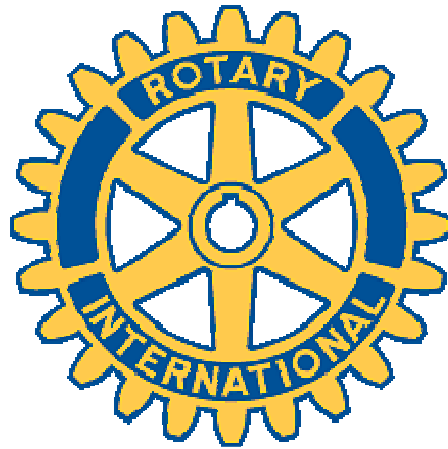


ROTARY INTERNATIONAL

Service Above Self - He profits Most Who Serves Best



DISTRICT # 7390
RESOLUTIONS

Originally Adopted 1969
And updated May 1, 2009

ARTICLE I

Purpose

The purpose of this resolution is to coordinate, simplify, and provide continuity for District procedures:

- First, through updating and harmonizing previous resolutions.
- Second, by simplifying certain procedures.
- Third, by providing for a method whereby each District Governor Nominee shall receive a copy of this resolution as soon as his or her nomination is certified to Rotary International.
- Fourth, by review of this resolution at each District Assembly by the incoming District Governor with incoming Club Presidents, and by the Assistant Governor with the Presidents and secretaries on the occasion of his or her official visit to each Club.

ARTICLE II

Limitation

Nothing in this resolution or subsequent amendments can or should be so construed as to conflict with or be contrary to the Constitution and By-Laws of Rotary International.

- a) Rulings and interpretations by the Board of Directors of Rotary International shall immediately void or change any article, section or clause of this resolution contrary to such action.
- b) All enactments passed at an International convention to change the Constitution and By-Laws of Rotary International that conflict with any Article, section or clause of this resolution shall take precedence immediately.

ARTICLE III

District Officers

Section 1 District Governor.

The District Governor has been elected by action of duly accredited electors of Rotary International to the position of sole administrative officer in the District during his or her term of office. As the only representative of Rotary International he or she is responsible to the President and members of the Board of Directors of Rotary International for promoting the program of Rotary.

Neither appointed committees nor action of Rotary Clubs in the District can dilute the authority or relieve the responsibility of the District Governor.

Section 2 District Governor Elect.

The District Governor Elect has been elected by action of duly accredited electors of Rotary International. Responsibilities and duties of the District Governor Elect shall be determined by the District Governor in consultation with the Board of Counselors and as indicated in the current Rotary International Manual of Procedure.

Section 3 District Governor Nominee.

The District Governor Nominees responsibilities and duties shall be determined by the District Governor in consultation with the Board of Counselors and as indicated in the current Rotary International Manual of Procedure

Section 4 District Treasurer/Secretary.

The District Treasurer/Secretary shall be a Rotarian. He or she shall be appointed by the District Governor and shall serve until a successor is appointed by the current District Governor or a succeeding District Governor. It shall be his or her responsibility to receive and expend District Funds as provided by this resolution and directed by the District Governor, and, particularly, to receive and control all District Funds carried over from one Rotary year to the next.

Section 5 Assistant Governor.

- a) The District Governor should divide the District into Groups, each Group being as nearly equal as possible as

