



# **Representative Handbook**

**2016 Council on Legislation**

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## INTRODUCTION

Congratulations on being selected to serve as representative to the 2016 Council on Legislation! This handbook outlines your duties and responsibilities as a representative and will familiarize you with the Council meeting itself.

The Council on Legislation is a working meeting where one representative from each Rotary district meets every three years to debate and vote on legislation proposed by clubs, districts, the general council of RIBI, the RI Board, and the Council. The Council will tentatively meet 11-15 April 2016 in Chicago, Illinois, USA. The meeting is conducted in English, with simultaneous interpretation in five languages:

- French
- Japanese
- Korean
- Portuguese
- Spanish

The typical Council has over 700 attendees. District representatives make up the voting members of the Council. Non-voting members 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 and sergeants-at-arms complete the roster of attendees. It is an exciting event!

Please note that the **deadline to submit legislation for the 2016 Council is 31 December 2014** and legislation should be submitted [online](#).

Also, all representatives will have mandatory training prior to the Council. You must attend the Council training sessions at the zone institute and complete the new online training course. Details can be found in the Representative Duties section of this handbook.

Any questions you have that are not answered in this handbook may be directed to Council Services at:

Council Services  
Rotary International  
1560 Sherman Avenue  
Evanston, Illinois 60201 USA  
Tel: (847) 424-5267 or (847) 866-3302  
[council\\_services@rotary.org](mailto:council_services@rotary.org)  
[www.rotary.org/col](http://www.rotary.org/col)

## TIMELINE FOR THE 2016 COUNCIL

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

- Year 1 (2013-2014) Selection of representatives and preparation of legislation
- Year 2 (2014-2015) Deadline for legislation (31 December 2014)
- Year 3 (2015-2016) Preparation for and attendance at the Council

Important dates that you should remember are:

30 June 2014	Representatives and alternates are reported to RI
31 December 2014	Legislation due to Rotary
31 March 2015	Amendments to legislation due to Rotary
August - December 2015	Council training at Rotary institutes
30 September 2015	Legislation published
11 February 2016	Statements of Support and Opposition due to Rotary
11-15 April 2016	Council on Legislation (tentative)

## RESOURCES FOR REPRESENTATIVES

The following are resources that you should use to familiarize yourself with the Council:

- 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)
- Article 59 of the [RI Code of Policies](#) (Council on Legislation)
- Chapter 17 of the [2013 Manual of Procedure](#) (Council on Legislation and Rules of Procedure)
- The Council on Legislation page on Rotary's website, [www.rotary.org/col](http://www.rotary.org/col)
- Council on Legislation workgroup, accessed through your profile on rotary.org
- Online resources for the Council, available at [www.rotary.org/col](http://www.rotary.org/col) and in the Council on Legislation workgroup:
  - [What's new for the 2016 Council on Legislation](#)
  - [How to Draft Proposed Legislation](#)
  - [How to Propose Legislation](#)
  - Writable Word versions of the [RI Bylaws](#), [RI Constitution](#) and [Standard Rotary Club Constitution](#)
  - [Proposed resolution template](#)
  - [Online legislation certification form](#)
- How to Propose Legislation and Representative Training (coming in 2015) courses in the [Learning Center](#)
- [Council on Legislation: An Overview](#), available on vimeo.com

# REPRESENTATIVES' DUTIES

A representative's list of duties can be found in section 8.030. of the RI Bylaws, but it may be helpful to review these duties here:

- a) Help clubs prepare their proposals for the Council
- b) Discuss proposed legislation at the district conference or other meetings
- c) Understand the different perspectives of Rotarians within the district
- d) Critically consider all legislation proposed to the Council and communicate those views to the Council effectively
- e) Act as an objective legislator of RI
- f) Attend the entire meeting of the Council
- g) Report the Council's debates and actions to the clubs of the district after the Council meeting
- h) Be accessible to clubs in the district to assist in their preparation of proposals for future councils

New representatives are also encouraged to draw upon the knowledge and experience of their district's past Council representatives, especially those who served at the 2013 Council.

## Workgroup Site

All representatives have access to the Council on Legislation workgroup site through [www.rotary.org](http://www.rotary.org) to help you prepare for the Council and stay up-to-date on Council related matters. The site contains resource documents, copies of mailings and links to learning tools. There is also a discussions feature on the site, if you would like to discuss legislation with other representatives.

