

Worksheets for Selection of District Governor-Nominee

The DGN selection process must be completed no later than two years prior to the date that the DGN takes office and may start no sooner than three years prior to that date. The first planning worksheet below is designed for districts that use a nominating committee to select their DGN. Complete the worksheet by inserting the dates you choose for the events in the process. Additional worksheets follow that show the steps for a district that uses a ballot-by-mail procedure or selects its governor-nominee at the district conference.

Worksheet for Districts Using a Nominating Committee Procedure

Event	Timing	Date
1. Members of the nominating committee have been determined by the district's own criteria, or if it has none, the default procedure in RI Bylaws 13.020.3.		
2. The district governor invites clubs to submit their suggestions for nominations for governor.	At least two months before the deadline	
3. Deadline for the governor or the nominating committee chair to receive club resolutions suggesting candidates for the office of district governor.	At least two months after announcement is sent by governor	
4. The nominating committee selects its nominee for governor.		
5. The nominating committee chair notifies the governor of the candidate selected.	Within 24 hours after nominating committee adjourns	
6. The governor promptly notifies all candidates of the decision. The governor publishes to clubs in the district, by letter, e-mail or fax, the name and club of the selected nominee and announces the deadline for receipt by the governor of challenges on behalf of previously suggested candidates.	Within 72 hours of notification by nominating committee	
7. Deadline for receipt by the governor of resolutions passed at a regular club meeting naming previously suggested Rotarians as challenging candidates.	Not more than 14 days after clubs are notified	
<i>If clubs do not submit resolutions of challenge by the deadline or if challenges are withdrawn, then the governor will declare the unchallenged nominee to be the official nominee and notify all club presidents within 15 days.</i>		
8. Governor publishes notice to clubs of challenging candidates and asks if clubs wish to concur.		
9. Deadline for receipt by the governor of club resolutions adopted at a regular meeting concurring with a challenge or challenges.	Determined by the governor	

Worksheet for Districts Using a Nominating Committee Procedure - continued

Event	Timing	Date
<p><i>If there are not enough clubs concurring with a challenge, or if concurrences are withdrawn or invalid, then the governor will declare the unchallenged nominee to be the official nominee and notify all club presidents within 15 days.</i></p>		
<p>10. If a valid challenge and the necessary concurrences are received prior to the deadline, the governor notifies clubs of names and qualifications of each candidate, and the names of the challenging and concurring clubs. The governor announces that these candidates will be balloted upon in a ballot-by-mail, or alternatively at the district conference. <i>(Note: This worksheet presumes that a ballot-by-mail is used. For voting at a district conference see the procedure outlined on that worksheet.)</i></p>	<p>Within seven days of the deadline for concurrences</p>	
<p>11. The governor notifies each club of the number of votes to which it is entitled.</p>	<p>At least 15 days before the balloting</p>	
<p>12. The governor mails ballots to clubs for a contested election when there are valid challenges. One ballot is sent for each vote to which a club is entitled. The balloting committee members sign each ballot.</p>		
<p>13. Deadline for receipt by the governor of ballots.</p>	<p>No less than 15 days and no more than 30 days following the mailing date</p>	
<p>14. The three-member balloting committee appointed by the governor validates the ballots cast, then in a separate process counts the ballots.</p>	<p>Place, date and time determined by the governor</p>	
<p>15. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate. The governor declares the candidate receiving the majority of votes as the governor-nominee and notifies the candidates of the election results</p>		
<p>16. The balloting committee makes all ballots available for inspection by a representative of any club. The ballots are destroyed after the 15 day review period (unless there is an election complaint).</p>	<p>For a period of 15 days following the governor's notification of the candidates</p>	
<p>17. The governor certifies the name of the governor-nominee by notifying cds@rotary.org.</p>	<p>Within 10 days after the governor declares the results</p>	

Worksheet for Districts Using a Ballot-by-Mail

Event	Timing	Date
1. The district governor invites clubs to submit their suggestions for nominations for governor.		
2. Deadline for suggestions from clubs.	At least one month after announcement is sent by governor	
<i>If only one suggestion, governor declares the sole candidate to be the governor-nominee.</i>		
3. When two or more candidates are suggested, governor notifies all clubs of their names and qualifications, indicating that the governor-nominee will be selected in a ballot-by-mail.		
4. The governor notifies each club of the number of votes to which it is entitled.	At least 15 days before the balloting	
5. The governor prepares and mails the ballots to clubs with instructions. One ballot is sent for each vote to which a club is entitled. The balloting committee members sign each ballot.		
6. Deadline for returning ballots to the district governor.	No less than 15 days and no more than 30 days after the mailing date	
7. The governor announces the place, date and time for counting and validating of ballots and appoints a three-member committee to perform these duties.	Determined by the governor	
8. In the presence of the candidates or their representatives, the balloting committee validates the ballots cast, then in a separate process counts the ballots. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate.		
9. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee.		
10. The balloting committee makes all ballots available for inspection by a representative of any club. The ballots are destroyed after the 15 day review period (unless there is an election complaint).	For 15 days after the governor's notification of the candidates	
11. The governor certifies the name of the governor-nominee by notifying cds@rotary.org.	Within 10 days after the governor declares the results	

Worksheet for Selection at the District Conference

Event	Timing	Date
1. District has determined that it will select its governor-nominee at the district conference.		
2. The district governor invites clubs to submit their suggestions for nominations for governor.		
3. Deadline for suggestions from clubs.	At least one month after governor sends request for suggestions	
<i>If only one suggestion, governor declares the sole candidate to be the governor-nominee.</i>		
4. When two or more candidates are suggested, governor notifies all clubs of their names and qualifications, indicating that the governor-nominee will be selected in at the district conference.		
5. The governor notifies each club the number of votes to which it is entitled.	At least 15 days prior to the balloting	
6. Clubs vote at the district conference. In the presence of the candidates or their representatives, the three-person balloting committee validates the ballots cast, then in a separate process counts the ballots. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate.		
7. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee.		
8. The balloting committee makes all ballots available for inspection by a representative of any club. The ballots are destroyed after the 15 day review period (unless there is an election complaint).	For 15 days after the governor's notification of the candidates	
9. The governor certifies the name of the governor-nominee by notifying cds@rotary.org.	Within 10 days after the governor declares the results of the election	