

CHAPTER VII – MEETINGS

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57.010. Purpose

The primary purpose of the annual convention of Rotary International is to stimulate, inspire, and inform all Rotarians at an international level, as well as serve as a forum for advancing the strategic goals of the association. The annual convention also is the annual business meeting of the association. *(January 2012 Mtg., Bd. Dec. 201)*

Source: May 1991 Mtg., Bd. Dec. 342;

Amended by November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201

57.020. Host Organization Committee

57.020.1. Definition of “Host Area”

The Board will define an area consisting of one or more districts, which shall be considered as the host area. *(January 2012 Mtg., Bd. Dec. 201)*

Rotary International Code of Policies
June 2025

Source: February 1981 Mtg., Bd. Dec. 292;
Amended by November 2007 Mtg., Bd. Dec. 87

57.020.2. Host Organization Advised of Guidelines

Before selection of a venue, the potential host organization shall be advised of Rotary convention site guidelines and required to accept them in principle. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1977 Mtg., Bd. Dec. 362

57.020.3. Relationship of the Host Organization to RI

The host organization cooperates with the Board and the convention committee to assist with the convention program and to provide hospitality for attendees. The general secretary, acting through the convention manager, serves as liaison between the host organization and the convention committee and Board. The general secretary, who is responsible for the operational aspects of Convention management, fulfills these responsibilities through the convention manager with the advice and cooperation of the host organization.

The above statement shall be provided to all host organization committees for their information and guidance in connection with plans for the convention. *(January 2012 Mtg., Bd. Dec. 201)*

Source: February 1977 Mtg., Bd. Dec. 233;
Amended by November 2007 Mtg., Bd. Dec. 87

57.020.4. Host Organization and Convention Committee

The host organization shall be responsible to the convention committee, which will approve and direct its actions as necessary. *(June 1998 Mtg., Bd. Dec. 348)*

Source: May-June 1977 Mtg., Bd. Dec. 362

57.020.5. RI Director Serving as Convention Host Organization Committee Chair

An RI director who is also the chair or member of a convention host organization committee shall not participate in the discussion or vote on RI convention-related items considered by the Board. *(January 2016 Mtg., Bd. Dec. 104)*

Source: October 2015 Mtg., Bd. Dec. 67

57.020.6. Insurance Coverage for Host Organization Committee

To protect itself and its assets, the Host Organization Committee should obtain insurance coverage that is appropriate for the activities performed, appropriate for the geographic location, and that is in accordance with local insurance laws and requirements. *(October 2023 Mtg., Bd. Dec. 24)*

Source: October 2023 Mtg., Bd. Dec. 24

Cross-References

72.050.1. *Special Events Insurance*

57.030. Guidelines

A manual for the general guidance of the convention committee has been approved and is revised from time to time by the Board and distributed as detailed in the manual for conventions. Such manual includes Board policy governing Conventions. The general secretary is requested to bring to the Board's attention any necessary changes to the manual. Each Convention committee is likewise requested to include in its final report any recommended changes to the manual. (*January 2012 Mtg., Bd. Dec. 201*)

Source: May 1991 Mtg., Bd. Dec. 342;
Amended by January 2012 Bd. Dec. 201

57.040. Site Selection

57.040.1. Convention in Successively Different Locations

The international convention shall not be held in any one country for more than one consecutive year. If possible, Conventions should be held successively in different parts of the world, with the qualification that cost factors be given careful consideration. The eastern and western regions of the United States, as divided by the Mississippi River, are to be considered two distinct regions for this site selection purpose. (*November 2007 Mtg., Bd. Dec. 87*)

Source: January 1938 Mtg., Bd. Dec. 77; Conv. Res. 64-42;
Amended by June 2007 Mtg., Bd. Dec. 289; November 2007 Mtg., Bd. Dec. 87

57.040.2. Minimum Standards for Convention

The Board will consider a proposal only if the general secretary has explicitly confirmed that the city currently meets all of the requirements for holding a convention. If the general secretary and/or Rotary senior leader involved in the site inspection reports that a city does not meet all of the critical site specification criteria as described in the current *Manual for Conventions* and the Board proceeds to select that city, the Board shall provide an explanation of how any deficiencies will be addressed in its respective Board decision. The general secretary shall inform the Board of potential sites which vary slightly from the standards, or preferred criteria, when such variances would not inhibit the full capability of a city to hold a convention. Should no city be certified by the general secretary from among those submitting invitations, the Board will postpone any selection until a city has been so certified or solicit proposals from another group of cities. International conventions shall not be allocated to cities that do not have sufficient and proper facilities. (*January 2011 Mtg., Bd. Dec. 150*)

Source: June 1977 Mtg., Bd. Dec. 362; November 1991 Mtg., Bd. Dec. 98; October 1998 Mtg., Bd. Dec. 124;

Amended by June 2007 Mtg., Bd. Dec. 289; January 2011 Mtg., Bd. Dec. 150

57.040.3. Cost Control Measures in Convention Site Selection

To control Convention expenses, negotiations to reduce costs in the following areas may be conducted before the selection of the convention city: housing, meeting places, and other facilities. The number of official meals should be limited as much as possible. Any gratis items to be offered, including complimentary hotel rooms for various officers, should be established. *(January 2012 Mtg., Bd. Dec. 201)*

Source: May-June 1977 Mtg., Bd. Dec. 362;

Amended by January 2012 Mtg., Bd. Dec. 201

57.040.4. Funding of Convention Meeting Space

When considering districts' invitations to hold conventions in their cities, RI will expect the city to provide without expense to RI a suitable and convenient auditorium for the convention's general sessions and additional meeting places for other sessions. No district of any city should have to pay rental or other expenses for convention venues for RI's use. Rather, the city shall furnish such facilities, or the city government, tourist association, chamber of commerce, or a similar group of businesspeople should provide any necessary funds for such a meeting place. *(November 2007 Mtg., Bd. Dec. 87)*

Source: July 1932 Mtg., Bd. Dec. IX(f).

