

## Selection of District Governor-Nominee Designate

*The DGND selection process must be completed no later than two years prior to the date that the DGND takes office and may start no sooner than three years prior to that date. The first planning worksheet below is designed for districts that use a nominating committee to select their DGND. Complete the worksheet by inserting the dates you choose for the events in the process. Additional worksheets follow for districts that use a club ballot procedure or select their DGNDs at a district conference.*

### Nominating Committee Procedure

| Event  | Timing  | Date          |
|--|---|---------------|
| 1. Members of the nominating committee have been determined by the district's own criteria, or if it has none, the default procedure in RI Bylaws 12.030.2.  |   |               |
| 2. The district governor invites clubs to submit their suggestions for nominations for governor.   | At least two months before the deadline                 | 15 Sep 2021   |
| 3. Deadline for the governor or the nominating committee chair to receive club resolutions suggesting candidates for the office of district governor.  | At least two months after governor sends announcement   | 22 Nov 2021   |
| 4. The nominating committee selects its nominee for governor.  |   | 23 – 30 Nov   |
| 5. The nominating committee chair notifies the governor of the candidate selected.   | Within 24 hours after nominating committee adjourns     | Latest 30 Nov |
| 6. The governor notifies all candidates of the decision. The governor also notifies clubs in the district of the selected nominee and announces the deadline for receipt by the governor of challenging candidates.                            | Within 72 hours of notification by nominating committee | Latest 30 Nov |
| 7. Deadline for receipt by the governor of challenging candidates.   | Not more than 14 days after clubs are notified          | By 14 Dec.    |
| <i>If clubs do not submit challenges by the deadline or if challenges are withdrawn, then the governor will declare the nominating committee selection to be the official nominee designate and notify all club presidents within 15 days.</i> |   |               |
| 8. Governor notifies clubs of any challenging candidates and asks if clubs wish to concur.   |   |               |
| 9. Deadline for receipt by the governor of concurrences with a challenge.  | Determined by the governor                              |               |

### Nominating Committee Procedure - continued

| Event   | Timing   | Date |
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| <i>If there are not enough clubs concurring with a challenge, or if concurrences are withdrawn or invalid, then the governor will declare the nominating committee selection to be the official nominee designate and notify all club presidents within 15 days.</i>  |  |      |
| 10. If a valid challenge and the necessary concurrences are received prior to the deadline, the governor notifies clubs of names and qualifications of each candidate, and the names of the challenging and concurring clubs. The Governor also informs clubs that a mail or district conference ballot will take place if the challenge remains valid for 30 days from the date of notification. (Note: If a district conference vote is selected, refer to the procedure outlined on that worksheet below.) | Within seven days of the deadline for concurrences                       |      |
| 11. The governor notifies each club of the number of votes to which it is entitled as stated in the Rotary Code of Policies Article 17.040.4.   | At least 15 days before the balloting                                    |      |
| 12. The governor mails one ballot, signed by the members of the balloting committee, to each club. The number of a club's votes is determined by the formula in subsection RI Bylaws 15.050.1., based on the club invoice dated 1 July.   |  |      |
| 13. Deadline for receipt by the governor of ballots.  | No less than 15 days and no more than 30 days after the ballot is mailed |      |
| 14. The governor announces the place, date and time for counting and validating of ballots and appoints a three-member committee to perform these duties.   | Determined by the governor   |      |
| 15. In the presence of the candidates or their representatives, the balloting committee validates the ballots cast. Then, in a separate process, the balloting committee counts the ballots. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate.   |  |      |
| 16. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee designate.  |  |      |
| 17. The balloting committee retains all ballots for 15 days and makes them available for inspection by a representative of any club. The ballots are destroyed  | For a period of 15 days following the governor's                         |      |

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| after the 15-day review period (unless there is an election complaint).   | notification of the candidates                         |  |
| 18. The governor certifies the name of the governor-nominee designate by submitting the governor nominee designate form to Club and District Support. | Within 10 days after the governor declares the results |  |

## Club Ballot

| Event  | Timing   | Date |
|--|--|------|
| 1. The district governor invites clubs to submit their suggestions for nominations for governor.   |  |      |
| 2. Deadline for suggestions from clubs.  | At least one month after announcement is sent by governor                |      |
| <i>If only one suggestion, governor declares the sole candidate to be the governor-nominee designate.</i>  |  |      |
| 3. When two or more candidates are suggested, governor notifies all clubs of their names and qualifications, indicating that the governor-nominee designate will be selected in a club ballot.   |  |      |
| 4. The governor notifies each club of the number of votes to which it is entitled as stated in the Rotary Code of Policies Article 17.040.4.   | At least 15 days before the balloting                                    |      |
| 5. The governor prepares and mails one ballot, signed by the members of the balloting committee, to each club. The number of a club's votes is determined by the formula in subsection RI Bylaws 15.050.1., based on the club invoice dated 1 July.  |  |      |
| 6. Deadline for returning ballots to the district governor.  | No less than 15 days and no more than 30 days after the ballot is mailed |      |
| 7. The governor announces the place, date and time for counting and validating of ballots and appoints a three-member committee to perform these duties.   | Determined by the governor   |      |
| 8. In the presence of the candidates or their representatives, the balloting committee validates the ballots cast. Then, in a separate process, the balloting committee counts the ballots. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate. |  |      |
| 9. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee designate.  |  |      |
| 10. The balloting committee retains all ballots for 15 days and makes them available for inspection by a representative of any club. The ballots are destroyed   | For 15 days after the governor's notification of the candidates          |      |

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| after the 15 day review period (unless there is an election complaint).   |  |  |
| 11. The governor certifies the name of the governor-nominee designate by submitting the governor nominee designate form to Club and District Support. | Within 10 days after the governor declares the results |  |

## District Conference

| Event   | Timing   | Date |
|---|--|------|
| 1. The district governor invites clubs to submit their suggestions for nominations for governor.  |  |      |
| 2. Deadline for suggestions from clubs.   | At least one month after governor sends request for suggestions        |      |
| <i>If only one suggestion, governor declares the sole candidate to be the governor-nominee designate.</i>   |  |      |
| 3. When two or more candidates are suggested, governor notifies all clubs of their names and qualifications, indicating that the governor-nominee designate will be selected at the district conference.  |  |      |
| 4. The governor notifies each club of the number of votes to which it is entitled as stated in the Rotary Code of Policies Article 17.040.4.  | At least 15 days prior to the balloting                                |      |
| 5. One elector for each Club votes at the district conference. In the presence of the candidates or their representatives, the three-person balloting committee validates the ballots cast, and then counts the ballots in a separate process. The balloting committee promptly reports the results of the ballot to the governor, including the number of votes cast for each candidate. |  |      |
| 6. The governor notifies the candidates and all clubs of the election results, declaring the candidate receiving a majority of votes as the governor-nominee designate.   |  |      |
| 7. The balloting committee makes all ballots available for inspection by a representative of any club. The ballots are destroyed after the 15 day review period (unless there is an election complaint).  | For 15 days after the governor's notification of the candidates        |      |
| 8. The governor certifies the name of the governor-nominee designate by submitting the governor nominee designate form to Club and District Support.  | Within 10 days after the governor declares the results of the election |      |