- to number of Rotarians and Clubs. Each Group should be made up of from four to seven contiguous Clubs.
- b) An Assistant Governor shall be appointed by the District Governor for each Group and should be a Past President of one of the Clubs in the Group. The Assistant Governor shall be well informed on the many facets of Rotary and be thoroughly familiar with the current Rotary International Manual of Procedure and shall act as liaison between the Clubs of his or her Group and the District Governor.
 - c) An Assistant Governor shall work with the Governor, Governor Elect, and Governor Nominees in developing the goals of the District and advise them with regard to District Committee selections. The Assistant Governor shall schedule a visit with each of his assigned Clubs during the first quarter of the Rotary year. At this meeting the Assistant Governor shall review the Club's Summary of Plans and Objectives, conduct a Club Assembly and prepare a Memorandum of Visit for the District Governor. The Assistant Governor shall schedule meetings with their assigned Club Presidents and Secretaries for the purpose of discussing the business of the Clubs and resources available to them, to schedule and plan for visits of the Governor and to promote and encourage attendance at District and Rotary Foundation programs. These meetings shall be scheduled not less often than quarterly throughout the Rotary year. The Assistant Governor shall advise the Governor on progress within their assigned Clubs and coordinate requests and recommendations of the Governor of their assigned Clubs.
 - d) An Assistant Governor shall attend the training sessions developed for Assistant Governors and work with the District Trainer and Governor Elect in the preparation and conducting of the District Presidents-Elect Training Seminar (PETS), Pre-PETS and District Assembly. It is expected that the Assistant Governor will attend the District Conference.
 - e) An Assistant Governor shall serve for three one-year appointments or until a successor is named.

Section 6 District Trainer.

- a) The District Governor shall appoint a District Trainer for the Rotary year. It is recommended that the District Trainer be a Past District Governor who is well informed on the many facets of Rotary and is thoroughly familiar with the current Rotary International Manual of Procedure and current District Resolutions.
- b) The District Trainer shall participate in the training sessions conducted by the Zone for District Trainers and is responsible for developing the training program for Assistant Governors, the PETS and the District Assembly. This is to be done in concert with the Governor and Governor Nominees. The District Trainers responsibilities shall include logistical arrangements, registration, promotion, program design, and training sequence and materials for the Assistant Governors training, the Pre-PETS, PETS and the District Assembly.
- c) The District Trainer may not serve more than three consecutive one-year appointments.

Section 7 District Representative to the Council on Legislation

- a) The District Representative to the Council on Legislation and the alternate shall be elected in accordance with the Bylaws of Rotary International at the District Conference in the year preceding the council.
- b) No one shall serve as District Representative to the Council on Legislation more than two times.

ARTICLE IV

District Executive Secretary

Section I District Executive Secretary.

The District Executive Secretary shall be a full-time employee of the District. He or she shall be interviewed by the District Office Committee and appointed by the District Governor. The District office Committee shall be responsible for the Annual Performance Review with input from the Board of Counselors and Committee Chairs. He or she shall preserve and organize on a continuing and permanent basis, records for District Governors, District Conferences, District Committees and other District affairs. Each District Governor shall, upon completion of his or her term of office, turn over to the District Executive Secretary copies of reports, audits and correspondence that may be of historical significance or helpful to a subsequent District Governor.

Immediately after a District Governor Nominee's name is confirmed and published by the District Governor, he or she shall be notified by the District Executive Secretary that this data is available for his or her perusal. A copy of this Resolution, including all subsequent Amendments, shall be included with this written notice.

ARTICLE V

District Committees

Section 1 General.

Certain District committees are suggested or specified by the Board of Directors of Rotary International using as guidelines the Manual of Procedure, the District Governor's Handbook, and rulings of the Board of Directors of Rotary International for the organization and administration of these committees. The structure should include a District Director for each of the Four Avenues of Service with a Past District Governor as an advisor for each committee. It is suggested that committee members be appointed on a rotating basis and serve for more than one year.

Section 2 District Board of Counselors.

- a) Each District Governor is urged to choose from Past District Governors who are members of Rotary Clubs in District 7390, not less than seven nor more than twelve individuals to serve as a District Board of Counselors during his or her term of office.
- b) It is advisable to appoint the immediate Past District Governor, the Rotary Foundation Chair, the District Treasurer, and five to nine Past District Governors to the District Board of Counselors. The District Governor Elect, District Governor Nominee and District Governor Nominee Designate shall be Ex-Officio Members.
- c) This Board of Counselors shall meet on the request of the District Governor to counsel and advise him or her on any subject or subjects he or she may deem necessary. The combined knowledge of previous administrations with the wisdom gained through experience will provide valuable guidance. When conflicting opinions are expressed on any subject during a meeting, the District Governor may ask for a show of hands or by other means to determine the division of the Board of Counselors. A majority vote for or against any action shall not be binding on the District Governor.
- d) It is suggested that the Board of Counselors meet on at least a quarterly basis.

