

Applications/Interviews for District Governor Nominee Designate December 2019

To: Candidates submitting applications for an interview for District Governor Nominee Designate, which is District Governor for 2022-2023

From: Judy Lovett, Immediate Past District Governor, judylovett5220@gmail.com, 209-518-5697

Re: Submission guidelines and interview process

Thank you for considering this valuable service to Rotary District 5220. Please review the district policies found in this section regarding duties for Governor Nominee Designate, governor-line responsibilities before being Governor, and committee responsibilities after the DG year. Call me if you have questions.

Applications should:

- Include: a cover letter of intent, a resume that includes items listed in the District Policies (see attached), and Governor Nominee form (see attached) signed by the applicant's Club Secretary. (note: after a DGND is chosen, the Governor will sign the last section of this form and send it to RI).
- Have a postmark no later than **November 22, 2019**
- Be mailed or emailed to: District Administrative Secretary, Diana Barden, P.O. Box 1208, Madera, CA 93639, admin@rotary5220.org or jerrybarden@comcast.net.

Notification of Interview Date and Time:

Each qualifying applicant will receive a phone call or email from me with notification of an interview time between 9:00 AM-12:00 noon on **December 7, 2019**.

Location: 422 McHenry Ave, Modesto, CA 95354 (United Way of Stanislaus Co.)

Date: December 7, 2019

Arrival: 8:00- 8:25 AM each applicant is welcome to arrive at the conference room and grab some coffee/tea and fruit/donuts and other morning snacks. At the minimum, please arrive 30-45 minutes before your assigned interview time.

Start Time: 8:30 AM the Interview Team will go into the interview room to receive instructions.

Duration: Interview times for applicants can range from 30 to 60 minutes, depending on responses to questions. Each applicant chooses a spokesperson to take no more than 5 minutes to introduce/give an overview of his/her qualifications. The interview team does not ask the spokesperson any questions. Applicants are asked to answer questions fully and briefly.

Guidelines:

- a. Interview team members will represent the 12 Areas of District 5220 and consist of 8 Past Presidents and 4 Past District Governors.
- b. The resume of each candidate will be made available to the committee members just prior to the interview date.
- c. A set of interview questions will be provided to committee members on December 7, so they can decide which questions they want to ask, which ones to delete, or which additional questions to ask. The same questions will be asked of each candidate.



Governor-nominee Form

District governor candidate:

Please complete and sign this form, have your club secretary sign it, and submit it to the district nominating committee.

Governor year of service _____ District _____ Zone _____ RI membership ID number _____

Family name _____ First name _____ Middle initial _____

Name as it should appear on your badge _____

Member, Rotary Club of _____ Classification _____

Please ensure that your contact information (e-mail, postal address and phone number) is up-to-date in My Rotary!

Language(s) in which you are fluent (listed in order of fluency):

Language(s) you wish to use for communicating with RI (listed in order of fluency):

Read _____ Speak _____

For each of the following categories, please circle only one language per category.

International Assembly:	English French Japanese Korean Portuguese Spanish
Publications available in 6 languages:	English French Japanese Korean Portuguese Spanish
Publications available in 9 languages:	English French German Italian Japanese Korean Portuguese Spanish Swedish
Publications available in 14 languages:	Arabic Chinese English Finnish French German Hindi Italian Japanese Korean Portuguese Spanish Swedish Thai

Spouse/Partner Information (if applicable)

Family name _____ First name _____ Middle initial _____

Name as it should appear on your badge _____

E-mail _____ Gender Male Female

For each of the following categories, please circle only one language per category.

International Assembly:	Chinese English French German Hindi Italian Japanese Korean Portuguese Spanish Swedish
Publications available in 6 languages:	English French Japanese Korean Portuguese Spanish

For Rotarian Spouses/Partners only:

Member, Rotary Club of _____ RI membership ID number _____



Governor-nominee Data Form

All signatures on this page must be handwritten (electronic signatures are not acceptable).