Amended by January 1966 Mtg., Bd. Dec. 153; February 2004 Mtg., Bd. Dec. 190; November 2007 Mtg., Bd. Dec. 87

57.040.5. Convention Cancellation

The general secretary shall continue to monitor factors which could interrupt International Conventions and make contracts, wherever possible, in such a way as to minimize any liability to RI in the event of any interruption in plans for a Convention. *(June 1998 Mtg., Bd. Dec. 348)*

Source: February-March 1987 Mtg., Bd. Dec. 264

57.040.6. Procedures for Selecting RI Convention Sites

Procedures have been established for the selection of sites to hold RI's annual convention and are detailed in the Manual for Conventions. No city can host a convention sooner than every 20 years. The board will select finalist for inspection after which a city will be selected for the specific year. The convention should not be held during the last half of June, effective 2015. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2002 Mtg., Bd. Dec. 266;

Amended by June 2007 Mtg., Bd. Dec. 252; January 2012 Mtg., Bd. Dec. 201

57.040.7. Changing Location of Convention Site

Having selected a convention city, the general secretary will update future Boards on the progress being made with several cities and districts scheduled to host conventions in future

years. The general secretary will alert the Board to any serious problems encountered in convention planning.

In the event information is received which indicates that the location of a meeting which has already been determined has become inaccessible, the Board shall consider changing such location. (*June 2002 Mtg., Bd. Dec. 266*)

Source: October 1998 Mtg., Bd. Dec. 124; February 1981 Mtg., Bd. Dec. 273;

Amended by June 2002 Mtg., Bd. Dec. 266

57.040.8. Bidding Process for Cities Requiring Exceptions to Critical Criteria for an RI Convention Host City

The RI Board has approved a convention city bidding process in which only cities requiring exceptions to the critical criteria for an RI convention host city will be permitted to bid to host the Rotary convention for a year specified by the general secretary, to occur not more frequently than once every seven years. (*October 2018 Mtg., Bd. Dec. 34*)

Source: April 2018 Mtg., Bd. Dec. 156;

Amended by October 2018 Mtg., Bd. Dec. 34

57.040.9. Exceptions to Critical Criteria for Convention Host Cities

The Board shall consider bids from cities that do not meet the critical criteria for an RI convention host city, provided that

1. no other city in the country meets the criteria for conventions
2. there are no more than three modifications to the critical criteria
3. the total financial impact of the applied modifications does not exceed US\$1.5 million
4. the accepted bids are further subject to limits on the number of registrants or to other convention product modifications as defined by the general secretary
5. such an exception occurs no more than once every seven years

The RI Board has approved exceptions to critical criteria guidelines detailed in the Manual for Conventions. (*January 2017 Mtg., Bd. Dec. 86*)

Source: September 2016 Mtg., Bd. Dec. 55

57.050. Attendance

57.050.1. Guidelines for Convention Registration

Registration at RI Conventions shall be open to

- Rotarians
- Rotaractors

- Interactors
- Youth Exchange students
- Foundation scholars
- non-Rotarian Rotary alumni
- Rotary club/district employees
- Partners of deceased Rotarians

Any other person who wishes to register for a RI Convention may do so as the paid guest of a qualified accompanying convention registrant. All convention registrants shall pay the corresponding convention registration fees established by the Board. Partners of deceased Rotary Senior Leaders who are not Rotarians themselves shall be allowed to register independently for the conventions instead of as the guests of Rotarians. In addition, all partners of deceased Rotary Senior Leaders, whether Rotarians or not, should be accorded the same privileges at RI conventions that would have been available to their partners. *(October 2015 Mtg., Bd. Dec. 62)*

Source: June 2006 Mtg., Bd. Dec. 251; June 2007 Mtg., Bd. Dec. 289;

Amended by November 2006 Mtg., Bd. Dec. 35; November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201; May 2012 Mtg., Bd. Dec. 244; October 2014 Mtg., Bd. Dec. 38; May 2015 Mtg., Bd. Dec. 166; October 2015 Mtg., Bd. Dec. 62

57.050.2. Official Participants Attendance

The following persons are official participants at the convention at no cost to RI or its foundation.

- Directors nominee and partner
- Past RI directors and partner
- Past TRF trustees and partner
- Past general secretaries and partner
- Current district governor and partner
- Current district governor-elect and partner
- Current RI/TRF committee chairs and partner
- Partners of deceased Rotary senior leaders
- Officers and officers-nominee of RIBI

(May 2012 Mtg., Bd. Dec. 244)

Source: January 2012 Mtg., Bd. Dec. 201;

Amended by May 2012 Mtg., Bd. Dec. 244

57.050.3. Convention Registration and Exhibitor's Policy

Paying RI licensed vendors, host business expo exhibitors, and organizations with which RI has a formal cooperative relationship will be provided up to six complimentary House of Friendship access badges per booth for booth staff. Any additional badges will be available for US\$50 per badge if requested before the March pre-registration deadline. All

badges requested after the March pre-registration deadline shall be available on-site for US\$100 per badge. Convention sponsors will be provided with convention badges as indicated in their agreements.

RI projects and Global Networking Groups exhibitors that do not pay a booth rental fee may obtain House of Friendship access badges for their booth staff for US\$50 per badge if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be issued on-site for US\$100 per badge.

The Host Organization Committee (HOC) may obtain a reasonable quantity as determined by the convention manager of complimentary House of Friendship access badges and set up wristbands for its volunteers, entertainers, and convention service vendors to adequately support on-site HOC convention responsibilities, if requested before the March pre-registration deadline. All badges requested after the March pre-registration deadline shall be available on-site for US\$100 per badge. RI shall provide the wristbands and the badges to the HOC which will distribute them according to its needs and in compliance with RI policy. Any exhibitor who wishes to attend a plenary session, workshop, or other official convention event may do so after registering at the corresponding convention registration fee established by the Board.

The general secretary may allow exceptions to the above policy as he deems appropriate. *(October 2019 Mtg., Bd. Dec. 29)*

Source: June 2006 Mtg., Bd. Dec. 251;

Amended by November 2009 Mtg., Bd. Dec. 69; January 2010 Mtg., Bd. Dec. 117; January 2016 Mtg., Bd. Dec. 127; October 2019 Mtg., Bd. Dec. 29

57.050.4. Badge Information

At all RI meetings, all name badges shall include the classification of Rotarians. *(November 2008 Mtg., Bd. Dec. 81)*

Source: November 2008 Mtg., Bd. Dec. 81

57.050.5. One-Day Registration Fees

RI shall only entertain requests to offer one-day registration fees where plenary hall capacity permits. *(June 2007 Mtg., Bd. Dec. 289)*

Source: June 2007 Mtg., Bd. Dec. 289

57.050.6. Registration Fee Waiver for Regional Editors

The registration fee for one editor from each Rotary regional magazine shall be waived as these editors will attend as media instead of as regular convention attendees. *(September 2016 Mtg., Bd. Dec. 28)*

