSC shall investigate the reasons why the Club has failed to suggest or endorse the candidate by interviewing both the candidate and all appropriate representatives of the Club, including, but not limited to, the Club President. The NSC shall make appropriate findings concerning the circumstances investigated and shall consider such findings in determining the best qualified Rotarian available in the district to serve as DG.

The NSC shall not be limited in its selection of a DG to those names submitted by Sponsoring Clubs in the District, or in the case that no Club suggests a Rotarian as DG candidate the NSC shall seek the best candidate to serve as DG of the District.

For all candidates, the NSC will review and may consider each candidate’s Rotary, professional, and community experience, as well as their interview performance, when making their selection.

Voting Process. Refer to Section 8.2 Voting and Quorum.

8.3.4 Notification and Challenge:

Notification: Upon selection of a candidate, the DG will inform the selected candidate and give written notice to the Clubs. The DG will also contact all other applicants.

Challenge: A challenge to the selection of a candidate can only be made to the NSC Chair and DG by the Club of an unsuccessful candidate within fourteen days of notification of the selection, following the procedures set forth in the relevant Article of the most current RI Bylaws, as amended or revised. In the case of only one candidate, a challenge would not be applicable.

8.4 SELECTION OF A VICE GOVERNOR

Following the selection of the District Governor Designate, The District Governor Elect will present the Nominating Selection Committee (NSC) with the name of the Vice Governor selected by the DGE to serve during the DGE's term as District Governor for the NSC's vote of approval. The role of the Vice Governor must be filled by a Past District Governor. The Vice Governor would serve in the capacity of DG if the elected DGE is unable to complete their elected DG term due to incapacity or declines to serve the complete DG term.

ARTICLE 9 – RESPONSIBILITIES OF DGE, DGN, AND DGD AND REFRAINS

9.1 DISTRICT GOVERNOR DESIGNATE INTERNSHIP: During the balance of the Rotary Year in which the District Governor Designate (DGD) is nominated, and after the challenge period has expired (See the latest RI Bylaws, as amended or revised), the DGD will serve an internship with the incumbent DG and shall carry out such duties as the DG requests or directs.

9.1.1 Candidate Participation in the Foundation: From the time the Candidate is nominated by the NSC (when the Candidate is known as the DGD), through June 30 of the Year immediately preceding the Rotary Year the Candidate is to serve as DG (when the Candidate is known as the DGE), the Candidate will actively participate with the Rotary District 5280 Foundation chair and The Rotary Foundation team to assist in the solicitation of contributions to the Rotary Foundation.

9.1.2 Candidate Engaging with or Observing District Leadership: From the time the Candidate becomes the DGD, through June 30 of the Year immediately preceding the Rotary Year the Candidate is to serve as DG (when the Candidate is known as the DGE), the Candidate will observe, interact and engage with current District Leadership and actively participate in the events of the District including attending Standing District Committee meetings and, if or when possible, Rotary International Conventions,

Institutes, and Assemblies, and attend such other meetings with the DG, the DGE and the DGN, as the DG deems appropriate during such period.

9.2 DGE, DGN AND DGD APPOINTMENT ANNOUNCEMENTS

9.2.1 Candidate Refrain No. 1: From the time the Candidate becomes the DGD, until after the Zone Institute is held during the second Rotary Year preceding the candidate's term as District Governor (when the candidate is known as the DGN), the Candidate will refrain from disclosing or announcing the appointment an Executive Aide/Chief of Staff.

9.2.2 Candidate Refrain No. 2: From the time the Candidate becomes the DGD, until April 1st of the second Rotary Year preceding the candidate's term as District Governor (when the Candidate is then known as the DGN), the Candidate will refrain from the appointment of, and meetings with a prospective District Conference chair, Rotary Foundation major event chair, District 5280 Foundation chair (if such position is open during the candidate's term as District Governor) and District 5280 International Service Committee Humanitarian Trip chair.

9.2.3 Candidate Refrain No. 3: From the time the Candidate becomes the DGD, until October 1st of the Rotary Year immediately preceding the candidate's term as District Governor (when the Candidate is then known as the DGE), the Candidate will refrain from the appointment of, and meetings with, all other prospective members of the District leadership team, including, but not limited to, Senior Assistant Governors, Assistant Governors, trainers, and Standing District Committee chairs and any prospective members of those Standing District Committees.