Section 3 District Office Committee

The District Office Committee shall include the District Governor, the District Governor Elect, the District Governor Nominee and one Past District Governor.

Section 4 Strategic Planning Committee.

- a) Each District Governor is urged to appoint a Strategic Planning Committee comprised of the Governor, the immediate Past Governor, the Governor Elect, and the Governors Nominee to serve on the committee during his or her term of office.
- b) This Committee shall meet on the request of the District Governor to counsel and advise him or her on subjects dealing with the continued development and operation of the Rotary program in R.I. District 7390 and to develop a Strategic Plan.
- c) It is suggested that this committee, on a triennial basis, review and present to the District for consideration at the District Assembly the District's Strategic Plan.

ARTICLE VI

District Office

Section 1 District Office.

The District shall maintain an office for the assistance of the District Governor, the District Governor Elect, the District Governor Nominee, the District Treasurer/Secretary, the Assistant Governors, the District Trainer, and the committees of the District. The operation of this office shall be under the supervision of the District Office Committee. Accordingly, the costs incident to the operation of such office, unless otherwise provided for, are to be defrayed by means of the annual per capita assessment of the membership on record of each Club, except honorary members, as of December 31 of each Rotary year.

ARTICLE VII

District Projects

Six projects of major scope are authorized to be undertaken by member Clubs working together at the District level. These shall be the following: (a) Susan P. Byrnes Health Education Center, (b) Rotary Youth Leaders Conference for senior high school students, (c) a Group Study Exchange Program, (d) Rotary Youth Exchange, (e) America's Promise/Literacy and (f) Junior Achievement.

In accomplishing the Rotary Youth Exchange Program, R.I. District 7390 has become a member of Eastern States Student Exchange Program, Inc. (ESSEX). As a member of ESSEX, R.I. District 7390 shall comply with the Student Protection Policy as adopted by ESSEX.

In accomplishing the Group Study Exchange Program, R. I. District 7390 shall apply to The Rotary Foundation of Rotary International to sponsor the program through the Rotary Foundation. An Exchange must be completed within one year following announcement of awards unless extended as provided by the rules of procedure of Rotary International with a matched R.I. District in another country by which the Districts will both send and receive a study team during the year. The program is to be conducted in conformity to the rules and regulations of Rotary International for Group Study Exchange teams and programs. District funds are to be budgeted to finance the necessary expenses to be incurred while hosting a team.

The procedures given in the remainder of this section are to apply to each of the six above mentioned projects, and others of like nature should projects of continuing scope be undertaken.

The District Governor shall appoint committees, including Committee Chairpersons, to accomplish each of these projects, as soon after taking office as possible. All members of these committees shall be Rotarians selected from Clubs in R. I. District 7390. The District Governor may enlist specialized knowledge or skills for the good of the projects by appointing non-Rotarians as advisors or counselors to the committees. Such appointments may be on a volunteer or recommended basis, however, no payment is to be made from the District funds for this purpose. On or before June 30 of each year a member of each committee, selected by each committee chairperson, shall be assigned by the District Governor to perform an audit of committee funds and submit a financial statement to him or her and to the District Treasurer/Secretary.

ARTICLE VIII

Reports

Section 1 District Conference Report.

The District Conference Chair(s) shall submit a written report of the District Conference which shall include a detailed financial statement of the Conference to the District Governor by June 15 or within sixty days of the adjournment of the Conference, whichever first occurs. A copy of this report as well as transfer of unexpended funds shall be forwarded to the District Treasurer/Secretary at the same time. Any Club member desiring a copy of this report shall request it in writing prior to the adjournment of the Conference.