Source: February-March 1985 Mtg., Bd. Dec. 246;

Amended by June 2007 Mtg., Bd. Dec. 289; September 2016 Mtg., Bd. Dec. 28

57.050.7. Registration Fees for Preconvention Meetings

When determining registration fees for preconvention meetings, the president, convention chair, and general secretary for that year's convention, in consultation with the trustee chair for TRF events, may determine if attendees may register for stand-alone preconvention meetings without registering for the convention. This may vary from year to year, and among preconventions in a single year. *(September 2017 Mtg., Bd. Dec. 24)*

Source: January 2011 Mtg., Bd. Dec. 152;
Amended by September 2017 Mtg., Bd. Dec. 24

57.050.8. Registration Fees for Attendees Aged 30 or Younger

A lower registration fee shall be offered to all RI convention attendees aged 30 or younger beginning at the 2020 RI (Honolulu) Convention. Convention attendees seeking this lower registration fee are required to report their birthdates. *(April 2018 Mtg., Bd. Dec. 135)*

Source: January 2018 Mtg., Bd. Dec. 103
Amended by April 2018 Mtg., Bd. Dec. 135

57.050.9. Attendance by Non-Rotarians

Notwithstanding the provisions of section 57.050.1., the Board may authorize other categories of non-Rotarian individuals to register for an RI convention. For example, these registrants may include representatives of partnering organizations and sponsors.

With the approval of the president, the HOC may invite non-Rotarian individuals to visit the House of Friendship with a reduced registration fee or at no fee. Such individuals shall provide information necessary for credentialing, but shall not be considered convention attendees as described in RI Bylaws section 10.090. *(October 2015 Mtg., Bd. Dec. 62)*

Source: October 2015 Mtg., Bd. Dec. 62

57.060. Housing

57.060.1. Housing Distance From Convention Site

Wherever possible, an effort should be made to avoid housing Convention attendees at distances requiring more than 45 minutes traveling time to reach the center of Convention activity. *(November 1999 Mtg., Bd. Dec. 197)*

Source: May-June 1977 Mtg., Bd. Dec. 362.
Amended by November 1999 Mtg., Bd. Dec. 197

57.060.2. Registration/Housing Forms

Official Convention registration/housing forms shall be distributed one year in advance at the preceding Convention and be available online for downloading in official languages.

Only properly completed official convention forms bearing a Rotarian signature received by the published deadline will be honored (except those forms received online/electronically). Travel agents shall follow RI Convention housing procedures. *(September 2016 Mtg., Bd. Dec. 28)*

Source: May-June 1976 Mtg., Bd. Dec. 278; January-February 1986 Mtg., Bd. Dec. 166.

Amended by November 1999 Mtg., Bd. Dec. 197; June 2002 Mtg., Bd. Dec. 266; November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201; September 2016 Mtg., Bd. Dec. 28

57.060.3. Hotel Guaranty Deposits

Official Convention housing forms shall state that hotel deposits will not be refunded if cancellation is made after the hotel cancellation deadline. *(November 1999 Mtg., Bd. Dec. 197)*

Source: November 1999 Mtg., Bd. Dec. 197

57.070. Sergeants-at-Arms at the Convention

The role and responsibilities of the RI sergeant-at-arms leadership at the International Convention are detailed in the *Manual for Conventions*. *(January 2012 Mtg., Bd. Dec. 201)*

57.070.1. Costs of Sergeants-at-Arms at the International Convention

The expenses of sergeants-at-arms leadership at the International Convention should be paid by RI in accordance with the RI Travel and Expense Policy. The International Convention sergeants-at-arms budget shall typically include the expenses of one chief sergeant-at-arms; ten assistant chief sergeants-at-arms; ten deputy sergeants-at-arms.

However, in the case of conventions in excess of 20,000 registrants, the general secretary, working with the convention chief sergeant, may authorize more sergeants to be funded by the convention budget. The number of deputy sergeants-at-arms should be increased, at cost to RI, by a ratio of one sergeant-at-arms per every 1000 attendees for all international conventions with a pre-registered attendance number greater than 22,000 people up to a maximum of 13 additional sergeants-at-arms. Expenses shall include transportation to and from the convention, accommodations, meals, registration fees and incidentals for the chief sergeant-at-arms and assistant chief sergeants-at-arms, and their partners while serving as sergeant-at-arms. Expenses for the deputy sergeants-at-arms shall include accommodations, meals, incidentals and registration fee. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2001 Mtg., Bd. Dec. 405; November 2007 Mtg., Bd. Dec. 86;

Amended by November 2007 Mtg., Bd. Dec. 87; November 2010 Mtg., Bd. Dec. 81; January 2012 Mtg., Bd. Dec. 201

Cross-References

61.010. *Manuals for Sergeants-at-Arms*

57.080. International Convention Committee

57.080.1. Appointment and Qualifications of Convention Committee Chair

The Executive Committee of the Board will review eligible candidates for International Convention Committee chair and select ten diverse candidates in July each year to be shared with the president-nominee, who will make the final selection.

The chair of the convention committee shall be selected in accordance with the following criteria:

1. Within the last 10 years has served on the RI Board of Directors or on an RI or TRF committee approved by the Board or Trustees.
2. Has knowledge of and experience in planning Rotary International Conventions.
3. Shall not be a member of or adviser to the Host Organization Committee or appointed to the preceding year's International Convention Committee.
4. Is sufficiently healthy to perform the duties of the office.
5. Preferably has the ability to communicate in English.