9.2.4 Candidate Refrain No. 4: From the time the Candidate becomes the DGD, until October 1st of the Rotary Year immediately preceding the candidate's term as District Governor (when the Candidate is then known as the DGE), the Candidate will refrain from conducting or allowing meetings in connection with any other activity or the formation of any committee including preparation for the District Assembly which is to take place during the Rotary Year immediately preceding the candidate's term as District Governor.

ARTICLE 10 - ROTARY INTERNATIONAL CONSTITUTION AND BYLAWS

Any portion of these Articles in conflict with any provision of the Rotary International Constitution or Bylaws are null and void, and the RI Constitution or Bylaws, as the case may be, will prevail.

ARTICLE 11 - STRATEGIC PLANNING COMMITTEE

11.1 PURPOSE: The Strategic Planning Committee is responsible for the

development and maintenance of the District Strategic Plan for District 5280. The nature and purpose of the District Strategic Plan is to provide foresight, continuity, consistency, and integration for effective and efficient conduct of all operations in pursuit of the goals for the District. The Strategic Planning Committee provides consultation to District leadership on strategic objectives and tactical operations. The Strategic Planning Committee has authority to review, analyze, and report on any and all strategic and tactical issues affecting District 5280. The Strategic Planning Committee may recommend changes to existing policies and guidelines. (See Addendum 1 – The Strategic Plan)

11.2 COMPOSITION. The Strategic Planning Committee shall consist of:

11.2.1 Four District leaders shall serve as members of the Strategic Planning Committee during their term of office: IPDG, the DG, the DGE and the DGN. The DGD should participate as an observer. The DG will serve as the Chair of the Committee.

11.2.2 From time to time, at the discretion of the DG, a Rotarian with notable professional experience and expertise in strategic planning may be appointed to the Strategic Planning Committee for a nonrenewable three-year term of office. If deemed necessary or desirable, a different Rotarian with the noted qualification may then be appointed for the following three years.

11.3 DUTIES OF THE CHAIR. The chair shall:

11.3.1 Calendar Meetings: The Chair will call meetings at least annually or more frequently upon request of the Chair, the Strategic Planning Committee members, or the Clubs, for the purpose to evaluate the Strategic Plan and render recommendations based on that evaluation.

11.3.2 Set Meeting Place and Agenda: Arrange the meeting site, times, manner of meeting (if other than in person, through an acceptable digital media) and agenda for each meeting with the input of the Strategic Planning Committee or the Clubs, if applicable, and communicate via email the notice of the meeting and its agenda for the Committee members and the Club presidents.

11.3.3 Preside at Meetings: The chair shall preside over the meeting and will use “Robert’s Rules of Order” in settling any questions of procedure.

11.3.4 Appoint a Secretary of the Strategic Planning Committee: From among the members of the Strategic Planning Committee, the chair will request that one member accept the appointment as the Secretary of the Committee, who will be responsible for keeping notes of the meetings

based upon the written agenda and discussions that take place. Also, the Secretary will be present at the District Conference and the business meeting, taking notes and transcribing them into adopted resolutions, if any, to be taken into account by the Strategic Planning Committee.

11.3.5 Form Sub-Committees: Designate such sub-committees as the Chair or the Strategic Planning Committee deem necessary and useful to pursue the Committee's objectives.

11.3.6 Communicate Committee Recommendations: Cause recommendations of the Strategic Planning Committee to be submitted in writing to Club presidents as deemed necessary or appropriate.

11.4 QUORUM. A quorum shall consist of a simple majority of the voting members of the Strategic Planning Committee.

11.5 VOTING. All the members of the Strategic Planning Committee shall have a vote, any action will require a quorum to be present at the time to vote and must be passed by a simple majority of those voting.

11.6 INTRODUCTION OF MATTERS TO BE ADDRESSED BY THE COMMITTEE. Strategic planning matters may be referred to the Chair of the Strategic Planning Committee by a Club president or any other member of the Strategic Planning Committee. Matters may also be referred to the Strategic Planning Committee by majority at any duly authorized District meeting to which all Clubs have been previously invited (e.g., District Leadership Breakfast, the District Assembly, and the District Conference.)

