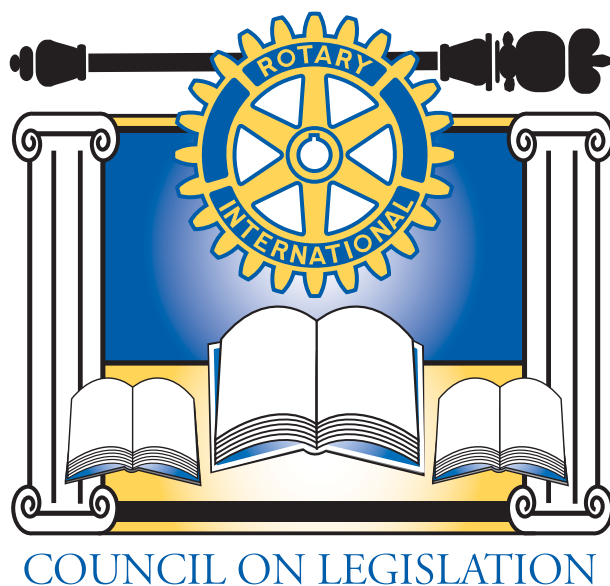


Representatives' Handbook

for the

2013 Council on Legislation



Introduction

So you have been selected to serve as representative to the Council on Legislation. Congratulations! Your service at the Council should prove to be one of the highlights of your Rotary career.

The Council on Legislation is a strenuous meeting, typically a week in length, where representatives from every Rotary district debate and vote on legislation proposed by clubs, districts, the general council of RIBI, the RI Board, and the Council itself. The Council meets once every three years in April, May, or June in the vicinity of RI Headquarters, except for compelling financial or other reasons as determined by a two-thirds vote of the RI Board. The meeting is conducted in English, with simultaneous interpretation in five languages. It is an exciting event.

The 2010 Council made a change to the legislative process for the 2013 Council; when submitting legislation to RI, the proposer *must* provide a statement of purpose and effect not to exceed 300 words in order for the proposal to be considered duly proposed. This statement should identify the issue or problem that the proposed legislation seeks to address and explain how the proposal addresses or resolves the problem or issue.

In addition, it is important for clubs and districts to know that the **deadline to submit legislation for the 2013 Council is 31 December 2011.**

Participants in the Council on Legislation include the voting members, consisting of a representative from each district; and the non-voting members, who include the:

- ✓ Council Chair
- ✓ Council Vice Chair
- ✓ Parliamentarian
- ✓ Constitution & Bylaws Committee
- ✓ RI President
- ✓ RI President-elect
- ✓ RI Board of Directors
- ✓ General Secretary
- ✓ Past RI Presidents
- ✓ Trustees' Representative
- ✓ Members-at-Large

Observers, sergeants-at-arms, and the Credentialing Committee (composed of representatives) complete the roster. The typical Council has over 700 attendees.

The purpose of this handbook is to outline what the duties and responsibilities of the representative are and familiarize you with the Council meeting itself. Any questions you have that are not answered here may be directed to the Council Services Section of Rotary International at:

Council Services
Rotary International
1560 Sherman Avenue
Evanston, Illinois 60201
USA
Tel: (847) 866-3466 or (847) 866-3302
Fax: (847) 556-2123 or (847) 866-5507
councilservices@rotary.org
www.rotary.org/col

We stand at your service, ready to assist in whatever way we can.

Representatives' Duties

A representative's list of duties can be found in section 8.030. of the RI Bylaws. While these duties are expanded on below, it may be helpful to review the list here.

8.030. Duties of District Representatives to the Council.

It shall be the duty of a representative to:

- (a) assist clubs in preparing their proposals for the council;
- (b) discuss proposed legislation at the district conference and/or other district meetings;
- (c) be knowledgeable of the existing attitudes of Rotarians within the district;
- (d) give critical consideration to all legislation presented to the council and effectively communicate those views to the council;
- (e) act as an objective legislator of RI;
- (f) attend the meeting of the council for its full duration;
- (g) report on the deliberations of the council to the clubs of the district following the meeting of the council; and
- (h) be accessible to clubs in the district to assist in their preparation of proposals for future councils.