(October 2019 Mtg., Bd. Dec. 29)

Source: January 1966 Mtg., Bd. Dec. 90; May-June 1977 Mtg., Bd. Dec. 362;

Amended by November 1999 Mtg., Bd. Dec. 197; February 2007 Mtg., Bd. Dec. 166; October 2015 Mtg., Bd. Dec. 67; May 2019 Mtg., Bd. Dec. 178; October 2019 Mtg., Bd. Dec. 29

57.080.2. Continuity of Convention Committee

The chair of a Convention Committee may attend meetings of the prior year's Convention Committee as an observer. Such future chair shall attend the convention preceding the convention for which such chair has been appointed to serve at Rotary International's expense; and meet with the president-nominee and host organization representatives 28-30 months prior to the convention for which such chair has been appointed. *(January 2012 Mtg., Bd. Dec. 201)*

Source: November 1976 Mtg., Bd. Dec. 122; July 1991 Mtg., Bd. Dec. 39;

Amended by November 1999 Mtg., Bd. Dec. 197; January 2012 Mtg., Bd. Dec. 201

57.080.3. Duties of Convention Committee

The Convention Committee shall assist the president in planning and implementing the program of the convention and shall establish an attendance target for promotional purposes, but not for budgeting purposes. This should be done in close association with the general secretary and the Host Organization, who are responsible to the Convention Committee. The Convention Committee will advise, receive instructions from, and work with the president of the relevant year to include such president's desires and ideas in the program format. The final authority will be the Board. The members of the Convention

Committee will be official participants of the convention. (*October 2015 Mtg., Bd. Dec. 65*)

Source: May-June 1977 Mtg., Bd. Dec. 362;

Amended by November 1999 Mtg., Bd. Dec. 197; July 2007 Mtg., Bd. Dec. 15; November 2007 Mtg., Bd. Dec. 87; October 2015 Mtg., Bd. Dec. 65

57.080.4. Convention Committee Meeting at Prior Convention

As a standard practice for Conventions, the International Convention Committee shall hold a brief meeting following the convention held immediately prior to the convention year for which they are planning. (*June 1998 Mtg., Bd. Dec. 348*)

Source: May-June 1986 Mtg., Bd. Dec. 45

57.090. Public Relations

57.090.1. Importance of Public Relations

The general secretary, in cooperation with Host Organization, shall endeavor to provide qualified local public relations support, approximately three months before the convention through the duration of the convention. (*November 1999 Mtg., Bd. Dec. 197*)

Source: May-June 1981 Mtg., Bd. Dec. 406;

Amended by November 1999 Mtg., Bd. Dec. 197

57.090.2. Financing for Convention Publicity

Convention public relations activity should be financed within the RI annual budget. (*November 1999 Mtg., Bd. Dec. 197*)

Source: October-November 1980 Mtg., Bd. Dec. 156;

Amended by November 1999 Mtg., Bd. Dec. 197

57.090.3. Convention Press Bureau

The Convention provides a significant opportunity to publicize Rotary and provide Rotarians attending the meeting with valuable encouragement and guidance for their club and district public relations activities. The general secretary, depending on the circumstances in each country hosting the convention, shall assign sufficient staff for press work at each Convention. (*November 1999 Mtg., Bd. Dec. 197*)

Source: November 1987 Mtg., Bd. Dec. 153;

Amended by November 1999 Mtg., Bd. Dec. 197

57.100. Finances

57.100.1. Convention Budget

The convention budget shall be prepared on realistic cost and revenue figures based upon the following regional convention attendance estimates, effective with the 2018 RI Convention:

- Asia: 25,000
- North America: 17,000
- Europe: 17,000
- Australia: 17,000
- South America: 14,000
- Africa: 10,000

(October 2015 Mtg., Bd. Dec. 65)

Source: February 1988 Mtg., Bd. Dec. 318; January 2010 Mtg., Bd. Dec. 151;
Amended by November 1999 Mtg., Bd. Dec. 197; October 2015 Mtg., Bd. Dec. 65

57.100.2. Board Review of Budget for Ensuing Convention

The general secretary shall report promptly to the Board any and all known or expected significant variances in budgeted income and expense. *(November 2007 Mtg., Bd. Dec. 87)*

Source: February 1988 Mtg., Bd. Dec. 273;
Amended by May 2003 Mtg., Bd. Dec. 325; November 2007 Mtg., Bd. Dec. 87

57.100.3. Convention to be Self-Supporting

The Convention budget shall be balanced. Therefore, the costs associated with the holding of the annual Rotary International Convention shall be covered by the revenue collected from registration fees, booth rental, ticket sales, sponsorship and other acceptable means of revenue. *(October 2015 Mtg., Bd. Dec. 66)*

Source: November 1999 Mtg., Bd. Dec. 197;
Amended by October 2015 Mtg., Bd. Dec. 66;
Affirmed by March 2005 Mtg., Bd. Dec. 258

57.100.4. Convention Attendance Expenses Paid by RI

1. The convention budget shall cover the expenses of the following persons attending the convention of Rotary International and as such be designated official participants:
 - President and partner (to be funded by the current year convention budget)
 - General secretary and partner (to be funded by the current year convention budget)
 - Sergeants-at-arms and partners (includes chief and assistant chief SAAs) (to be funded by the current year convention budget)

- Following year convention chief sergeant-at-arms (to be funded by the following year convention budget)
 - Future Year Convention Committee Chair (to be funded by the current year convention budget)
 - Deputy sergeants-at-arms (hotel, registration fee, and meals only)
 - Current year Convention Committee and partners (to be funded by the current year convention budget)
 - Secretariat staff as assigned by the general secretary to support the convention activities
 - Any person assigned by the president or the Board to a place on the program of the convention, but who is not included in the above, may have his/her expenses paid by RI with the approval of the president
2. The Rotary Foundation shall pay the expenses of the following persons attending the convention of Rotary International:
- Trustee chair and partner
 - Trustee chair's aide and partner
 - Trustees and partners
 - Incoming trustees and partners
 - Trustee chair-elect's aide and partner
 - Past Trustee chair who has not served as an RI president and partner
 - Secretariat staff as assigned by the general secretary to other Foundation functions held in conjunction with the convention
3. RI shall pay the expenses of the following persons attending the convention of Rotary International from the appropriate budget:
- President's aide and partner
 - President-elect and partner
 - President-elect's aide and partner
 - President-nominee and partner
 - President-nominee's aide and partner
 - Directors and partners
 - Directors-elect and partners
 - Secretariat staff as assigned by the general secretary to other organizational functions held in conjunction with the convention
 - Current year's President's immediate family, provided that the expenses of no more than 20 such members are paid by RI over a two-year period for the same officer serving first as president-elect and then as president at two consecutive conventions
 - Following year's President-elect's immediate family, provided that the expenses of no more than 20 such members are paid by RI over a two-year period for the same

officer serving first as president-elect and then as president at two consecutive conventions.

4. RI shall pay the expenses of the Past Presidents of RI (non- trustee) and their partner to attend the convention of RI and the associated meeting of the Council of Past Presidents.