CANDIDATE'S STATEMENT

I hereby state that I understand clearly the qualifications, duties, and responsibilities of the office of district governor as set forth in the RI Bylaws and that I am fully qualified for said office and willing and able, physically and otherwise, to assume and fulfill the duties and responsibilities of that office and to perform them faithfully. Further, I have read and agreed to abide by the district governor code of ethics, as detailed in the Rotary Code of Policies. I agree in advance to accept the decision of the RI Board concerning my election to office without recourse to any non-Rotary agency or other dispute resolution system and further accept that any court costs and attorney's fees incurred by RI in enforcing this agreement shall be reimbursed by me in their entirety. I understand that if selected, I must attend, for their full duration, the governors-elect training seminar in my zone and the International Assembly to be held the Rotary year before taking office. I have read this form in its entirety and certify that all the information provided on this form is true and correct.

Date

Signature

CLUB'S STATEMENT OF CANDIDATE'S QUALIFICATIONS

The candidate herein mentioned is a member in good standing of the Rotary Club of _____.
The club further attests that this member has been duly suggested for the office of district governor under RI Bylaws 14.020.4 and meets the qualifications as specified in RI Bylaws 16.070 and that the club membership information on this form is accurate.

Date

Club Secretary's Name

Club Secretary's Signature

CERTIFICATE OF NOMINATION

The Rotarian named on this form is a member in good standing of the Rotary club listed and was duly nominated for district governor in accordance with the provisions of the RI Bylaws.

Date

District Governor's Name

District Governor's Signature

District governor: Please e-mail this form to your [CDS representative](#) by 30 June.

**ROTARY INTERNATIONAL - DISTRICT 5220
POLICIES AND PROCEDURES
EFFECTIVE JULY 1, 2019**

VII. STANDING COMMITTEES

C. SELECTION PROCESSES FOR DISTRICT GOVERNOR

1A) The District shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The Rotary International board shall have authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI Convention held immediately preceding the year in which such nominee is to be trained at the International Assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

1B) The nominating committee for governor will select one available past governor to be named vice-governor. The role of the vice-governor will be to replace the governor in case of temporary or permanent inability to continue in the performance of the governor's duties.

2) District Nominating Committee

a. The District Nominating committee shall be appointed each year by the District Governor. The committee shall be composed of eight (8) past Club Presidents and four (4) Past District Governors (PDG), one of whom is the immediate PDG. In addition, the District Governor shall select two (2) at large alternate committee members to serve in the absence of a member of the committee.

i. The immediate Past District Governor shall be appointed Chairman of the Nominating committee.

ii. The District Governor-elect will be invited to be a non-voting guest.

iii. A Majority of the committee members shall be present to cast a ballot for Governor Nomination.

b. There shall not be more than one (1) committee member from each area within the District as designated from time to time.

i. Committee members shall be appointed to serve for one (1) Rotary year. No Rotarian shall serve two (2) consecutive years on the committee.

ii. Committee members shall be active Rotarians having served as club President and served on club and/or District committees the previous two (2) years.

iii. A committee member cannot belong to the club of a candidate presenting himself or herself for District Governor. When this situation occurs (at the closing of the application process), an alternate will be designated to replace the individual belonging to the same club as the candidate.

iv. Alternate at-large members shall consist of one (1) Past District Governor and one (1) Past President. At-large members may be selected from any “area” within the District but not from the same club as one of the original appointees to the committee. There shall not be more than two (2) alternate Rotarian and committee members appointed during a Rotary year from the same “area”.

3) The Chairman of the Nominating Committee, with the concurrence of the District Governor, shall set a date and location prior to March 30 for the Committee to meet to select a Governor Nominee Designate.

4) At last two months prior to the Nomination Committee Meeting date, the Chairman of the Nominating Committee shall advertise in district communications the meeting date, application requirements, application deadline, and the challenge process schedule.

