

Rotary Community Leader Election Review Procedure March 2024

Purpose

District Governors in Zone 8 will facilitate elections during the Regionalisation Pilot for the Rotary Community Leaders. This guide sets out the principles and processes that are recommended for managing an election objection known hereafter as a complaint. In this policy we refer to the club(s) that makes a complaint as a 'complainant'. Where this guidance is in conflict with the constitution and bylaws of the district running the election, the district governance documents take precedence.

The policy explains:

1. principles guiding the management of complaints,
2. definitions of complaints,
3. how to make a complaint, and
4. the process used to manage a complaint.

The proper management and handling of complaints is crucial and this includes making the complaints process transparent, accessible, being responsive within capacity to handle complaints, and to treat complaints fairly whilst maintaining confidentiality of personal information.

Complaint Rights

A complainant has the right to:

- make a complaint,
- be treated with courtesy and respect by the District Governor and any representative of the Regional Council involved in reviewing a complaint, and
- withdraw their complaint at any time.

Complainant Responsibilities

A complainant has the responsibility to:

- treat the District Governor, Regional Council and any representative with courtesy and respect, and
- not knowingly provide false or misleading information.

A complainant can also assist with managing their complaint by:

- providing sufficient information to enable investigation of the matter, and
- providing further information if requested.

What is a complaint?

A complaint is where one or more **Rotary clubs in a Rotary Community Group (RCG)** object to the outcome of an election for the Rotary Community Leader (RCL) in **that RCG**. The complainant Club(s) must have participated in the election by voting.

Types of complaints

Complaints can fall into the following broad categories:

- Error in published procedure for the election,
- Breach of district rules for elections,

- Fraud, or
- Wrongdoing.

How to make a complaint

All complaints must detail the category and exact nature of the complaint and be signed by the President(s) of the complainant club(s). Evidence must be provided that the Club has voted to make the complaint .

The complaint must be forwarded to the District Governor by email within 10 days after and including the day the election results are announced. For the 2024 RCL elections this date is 9 May 2024.

Receipt and acknowledgment

The District Governor will acknowledge the written complaint and within 3 days seek a response from the person(s) of whom the complaint is made (the respondent(s)). The respondent(s) must provide a written response within 4 days of receiving the complaint from the District Governor.

Assessment

The District Governor will review the evidence and make a written determination within 7 days. In the event of complexity, the District Governor may seek the assistance of the Zone 8 Election Review Panel.

Notification

The District Governor will convey that decision to all clubs and individuals involved in the review by email.

There is no appeal of this decision.