Section 2 Committee Reports.

- a) Each Chair of a District Committee shall submit an informal written report to the District Governor during June of each fiscal year. This report shall include an outline of accomplishments and goals attained, problems encountered, and suggestions for future consideration.
- b) Copies of all committee reports and audits shall be forwarded to the District Executive Secretary by the District Governor at the conclusion of his or her term of office.

ARTICLE IX

District Funds

Section 1 General.

The District treasury shall operate on a fiscal-year basis, July 1 to June 30. The financial records shall be closed on June 30th. Annually, the District Treasurer/Secretary will have fiscal year-end financial statements prepared by a Certified Public Accountant. The fiscal year-end financial statements shall be prepared on a compilation basis. At

the discretion of the audit committee, the fiscal year-end financial statements can be prepared on a higher level of reporting such as on a reviewed or audited basis. At the request of the Audit Committee or successor Treasurer/Secretary, all financial records for the preceding fiscal year shall be turned over to the appropriate party within a reasonable period after the closing of the fiscal year. The District Governor and Treasurer/Secretary shall execute such documents necessary to handle banking arrangements for the new fiscal year. The District depository shall be notified of the change of officers and the prior banking resolution and signature cards shall be revoked. The incoming District Governor, no later than September 30 of his or her term, shall send to all incoming Club Presidents a copy of the District's preceding fiscal year-end financial statements as prepared by a Certified Public Accountant. The statement of activities shall reflect actual income and expenses as compared to budgeted income and expenses. All funds originating from annual per capita assessment, registration fees, and the like, contributed to the District by member Rotary Clubs or Rotarians to further District activities and unexpended funds of all standing or special committees, shall be deposited in an institution insured by FDIC, or an institution's money market mutual fund or equivalent fund. Such funds are hereafter referred to as the District Fund. The District Governor shall require the District Treasurer/Secretary to hold separate funds turned in by any continuing committee and make them available to the committee on request. All funds shall be deposited and held in the name of District 7390, Rotary International. District 7390 shall not budget annually any surplus except to cover a prior year's deficit or to maintain a certain level of cash flow necessary to operate the programs of the District. The Youth Exchange and Leaders' Conference Committees are permitted to carry a reasonable surplus from year to year in order to operate the respective programs. In the event a surplus is generated in any given year the District Treasurer/Secretary shall have the responsibility of investing surplus funds with the approval of the District Governor and the District Governor Elect. Surplus funds can only be utilized in accordance with budget restrictions or by written authorization on order of the District Governor. The operations of all committees other than the Youth Exchange and the Leaders' Conference shall be handled as part of the District Budget. All income and expenses of all committees other than the Youth Exchange and Leaders' Conference shall be reflected on the financial records of the District. Due to the nature of the committees for Youth Exchange and Leaders' Conference, these committees may maintain separate financial records. However, these committees shall file written reports annually, with the District Governor, District Executive Secretary and District Treasurer/Secretary reflecting the operating activity and financial position as of and for the period reported.

Section 2 Annual Budget.

The Budget Committee shall consist of the immediate Past District Governor, District Governor, District Governor-Elect, District Governor Nominee(s), District Treasurer/Secretary, there will be at least two, but no more than three District Rotarians involved in the budget and the District Executive Secretary shall be an ex-officio member.

Section 3 Annual Contribution.