5) Application Requirements – Applications are to be sent or delivered to the Chairman of the Nominating Committee.

a. In accordance with Section 14.020.4 of the RI Bylaws, a candidate shall be suggested for nomination by their own Club. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its members as a candidate.

b. The candidate must meet these requirements (and provide a statement indicating that he or she has met all of these requirements):

i. The Rotarian must be a member in good standing of a functioning club in the district;

ii. The Rotarian must have full qualifications for such membership in the strict application of the provisions therefore, and the integrity of the Rotarian’s classification must be without question;

iii. The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months;

iv. The Rotarian must demonstrate willingness, commitment, and ability physically and otherwise, to fulfill the duties and responsibilities of the office of governor;

v. The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the RI Bylaws; and

vi. The Rotarian shall have been a member of one or more Rotary clubs for at least five years in order that when governor-nominee assumes the office of governor he/she has been a Rotarian for at least seven years.

c. Any Rotarian who engages in campaigning or canvassing for the office may be subject to disqualification.

d. It is the intention of the District to seek out and nominate the best-qualified person for the office of governor.

e. Candidates shall submit 3 copies of their application, including the official RI application form and a resume.

f. Biographical data that should be included in the resume:

i. Name of candidate, name and location of club, number of years a Rotarian, classification, name of firm or former firm, position in firm or former firm, significant Rotary meetings attended in the last five years, current position(s) or assignments(s) in Rotary, former position(s) or assignments(s) in Rotary;

ii. Special Rotary services or particular Rotary activities in which the candidate has been engaged (i.e., what the candidate has done to advance Rotary activities);

iii. Most significant honors or achievements in business and professional activities; and

iv. Most significant honors or achievements in civic and public service activities.

6) The applications submitted by the candidates for District Governor will be copied and sent out to the members of the Nominating Committee prior to the meeting to select the nominee. All such materials will be deemed to be confidential and only for the use of the Committee.

7) Nominating Committee Procedures:

a. The Chair of the Nominating Committee will review all procedures with each candidate immediately after the filing deadline.

b. Each candidate should select a spokesperson to introduce him/her before the Nominating Committee on the day the Committee selects a governor-nominee. The spokesperson will meet with the Committee immediately before the Committee interviews the candidate and for a period not longer than five minutes.

c. The nominee will be asked a series of questions by the Nominating Committee related to his or her experiences in Rotary and the job responsibilities associated with being a District Governor. A list of the questions will be determined by a committee made up of the Chair of the Nominating Committee, the District Governor, and the District Governor-elect. The questions will be reviewed by the Nominating Committee on the day of the interviews; members of the Nominating Committee will be provided the opportunity to suggest additional questions to be considered by the Committee prior to meeting with the candidates.

d. All members of the committee will be involved in asking the designated questions of the candidates. The questions will be asked in the same manner to all candidates. Follow-up questions may be asked of individual candidates for the purpose of clarification.

- e. There will be no discussion of candidates until all candidates have been interviewed. At the conclusion of interviews, the Chairman of the Committee will allow for discussion of candidates and all members of the Committee will be encouraged to participate.
 - f. At the conclusion of the discussion, the Chairman will conduct a secret ballot and make the vote known to all members of the committee. The Chair of the Nomination Committee will only vote in case of a tie.
 - g. In case of one candidate, a majority of the committee will need to approve the candidate as being qualified to serve as District Governor. If the committee determines that the single candidate is not qualified, the Chairman of the Nominating Committee will reopen the process to be completed in its entirety by June 30 of the Rotary year. In the case of two candidates, the candidate receiving a majority of the votes of the Committee shall be the nominee. In the case of three or more candidates, if one candidate does not receive a majority of the votes, the candidate with the fewest number of votes will be dropped, and a vote will take place with the remaining candidates. This process will continue until one candidate gets a majority of the votes. At the time of selection, the nominee will be called Governor-Nominee Designate and will assume the title of Governor-Nominee on July 1, two years before serving as District Governor.
 - h. All documents and notes related to the work of the committee will be turned over to the Committee Chair who will dispose of them after they are no longer needed.
 - i. Immediately after the Governor Nominee Designate (DGND) had been selected, the Chairman of the Committee shall announce the decision of the committee to the candidates. The Chairman of the Committee will notify the District Governor of the candidate selected within 24 hours of the adjournment of the nominating committee. The District Governor will then follow the challenge process outlined in Rotary International By-laws 14.020.8, including a ballot-by-mail if necessary. Prior to the meeting of the Nominating Committee, the District Governor will have developed a schedule with timelines for the challenge process and that schedule will have been made available as part of the information provided to candidates.
- 8) a. A committee consisting of the District Governor, District Governor Elect and Immediate Past District Governor will meet in advance of the meeting of the nominating committee to develop a list of suggested candidates(s) for Vice Governor. This committee will confirm the availability of all suggested candidates to serve. The final list of available suggested candidate(s) will be submitted by the District Governor to the Nominating Committee chairman. All available suggested candidate(s), having previously served a full term as District Governor, will be deemed qualified to serve.
- b. The Nominating Committee Chairman will present the candidate(s) to the full committee for final selection.
 - c. Immediately after the Vice Governor has been selected, the Chairman of the Committee will announce the decision of the committee to the candidates. The District Governor will then announce the decision through district communications, including the district website, the Rotary Times, and the District Governor's weekly message.

