2016 Council on Legislation
How to Select a Council Representative

The Council on Legislation is held every three years and is the legislative body of RI. The Council has the authority to amend the constitutional documents of RI, as well as adopt resolutions. Every district selects a representative to attend the week-long meeting, where they will debate and vote on legislation. The next Council is tentatively scheduled to be held in April 2016 in Chicago, Illinois, U.S.A.

Deadline for Selection

Council representatives and alternates are selected in the Rotary year two years prior to the Council. Therefore, representatives for the 2016 Council are to be selected no later than **30 June 2014**.

Submitting Names to Rotary

Following selection, the names of the representative and alternate representative should be submitted online to Rotary through an online form. Each 2013-14 district governor received an email with a link to the representative selection form in September 2013. The governor will use the link to submit the names, email addresses, years as governor, and prior Council experience information for both the representative and alternate representative, if selected. Once complete, emails will be sent to the representative and alternate representative asking them to complete and confirm their information. If the district governor does not have the link to the form, please contact Council Services at council_services@rotary.org.

Note that **all mailings** will be sent electronically using the representative's primary email address in Rotary's membership database. Please keep the club secretary or data@rotary.org informed of any changes to the representative's email, to avoid missing important Council information.

Who is Eligible? (RI Bylaws 8.020.)

To serve as representative, a candidate must

- have served a full term as district governor at the time of election;
- understand the qualifications, duties and responsibilities of a representative;
- be qualified, willing, and able to assume and perform these duties and responsibilities
- have attended fewer than three Councils as a voting member; and
- be able to attend the meeting for its entire duration.

Language skills: Interpretation at the Council will be provided in:

- English
- French
- Japanese
- Korean
- Portuguese
- Spanish

Most written material will be translated into these languages. Keep in mind that during the year of the Council, representatives will read a large amount of written material, including the book of

proposed legislation. Therefore, a candidate should be proficient in one of the six languages used at the Council.

Frequency of service: Rotarians are limited to attending three meetings of the Council as a representative. In order to be eligible to serve as a representative at the 2016 Council, a candidate may only have attended up to two past Councils as a representative. Districts are encouraged to balance their need for experienced legislators with the need to develop a group of people with Council experience.

Selecting a Representative (RI Bylaws 8.050., 8.060.1., 8.070., and 13.020.)

The representative and alternate should be selected by a nominating committee procedure. If a district chooses not to utilize the nominating committee procedure, the representative may be elected at the annual conference of the district (or district council in RIBI) or through a ballot-by-mail. For election through a ballot-by-mail, the district conference must vote to do so or the governor must receive the approval of the RI Board. The selection of the representative must be conducted and completed in the 2013-14 Rotary year.

Selection of the Representative by Nominating Committee Procedure (RI Bylaws 8.050.): The nominating committee procedure for representative is based on the nominating committee procedure for district governors set forth in RI Bylaw section 13.020. A candidate for representative shall not be eligible to serve on the committee.

Failure to Adopt a Method for Selecting Members of a Nominating Committee: Any district that fails to adopt a method for selecting members of a nominating committee must utilize as its nominating committee all willing and able past governors who are members of a club in that district. However, a candidate for representative shall not be eligible to serve on the committee.

Holding an Election at a District Conference (RI Bylaws 8.060. and 15.050.): If districts do not wish to use the nominating committee procedure, they can instead hold elections at the district conference (or district council in RIBI). The election must take place in the 2013-14 Rotary year or, for RIBI, at the meeting of the district council after 1 October 2013.

Any club in the district may nominate a candidate for representative, whether or not the candidate is from that particular club. The nomination must be made in writing and include the signatures of the club secretary and president. The club should then send it to the district governor for presentation to the electors at the district conference. If a club nominates a Rotarian who is a member of a different club, the Rotarian's club must agree in writing for the nomination to be accepted.