A representative's work spreads across the three-year Council cycle. The cycle is labeled as follows:

Year 1 (2010-11)	Selection of representatives takes place
Year 2 (2011-12)	Deadline for legislation (31 December 2011)
Year 3 (2012-13)	Preparation for and attendance at the Council

Timeline for the 2013 Council

30 June 2011	Representatives and alternates are reported to RI
31 December 2011	Legislation due at RI Headquarters
31 March 2012	Amendments to legislation due at RI Headquarters
August - December 2012	Council training at Rotary institutes (attendance expected)
30 September 2012	Legislation published
February 2013	Statements of Support and Opposition due at RI Headquarters
April, May, or June 2013	Council on Legislation

Years 1 and 2

While clubs and districts may submit legislation during any year of the Council cycle (if they miss the deadline for one Council, it can always be held for the next), it is anticipated that a majority of districts will submit legislation during the first half of Year 2 in order to meet the **31 December 2011** deadline to submit legislation. As a Council representative, it will be your duty to assist in preparing legislation. The RI Board recommends that districts appoint a committee of Rotarians with Council experience to help with legislation; as representative, you should be on this committee.

In order to prepare yourself for this role, you will need to become very familiar with article 7 of the RI Bylaws, the publication [*How to Propose Legislation*](#), as well as [Chapter 13](#) of the 2010 *Manual of Procedure*. The Council on Legislation portion of rotary.org (www.rotary.org/col) will also carry helpful information, as well as electronic copies of the constitutional documents and legislation templates, which will prove invaluable in preparing legislation.

All club legislation must be reviewed at the district conference (council, in RIBI), or, if time does not permit, through a ballot-by-mail. Only those club items that receive district endorsement will be presented at the Council. District conferences (councils, in RIBI) may also submit legislation. However, the RI Bylaws encourage each district to limit its total submissions of club and district legislation to no more than five items.

In counseling your district, you may wish to ask the following questions of each item of legislation:

- ✓ Does the item address a matter of international scope, or is it a purely local or regional matter?
- ✓ Does the item address a subject of importance to the larger Rotary world, as opposed to a matter of purely personal interest to the proposer?
- ✓ Would the matter be better served through the use of a Memorial (petition) to the Board, as opposed to legislation for the Council?
- ✓ Does it require or request an administrative act that is within the discretion of the RI Board or general secretary?

The deadline for legislation for the 2013 Council is **31 December 2011**; all legislation must be accompanied by a form signed by the district governor certifying district endorsement and a statement of purpose and effect. Legislation must arrive at RI Headquarters by that date. If it arrives after midnight Evanston time on 31 December, regardless of when it is postmarked, or does not contain a purpose and effect statement or certification form signed by the governor, it will not be considered for the Council.

In addition, all districts should forward to RI Headquarters all legislation proposed by or endorsed at a district conference within 45 days of the conclusion of the conference or the date fixed by the governor for receipt of the ballots for a ballot-by-mail. The 31 December deadline still applies.

Year 2

Constitution & Bylaws Committee

During Year 2, the Constitution & Bylaws Committee meets regularly to review the legislation that is submitted to the Council. The Constitution & Bylaws Committee is composed of three members and a liaison from the RI Board. During the year of the Council, the Constitution & Bylaws Committee continues its work as part of the Council Operations Committee. The Council Operations Committee is composed of the members of the Constitution & Bylaws Committee, as well as the Council chair and vice chair.

The Constitution & Bylaws Committee does a tremendous amount of work with the legislation that is submitted to the Council. It is their job to advise the Board as to the status of proposed legislation and whether it may be presented at the Council, or whether it requires further drafting. As much as time permits, the Committee looks for irregularities in legislation and attempts to work with proposers and/or representatives to correct any problems they notice. Should you receive notification that an item of legislation from your district requires further work, you should make your best effort to see that corrections are made as quickly as possible. Otherwise, should the legislation remain in a defective state, or be judged to be not within the framework of the program of Rotary, it will not be presented at the Council.

In addition, the Constitution & Bylaws Committee reviews and approves the Purpose and Effect statements that are added to legislation by the general secretary. The general secretary also consults with the Committee to ensure that the Financial Impact Statements are written with a complete understanding of the proposed legislation.

Compromise legislation

The Constitution & Bylaws Committee may also contact you to offer a compromise item of legislation. Oftentimes, a number of items on the same subject are submitted to the Council. When this occurs, the Constitution & Bylaws Committee will offer proposing districts the option of agreeing to co-propose a compromise item of legislation, which will go forward instead of their original item. Compromise items are advantageous to proposers because the Council can see that there are multiple proposers on the item. In addition, it enables the Council to examine a subject in depth, as opposed to rapidly working through a large number of items on the same subject.