Bylaws of Rotary International
MANUAL OF PROCEDURE 2016

Article 14 Nominations and Elections for Governors

14.010. Selection of a Governor-nominee.

14.020. Nominating Procedure for Governor.

14.010. *Selection of a Governor-nominee.*

The district shall select a nominee for governor not more than 36 months, but not less than 24 months, prior to the day of taking office. The nominee shall assume the title of governor-nominee-designate upon selection and shall assume the title of governor-nominee on 1 July two years prior to assuming office as governor. The board shall have the authority to extend the date under this section for good and sufficient reason. The nominee will be elected at the RI convention held immediately preceding the year in which such nominee is to be trained at the international assembly. Nominees so elected shall serve a one-year term as governor-elect and assume office on 1 July in the calendar year following election.

14.020. *Nominating Procedure for Governor.*

14.020.1. *Method of Selection of Governor-Nominee.*

Except for those districts in RIBI, a district shall select its governor-nominee either by a nominating committee procedure as hereinafter provided or by a ballot-by-mail as provided in sections 14.030. and 14.040. or, alternatively, at the district conference as provided in subsection 14.020.13., the choice of which shall be decided by a resolution adopted at a district conference by a majority of the votes of the electors of the clubs present and voting.

14.020.2. *Nominating Committee for Governor.*

In districts adopting a nominating committee procedure for selection of governor nominee, the nominating committee for governor shall be charged with the duty to seek out and propose the best available candidate for governor-nominee. The terms of reference of the committee, including the method for selecting members, shall be determined in a resolution adopted by the electors of the clubs present and voting at a district conference. Such terms of reference may not be inconsistent with the bylaws.

14.020.3. *Failure to Adopt Nominating Committee Procedure.*

Any district which has adopted the nominating committee procedure for selection of governor-nominee but fails to select members of a nominating committee as required in subsection 14.020.2. shall utilize the five most recent past governors who are still members of a club in that district as its nominating committee. The committee so constituted shall function in accordance with section 14.020. Where five past governors are not available, the president of RI shall appoint additional suitable persons from that district so that the committee contains five members.

14.020.4. *Suggestions by Clubs for Governor.*

In a district selecting its governor-nominee either by nominating committee procedure or at the district conference, the governor shall invite the clubs to submit their suggestions for nominations for governor. Where the nominating committee procedure is to be utilized, such suggestions shall be considered by the nominating committee so long as they reach the committee by the date established and announced by the governor. Such announcement shall be made to the clubs in the district at least two months before such suggestions must reach the nominating committee. The announcement shall include the address to which suggestions shall be sent. The suggestions shall be submitted in the form of a resolution adopted at a regular meeting of the club naming the suggested candidate. The resolution shall be certified by the club secretary. A club may suggest only one of its own members as a candidate for governor-nominee.

14.020.5. *Nomination by Committee of Best Qualified Rotarian.*

The nominating committee for governor shall not be limited in its selection to those names submitted by clubs in the district. The committee shall nominate the best qualified Rotarian who is available to serve as governor.

14.020.6. *Notification of Nomination.*

The chair of the nominating committee shall notify the governor of the candidate selected within 24 hours of the adjournment of the nominating committee. The governor shall then publish to the clubs of the district the name and club of the nominee within 72 hours from receipt of the notice from the chair of the nominating committee. Publication of the announcement consists of a written notice by the governor by letter, e-mail or facsimile to the clubs in the district.

14.020.7. *Committee Inability to Select Nominee.*

Where the nominating committee cannot agree upon a candidate, the governor nominee shall be elected in a ballot-by-mail as provided in section 14.040.

