

STANDING ORDERS FOR THE REGULATION OF PROCEDURES AT MEETINGS OF THE DISTRICT COUNCIL

1 The composition of the District Council shall be as laid down in RIBI By-Law 11, Clause 2, with the addition of the Assistant District Secretary and the Assistant District Treasurer. The Chair shall be taken by the District Governor. In the absence of the District Governor the chair shall be taken by the District Governor Elect, whom failing by the Immediate Past District Governor

2 **QUORUM** - Representatives of 50 per cent of the Rotary Clubs in the District are necessary to form a quorum

3 **NOTICE OF MEETING** - At least fourteen days notice shall be given of a meeting

4 **VOTES** - Only District Officers, Past District Governors and those members of the District Council as prescribed in Clause 2 of By-Law 11 of the RIBI By-Laws and District Representatives or their proxies may take part in any voting. All voting must be by show of voting cards, except for the election of the District Governor and District Officers which shall be by postal ballot. The Assistant Governors shall be appointed on a District-wide basis for the following Rotary Year by the District Governor Elect, or failing the District Governor Elect, by the District Governor and the District Governor Nominee on behalf of the District Governor Elect.. In allocating Assistant Governors so appointed to Areas within the District, the District Governor Elect shall take into consideration, as appropriate, the club in which the Rotarian so appointed is a member, the location of his or her place of work and residence and the need for continuity as far as possible

Clubs that are in arrears with their RIBI Dues or their District Dues after the grace period for payment (as may be amended from time to time and currently the final day in the month after the month in which a Rotary Half-Year starts) will forgo their right to address District Council, their right to vote at District Council and their inclusion in the calculation of quoracy

Clubs that have not signed the Club Compliance Confirmation Form for a period that covers the date of a District Council Meeting shall not be able to attend the District Council Meeting and shall not be included in the calculation of quoracy for the meeting

5 **AGENDA** - The order in which items on the agenda are taken is at the discretion of the chairman of the meeting unless a resolution for the precedence of any particular business is carried by the meeting. Any business not on the agenda may be discussed as if included in the agenda if no objection is taken to this proceeding, but no resolution may be moved by virtue of this provision

6 **MOTIONS** - The following Motions may be moved without notice:

- (i) for the adjournment of the Council;
- (ii) that the question be now put;
- (iii) for the precedence of any particular business;
- (iv) for the introduction of any business deemed by the Chairman to be urgent;
- (v) for receiving, adopting, carrying out, or referring back any report;
- (vi) for the suspension of Standing Orders for the specific reason to be stated in the motion of suspension

Any other Motion must be sent in writing to the District Secretary at least six (6) weeks before the Council Meeting at which it is to be considered. The Notice of Motion shall be sent by the District Secretary to all Clubs and other members of the District Council to reach them four (4) weeks before the District Council Meeting, and shall be included in the Agenda of the Meeting

The Motion must be accompanied by a short explanatory statement of the intention of the proposer(s) which will be sent with the Notice

Any Motion once on the Agenda may not be withdrawn without the consent of the Council. A Motion once withdrawn cannot be brought forward again without the same notice as is required for an original Motion

7 AMENDMENTS - Amendments to the proposed Motion may be submitted to the District Secretary before the meeting or presented at the meeting at which the Motion is to be considered. Every amendment shall be moved and seconded before discussion by the meeting. However, if the amendment is not immediately seconded the chairman may, at his discretion, permit the proposer of the Amendment, for a maximum of two (2) minutes, to endeavour to obtain a seconder by giving an explanation of the purpose of the Amendment

Every amendment shall be relevant to the motion to which it is moved. Wherever an amendment to an original motion has been moved and seconded, no second or subsequent amendment shall be moved until the first amendment shall have been disposed of; but notice of any number of amendments may be given

If any amendment be carried the motion as amended shall take the place of the original motion and shall become the question to which any further amendment may be moved. If an amendment be rejected, other amendments may be moved to the original motion but such amendments shall not bear the same meaning as any amendments already rejected

Any material amendment to an ad hoc Committee's Recommendation shall be circulated to all Clubs at least ten days prior to the District Council Meeting at which it is being submitted

8 SPEECHES - A member shall not, unless by leave of the Chairman, address the meeting more than once on any motion or amendment, but the mover of an original motion may reply and in his reply, shall confine himself to answering previous speakers and shall not introduce any new matter into the debate. Every speaker must speak to the question then under discussion

Visiting Rotarians other than District Representatives or their proxies may, at the discretion of the Chairman, take part in any discussion, but may not move or second any motion or amendment, or be entitled to vote

The Chairman may, at his discretion, at any part of the proceedings, put a time limit on the length of speeches

9 POINTS OF ORDER - Any member shall be entitled to seek the decision of the chairman on a point of order at any time. The ruling of the chairman on all points of order shall be conclusive.