To access the workgroup:

1. Sign in to the Rotary website, [www.rotary.org/myrotary](http://www.rotary.org/myrotary)
2. Click on your name to access your Rotary profile
3. On your profile page, click on the link to **Rotary Workgroups**
4. On the workgroup main page, click on the link to **Council on Legislation**

## Mandatory Council Training

New for the 2016 Council will be mandatory training for all representatives.

Representatives must attend their zone institute and complete the new online training course, in order to have their Council expenses funded by Rotary, unless they are excused by the Council Chairman. Representatives are still able to attend the Council if they do not complete the training, but they will be responsible for their own expenses.

## ROTARY INSTITUTE

In the year of the Council, 2015-16, all Rotary institutes will have two Council-related sessions:

1. A training session for Council representatives that provides an overview of the Council, contains a mock Council session, and allows new representatives the opportunity to consult with past representatives
2. A session in which any Rotarian can discuss proposed legislation, which will allow you, as a representative, to gain knowledge of the issues and opinions of other Rotarians about various items of legislation. The RI Board may also recommend items of legislation that they feel should be discussed by Rotarians during this session.

Please note that Rotary does not reimburse Council representatives for their expenses related to the Rotary institute. Some districts may reimburse representatives for some or all of their expenses. Please check with your district regarding possible reimbursement.

## ONLINE TRAINING

The online training course will teach you about reading legislation, understanding proposed changes, and Council procedures. You will be notified once the training is available in Rotary's **Learning Center**.

This training will be open to all representatives and alternate representatives. We strongly encourage alternates to complete the training as well.

### Alternate Representatives

Whenever possible, copies of Council background and training materials should be shared with your district's alternate representative. It is important that he or she also attend the Council-related training sessions held at your zone's Rotary institute during the 2015-2016 Rotary year and be familiar with your district's perspective on the proposed legislation. In the event that you are unable to attend the Council, the alternate needs to be prepared to serve as the representative.

### Section Summary

- Understand your responsibilities and duties as representative
- Use the Council on Legislation workgroup site
- Complete mandatory training
- Familiarize your alternate representative with the Council

## YEARS 1 AND 2 – PREPARING LEGISLATION

While clubs and districts may submit legislation at any point 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 2014** deadline. As a Council representative, it will be your

duty to assist in preparing legislation; however, the RI Board also recommends that districts appoint a committee of Rotarians with Council experience to help with legislation and, 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 17 of the *2013 Manual of Procedure*. Additional resources are located on the Council on Legislation page of the Rotary website ([www.rotary.org/col](http://www.rotary.org/col)). These include:

- [How to Draft Proposed Legislation](#)
- Word files of the constitutional documents that will automatically track your changes (see the next page for links)
- [Template for proposed resolutions](#)
- Link to the [online legislation certification form](#)

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 petition to the RI Board, as opposed to legislation for the Council?

#### District Endorsement

All club legislation must be reviewed and endorsed by the district at the district conference (council in RIBI), through a ballot-by-mail, or, new for the 2016 Council, at a district resolutions meeting. Only those club items that receive district endorsement may be submitted to Rotary. District conferences (councils in RIBI) and resolutions meetings may also submit legislation. However, the RI Bylaws encourage each district to limit its total submissions of club and district legislation to five items or fewer.

The district governor confirms the endorsement by either submitting the proposed legislation through the online form or, if legislation is submitted by someone other than the district governor, by emailing their confirmation to [council\\_services@rotary.org](mailto:council_services@rotary.org) by 31 December 2014.

#### Submitting Legislation

Legislation from clubs and districts for the 2016 Council must be *received* by Rotary International on or before **31 December 2014**. There are no exceptions to this deadline. Legislation received after the deadline will not be considered for 2016.

Each item is to be submitted separately using the new [online legislation certification form](#) and should include:

- The name of the proposer
- Whether it is an enactment or a resolution

- The document(s) being changed
- Article(s) and section(s) being changed
- The proposer’s purpose and effect statement, 300 words or less
- How it was endorsed by the district
- Confirmation from the district governor that legislation was proposed or endorsed by the district
- A Word document with the marked changes for the enactment or the text of the resolution uploaded into the certification form. Please use the links below to access the necessary Word documents to mark your enactment changes or format your resolutions, as they are set-up to automatically track your changes. The documents can also be found at [www.rotary.org/col](http://www.rotary.org/col).

