

## District Leadership Plan

January 17, 2020

Rotary District 7210's District Leadership Plan (DLP), as required by the Rotary International Code of Policies (see CoP 17.030), is as follows:

### 1. General Provisions

- a. The purpose of the District Leadership Plan (DLP) is to provide for the efficient and effective administration of this Rotary District, including procedures for appointing and ensuring the continuity of District & Committee Leadership, conducting District Events & Meetings, holding District Elections & Voting, establishing District Financial procedures, and assisting in the administration of the Clubs.
- b. References to Rotary International Bylaws are based upon 2019 version.
- c. References to Rotary Code of Policies are based upon January 2020 version.
- d. References to Rotary Foundation Code of Policies are based upon January 2020 version.
- e. Harassment-Free Environment; See Rotary Code of Policies Article 26.120
- f. Diversity, Equity and Inclusion Policy; See Rotary Code of Policies Article 26.130
- g. Working with Youth; See Rotary Code of Policies Article 2.120
- h. RI and TRF Privacy Policy: <https://my.rotary.org/en/privacy-policy>
- i. RI and TRF Personal Data Use Policy: <https://my.rotary.org/en/personal-data-use-policy>
- j. The District Leadership Plan will become effective immediately upon adoption on March 21, 2020, and shall be reviewed and updated, if required, annually by the District Executive Board.
- k. Changes to the Rotary International Governance Documents, including the RI Bylaws and Code of Policies, will be deemed incorporated as they are adopted and effective. The District Executive Board will regularly review and update the District Leadership Plan to align with such changes.

### 2. District Leadership

The individual leadership of District 7210 shall include the following:

- a. District Governor  
See Rotary International Bylaws Article 16 Governors  
See Rotary Code of Policies Article 19.010 Governor's Specific Duties and Responsibilities
- b. District Governor Elect  
See Rotary Code of Policies 19.020 Responsibilities of the Governor-nominee
- c. District Governor Nominee  
See Rotary International Bylaws Article 16.010 Qualifications of a Governor-nominee  
See Rotary Code of Policies 19.020 Responsibilities of the Governor -nominee  
In D7210 the DGN shall be selected by Nominating Committee process.
- d. District Governor Nominee Designate
- e. Assistant Governors  
See Rotary Code of Policies Article 17.030.1 Assistant Governors  
AG's are appointed by the DGE for their DG year for each of the District's Regions.
- f. Program Directors (Foundation, Membership, Communications, Youth, Service, Administration.)  
PD's are appointed by the DGE for their DG year.  
Program Directors shall meet the minimum selection criteria for that of the AG's in CoP 17.030.1.
- g. District Treasurer  
District Treasurer is a 3 year appointment by DGE, DGN & DGND in collaboration  
The District Treasurer shall provide annually, at the District's expense, a surety bond for the faithful performance of their duties in such amount as the Finance Committee may determine shall be adequate to protect the funds of the District.  
See Finance Committee and District Finance sections of this DLP for further details.

- h. Vice Governor  
See Rotary International Bylaws Article 16.060.1 Vice Governor  
See Rotary Code of Policies Article 19.050 *Vacancies in the Office of Governor or Governor-elect*  
In D7210 the DGE shall appoint a Vice Governor for their DG year.
- i. District Representative to the Council on Legislation and Resolutions (every 3 years, 2019-20)  
See Rotary International Bylaws Article 9 *Composition and Procedures of the Councils*  
In D7210 the Council Representatives shall be elected at the District Conference or Legislation Meeting. See Rotary International Bylaws Article 9.060
- j. District Representative to the RI Director Nominating Committee (every 4 years, 2019-20)  
See Rotary International Bylaws Article 11 *Nominations and Elections for Directors*  
In D7210 the RI Director Nominating Committee Representatives shall be elected at the District Conference or Legislation Meeting. See Rotary International Bylaws Articles 11.020.3-7.
- k. District Administrative Assistant  
Paid position appointed by the DGE for their DG year.