10 CLOSURE - On a motion being made and seconded that the question be now put, such motion shall be put at once, but the Chairman may allow the discussion to proceed if a considerable minority votes against the question then being put.

11 SUSPENSION OF STANDING ORDERS - Any one or more of the Standing Orders may be suspended at any meeting if the motion for suspension is approved by two-thirds of the voting members present

12 CONTINGENCIES - Any question relating to District Councils in connection with procedure not dealt with by these Standing Orders or by the By-Laws of RIBI shall be determined by a majority of members present, entitled to vote and voting, and in case of an equal division of votes the Chairman shall have a casting vote

TERMS OF REFERENCE FOR THE STANDING COMMITTEES OF THE DISTRICT COUNCIL

A. GENERAL CLAUSES

1 **Standing Committees.** The following shall be the Standing Committees of the District Council:

(i) Administrative Committees:

- a. Executive
- b. Services
- c. Conference
- d. Constitutions and Resolutions

(ii) Service Committees:

- a Membership Services (including Extension)
- b Community & Vocational
- c Fellowship & Events
- d International
- e Communications
- f Rotary Foundation
- g Sports
- h Youth Service (including Rotaract, Interact and Youth Exchange)

2 **District Officers:** These comprise the District Governor, District Governor Elect, District Governor Nominee, Immediate Past District Governor, Assistant Governors, District Secretary, District Treasurer, District Assistant Secretary and District Assistant Treasurer.

3 **Ex-officio:** Where not named as members, the District Governor, District Governor Elect, District Governor Nominee, District Secretary and District Treasurer shall be ex-officio members of all Committees approved by the District Council.

4 **Members of Committees:** Nomination of the members of all committees (not specified by virtue of their office) shall be made by the Chairman of each committee and reported to the District Council for confirmation

5 **Quorum:** At all Committee Meetings a third of the Committee shall be a quorum

6 **Correspondence:** Copies of all general communications, from any committee, to the clubs or their representatives shall be sent to the District Officers

7 **Finance** Not later than the end of March in each Rotary year the District Treasurer shall submit to the District Council, after approval by the District Executive, a Budget setting forth under appropriate headings the estimated expenditure for the following Rotary year. No expenditure outside the provisions of the approved budget shall be incurred by any committee without the special sanction of the District Executive. In respect of any specific task of any Committee involving expenditure of funds, it shall be the duty of the Chairman of that Committee to submit a full account of receipts and payments, supported by vouchers to the District Treasurer immediately following the completion of the task (or if the task is a continuing one by the 15 June each year) to enable the Treasurer to report to the Executive Committee and to include the account in the District's own Annual Accounts. Any balance of funds shall be handed to the District Treasurer unless the specific authority of the District Executive has been obtained for the funds to remain under the control of the Committee Chairman, in which case a Certificate of the balance will be provided to the District Treasurer as at 30 June

B ADMINISTRATIVE COMMITTEES

1 District Executive Committee

- (i) The District Executive Committee shall meet under the Chairmanship of the District Governor or in his/her absence the District Governor-Elect (or in his/her absence the Immediate Past District Governor) and shall consist of the following: District Governor (Chairman), District Governor-Elect, District Governor Nominee, Immediate Past District Governor, Assistant Governors, District Secretary, District Treasurer, Assistant Secretary, Assistant Treasurer and the District Training Officer. All Members have a vote.
- (ii) It shall be the duty of this Committee to carry on the day-to-day administration of the District Office; be responsible for all staffing matters; deal with all matters appertaining to the management of property owned by, or in the possession of the District; consult with the Directors of Fellowship House Governors Ltd.
- (iii) The committee shall receive reports from District Officers, from the Services Committee and from other Committees that may be established from time to time.
- (iv) The committee shall consider and make recommendations on all matters referred to it by the District Governor or by District Council, and shall advise the District Council on any matter on which it may feel such advice is desirable.
- (v) The committee shall approve the annual budget to be submitted to the District Council and shall have the authority to sanction any essential payments not covered by the approved budget.
- (vi) The committee shall also from time to time consider the functioning of Rotary in the District and make recommendations thereon to the District Council.
- (vii) The District Governor shall have power to call to its meetings any District Officer or Chairman of a Committee or Sub-Committee.
- (viii) The Committee shall meet at such times and on such occasions as the Committee so decides.