**Enactments:**

[RI Constitution](#)

[RI Bylaws](#)

[Standard Rotary Club Constitution](#)

**Resolutions:**

[Proposed resolution template](#)

In addition, districts should submit all proposed legislation within 45 days of the conclusion of the district conference, district resolutions meeting, or of the date fixed by the governor for receipt of the ballots for a ballot-by-mail. However, the 31 December 2014 deadline still applies and all legislation must be received, including the governor’s confirmation, by that date to be considered at the 2016 Council.

Section Summary

- Review the documents [How to Propose Legislation](#) and [How to Draft Proposed Legislation](#), also available on [www.rotary.org/col](http://www.rotary.org/col)
- The deadline to submit legislation for the 2016 Council on Legislation is **31 December 2014**
- Proposed legislation must be endorsed by the district at a district conference, district resolutions meeting, RIBI district council, or through a ballot-by-mail and forwarded to Rotary within 45 days
- Districts should propose or endorse five items or less of legislation

## YEAR 2 - REVIEW OF LEGISLATION

### Constitution & Bylaws Committee

During Year 2, the Constitution & Bylaws Committee is responsible for reviewing the proposed legislation submitted to the Council and advising the RI Board on the status of the legislation.

Legislation can be *duly proposed* or *not duly proposed* and *regular* or *defective*. The criteria are found in RI Bylaws section 7.037. Only legislation that is duly proposed and regular is considered at the Council. The Committee works with proposers and

representatives, as time allows, if it notices problems in the legislation. If an item of legislation from your district requires further work, you will be copied on correspondence with the proposer.

In addition, the Constitution & Bylaws Committee consults with the general secretary to ensure that financial impact statements are added to each proposed enactment or resolution to fully reflect the proposer's intentions. Note that statements reflect the financial impact that an item may have on Rotary International, they do not necessarily reflect potential financial impacts on zones, districts, or clubs.

#### 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 Committee will offer proposing districts a compromise item of legislation, which they can then co-propose instead of their original item. Compromise items are advantageous because the Council can see that multiple proposers desired similar change in the constitutional documents and it enables the Council to examine a subject in depth, as opposed to rapidly working through several similar items.

#### 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 2015 (unless extended by the Board). After that, you may submit amendments to legislation in writing at the Council.

#### Section Summary

- Review all correspondence from Rotary 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 or by the date indicated

## YEAR 3 – PREPARATION FOR AND ATTENDANCE AT THE COUNCIL

This is the year of the Council and will be the busiest time of your term. You will be reviewing legislation and preparing for your role at the Council.

#### Legislation

In September or October 2015, you will receive proposed legislation that will be considered at the Council. Copies will also be sent to your district governor, posted on [www.rotary.org/col](http://www.rotary.org/col), and posted on the Council workgroup site. It is your responsibility to read through this legislation to familiarize yourself with what issues are before the Council.

You may receive additional items of legislation that are deemed regular prior to the Council. This could include items that are corrected versions of legislation previously deemed defective or urgent legislation proposed by the RI Board. These items will also be posted on the workgroup site.

#### 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 (February 2016) and typically offer comments on a particular item of legislation. They can be filed by a club, district conference, the general council or conference of RIBI, or the RI Board. Because representatives are not allowed to distribute materials at the Council supporting or opposing 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.

#### Preparing for Your Role

Prior to arriving at the Council, you should familiarize yourself with the Rules of Procedure used at the 2013 Council. These can be found in Chapter 17 of the 2013 *Manual of Procedure*. The proposed Rules for the 2016 Council will be distributed to Council representatives before the Council, although it is possible that these Rules may be changed at the Council prior to being approved.

In addition, at least 30 days prior to the Council you will receive a list of all representatives along with their district number, and their email address. The list will also be posted on the workgroup site.

Watch your email for updates on the Council. You will be notified of any additional resources and announcements via email. They will also be added to the Council workgroup site, so you will want to check back often.

Additional tools for the 2016 Council will include e-learning modules and a webinar to help representatives prepare for the Council. Representatives will be provided with an idea of what to expect at the Council and an opportunity to have their Council related questions answered prior to arriving in Chicago.

#### Sample Schedule of Events

The Council is typically held in Chicago, Illinois, USA and usually begins with an opening orientation session on Sunday. A sample list of events for the Council is provided below.