Amendments

It is possible that proposers in your district will wish to amend a particular item of legislation. They may do so, and may call upon you for assistance, so long as the amendment is submitted no later than 31 March 2012 (unless extended by the RI Board). After that, amendments to legislation must be submitted in writing at the Council.

Year 3

This is the year of the Council, so you will be reviewing legislation and preparing for your role at the Council.

Legislation

In September or October (depending upon which language you speak) you will receive proposed legislation. It is your responsibility to read through this legislation to familiarize yourself with what issues are before the Council.

If necessary, you will receive additional items of legislation that are deemed regular prior to the Council. This would include those items that are corrected versions of legislation previously deemed defective.

Statements of Support and Opposition

Shortly before the opening of the Council you will also receive any Statements of Support or Opposition that have been filed with the general secretary. These Statements, no larger than a single side of a piece of business stationery, can be filed up to two months before the opening of the Council (approximately February 2013) by a club, district conference, the general council or conference of RIBI, or the RI Board and typically offer some sort of comment on a particular item of legislation. Because Representatives will not be allowed to distribute materials at the Council supporting items of legislation, clubs and districts should consider submitting Statements if they wish to provide any explanation, background information, or opinion for or against an item of legislation. Keep in mind that, as a representative, you will be expected to read all of the published statements.

Rotary Institute

In preparation for your role at the Council, you are expected to attend your zone's Rotary institute. In the year of the Council, all Rotary institutes will have two Council-related sessions:

1. A training session for Council representatives that will likely provide an overview of the Council, show the Council training video, contain a mock Council session, and allow new representatives the opportunity to consult with past representatives; and
2. A session in which all Rotarians can discuss proposed legislation, which will allow you, as a representative, to gain knowledge of the issues involved with and opinions of other Rotarians about various items of legislation. The RI Board will also likely select a few items of legislation that they feel should be discussed by Rotarians.

With this in mind, all representatives should attend their Rotary institute. Please remember that RI does not reimburse Council representatives for their expenses relating to the Rotary institute. Some districts reimburse representatives for some or all of their expenses while others do not.

Your Role at the Council

To assist with your preparations for the Council, you will receive a video of what to expect at the Council. You will also be expected to attend a training session at your zone institute (see above).

Prior to arriving at the Council, you should familiarize yourself with the Rules of Procedure used at the 2010 Council. These can be found in [Chapter 13](#) of the 2010 *Manual of Procedure*. The proposed Rules for the 2013 Council will be distributed to Council representatives before the Council, although it is still possible that these Rules may be changed at the Council prior to being approved.

The Council is usually held in Chicago, Illinois, USA. It typically begins with an opening and orientation session on Sunday.

Representatives all stay at the same and have breakfast and lunch together in a reserved dining room. For dinner, representatives can visit one of the many wonderful restaurants in the area. The Council chambers are located in a large ballroom in the hotel. Representatives will be issued voting equipment at their seats. All representatives are issued headsets for simultaneous interpretation, so you may follow debate in English or one of the other five Council languages.

In order for the Council to convene, enough representatives must be present to constitute a quorum. It is therefore important that, when you arrive at the Council, you visit the credentials desk and present **your copy of the Representative Certification form** that was signed by the district governor in office when you were selected and by yourself. After you have been credentialed, you will then be able to register and pick up any other materials for the Council.

Typically, the Council begins work in earnest on Monday morning. There is a lunch break each day, as well as a morning and an afternoon refreshment break.

At the 2010 Council, each representative was mailed a binder of proposed legislation in September 2009. The legislation in the binder was arranged in the proposed Order of Consideration (the order in which the Council will review the legislation). This allowed Council representatives the opportunity to read, make notes, and discuss legislation with other Rotarians in their districts prior to attending the Council. Each representative brought that binder of legislation with them to the Council. For the 2013 Council, it is anticipated that a similar method will be used to distribute proposed legislation to Council members.

At the Council, you will be expected to introduce all legislation sponsored by your district, so be prepared to present such legislation. Therefore, you should take the time to determine when any items from your district are likely to come up, so you will be ready to present them. When preparing your presentation for the Council, use to the Rules of Procedures as a guide as to how long you will be able to speak. You can introduce legislation sponsored by your district as follows:

“My name is _____. I will be speaking _____ (indicate language). I am from _____ (district number). I move 13-_____ (indicate enactment or resolution number).”