Alternatively, the governor-nominee may be selected from among those candidates suggested to the nominating committee at the district conference in accordance with section 16.050.

14.020.8. *Challenging Candidates.*

Any club in the district which has been in existence for at least one year as of the beginning of that year may also propose a challenging candidate for governor nominee provided this club has previously suggested such candidate to the nominating committee. A club in existence for less than one year as of the beginning of that year may propose a challenging candidate provided such candidate is a member of that club and the challenging candidate must have been duly suggested to the nominating committee. The name of the challenging candidate shall be submitted pursuant to a resolution by the club adopted at a regular meeting. The club must file the resolution with the governor by the date determined by the governor. Such date shall be not more than 14 days after publication of the announcement of the selection for governor-nominee by the governor.

14.020.9. *Concurrence to Challenges.*

The governor shall inform all clubs through a form prescribed by RI of the name of any challenging candidate who has been proposed as specified above. The governor shall also inquire whether any club wishes to concur with the challenge. A club must file a resolution of the club adopted at a regular meeting to concur with a challenge. Such resolutions must be filed with the governor by the date determined by the governor. Only challenges that have been concurred to by at least 10 other clubs which have been in existence for at least one year as of the beginning of that year or 20 percent of the total number of clubs as at the beginning of that year in the district which have been in existence for at least one year as of the beginning of that year, whichever is higher, and only when such resolutions by the club were adopted at a regular meeting in accordance with the club bylaws as determined by the governor shall be considered valid. A club shall concur with only one challenging

candidate.

14.020.10. *Absence of Challenging Candidate.*

The governor shall declare the candidate of the district nominating committee to be the governor-nominee where no such challenging nomination has been received by the established date. Such declaration shall be made to all clubs in the district within 15 days of the deadline.

14.020.11. *Challenging Nominations.*

The governor shall notify, within seven days following the deadline, all clubs in the district where a valid challenging nomination has been received by the deadline. Such notice shall include the name and qualifications of each such challenging candidate, the names of the challenging and concurring clubs and state that such candidates will be balloted upon in a ballot-by-mail or alternatively at the district conference if the challenge remains effective up to the date set by the governor.

14.020.12. *Lack of Valid Challenging Nomination.*

Where no valid challenging nomination is received, the governor shall declare the candidate of the district nominating committee as governor-nominee. The governor shall notify all clubs in the district of such nominee within 15 days.

14.020.13. *Ballot at District Conference for Election of Governor-nominee.*

The ballot at the district conference will follow as closely as possible the provisions for a ballot-by-mail. All votes from a club with more than one vote shall be cast for the same candidate failing which the votes from such club shall be deemed to be spoiled votes. Each club shall designate one elector to cast all of its votes.

16.070. *Qualifications of a Governor-nominee.*

Unless specifically excused by the board, no person shall be selected as nominee for governor unless the Rotarian has the following qualifications at the time of selection.

16.070.1. *Rotarian in Good Standing.*

The Rotarian must be a member in good standing of a functioning club in the district.

16.070.2. *Rotarian Maintaining Full Qualifications of Membership.*

The Rotarian must have full qualifications for such membership in the strict application of the provisions therefor, and the integrity of the Rotarian's classification

must be without question.

16.070.3. *Rotarian's Qualification as Past President of Club.*

The Rotarian must have served as president of a club for a full term or be a charter president of a club having served the full term from the date of charter to 30 June, provided that this period is at least six months.

16.070.4. *Rotarian's Ability to Fulfill Duties of Governor.*

The Rotarian must demonstrate willingness, commitment, and ability, physically and otherwise, to fulfill the duties and responsibilities of the office of governor as provided in section 16.090.

16.070.5. *Rotarian's Certification of Qualifications.*

The Rotarian must demonstrate knowledge of the qualifications, duties, and responsibilities of governor as prescribed in the bylaws and submit to RI, through its general secretary, a signed statement that the Rotarian understands clearly such qualifications, duties, and responsibilities. Such statement shall also confirm that the Rotarian is qualified for the office of governor and willing and able to assume the duties and responsibilities of that office and to perform them faithfully.