(September 2020 Mtg., Bd. Dec. 25)

Source: November 2007 Mtg., Bd. Dec. 87;

Amended by November 2008 Mtg., Bd. Dec. 29; January 2012 Mtg., Bd. Dec. 201; September 2016 Mtg., Bd. Dec. 26; September 2020 Mtg., Bd. Dec. 25

57.100.5. Convention Expenses Not Covered in Convention Budget

The following convention expenses not covered in the Rotary International convention budget shall be covered in the appropriate Rotary International or Rotary Foundation budgets:

1. International Institute
2. Production of the *Convention Proceedings*
3. Preconvention events of The Rotary Foundation (expenses to be borne by the budget of The Rotary Foundation)
4. The convention balloting and credentialing process
5. Press center and media relations
6. Youth Exchange preconvention meeting expenses
7. Rotaract preconvention meeting expenses

(January 2015 Mtg., Bd. Dec. 117)

Source: November 1999 Mtg., Bd. Dec. 197;

Amended by November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201; January 2012 Mtg., Bd. Dec. 227; October 2014 Mtg., Bd. Dec. 70. See also August 2000 Mtg., Bd. Dec. 89

57.100.6. Convention Expense Reserve Fund

There shall be, as an appropriated fund balance, a reserve fund for net convention loss of a minimum of US\$500,000, with the understanding that no convention budget should be deliberately established so as to anticipate subvention by this amount. Such reserve fund is intended to reduce the impact of conventions on RI's general administrative reserve funds.

In the event that a convention's revenues exceed expenses, the convention expense reserve fund shall be increased by the excess amount. Amounts in this reserve fund exceeding US\$500,000 may be used to reduce the cost of future RI Conventions. The reserve fund will be reduced by such amounts utilized in this manner.

Funds allocated to the convention reserve in excess of those needed to protect against future convention losses should be utilized to reduce future convention registration fees.

If the convention reserve exceeds US\$6,500,000 at the time of a convention committee's first official meeting, that committee may, to reduce convention registration fees, utilize a portion of the convention reserve in an amount equal to the budgeted cost of direct staff support. *Note: effective beginning with the 2020 (Honolulu) Convention.*

The reserve fund may be used for the following items to reduce the cost of future RI Conventions recommended by the International Convention Committee to the board for approval:

1. Salary Allocation for Direct Staff Support (provided the convention reserves exceed US\$6.5 million)
2. Live Streaming for paid registrants (currently only for 2020 convention)
3. Emergency change of venue
4. Budget relieving enhancements of Meetings and Events Infrastructure
5. Modified Critical Criteria
6. Pilot Program Services (that may be successful or not)

Utilization of Surplus Funds during the year of the Convention

The President and Convention Chair, with consideration from the International Convention Committee and the General Secretary, may create a wish list of items that will further enhance the experience of the attendees provided the General Secretary projects a surplus. Enhancements of the program that would increase the expenses over US\$500,000 will require approval from the board. *(October 2019 Mtg., Bd. Dec. 29)*

Source: November 1983 Mtg., Bd. Dec. 113;

Amended by October 1985 Mtg., Bd. Dec. 109; March 2005 Mtg., Bd. Dec. 258; October 2018 Mtg., Bd. Dec. 54; April 2019 Mtg., Bd. Dec. 134; October 2019 Mtg., Bd. Dec. 29

57.110. Program Features

In the selection of program features and convention speakers, consideration should be given to their worldwide publicity value as well as to the practicality of subject matter and its relationship to the work of clubs and RI's aims. *(January 2012 Mtg., Bd. Dec. 201)*

Source: January 1973 Mtg., Bd. Dec. 169;

Amended by November 1999 Mtg., Bd. Dec. 197; January 2012 Mtg., Bd. Dec. 201

57.110.1. Plenary Sessions

All plenary sessions should be directed to achieve the purposes stated in Rotary Code section 57.010. Speakers should be knowledgeable regarding Rotary and speak on subjects related to Rotary. Major speakers should be advised to relate their topics to Rotary, especially if they are non-Rotarians. Plenary presentations shall be consistent with the RI

Strategic Plan. Speakers should be secured as early as feasible, preferably one year prior to the convention for promotional purposes. (*January 2012 Mtg., Bd. Dec. 201*)

Source: May-June 1977 Mtg., Bd. Dec. 362;

Amended by November 1999 Mtg., Bd. Dec. 197; November 2007 Mtg., Bd. Dec. 87; January 2011 Mtg., Bd. Dec. 127

57.110.2. Program Elements

Breakout Sessions:

Content for the Convention breakout program should reflect the strategic priorities of the organization. In addition, the breakout program shall include a team-building and motivational session for club presidents-elect.

Workshop on The Rotary Foundation:

A workshop on The Rotary Foundation shall be convened during the course of the International Convention.

Report of Balloting Arrangements Committee:

The report of the balloting arrangements committee to the convention shall be in summary form. At the time of presentation, the chair of the committee shall announce that copies of the detailed report will be available immediately following the plenary session at which the summary report is given. (*October 2018 Mtg., Bd. Dec. 57*)

Source: November 1979 Mtg., Bd. Dec. 232; June 2007 Mtg., Bd. Dec. 289; January 2012 Mtg., Bd. Dec. 201; October 2018 Mtg., Bd. Dec. 57

57.110.3. Other Activities

57.110.3.1. Rotaract Preconvention

The annual Rotaract preconvention, as part of the official convention program, should occur all day the Friday and Saturday before the convention commences. The preconvention shall be conducted in accordance with RI policy regarding convention operations and procedures. The preconvention shall include a separate district Rotaract representative learning session. The general secretary is requested to provide staff support for such meeting. The program shall be arranged and implemented by RI and should include discussion of issues identified by the Rotaract Committee. (*April 2024 Mtg., Bd. Dec. 119*)

Source: May 1988 Mtg., Bd. Dec. 391; November 2002 Mtg., Bd. Dec. 112; March 2005 Mtg., Bd. Dec. 214; June 2010 Mtg., Bd. Dec. 214; January 2017 Mtg., Bd. Dec. 87; June 2017 Mtg., Bd. Dec. 176; October 2019 Mtg., Bd. Dec. 57; April 2024 Mtg. Bd. Dec. 119

57.110.3.2. Youth Exchange Officers Preconvention

The annual Youth Exchange officers preconvention, as part of the official convention program, should occur all day the Friday and Saturday before the convention commences. The preconvention shall be conducted in accordance with RI policy regarding convention

operations and procedures. The general secretary is requested to provide staff support for such meeting. The program shall be arranged and implemented by RI. The President-elect may appoint a convener to help prepare the content and social activities for the Preconvention. The convener should be a person knowledgeable about the Youth Exchange program from the host district or host country. *(October 2019 Mtg., Bd. Dec. 58)*