The election is conducted in the same way as other elections at the district conference, following the provisions laid out in RI Bylaw section 15.050. Each club is entitled to a minimum of one elector, which is determined by using the club's paid membership as of 1 January or 1 July of the most recent semi-annual payment due date. Those clubs that have over 25 members are entitled to an additional elector for every additional 25 members, or major fraction thereof, as follows:

Number of Club Members	**Number of Electors**
up to 37	1
38 to 62	2

63 to 87	3
88 to 112	4
113 to 137	5
138 to 162	6
163 to 187	7
188 to 212	8

Electors must be present to cast a vote. All votes from clubs with more than one vote shall be cast for the same candidate; a club may not split its vote. If votes are split in a club, they will be considered spoiled votes.

The candidate who receives a *majority* (50% + 1) of the votes cast is named the representative. If there are only two candidates, the candidate failing to receive a majority of votes cast shall be the alternate representative, to serve only in the event the representative is unable to serve. When there are more than two candidates, the balloting shall be by single transferable ballot. At such point in the single transferable ballot process that one candidate receives a majority of the votes cast, the candidate who has the second highest number of votes shall be the alternate representative.

Conducting the Election Through a Ballot-by-Mail (RI Bylaws 8.070.): Occasionally, a district will not be able to conduct its election at the district conference (council in RIBI). In those cases, either the district conference may vote to conduct the election through a ballot-by-mail, or the governor may seek RI Board approval to conduct a ballot-by-mail. Should the conference decide to do so, it must be decided by a majority of the electors present and voting, and the ballot-by-mail must be conducted in the month immediately following the district conference using the single transferable ballot format. Should the governor decide to seek RI Board approval, he or she should contact their Club and District Support representative for assistance.

Special Situations

Occasionally, a district will have only one or no past district governors who are interested or able to serve as Council representative. These special situations can be handled in the following ways:

Only One Candidate (RI Bylaw 8.060.4.): In those cases where there is only one eligible candidate for representative, he or she shall be declared the representative for the district and no election is necessary. The district need not name an alternate at that time. The sitting governor can appoint a qualified Rotarian to serve as an alternate at a later date.

No Available Candidate (RI Bylaw 8.020.2): Should no past district governor be available to serve as representative, it is possible for either the governor, governor-elect, or a Rotarian who has served less than a full-term as governor to be named as the Council representative. This will require the certification of the governor, along with the concurrence of the RI president that no past district governor is available. Should this situation arise, we encourage the district governor to contact either the district's Club and District Support representative or Council Services for assistance.

Replacing Representatives

The position of Council representative is an elected one, thus the representative should only be replaced if he or she has resigned. In that case, the alternate should be asked to serve. Occasionally, an alternate will not be able to serve, or the district may not have selected an alternate. In those cases, the sitting governor may name a new representative. Ideally, this person should be a past district governor, possibly the governor or governor-elect at the time of the election. Should there be no past district governor available to serve, the governor may name some other duly qualified member of a club in the district.

Representatives' Duties (RI Bylaws 8.030.)

Duties of a Council representative are as follows:

- assist clubs in preparing their proposals for the Council;
- discuss proposed legislation at the district conference and/or other district meetings;
- be knowledgeable of the existing attitudes of Rotarians within the district;
- give critical consideration to all legislation presented to the Council and effectively communicate his or her views on such legislation to the Council;
- act as an objective legislator of RI;
- attend the meeting of the Council for its full duration;
- report on the deliberations of the Council to the clubs of the district following the meeting of the Council; and
- be accessible to clubs in the district to assist in their preparation of proposals for future Councils.

Timeline for the 2016 Council

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

Year 1 (2013-14)	**Selection of representatives**
30 June 2014	Representatives and alternates are reported to RI
Year 2 (2014-15)	**Deadline for legislation**
31 December 2014	Legislation due to RI
31 March 2015	Amendments to legislation due to RI
Year 3 (2015-16)	**The Council takes place**
30 September 2015	Legislation published
August - December 2015	Council training at Rotary institutes (attendance expected)
February 2016	Statements of Support and Opposition due to RI
April 2016	Tentative dates of the Council on Legislation, Chicago, Illinois, USA

For further information on how to select a representative or questions about the 2016 Council contact Council Services at council_services@rotary.org.