



# Rotary Club Succession Planning

# GOVERNING BODY (CONSTITUTION)

Article 11 Directors and Officers and Committees Section 1 — Governing Body. The governing body of this club is the board, as provided in the bylaws.

Section 2 — Authority. The board has general control over all officers and committees and, for good cause, may declare any office vacant.

Section 3 — Board Action Final. In all club matters, the decision of the board is final, subject only to an appeal to the club.

# CLUB ELECTIONS

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Refer to your Club Constitution  
and By-Laws

October – Form nominating committee

November – Call for nominations,  
30 day notice of Annual Meeting

December – Annual Meeting and Elections  
by December 31

# CLUB CONSTITUTION

## **Section 2 — *Annual Meeting.***

Held before 31 December to :

- 1) elect officers and directors who will serve for the next Rotary year.
- 2) present a mid-year report, including current year income and expenses, together with a financial report on the previous year

Reasonable notice of any change or cancellation of the regular meeting will be given to all club members.

# NOMINATING COMMITTEE

Options:

- PE forms committee
- Board or Executive Committee
- 3 past presidents

Assess current positions. Who should be cycled off, who is renewing, what skills are needed? Need new blood?

The nominations may be presented by a nominating committee, by members from the floor, or both.

# ELECTION

Section 2 — The candidate who receives a majority of the votes for each office is declared elected to that office.

Section 3 — If any officer or board member vacates their position, the remaining members of the board will appoint a replacement.

Section 4 — If any officer-elect or director-elect vacates a position, the remaining members of the board-elect will appoint a replacement

# CLUB BOARD

By-Laws. Article 2 Board :The governing body of this club is the Board consisting of these required officers:

- a president,
- the immediate past president,
- a president-elect,
- a vice president (can be PE, IPP, Club Trainer)
- a secretary

The club officers may also include a treasurer, president-nominee, sergeant-at-arms, who may be a member of the board, if the bylaws provide. Each officer and director shall be a member in good standing of this club.

Quorum: Majority

# TERMS OF OFFICERS

- (a) *Terms of Officers other than President.* Each officer shall be elected as provided in the bylaws. Except for the president, each officer takes office on 1 July immediately following election and serves for the term of office or until a successor is elected and qualified.



# TERM OF THE PRESIDENT

- (b) *Term of President.* A president-nominee shall be elected as provided in the bylaws, at least 18 months but not more than two years before the day of taking office as president. The nominee becomes president-elect on 1 July in the year before taking office as president. The president takes office on 1 July and serves a period of one year. When a successor is not elected, the current president's term is extended for up to one year.

# QUALIFICATIONS OF THE PRESIDENT

*(c) Qualifications of President.* A candidate for president :

- 1) must be a member of this club for at least one year before being nominated, unless the governor determines that less than a full year satisfies this requirement.
- 2) The president-elect shall attend the presidents-elect training seminar (PETS) and the training assembly unless excused by the governor-elect. If excused, the president-elect shall send a club representative. If the president-elect does not attend the presidents-elect training seminar and the training assembly and has not been excused by the governor-elect or, if excused, does not send a club representative to these meetings, the president-elect shall not serve as club president.

The current president then shall continue to serve until the election of a successor who has attended a presidents-elect training seminar and training assembly or training deemed sufficient by the governor-elect.

# Club Committee Structure

OPTION 1: Standard Rotary Club Committees					
COMMITTEES	Club administration	Membership	Public image	Service projects	Rotary Foundation
	<ul style="list-style-type: none"><li>• Club program</li><li>• Member communications</li><li>• Website</li><li>• Social events</li></ul>	<ul style="list-style-type: none"><li>• Attraction</li><li>• Engagement</li><li>• New member orientation</li><li>• Diversity</li></ul>	<ul style="list-style-type: none"><li>• Media relations</li><li>• Advertising and marketing</li><li>• Web and social media</li></ul>	<ul style="list-style-type: none"><li>• International</li><li>• Community</li><li>• Vocational</li><li>• Youth service</li><li>• Fundraising (for club projects)</li></ul>	<ul style="list-style-type: none"><li>• Polio</li><li>• Fundraising (for grants)</li><li>• Grants</li></ul>



# The Four Elements of Effective Clubs













# DEVELOPING FUTURE LEADERS

This is a process that happens over time. Identify potential leaders and help them through their leadership journey

- Get members involved in a committee as soon as they join
- Raise their Rotary I. Q.: What is Rotary? How does Rotary International and the Club work?
- Develop their communication skills: give vocational talks, do presentations and training
- Vision: Share Rotary's and the Club's vision. What are the long-term goals
- Build relationships: by collaboration on projects and committees
- Innovation: Ask for new ideas. How can we adapt
- Training and Education: Kuleana-Leadership 101, Webinars, Spring Training Assembly, Rotary Learning Center
- Read the Rotary Magazine, subscribe to Rotary Newsletters

# SUCCESSION PLANNING

Take a human inventory of members. What skills do they have or potentially could have?

Assess the Boards strengths and weaknesses. What do you need?

Assess the Opportunities and Threats: changing demographics, unstable location, funding sources

What is the strategy and action plan to maintain or improve the board to be effective?



# Mahalo!