Source: June 1976 Mtg., Bd. Dec. 50; November 1990 Mtg., Bd. Dec. 91;

Amended by January 2017 Mtg., Bd. Dec. 87; June 2017 Mtg., Bd. Dec. 176; October 2019 Mtg., Bd. Dec. 58

57.110.3.3. Council of Past Presidents Preconvention Meeting

The annual meeting of the Council of Past Presidents, as part of the official convention program, shall be scheduled by the Convention Committee in conjunction with the chair of the Council of Past Presidents to occur at such time prior to the convention that will permit the past presidents to attend all convention activities. The general secretary is requested to provide staff support for such meeting. *(August 2021 Mtg., Bd. Dec. 21)*

Source: August 2021 Mtg., Bd. Dec. 21

57.110.3.4. Unofficial Affiliate Events

Unofficial Affiliate Events (UAEs) may be held in competition with host events.

The president shall not be expected to attend affiliate events due to considerable duties at Conventions. The president may send a current director as a representative to any such event. *(June 2008 Mtg., Bd. Dec. 227)*

Source: November 1990 Mtg., Bd. Dec. 88;

Amended by January 2008 Mtg., Bd. Dec. 167; June 2008 Mtg., Bd. Dec. 227

57.110.3.5. Rotary Fellowship Activities

See Section 42.010.

57.110.4. Preconvention Governance

All preconvention events, including international institutes and any events requested by the Trustees, shall be planned and implemented under the supervision of the Convention Committee;

Chairs or conveners identified to lead each preconvention event shall operate under the supervision of the Convention Committee and shall report event plans and progress to the Convention Committee chair;

All preconvention events for a particular convention shall be proposed and approved at the first official Convention Committee meeting, which is typically held 18 to 24 months before the convention.

(October 2018 Mtg., Bd. Dec. 54)

Source: October 2018 Mtg., Bd. Dec. 54

57.110.5. Simultaneous Interpretation

While the official language of RI is English, the Convention Committee shall provide simultaneous interpretation for five Rotary languages: French, Japanese, Korean, Mandarin, Portuguese, and Spanish, and any additional languages that are appropriate for the host country. The Convention Committee shall determine the initial interpretation languages that should be included in the final budget recommendation. The Convention Committee may also provide simultaneous interpretation if the registration numbers at the December registration deadline warrant adding such simultaneous interpretation and if space and budgetary constraints allow RI to do so.

The provision of simultaneous interpretation and the translation of printed matter in languages at convention ancillary meetings shall be determined by the RI president, based on recommendations from the general secretary in consultation with the convention chair. These recommendations will be based upon the location of the convention and the pre-registered attendance by language. Ancillary meetings are defined as official pre- or post-convention meetings but do not include the International Institute. *(October 2019 Mtg., Bd. Dec. 29)*

Source: November 2002 Mtg., Bd. Dec. 112;

Amended by June 2007 Mtg., Bd. Dec. 289; November 2007 Mtg., Bd. Dec. 87; November 2008 Mtg., Bd. Dec. 83; September 2017 Mtg., Bd. Dec. 24; October 2019 Mtg., Bd. Dec. 29

57.110.6. Convention Exhibit Space

Booth space is provided at the International Convention for the core groups as detailed below:

1. Club and District Projects Exhibitions: A special area will be provided to exhibit exemplary projects, with the provisions that no requests for financial support be allowed and no sales of products or merchandise be allowed from this area. Fundraising for TRF may be permitted contingent upon convention venue rules, local laws, and approval by the general secretary.
2. Global Networking Groups: *See Sections 42.010. and 42.020.*
3. Licensed Rotary Emblem Merchandise Vendors
4. Secretariat Services: Booth space will be allocated to the RI Secretariat for providing resources and information on RI and TRF programs and emphases
5. General Services: Appropriate display areas may be provided to those vendors or entities that have entered into an agreement and/or contract with RI requiring them to provide a service to convention attendees, or specifically allowing them to make use of exhibit space at the International Convention
6. Non-Rotary Organizations: *See Section 57.110.7. (April 2023 Mtg., Bd. Dec. 121)*

Source: November 1990 Mtg., Bd. Dec. 89; February 2004 Mtg., Bd. Dec. 190;
Amended by November 1999 Mtg., Bd. Dec. 197; November 2006 Mtg., Bd. Dec. 35; November 2007 Mtg., Bd. Dec. 87; January 2012 Mtg., Bd. Dec. 201; April 2023 Mtg., Bd. Dec. 121

57.110.7. Guidelines for Non-Rotary Organizations Exhibiting at Convention

RI provides space at conventions for exhibiting Rotary service projects and fellowship activities, and official licensee merchandise. As space permits, RI shall also make available to RI/TRF partners, UN agencies and other key international organizations with which RI has official status the opportunity to exhibit at conventions, provided that:

1. the agreement between the partner and RI/TRF includes the opportunity to exhibit
2. the organization's exhibit will not involve fund-raising or on-site sales

Preference shall be given to strategic partners. Project partners with a direct affiliation to a Rotary club or district may apply for space through the Club and District Project Exhibition. Organizations exhibiting at the RI Convention shall pay a rental fee for the space provided of 50% of the rental fees charged to RI's licensed vendors of RI merchandise. This policy shall be applied to RI presidential conferences, when space permits.

RI/TRF partners, UN agencies and other key international organizations with which RI has official status that have purchased booth space will be provided up to six complimentary registration badges per booth allowing full access to all convention events on the same basis as other paid registrants. Representatives from these organizations who are Rotarians shall register for the convention and pay the corresponding convention registration fees established by the Board. *(January 2012 Mtg., Bd. Dec. 201)*

Source: June 2001 Mtg., Bd. Dec. 404; November 2006 Mtg., Bd. Dec. 93;
Amended by February 2004 Mtg., Bd. Dec. 190; November 2007 Mtg., Bd. Dec. 87; January 2009 Mtg., Bd. Dec. 132; May 2011 Mtg., Bd. Dec. 206; January 2012 Mtg., Bd. Dec. 201

57.110.8. Materials Language Support

The convention program and transport guide shall be provided in English, French, Japanese, Korean, Mandarin, Portuguese, and Spanish.