11.7 MEETINGS OF THE STRATEGIC PLANNING COMMITTEE. The Strategic Planning Committee will meet at least once each Rotary Year to evaluate The Strategic Plan and render recommendations based on that evaluation.

11.8 CHANGES TO THE DISTRICT 5280 STRATEGIC PLAN. Changes to the District's Strategic Plan can be made by the District membership in either of two (2) ways: (1) By simple majority vote at the Business Meeting of the Annual District Conference; (2) By simple majority vote amongst timely submitted ballots cast within Clubs by Club members followed by submission of each Club's results to the appropriate accounting authority designated by the DG.

11.9 OUTCOME OF STRATEGIC PLAN FOR DISTRICT 5280 IN THE ROTARY YEARS 2021-2024. The District is viewed as a valuable support by providing resources and tools to Rotary Clubs to help ensure Rotary is a vibrant, valuable experience for members and fostering continuity of leadership and Club direction. (See Addendum 1 - District Strategic Plan for Rotary Years 2021-2024)

ARTICLE 12 - ROTARY DISTRICT 5280 CRISIS MANAGEMENT PLAN

12.1 PURPOSE. The Crisis Management Plan Committee is responsible for the development and maintenance of the District Crisis Management Plan for District 5280. The nature and purpose of the District Crisis Management Plan is to provide foresight, continuity, consistency, and integration for effective and efficient conduct of all operations in the event a crisis occurs in the District or region. The Crisis Management Plan Committee has authority to review, analyze, and report on any and all issues affecting District 5280 in the case of a crisis situation. The Crisis Management Plan Committee may recommend changes to existing policies and guidelines.

12.2 COMPOSITION. The Crisis Management Plan Committee shall consist of:

12.2.1 Four District leaders shall serve as members of the Crisis Management Plan Committee during their term of office: IPDG, the DG, the DGE and the DGN. The DGD should participate as an observer. The DG will serve as the Chair of the Committee.

12.2.2 From time to time, at the discretion of the DG, a Rotarian with notable professional experience and expertise in crisis planning and management may be appointed to the Crisis Management Plan Committee for a nonrenewable three-year term of office. If deemed necessary or desirable, a different Rotarian with the noted qualification may then be appointed for the following three years.

12.3 DUTIES OF THE CHAIR. The chair shall:

12.3.1 Calendar Meetings: The Chair will call meetings at least annually or more frequently upon request of the Chair, the Crisis Plan Committee members, or the Clubs, for the purpose to evaluate the Crisis Management Plan and render recommendations based on that evaluation.

12.3.2 Set Meeting Place and Agenda: Arrange the meeting site, times, manner of meeting (if other than in person, through an acceptable digital media) and agenda for each meeting with the input of the Crisis Management Plan Committee or the Clubs, if applicable, and communicate via email the notice of the meeting and its agenda for the Committee members and the Club presidents.

12.3.3 Preside at Meetings: The chair shall preside over the meeting and will use "Robert's Rules of Order" in settling any questions of procedure.

12.3.4 Appoint a Secretary of the Crisis Management Plan Committee: From among the members of the Crisis Management Plan Committee, the chair will request that one member accept the appointment as the Secretary of the Committee, who will be responsible for keeping notes of the meetings based upon the written agenda and discussions that take place. Also, the Secretary will be present at the District Conference and the business meeting, taking notes and transcribing them into adopted resolutions, if any, to be taken into account by the Crisis Management Plan Committee.

12.3.5 Form Sub-Committees: Designate such sub-committees, as the Chair or the Crisis Management Plan Committee deem necessary and useful to pursue the Committee's objectives.

12.3.6 Communicate Committee Recommendations: Cause recommendations of the Crisis Management Plan Committee to be submitted in writing to Club presidents as deemed necessary or appropriate.

12.4 QUORUM. A quorum shall consist of a simple majority of the voting members of the Crisis Management Plan Committee.

12.5 VOTING. All the members of the Crisis Management Plan Committee shall have a vote, any action will require a quorum to be present at the time to vote and must be passed by a simple majority of those voting.