#### **Saturday**

**12:00-20:00 Registration and Credentialing Open**

## **Sunday**

09:00-16:30 **Registration and Credentialing Open**

13:00-17:00 **Opening General Session**

## **Monday**

09:00-17:30 **Council Plenary Sessions**

## **Tuesday**

09:00-17:30 **Council Plenary Sessions**

## **Wednesday**

09:00-12:30 **Council Plenary Sessions (Half Day)**

## **Thursday**

09:00-17:30 **Council Plenary Sessions**

## **Friday**

09:00-12:30 **Council Plenary Sessions (Half Day)**

12:30 **Departure from Chicago**

For a detailed program of events from the 2013 Council on Legislation, please see the full schedule posted [here](#).

### When You Arrive

All representatives stay at the same hotel and have breakfast and lunch together in a reserved dining room. For dinner, representatives can visit one of the many restaurants in the area. The Council chambers are located in a large ballroom in the hotel.

In order for the Council to convene, a quorum, or majority, of representatives must be present. To ensure that you are counted, you should register as a voting Council member and collect your meeting materials as soon as possible after arriving at the hotel. A driver's license or passport will be accepted as proof of identity.

In the Council chamber, representatives are issued electronic voting equipment at their seats, as well as headsets for simultaneous interpretation. Laptops, iPads, and other electronic devices are allowed, but must be muted during plenary sessions (Note: a power source is not provided). Phone calls are not permitted during plenary sessions.

### Introducing Your District's Legislation

At the Council, you will be expected to introduce all legislation sponsored by your district and answer possible questions about the legislation, so please be prepared. Have an idea ahead of time of when an item from your district is likely to come up, so you will be ready to present it. In 2013, an average of 30 items were considered each

day. If you are not at the podium to present the item when it is called, it will be considered withdrawn and the Chair will move on to the next item.

When preparing your presentation for the Council, use the Rules of Procedure as a guide for presenting your item as there are strict time limits. For the 2013 Council, representatives had four minutes to present an item and three minutes to close if there was substantive comment or argument in debate. You can introduce legislation sponsored by your district as follows:

“My name is \_\_\_\_\_. I will be speaking \_\_\_\_\_ (indicate language). I am from \_\_\_\_\_ (indicate district number). I move the adoption of Proposed (indicate legislation type) 16-\_\_\_\_\_ (indicate enactment or resolution number).”

Once your introduction is acknowledged by the Chair, you may continue presenting your item.

#### How to Participate in Debate

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. In 2013, the cards were:

- Green - speaking in favor
- Red - speaking against
- Yellow - making a motion or
- Blue - closing debate

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 \_\_\_\_\_ (indicate 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 \_\_\_\_\_.”

In 2013, members of the Council were allowed three minutes to speak in debate on an item. 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. 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.

#### Section Summary

- View the Council training video (“[The Council on Legislation: An Overview](#)”)
- Review the book of Proposed Legislation, especially legislation proposed by or from within your district.
- Familiarize yourself with the Rules of Procedure
- Learn how to introduce your district’s legislation

## AFTER THE COUNCIL

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. Highlights from the Council will be available on rotary.org during the Council; however, 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.

#### Section Summary

- 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

**See page 14 for the Council representatives’ checklist.**

# COUNCIL REPRESENTATIVES' CHECKLIST

## Year 1

- Confirm your selection as representative through the online form found [here](#). Also, check that your district's alternate has confirmed their role. If they have not, they may do so on the Alternate Representative Certification [form](#).
- Be aware of any legislation proposed by clubs in your district or by your district.
- After a district conference, district resolutions meeting, RIBI district council, or a district ballot-by-mail, ensure that legislation proposed or endorsed by your district has been submitted to Rotary within 45 days of the endorsement or proposal [here](#).
- Visit the Council on Legislation page of rotary.org and the Council workgroup for information and resources about the 2016 Council.

## Year 2

- Be aware of any legislation proposed by clubs in your district or by your district.
- After a district conference, district resolutions meeting, RIBI district council, or a district ballot-by-mail, ensure that legislation proposed or endorsed by your district has been submitted to Rotary by **31 December 2014**.
- 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 2015 or other date indicated).
- Visit the Council on Legislation portion of rotary.org and the Council workgroup for information and resources about the 2016 Council.

## Year 3

- Review the book of Proposed Legislation, especially legislation proposed by or from within your district.
- Complete the online representative training
- Attend your zone's Rotary institute for Council training.
- Review information about registration for the 2016 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 emailed to you, such as information about legislation and travel arrangements.
- Visit the Council on Legislation portion of rotary.org and the Council workgroup for and final announcements, information and resources about the 2016 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.