**3. District Committees**

See Rotary Code of Policies Article 17.030.2 *District Committees*  
Unless otherwise noted, the Chair and membership of each Committee will be appointed by the DGE for their DG year, and the DG shall be an ex-officio member of each of the District's Committees.

- a. District Executive Board  
The intent of the District Executive Board is to administer the prescribed duties of the District Governor in a highly collaborative manner, utilizing the talents and experience of the current, incoming and past District leaders, and ensuring long term continuity within the District leadership. The DG, DGE and/or DGN shall bring all District administrative matters, including but not limited to strategic planning, goal setting, leadership and committee position appointments, meeting and event planning, etc., forward to the District Executive Board for discussion and make every effort to reach a collaborative consensus before taking any action.  
The District Executive Board membership shall be the DG, DGE, DGN, DGND, the District Rotary Foundation Committee Chair, the District Finance Committee Chair, and three PDG's selected by DGE for their DG Rotary year.
- b. Rotary Foundation  
See Rotary Foundation Code of Policies Article 25 *District Structure*  
See Rotary Code of Policies Article 17.030.2 *Rotary Foundation Committee*  
DRFC Chair/Program Director is a 3 year appointment by DGE, DGN & DGND in collaboration. Within the District's Rotary Foundation Committee Structure, and under the direction of the DRFC Chair, the District will have subcommittees for Grants, Individual Giving, Club Giving (including Fundraising and PolioPlus), and a combined subcommittee for Peace Fellowship/Scholarships/VTT/Stewardship (TRF CoP Article 25.020).
- c. Membership  
See Rotary Code of Policies Article 17.030.2 *Membership Committee*  
Chair/Program Director is a 3 year appointment by DGE, DGN & DGND in collaboration.
- d. Public Image/Communications  
See Rotary Code of Policies Article 17.030.2 *Public Image Committee*  
Chair is the Program Director for Communications.
- e. Youth (including YEX, Interact, Rotaract, RYLA)  
See Rotary Code of Policies Article 17.030.2, 17.030.3, 41.010, 41.040, 41.070 & 41.080  
Chair is the Program Director for Youth.
- f. Training  
See Rotary Code of Policies Article 17.030.2 and 19.040  
Chair is the District Trainer.

- g. Finance  
See Rotary International Bylaws Article 15.060 *District Finances*  
See Rotary Code of Policies Article 17.030.2 *District Finance Committee*  
Chair is a 3 year appointment by DGE, DGN & DGND in collaboration  
See District Treasurer and District Finances sections of this DLP for further details.
- h. Events  
See Rotary Code of Policies Article 17.030.2 *District Conference Committee*
- i. Service  
See Rotary Code of Policies Articles 17.030.2 *International Service, Community Service* & 44.010  
This Committee combines both International and Local Service programs.  
Chair/Program Director is a 3 year appointment by DGE, DGN & DGND in collaboration
- j. Advisory Council of Past Governors  
See Rotary Code of Policies Article 19.060 *Past Governors*

**4. Meetings & Events**

- See Rotary Code of Policies Article 20 *District Meetings*
- a. District Team Training Seminar; by Training Committee  
See Rotary Code of Policies Article 20.080 *District Training Seminar*
  - b. Pre-PETS; by Training Committee
  - c. Presidents Elect Training Seminars (PETS); by Training Committee  
See Rotary International Bylaws Article 15.020 *Presidents-Elect Training Seminars (PETS)*  
See Rotary Code of Policies Article 20.070 *Presidents-Elect Training Seminars (PETS)*
  - d. District Assembly; by Training Committee  
See Rotary International Bylaws Article 15.030 *District Training Assembly*  
See Rotary Code of Policies Article 20.060 *District Training Assemblies*
  - e. District Membership Seminar; by Membership Committee  
See Rotary Code of Policies Article 20.090 *District Membership Seminar*
  - f. District Conference and District Legislation Meeting (if any); by Events Committee  
See Rotary International Bylaws Article 15.040 *District Conference and District Legislation Meeting*  
See Rotary Code of Policies Articles 17.030.2, & 20.010 thru 20.040
  - g. Zone Conference and Governors-Elect Training Seminar (GETS); by Training Committee  
See Rotary Code of Policies Article 19.040.3 *Zone Level Governor-elect Training (GETS)*
  - h. International Convention; by Events Committee
  - i. International Assembly (DGE only); by Training Committee