12.6 INTRODUCTION OF MATTERS TO BE ADDRESSED BY THE COMMITTEE. Crisis planning matters may be referred to the Chair of the Crisis Management Plan Committee by a Club president or any other member of the Crisis Management Plan Committee. Matters may also be referred to the Crisis Management Plan Committee by majority at any duly authorized District meeting to which all Clubs have been previously invited (e.g., District Leadership Breakfast, the District Assembly, and the District Conference.)

12.7 MEETINGS OF THE CRISIS MANAGEMENT PLAN COMMITTEE. The Crisis Management Plan Committee will meet at least once each Rotary Year to review and evaluate the Crisis Management Plan and render recommendations based on that evaluation.

12.8 CHANGES TO THE DISTRICT 5280 CRISIS MANAGEMENT PLAN. Changes to the District's Crisis Plan can be made by the District membership in either of two (2) ways: (1) By simple majority vote at the Business Meeting of the Annual District Conference; (2) By simple majority vote amongst timely submitted ballots cast within Clubs by Club members followed by submission of each Club's results to the appropriate accounting authority designated by the DG.

12.9 OUTCOME OF CRISIS MANAGEMENT PLAN FOR DISTRICT 5280. The

District is viewed as a valuable support by providing resources and tools to Rotary Clubs to help ensure continuity of operations during a crisis event. (See Addendum 2 – Most Current Crisis Management Plan.)

ARTICLE 13 – DISTRICT OFFICE

District 5280 shall maintain a District Office. The primary function of the office shall be to support the District Governor, the District leadership, and to support in the planning and organization of District-wide events. The District Office shall have an employee(s) to organize and administer the duties and responsibilities of the District Office as assigned.

Building space for the office may be leased.

13.1 DISTRICT OFFICE LIAISON: A Past District Governor shall be appointed by the District Governor as the supervisor of the office employee(s). The District Office Liaison, in collaboration with the District Governor, shall direct the duties and responsibilities of the District Office and employee(s). The District Office Liaison shall aid in facilitating consistency and continuity of the District Office function year to year. A Past District Governor shall serve as District Office Liaison for a maximum term of three (3) years.

13.2 EMPLOYEE HANDBOOK AND OFFICE POLICIES AND PROCEDURES MANUAL: shall be shared with the office employee(s). The District Office Liaison shall revise the handbook and manual as needed to remain current and accurate. All revisions shall be submitted to the District Governor and the Policy & Guidelines Committee by the District Office Liaison for review and approval. The employee handbook and the office policies and procedures manual are available for review by District members at the District Office.

District Office employee(s) shall work subject to all local, state, and federal regulations.

ARTICLE 14 - AMENDMENTS TO POLICIES AND GUIDELINES

14.1 PROPOSED ACTION TO AMEND POLICIES AND GUIDELINES. Not less than 45 days before the District 5280 Conference, at which it will be considered, any proposed action to amend these Policies and Guidelines must be submitted, in writing in the form of a resolution, to the DG and to the president of each Rotary Club in District 5280. A majority vote of the representatives of the District Rotary Clubs assembled will be required for the passage of any such change. In absence of a District Conference, refer to Article 13.3.

14.2 INCORPORATION OF CHANGES. Any changes set forth in a resolution that is passed at a District Conference business meeting will become a part of these Policies and Guidelines and it is the responsibility of the Chair of the Policies and Guidelines Committee to assure that the changes are made and

incorporated into these Policies and Guidelines prior to the end of the Rotary Year for which the IPDG is Chair of the Committee.

14.3. DISTRICT GOVERNOR DISCRETIONARY CALL FOR PROPOSED ACTION. The DG shall have the discretion, at any time and including in the absence of a District Conference, to put forth amendment(s) to these Policies and Guidelines. The DG shall do so by providing reasonable written advance notice and call for a vote of all Club presidents. As requested by the DG, the Club presidents shall exercise their vote on proposed amendment(s) by mail, email, fax, acceptable digital media, or in person when all Club presidents are assembled, or by other suitable means.