The performance of duties by the District Governor, the District Governors Nominee, the District Executive Secretary, the District Treasurer/Secretary, the Assistant Governors, the District Trainer, and committees of the District as well as the plenary discussion sessions of the District Conference and the District Assembly are designed for the benefit and advancement of Rotary and all Clubs and all Rotarians within the District. Accordingly, the cost incident to such District activities, unless otherwise provided for, are to be defrayed by means of an annual per capita assessment of the membership on record of each Club, except honorary members, as of December 31 of each Rotary year. If a District Committee or District Activity, other than Youth Exchange and RYLA generates a profit, the profit shall be transferred to the District Fund. The amount of the assessment for the next Rotary year shall be initially determined by the District Budget Committee and shall be forwarded to all Clubs no later than April 1st. The Budget Committee when determining the annual per capita assessment shall take into consideration the existing District Fund(s) and other funds which the District may receive. The Budget Committee shall also prepare a budget of income and expenses in accordance with the financial needs of the District as set forth in ARTICLE IX, Section 2, for the next Rotary year. The annual per capita assessment thus determined should be paid to the District Treasurer/Secretary by each Club not later than sixty (60) days following July 1 of each Rotary year.

ARTICLE X

Insurance

Section 1 Insurance Committee.

There shall be a District Insurance Committee appointed by the District Governor. The members of this committee shall have experience in the insurance industry. It shall be the duty of this committee to solicit and secure proposals for appropriate insurance coverage for the District and all Clubs in this District.

Section 2 Risk Management Committee

There shall be a District Risk Management Committee appointed by the District Governor. The members of this Committee shall have experience in the analysis of liability and risk exposure together with an understanding of the District's insurance policy. It shall be the duty of this committee to develop and implement a risk management strategy for the District with particular emphasis given to youth programs.

Section 3 Liability Insurance.

This District shall, for each Rotary year, arrange for the purchase of a Non-Profit Directors and Officers Liability Insurance Policy which shall be paid for by the District out of monies in the general District budget.

ARTICLE XI

Nomination of District Governor

Section 1 General.

As confirmed in these District Resolutions, ARTICLE III, Section 1. - District Governor, the District Governor is elected at the Annual Convention of Rotary International to serve Rotary International as its Administrative District Officer.

Section 2 By-Laws of Rotary International.

The By-Laws of Rotary International, as they may be amended from time to time, published in the "Rotary International - Manual of Procedure" outline the duties and responsibilities of the District Governor and the procedures for selecting a District Governor Nominee by means of a Nominating Committee.

Implementation of those procedures is provided for in the following sub-paragraphs of this resolution:

- a) As provided in ARTICLE III - "District Officers", Section 5. - "Assistant Governor" of these District Resolutions, the District Governor has divided the Rotary Clubs of the District into geographic "Groups" for the purpose of facilitating administrative services, including the election of Rotarians to serve as members of the Nominating Committee - more often referred to as "Nominators."
- b) On or before October 1st each Assistant Governor shall act as "Convener" to organize a meeting of the Presidents of the Rotary Clubs of the respective Group for the purpose of electing a Nominator and an Alternate Nominator, who shall be Rotarians in good standing and members of Rotary Clubs within the respective Group.
- c) The Assistant Governor, as Convener, may act as Chair for the meeting and/or recording secretary, so selected by the Presidents at the meeting. However, the Convener shall take no part in the deliberations.
- d) The Convener, prior to the start of deliberations, shall advise and instruct the assembled Presidents that no Nominator or Alternate Nominator may serve as a member of the Nominating Committee when a President's Club has submitted or will have submitted the name of a Club member as a candidate for consideration by the Nominating Committee.
- e) It is suggested that the Assistant Governor, disqualify themselves as candidates for Nominator and/or Alternate Nominator. In the case that a Rotary Club(s) of the respective Group has or will have submitted the name(s) of a member(s) as candidate(s) for consideration by the Nominating Committee, no member of that Rotary Club may serve as a member of the Nominating Committee.
- f) To the extent practicable and within the guidelines of subparagraphs (d) and (e) hereof, it is recommended that the Presidents give consideration to the election of a Past District Governor who is an active participant in and a

member of a Rotary Club of the respective Group, as well as an active participant in the programs and affairs of the District, as a Nominator or Alternate Nominator. This does not exclude from consideration other active and committed Rotarian leaders, as a diversified Nominating Committee adds value to the nominating process.