**5. District Elections and Voting**

- See Rotary International Bylaws Articles 12, 13 and 15.050  
The RI Bylaws require membership approval of a limited number of specific District actions, and in each case these approvals can be accomplished by one of three procedures (RI Bylaws 12.020), including the Nominating Committee Process (RI Bylaws 12.030), the District Conference or Legislation Meeting (RI Bylaws 15.040 & 15.050) and the Club Ballot process (12.050 & 15.050.4). The following is a summary of these actions and the related primary procedures to be used in D7210:
- a. District Governor selection by Nominating Committee  
See Rotary International Bylaws Articles 12 and 13  
See Rotary Code of Policies Article 17.040, 19.030 and 26.060.4  
In D7210 the DGN shall be selected by Nominating Committee process (RI Bylaws 12.030).  
The following is a summary of the required steps to be taken in the DG Nomination process (see RI Bylaws for details):
    - i. Nominating Committee membership selection. The Chair and membership of the Nominating Committee will be appointed by the DGE for their DG year. The DG, DGE and

- DGN shall be an ex-officio non-voting members of this Committee. Reasonable efforts shall be taken to ensure that the Nominating Committee shall consist of at least one member from each region in the District, to total an odd number, all of whom shall be past Club Presidents and four of whom, including the Chair, shall be Past District Governors of D7210.
- ii. DG will invite Clubs to suggest nominations for District Governor at least 2 months before Nominating Committee interview meeting (RI Bylaws 12.030.3). Set deadline for Clubs' nominations with sufficient time for Chair to distribute each suggested nominee's information to Committee members prior to meeting.
  - iii. Nominating Committee interview meeting is convened. A quorum of at least 65% of the total number of voting members appointed to the Committee shall be present to conduct a DG interview and selection process.
  - iv. Chair shall notify the DG of the candidate selected by the Nominating Committee within 24 hours of committee adjournment (RI Bylaws 12.030.5).
  - v. DG shall notify the Clubs in writing of the name and Club of the DG nominee within 3 days of above notification from Committee Chair (RI Bylaws 12.030.5) including a provision for proposing a challenging candidate before the date set by the DG, which shall be within 14 days of this notification.
  - vi. In the absence of a valid challenging candidate, the DG shall declare the Nominating Committee's candidate as the DGND within 15 days.
- b. Voting at District Conferences and District Legislation Meetings
- The following actions shall be approved in D7210 via voting by Club certified electors at District Conferences or District Legislation meeting (see RI Bylaws 15.050) after 21 days notice of such meeting by DG to all clubs (RI Bylaws 15.040.1). Within 30 days after the Conference or Legislation Meeting, a report of the proceedings shall be sent to each Club secretary in the District.
- i. District Fund and Per Capita Levy (RI Bylaws 15.060.1 & 15.060.2 and RI Code of Policies 17.030.2.4) submitted to Clubs at least four weeks prior to approval at a meeting of incoming Club Presidents. See RI Bylaws 15.060.2 and note the requirement of 3/4 of ALL PE's if a vote is taken at PETS (ie, make any vote at PETS an official Legislation Meeting, which only requires majority of electors present, but requires a Club to designate the elector in writing).
  - ii. Council on Legislation & Resolutions representative – every 3 years from 2019-20 (RI Bylaws 9.060)  
The DG shall invite clubs to submit their nominations for this position at least 2 months prior to any vote at a District Conference or District Legislation meeting.  
See DLP 2i above for further information.
  - iii. RI Director Nominating representative – every 4 years from 2019-20 (RI Bylaws 11.020.4 & 11.020.10 - 11). The DG shall invite clubs to submit their nominations for this position at least 2 months prior to any vote at a District Conference or District Legislation meeting.  
See DLP 2i above for further information.
- c. District Club Ballot process
- The following actions shall be approved in D7210 via a District Club Ballot process (see RI Bylaws 12.050 & 15.050.4):
- i. Annual Statement & Report of District Finances (RI Bylaws 15.060.4).  
In D7210, the Annual Statement & Report of District Finances for the previous Rotary year must be made available to the current DG by the District Treasurer and immediate Past District Governor no later than October 30 (see District Finances section for further details). Within 30 days of receiving the Annual Statement and Report, the DG will conduct a Club Ballot process providing the Clubs at least 30 additional days for adoption of the Annual Statement and Report. The absence of a Club Ballot response from a Club within the time specified will be counted as a vote affirming the DG's recommendation.

