

**From:** Governance & Ethics Committee, D9212

**Date:** 30 October 2024

To: All Club Presidents and all Club Boards  
Country Chairs  
Regional Coordinators  
Assistant Governors

CC:  
District Governor  
District Governor Elect  
District Governor Nominee  
ExCo Chairman

## **RE: GUIDANCE ON THE ANNUAL MEETING (AM) AND ELECTIONS**

As outlined in the Standard Rotary Club Constitution (Article 7, Section 2) all clubs in D9212 must hold their Annual Meeting by 31<sup>st</sup> December 2024. This meeting will cover the following important items:

### **1. Agenda:**

- The President will present a **mid-year report**, which includes:
  - An overview of income and expenses since the beginning of the Rotary Year.
  - The audited financial report for the previous year (2023/24).
- Elections for Club Officers and Directors.

### **2. Bylaws:**

- Please review your club's bylaws, as they may provide additional details on how to conduct the elections.

### **3. Preparation for Elections:**

- **Timing:** Elections should take place at the formal Annual Meeting (AM) by 31<sup>st</sup> December 2024. The names of newly elected Club Officers must be submitted to Rotary International by **31st December 2024**. The election procedure is set out in the Article 11, Section 5 of the Standard Rotary Club Constitution and Article 3 of the Recommended Club Bylaws.

- **Notification:** Clubs should give members a minimum of **30 days' notice** via email and through the club's WhatsApp groups about the AM and the election process.
- **Nominations:** The notice should include:
  - Methods and deadlines for nominations.
  - Voting procedures, as guided by your club's bylaws.
- **Quorum:** Your bylaws should specify the quorum needed for the AGM, with the recommended quorum being **one-third of club members**.
- **Merit-Based Process:** The election process should focus on merit.

#### 4. **Candidates for President:**

- All clubs should have a **President Elect (PE)** for the 2025/2026 term, who will confirm their availability to serve during the AGM.
- The AGM will also elect a **President Nominee (PN)** for the 2026/2027 term.

#### 5. **Election Procedure:**

- According to the Standard Rotary Club Constitution, club officers (President Nominee, Secretary and Treasurer) and directors are elected by majority vote of the members.

#### 6. **Committee Approvals:**

- This is also an opportunity to approve the members of various committees, including Projects Committee and Procurement Committee (for clubs with over 25 members).

#### 7. **Nomination Criteria:**

- Under Article 3 section 1 of the Recommended Club Bylaws, nominations may be presented by a nominating committee, by members from the floor, or both.
- We encourage clubs to nominate members in good standing, which includes:
  - Members who have paid their dues.
  - Members with a strong attendance record.
  - Members actively involved in service projects.
  - Members with demonstrated leadership skills and relevant training.
  - For the PN role, candidates who have previously served on the club board are preferred.

## **8. Assistant Governor Participation:**

- Clubs must invite their Assistant Governor (AG) to attend the elections.

### **Proposed Vetting Process**

To ensure a smooth election process, please follow this vetting process for prospective candidates:

1. Club Presidents should call for nominations in line with Governance & Ethics Committee guidance.
2. The AG, or the Regional Coordinator in their absence, will vet candidates based on the criteria set by the District Governance & Ethics Committee.
3. The AG or Regional Coordinator will complete a vetting form and verify information directly with the candidates.
4. Candidates will have the opportunity to decline the nomination before their names are presented to the club.
5. Vetted candidates will be presented to the club for election during the Annual Meeting.

If you have any questions or comments, please email us at [governance@rotary9212.org](mailto:governance@rotary9212.org).

Yours in Rotary Service

RTN BEAUTTAH SIGANGA

**Governance & Ethics Committee Chairman 2024/25**  
**District 9212**