2 District Services Committee

- (i) This Committee shall meet under the Chairmanship of the District Governor or who-ever he or she may delegate and shall consist of the following: District Governor (Chairman), District Governor-Elect, District Governor Nominee, Immediate Past District Governor, District Assistant Secretary, District Assistant Treasurer and Chairmen of the following committees: Communications, Community and Vocational Services, Conference, Fellowship & Events, Foundation, International, Membership Services, Youth Service.
- (ii) The Committee shall meet to receive reports from the Committees detailed in (i) above and to co-ordinate their activities, including the preparation of a Diary of Events for the Rotary Year

- (iii) The Committee shall report its proceedings to the Executive Committee. The existence of this committee does not over-ride the duty and responsibility of the chairman of each of the Committees detailed in (i) above to report direct to District Council
- (iv) The District Governor shall have power to call to its meetings other Rotarians including District Officers and Chairmen of other Committees or Sub-Committees.
- (v) The Committee shall meet at such times and on such occasions as the Committee so decides.

3 Other Committees

- (i) The District Governor Nominee shall appoint to serve in the year when he will be District Governor, the District Extension Officer and the Chairman of the District Conference, both of whom shall report directly to him. He shall also appoint the District Editor and the District Sergeant-at-Arms
- (ii) The Chairmen of all other District Committees shall be selected annually by a committee composed of the District Governor Nominee (Chairman), the District Governor and the Immediate Past District Governor. No Rotarian shall hold the same office through appointment under this clause for more than three (3) consecutive years
- (iii) The Chairman of the Constitutions and Resolutions Committee and the District Editor shall report to the District Executive Committee but, together with the Chairmen mentioned in (ii) above, they shall only attend the meetings of that committee on the invitation of the District Governor and shall have no vote at such meetings
- (iv) The District Events Committee shall be responsible for the administrative organisation of the District Assembly; the Rally(ies); the Presidents' Elect Training Seminar; District Councils; the Rotary Shop and such other events as may be arranged from time to time. The Sergeant-at-Arms shall be a member of the Committee
- (v) The full Committee of Membership Services, Community and Vocational Service, International Service, Public Relations, Rotary Foundation, Rotary Rotaract, Sports, and New Generations shall consist of the members of the District Committee and the Chairmen of the corresponding Committees of each of the Clubs of the District. The full Committee shall meet at least twice a year, on the occasion of the District Assembly and the District Rally
- (vi) Each of these Committees (with the exception of the Sports Committee) shall be constituted as follows: Chairman, Immediate Past Chairman, no more than one Past District Governor (unless serving in a special capacity), normally no more than three members from each Area of the District and one member from the London Club. Additional members may be approved by the District Governor Elect, whether for special purposes or otherwise. No member to serve for more than five years on any one Committee. No member may serve on more than one District Committee unless approval is given by the District Governor Elect.

4 Duties

Each of the District Service Committees shall

- (I) Encourage in the District the effective development of that part of the Rotary programme which concerns them, including the organisation of Area or where they may be requested Borough Group meetings
- (ii) Deal with any business entrusted to it by the full Committee; the District Council; the District Executive or the District Governor, and shall make regular reports to the Services Committee, the District Council and the corresponding Committee of RIBI. It is empowered to enter into direct consultation with the Clubs in connection with its duties and programme

5 Sports Committee

- (i) The Committee shall consist of the Chairman (selected annually by the District Governor Elect), the Immediate Past Chairman and a number of members, each member being responsible for the organisation of one or more sporting activities of the District
- (ii) The Committee shall co-ordinate all sporting activities of the Clubs of the District for the purpose of encouraging the development of acquaintance
- (iii) The Committee shall report its activities to the Services Committee and to the District Council by its Chairman
- (iv) The Committee shall maintain separate accounts which shall be presented by its chairman to the District Treasurer for examination before submitting them to District Council for approval