- g) Immediately following the meeting of Presidents, the Assistant Governor shall advise the District Governor of the name and the Rotary Club of the Rotarian elected from the Group to serve as Nominator and the Rotarian elected to serve as Alternate Nominator.

Section 3 Suggesting Candidates for District Governor Nominee.

NOTE: The Nominating Committee for District Governor and all Past District Governors are charged with the duty to seek out and propose the best available candidates for District Governor Nominee.

- a) Each Rotary Club of the District is urged to annually survey its membership for the purpose of suggesting qualified members for consideration by the Nominating Committee.
- b) Qualifications for a District Governor are enumerated and specified in detail in the aforementioned By-Laws of Rotary International. These qualifications, as published in the current Rotary International Manual of Procedure, should be studied carefully by the Rotary Club members and the prospective Rotarian candidate for District Governor Nominee, preliminary to the decision to suggest a Cub member as a candidate.
- c) Before September 1st of each year, the District Governor shall issue an invitation, as an article in the "District Governor's Monthly Newsletter" and/or separately, to all Rotary Clubs of the District, to submit the names of qualified members for consideration by the Nominating Committee. The District Governor shall also make copies of this invitation available for distribution at the District PETS meeting as well as the District Assembly. The invitation shall specify the deadline date of December 15th prior to which such names of suggested candidates shall have been submitted to him or her.
- d) The District Governor will provide, on request, the standard form containing "STATEMENT OF QUALIFICATIONS - CANDIDATE FOR DISTRICT GOVERNOR 20__ - 20 __" and CANDIDATE'S STATEMENT" of understanding, for submitting the names of suggested candidates. Suggestions for Rotarians to be considered as candidates for District Governor Nominee may be submitted to the District Governor any time during the Rotary Year, but prior to the deadline date of December 15th as set in Section 3 (c).
- e) The selected District Governor Nominee shall have the title of District Governor Designate until the District Governor certifies the candidate in accordance with Section 5 of this Article.

Section 4 Nominating Committee Meeting.

- a) The District Governor shall annually appoint a Past District Governor as a Nominating Committee Chairperson. This Chair shall be responsible for organizing and assembling the Committee in accordance with the District Resolutions. In addition this appointee shall act as Chair at the Nominating Committee Meeting with a voice but no vote.
- b) The Nominating Committee Meeting shall be held before January 31st at a time and place set by the District Governor. Written notice of the meeting shall be sent to each Nominator. In the case that the Nominator is unable to attend the meeting, the Nominator shall arrange for his or her Alternate Nominator to serve instead. The Nominator shall advise the District Governor of this action.
- c) The District Governor shall notify each and every candidate of the date and place of the Nominating Committee Meeting and the specific time at which the candidate shall be available for interview and discussions with the Nominating Committee. In such notice, the District Governor shall caution the respective candidates to refrain from any discussion or other solicitations of favor with any of the Nominators and Alternate Nominators prior to the interview with the Nominating Committee. Any such contact shall disqualify the candidate from further consideration. The District Governor may participate in the interview with the candidate, but the District Governor shall have no vote.
- d) The District Governor Nominee for the next ensuing Rotary Year may attend the Nominating Committee Meeting as an observer only, without voice or vote. If so requested by the District Governor or the chairperson, the District Governor Nominee may act as the designated recorder of the balloting.
- e) No Nominator or Alternate Nominator who is a member of a Rotary Club that has submitted a candidate to be considered at the meeting shall participate in the interviews, discussions, deliberations and voting at the Nominating Committee Meeting. The presiding officer is required to instruct such Nominator or Alternate

Nominator to retire and leave the meeting at once.