All other convention publications will be provided in English with additional languages to be determined based upon the proposed audience. The program book may also be offered in additional languages if the pre-registered attendance of the associated language group is equal to or greater than 5% of the total pre-registered convention attendance and the increased costs are within budgetary constraints.

Depending on the convention location and attendance by language, additional languages for convention printed materials or publications will be determined by the RI president, based on recommendations from the general secretary in consultation with the convention chair. *(October 2019 Mtg., Bd. Dec. 29)*

Source: November 2002 Mtg., Bd. Dec. 112;

Amended by November 2007 Mtg., Bd. Dec. 87; October 2019 Mtg., Bd. Dec. 29

57.110.9. Formal Introductions

Current and incoming members of the Board, with their partners, shall be introduced during the RI Convention. Past presidents, with their partners, shall be introduced during one of the plenary sessions of each RI Convention. Current and incoming Trustees of The Rotary Foundation, with their partners, shall be introduced at one of the plenary sessions of each RI Convention. (*January 2012 Mtg., Bd. Dec. 201*)

Source: November 2005 Mtg., Bd. Dec. 94;

Amended by February 2007 Mtg., Bd. Dec. 166; January 2012 Mtg., Bd. Dec. 201

57.110.10. Reserved Seating

Reserved seats at convention plenary sessions will be held in accordance with Board-approved protocol (*RCP 26.050, RCP 61.040*). Reserved seating is customarily provided for each member of the immediate family of the Rotarian entitled to sit in the reserved section, except in the case of voting delegates.

Except for those seats permanently reserved, any unused reserved seats are opened for general seating five minutes before each session commences. Permanently reserved seats are for

- RI president, president-elect, and president-nominee and their partners and families
- Past, present, and incoming RI directors and their partners or guests
- Past, present, and incoming trustees and their partners or guests
- Past RI presidents and their partners or guests
- Past and present general secretaries and their partners or guests
- Aides to the RI president, the RI president-elect, and the RI president-nominee and their partners or guests
- Partners of deceased past general officers of RI and their guests
- RIBI officers and their partners or guests
- International Convention Committee members and their partners or guests
- Chief sergeant-at-arms and partner or guest
- Future ICC members and their partners or guests
- Convention Promotion Committee members and their partners or guests
- Arch C. Klumph Society members
- Level 4 Major Donors
- Credentialed external and Rotary media
- Others whom the RI president, ICC chair, or sergeant at arms consider appropriate

Reserved group seating will not be provided for district governors, governors-elect, past governors, RI and Rotary Foundation committee members, advisers, representatives, Rotary International Learning Facilitators, group and regional leaders (including Rotary

coordinators, Rotary public image coordinators, regional Rotary Foundation coordinators, Endowment/Major Gift Advisors and End Polio Now Coordinators).

Reserved seating for voting delegates will be provided at appropriate plenary sessions when necessary. (*January 2024 Mtg. Bd. Dec. 76*)

Source: November 2007 Mtg., Bd. Dec. 87;

Amended by November 2010 Mtg., Bd. Dec. 38; May 2011 Mtg., Bd. Dec. 182; January 2012 Mtg., Bd. Dec. 201; October 2013 Mtg., Bd. Dec. 53; October 2019 Mtg., Bd. Dec. 29; October 2022 Mtg., Bd. Dec. 29; April 2023 Mtg., Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76

57.110.11. Elections at the International Convention

The Board, consistent with RI Bylaws section 6.010., which provides that no election of officers is necessary at the annual convention if the Board determines that the selection of the officers has otherwise been completed in accordance with the bylaws, agrees that there is an ongoing presumption that officer selections have been completed in accordance with the RI Bylaws, unless otherwise determined by the Board as to the selection of a particular officer. (*January 2020 Mtg., Bd. Dec. 85*)

Source: October 2019 Mtg., Bd. Dec. 49

Cross-References

35.040.3. *Event Specific Uses of the Rotary Marks*

35.050.1. *Accurate Reproduction of the Rotary Marks on Merchandise*

57.120. **Role of Paid Official Participants and Partners**

The official participants represent RI or its Foundation in their official capacity at assigned events; participate in plenary sessions, workshops or forums and, as assigned, as speakers, moderators or panelists; participate in pre-convention meetings such as the International Institute, Youth Exchange Officers, Rotaract, and any other approved pre-convention activities; participate in RI luncheons, dinners and other social events; attend meetings which may be held during the convention; and discharge such other responsibilities as the president, president-elect, trustee chair, or Board may assign.

Partners of official participants at the convention shall participate in: plenary sessions of the convention; formal luncheons and dinners; discussion workshops and forums regarding RI programs and initiatives; and the International Institute. (*May 2015 Mtg., Bd. Dec. 166*)

Source: November 1994 Mtg., Bd. Dec. 97;

Amended by February 2004 Mtg., Bd. Dec. 190; November 2007 Mtg., Bd. Dec. 87; May 2015 Mtg., Bd. Dec. 166

57.120.1. Board Members as Club Delegates to Convention

As a matter of principle, a member of the Board should not serve as a club delegate in the International Convention and thus deprive the convention of additional, independent

thinking and contributions and also deprive other qualified Rotarians of the privilege of serving in this capacity. (*June 1998 Mtg., Bd. Dec. 348*)

Source: January 1959 Mtg., Bd. Dec. 94

57.130. Role of General Secretary for International Conventions

Prior to the appointment of the Convention Committee, the general secretary will act as the liaison to the president and the RI Board in all matters concerning the convention and shall act as liaison for the host organization and host city municipal officials. During this period, the general secretary will act as the principal contact to the host organization.

As soon as feasible after the Board has determined the city in which the convention is to be held, the general secretary shall proceed to the city selected and negotiate contracts for RI with the close cooperation of the host organization and the city administration or private parties, for a sufficient hotel room block to guarantee accommodations for the probable attendance. The general secretary shall meet with the board of directors of the host organization and carefully review with it all convention organization plans.

In fulfilling responsibilities for the International Convention, the general secretary is responsible for all logistical, programmatic and administrative duties related to the International Convention and approved adjunct meetings. Responsibilities are detailed in the Manual for the International Convention. (*January 2012 Mtg., Bd. Dec. 201*)

Source: June 2007 Mtg., Bd. Dec. 289;

Amended by January 2012 Mtg., Bd. Dec. 201

57.140. Post-Convention Activities

57.140.1. Convention Proceedings

The *Convention Proceedings* shall contain a record of the proceedings of the convention, the annual report of the general secretary, the annual report of the treasurer, and the report of the Trustees of The Rotary Foundation.