In addition, there may be other occasions when you wish to speak at the Council, such as speaking in favor of or against an item of legislation or making a motion about an item of legislation. If you intend to speak, approach a microphone carrying the colored card indicating your intended action: green (speaking in favor), red (speaking against), or yellow (making a motion). Once the Council chair indicates it is your turn to speak, introduce yourself as follows:

“My name is _____. I will be speaking _____ (indicate language). I am from _____ (district number).”

Once you have introduced yourself, state why you are speaking:

“I move to _____ (indicate motion).”
“I am speaking in favor of this legislation because _____.”
“I am speaking against this legislation because _____.”

Keep in mind that another speaker may be recognized before you and may state the same viewpoint you intend to express. If this occurs, you may wish to consider returning to your seat to allow other representatives the opportunity to express additional viewpoints. This will allow more time to debate each item of legislation.

When the Council gets underway, it is an exciting time. For representatives, it is an opportunity to hear different viewpoints on the organization from around the world and meet members of the RI Board and past presidents of the organization. It is a tremendous gathering of the Rotary family, concerned with the organization’s future. The work is hard, but extremely rewarding. Once you see it, you will understand why so many Council representatives wish to return.

2016 Council -- Year 1

After the Council ends, all representatives will receive revised constitutional documents and a Report of Action that includes all of the legislation that passed at the Council. The Report of Action also includes a form clubs can use to register their opposition to any legislation. While highlights from the Council will be available on rotary.org during the Council, as Council representative, it is your responsibility to report on the Council to the clubs in your district. In addition, within one year of the Council, the RI Board will notify all governors of any board action taken due to adopted resolutions.

For More Information

You can find more information on all aspects of the Council in:

- ✓ [Article 10](#) of the RI Constitution (“Council on Legislation”)
- ✓ [Article 7](#) of the RI Bylaws (“Legislative Procedure”)
- ✓ [Article 8](#) of the RI Bylaws (“Council on Legislation”)
- ✓ [Chapter 13](#) of the [2010 Manual of Procedure](#) (“Council on Legislation” and “Rules of Procedure”)
- ✓ The Council page of www.rotary.org (www.rotary.org/col)
- ✓ The document [How to Propose Legislation](#), available on rotary.org or from the RI Council Services Section

See page 10 for the Council representatives’ checklist.

Council Representatives' Checklist

Year 1

- ✓ Retain a copy of the Representative Certification form signed by you and your district governor; you will need to present this form when you arrive at the Council in Year 3.
- ✓ Be aware of any legislation proposed by clubs in your district or by your district.
- ✓ After a district conference or Council or a district ballot-by-mail, ensure that legislation proposed or endorsed by your district has been forwarded to RI Headquarters within 45 days of the endorsement or proposal.
- ✓ Visit the [Council on Legislation portion of rotary.org](http://www.rotary.org) for any information or materials about the 2013 Council.

Year 2

- ✓ Be aware of any legislation proposed by clubs in your district or by your district.
- ✓ After a district conference or Council or a district ballot-by-mail, ensure that legislation proposed or endorsed by your district has been forwarded to RI Headquarters by **31 December 2011**.
- ✓ Review all correspondence from RI regarding legislation from within your district. If a response is required, ensure that either you, your district governor, or the proposer of legislation has responded in a timely manner (by 31 March 2012 or other date indicated).
- ✓ Visit the [Council on Legislation portion of rotary.org](http://www.rotary.org) for any information or materials about the 2013 Council.

Year 3

- ✓ In September/October 2012, review the book of Proposed Legislation, especially legislation proposed by or from within your district.
- ✓ Attend your zone's Rotary institute for Council training and for other Council-related information.
- ✓ Review any information about registration for the 2013 Council.
- ✓ If necessary, obtain a visa to travel to the United States.
- ✓ Register for the Council by the deadline indicated in registration materials. The materials will include arrangements for hotel and travel.
- ✓ Read any last minute materials mailed to you, such as information about legislation and travel arrangements.
- ✓ Visit the [Council on Legislation portion of rotary.org](http://www.rotary.org) for any last minute information or for additional materials about the 2013 Council.
- ✓ Prepare to present to the Council any legislation proposed or endorsed by your district.
- ✓ After the Council, update clubs in your district about important changes made by the Council.
- ✓ Review the Report of Action and revised constitutional documents.
- ✓ Assist your district with future Councils.