- f) Any Nominator or Alternate Nominator who may have been approached directly by a candidate under consideration or by others on behalf of the candidate shall so advise the District Governor and the chairperson, and such candidate shall be removed from further consideration.
- g) After completion of all interviews and the ensuing discussions, voting by secret ballot shall be conducted by the Nominators and/or Alternate Nominator(s) serving instead of absent Nominator(s). The ballots shall provide boxes for an indicated vote for each candidate, as well as an option to withhold voting for all candidates. The ballots shall be tabulated by the current District Governor Elect and District Governor Nominee, and the results conveyed to the Chair.
- h) The Chair shall notify the Nominating Committee of the outcome of the balloting. A simple majority is required to select a District Governor Nominee. If the balloting produces an indecisive result, the Nominating Committee may have further discussion and conduct a second balloting.
- i) If the Nominating Committee cannot by Majority vote of its members select a District Governor Nominee, the Nominating Committee Meeting may be suspended and then reconvene within two (2) weeks, during which a call for additional candidates or a "draft" of a qualified Rotarian who meets the criteria of the By-Laws of Rotary International and the unanimous approval of the Nominating Committee.
- j) In the event that a District Governor Nominee cannot be selected at the reconvened Nominating Committee Meeting, the election of the District Governor Nominee shall be conducted in the manner prescribed in the By-Laws of Rotary International.

Section 5 Post Nominating Committee Meeting Procedures.

Following adjournment of the Nominating Committee Meeting, the District Governor shall proceed in the manner and in the details specified in the By-Laws of Rotary International.

ARTICLE XII

Review at District Assembly

Section 1 Purpose.

A review of this resolution at the District Assembly each year will accomplish several purposes.

- a) It will serve to inform incoming Club Presidents about the administrative functioning of District 7390.
- b) It will enable them to correlate Club functions more closely with District functions.
- c) This discussion may lead the incoming District Governor and the incoming Presidents to formulate changes that should be presented as amendments to this resolution for consideration and vote at the District Conference.

Section 2 Assembly Procedure.

- a) The District Executive Secretary shall make available to the presiding officer of the District Assembly each year enough copies of this resolution, with amendments if and when made, to supply each incoming President and Secretary with a copy.
- b) The incoming District Governor shall conduct a group discussion meeting to cover the articles of this resolution with the incoming Presidents and any other Rotarians he or she may wish to have participate. This group discussion meeting shall be part of the agenda of each District Assembly.
- c) Critical attention shall be given to the necessity for changing any Article of this Resolution because of action of Rotary International or because of new requirements within the District. In case a change seems necessary, procedures for implementing this change during the new Rotary year should be instituted.

ARTICLE XIII

Conference Voting

Section 1 Appointment of Parliamentarian.

The District Governor shall appoint a parliamentarian, whose duty shall be to provide interpretations and guidance in matters concerning parliamentary procedures and applicable Articles of the "Rotary International Manual of Procedure" and "Rotary District 7390 Resolutions." The Rotarian appointed as parliamentarian shall be a member,

other than honorary, in good standing of a Rotary Club in District 7390. The appointee shall be supplied with copies of the current Rotary International - Manual of Procedure, the District 7390 - District resolutions, and written copies of all matters to be voted upon, including the form of ballots, at the District Conference. While not mandatory, it is recommended that the Rotarian selected for appointment shall be a Past District Governor of District 7390. Immediately upon appointment, it shall be the duty of the parliamentarian to review and become familiar with all the prescribed materials received from the District Governor.

Section 2 Voting Arrangements Committee.

For each District Conference, the District Governor shall appoint from the electors, as such term is defined in the By-Laws of Rotary International, a Voting Arrangements Committee. The committee shall be responsible for the arrangements relative to the casting of votes on issues to be voted upon by the electors in attendance at the District Conference. This committee shall be comprised of five (5) electors.

Section 3 Voting by Secret Ballot.

By delegation or otherwise, the District Governor shall have had "official ballots" prepared containing all matters to be voted upon by the electors. The "official ballots" shall be distributed one (1) only to each elector at the time of accreditation. Only the electors who have been accredited shall be entitled to cast a ballot. In the event the District Conference is held outside the geographic territory of District 7390, Clubs may select a proxy who is a member, other than honorary, in good standing of a Rotary Club in District 7390. If such circumstances permit, the Club desiring to vote by proxy shall request permission from the District Governor at least twenty (20) days in advance of the District Conference in order to provide time for certification of the request.