- ii. District Conference time & location (RI Bylaws 15.040.1-2)  
The DGE and the majority of the Club Presidents-elect must agree on the time and location for the District Conference within the time allowed by the Club Ballot notice (not less than 15 days, nor more than 30 days from issue of notice). The absence of a Club Ballot response from a Club within the time specified will be counted as a vote affirming the DGE's recommendation.

**6. District Finances**

See Rotary International Bylaws Article 15.060 *District Finances*

See Rotary Code of Policies Article 17.030.2 *District Finance Committee*

See District Treasurer and District Finances sections of this DLP for further details.

- a. The District Finances shall be administered by the District's Finance Committee and District Treasurer in collaboration with the DG (see District Leadership and District Committees sections of this DLP).
- b. The District Fund (Budget), Per Capita Levy (Dues), and Annual Statement & Report of District Finances shall be approved by the District's Clubs as described in the District Elections and Voting section of this DLP.
- c. In the preparation of the District Budget, the DGE and Finance Committee shall use a zero-based budgeting procedure with sufficient detail in each of the Budget's line items to provide clarity to the expenditures included in each Budget category (for example, the number of District funded participants at events and the maximum amounts allowed for their registration, transportation, food and housing). The spreadsheet records of this Budget preparation shall be retained for use by the Finance Committee in review of the Annual Statement and preparation of the subsequent year's Budget.
- d. District officers and officials may be reimbursed for out of pocket expenses that fall within the District Budget. Such compensation shall not be in the way of payment as wages or salary but based on itemized expenses in accordance with the approved Budget allowances, it being understood that the acceptance of the elective or appointive office constitutes a donation of services to further the Object of Rotary International.
- e. In the preparation of the District Budget, the DGE and Finance Committee shall review the amount of funds currently available in the District's Reserve Fund, and if those funds exceed 55% of the prior year's total expenses (excluding pass-throughs such as Grants, RYLA and YEX), consideration should be given to use of Reserve Funds to provide income as a partial offset to expenses in the subsequent year.
- f. The District Treasurer and Finance Committee Chair shall each be a signatory on the bank accounts of the District Fund. Any expenditure of greater than \$1,000 shall require the written approval of both the District Treasurer and Finance Committee Chair.
- g. The District Treasurer shall be prepared at all times to provide, upon request by the DG or Finance Committee Chair, a current monthly report of the status of all District accounts, expenses and funds, including a comparison year-to-date of the itemized expenses to approved Budget lines.
- h. In D7210 the independent review of the Annual Statement & Report of District Finances will be conducted by an appropriately qualified accountant approved by the Finance Committee. This process, and the related IRS Form 990, must be completed no later than October 30 each year.

**7. Club Leadership Plan Implementation**

See Rotary Code of Policies Article 2.020.

The District Leadership and Committees will assist the Clubs in the creation, implementation and annual review/update of a Club Leadership Plan.