Section 4 Accreditation of Electors.

The electors from each Rotary Club of District 7390 shall present their personal "District Conference Credential Certificate", which shall have been given to the elector by the respective Rotary Club President or Secretary, to the Voting Arrangements Committee for validation and accrediting of the Elector.

Section 5 Matters for Elector Voting: Quorum.

Proposed amending resolutions dealing with Articles of these resolutions, conference voting, and other legislative matters shall be restricted to the electors. A Quorum for official action shall equal ten (10) percent of the electors, or if permitted as set forth above, electors who are present plus proxy votes held by those electors.

Section 6. Place, Days and Times for Voting.

The District Governor shall direct the attention of the electors to the place for voting, the days for voting, and the times of each day that the voting place will be open for the casting of ballots. Such notification shall be by announcement at each plenary session of the District Conference and published in the District Conference Official Program booklet.

Notwithstanding the foregoing, voting shall be permitted on at least two separate days during the District Conference and at a time immediately preceding or following a plenary session.

Section 7 Restriction against Promotion, Propaganda, Campaigning, Canvassing, and Electioneering.

No Rotarian shall publish or have cause to be published, promotional materials or propaganda in an effort to achieve elective office. No Rotarian shall campaign, canvass or electioneer for District Office or office in Rotary International. There shall be no such activities at the District Conference during plenary sessions or at any other times. If any such activities are in evidence, the matter shall be brought to the attention of the District Governor, who shall order that all such activities be stopped at once. It shall be the responsibility of the District Governor to disseminate appropriate information to each Rotary Club of the District, not less than thirty (30) days prior to the first day of the District Conference, concerning qualifications of Rotarian candidates for elective office in District 7390 and/or Rotary International, and, information on proposed amendments to the District 7390 Resolutions and any other matters to be included on the "official ballot" for voting by electors at the District Conference. All such qualifications and information are to be of a constructive nature and without comments, pro or con.

**ARTICLE XIV
SHARE**

Section 1 SHARE Committee.

- a) The SHARE Committee shall be a standing committee for District 7390.
- b) The SHARE Committee shall consist of the District Governor, District Governor Elect, District Governor Nominee(s), the District Rotary Foundation Committee Chair, the Grants Committee Chair and two (2) Past District Governors.
- c) The names and addresses of the members of the SHARE Committee shall be published each year in the District Directory.

Section 2 Responsibilities.

- a) The SHARE Committee shall meet at least once per year prior to January 31. This committee shall be convened by the District Governor Elect, who shall be chair of this committee.
- b) The SHARE Committee shall determine the allocation of the District Designated Fund, DDF, as such term is defined by Rotary International, for the next year.
- c) The SHARE Committee shall report its activities to the District Governor in conformity with the procedures outlined in the District Resolutions, as they may be amended from time to time.

**ARTICLE XV
Amendments**

Section 1 General.

- a) Additions, changes or deletions to this Resolution may be made at any subsequent District Conference by means of a resolution submitted either by any Club in the District or by or at the request of the District Governor.
- b) Any proposed amending resolution must be published by the District Governor at least thirty (30) days prior to the first day of the District Conference either in his or her monthly newsletter or otherwise.
- c) Any proposed amending resolution sponsored by a Club of the District must reach the District Governor at least ninety (90) days before the first day of the District Conference so that it may be published within the time given above.

Section 2 Conference Voting.

Proposed amending resolutions dealing with Articles of this resolution shall be voted on at a District Conference.

**ARTICLE XVI
Previous Resolutions**

This resolution codifies and revises all previous resolutions adopted at District Conferences for the administration and operation of District affairs and functions. All previous resolutions dealing with those matters are hereby revoked and repealed.