The *Convention Proceedings* shall be made available in an electronic version. Gratis copies shall be sent only to governors, governors-elect, present and past RI officers, and current RI committee members upon request.

The *Convention Proceedings* shall be preserved in the RI archives, along with a video of all plenary sessions. (*May 2012 Mtg., Bd. Dec. 244*)

Source: January 1964 Mtg., Bd. Dec. 137.

Amended by May-June 1987 Mtg., Bd. Dec. 394; January 2012 Mtg., Bd. Dec. 227; May 2012 Mtg., Bd. Dec. 244. See also August 2000 Mtg., Bd. Dec. 89

57.150. Miscellaneous International Convention Matters

57.150.1. Solicitation of Sponsors for RI Conventions

The RI Board has authorized the solicitation of sponsors for RI Conventions by both RI and Host Organizations, subject to the approval, on a case by case basis, of the general secretary in consultation with the RI president (when known) who presides over the convention and in compliance with existing Board policy, the “Guidelines for Sponsorship of RI Meetings, Events, Projects and Programs” (Code 37.010.), the “RI and TRF Guidelines for Use of the Rotary Marks by Other Organizations” (Code 34.030.15.), the “Guidelines for Rotary Clubs, Rotary Districts and Other Rotary Entities for Interacting with Other Organizations” (Code 44.020.) and the *RI Manual for Conventions. (October 2019 Mtg., Bd. Dec. 61)*

Source: October 1998 Mtg., Bd. Dec. 86;

Amended by September 2017 Mtg., Bd. Dec. 24; October 2019 Mtg., Bd. Dec. 61

57.150.2. Convention Logo

No convention logo shall contain the trademark of another entity. Only one official logo shall be approved for each convention. Any variations from the approved convention logo must be approved by the RI president for the year of the convention on an individual basis. *(January 2009 Mtg., Bd. Dec. 164)*

Source: June 2007 Mtg., Bd. Dec. 289;

Amended by November 2007 Mtg., Bd. Dec. 87; January 2009 Mtg., Bd. Dec. 164

ARTICLE 58. INTERNATIONAL ASSEMBLY

- 58.010.** Guidelines and Minimum Standards
- 58.020.** Scheduling
- 58.030.** Attendance and Participants' Responsibilities
- 58.040.** Learning, Programs, and Sessions
- 58.050.** Publications
- 58.060.** Finances

58.010. Guidelines and Minimum Standards

The general secretary shall maintain a manual for the International Assembly based on current RI policies and procedures for the International Assembly.

The general secretary shall review the International Assembly manual annually and provide suggested revisions to the Board, if required.

The general secretary is authorized to revise the *Manual for the International Assembly* as needed, provided that all proposed changes are distributed to the Board for review one month before they take effect, and that any proposed changes objected to by a director be reviewed by the Board at its next meeting.

It is understood that the general secretary may authorize variances from these standards in certain circumstances. (*January 2013 Mtg. Bd. Dec. 140*)

Source: November 1987 Mtg., Bd. Dec. 76;

Amended by May 2000 Mtg., Bd. Dec. 412; June 2007 Mtg., Bd. Dec. 290; January 2012 Mtg., Bd. Dec. 201; January 2013 Mtg., Bd. Dec. 140

58.020. Scheduling

The general secretary is requested to book dates at least three years in advance for future International Assemblies at a suitable venue. (*January 2021 Mtg., Bd. Dec. 84*)

Source: January-February 1989 Mtg., Bd. Dec. 193;

Amended by January 2021 Mtg., Bd. Dec. 84

58.030. Attendance and Participants' Responsibilities

58.030.1. Guidelines for Attendance

The International Assembly is a special purpose meeting. Therefore, attendance is mandatory for participants. Participants are encouraged to bring their partners. The president-elect is authorized to determine whether persons other than participants and their

partners, for whom special requests are made to attend the assembly, also may accompany designated participants. (*April 2018 Mtg., Bd. Dec. 155*)

Source: January 1975 Mtg., Bd. Dec. 96;

Amended by May 2000 Mtg., Bd. Dec. 412; February 2004 Mtg., Bd. Dec. 189; June 2004 Mtg., Bd. Dec. 236; April 2018 Mtg., Bd. Dec. 155.

Affirmed by October 2003 Mtg., Bd. Dec. 61

58.030.2. Delineation of General Responsibilities

The roles and responsibilities of the RI volunteer leadership for the following positions at the International Assembly are detailed in the *Manual for the International Assembly*.

- Directors
- Directors-elect
- Past Presidents
- International Assembly Moderator
- International Assembly Assistant Moderator
- Chief Sergeant-at-Arms
- Sergeant-at-arms and Partners
- First Aid Officer
- Partners of President, President-elect, President-nominee, Directors, Directors-elect, Trustees of The Rotary Foundation, Incoming Trustees, and Rotary International Learning Facilitators
- Rotary International Learning Facilitators
- Seminar Leaders

(*January 2024 Mtg. Bd. Dec. 76*)

Source: January 2012 Mtg., Bd. Dec. 201;

Amended by October 2018 Mtg., Bd. Dec. 34; October 2022 Mtg., Bd. Dec. 30; April 2023 Mtg., Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76

58.030.3. Sergeants-at-Arms Appointment Rotation Schedule for International Assembly

The appointment of the sergeants-at-arms for the International Assembly shall be on a rotation schedule with the following guideline:

The chief sergeant at the assembly shall have been one of the sergeants appointed to serve at the immediate past assembly. (*May 2003 Mtg., Bd. Dec. 390*)

Source: June 2001 Mtg., Bd. Dec. 405;

Amended by May 2003 Mtg., Bd. Dec. 390

58.030.4. Presiding Duties of President and President-Elect

The president and president-elect shall demonstrate their commitment to the importance of the International Assembly by sharing the presiding functions at each plenary session of the International Assembly. However, the president-elect may appoint additional presiders

for plenary sessions and major activities at the International Assembly. (*May 2000 Mtg., Bd. Dec. 412*)

Source: November 1997 Mtg., Bd. Dec. 107; July 1991 Mtg., Bd. Dec. 40; August 1999 Mtg., Bd. Dec. 72;
Amended by May 2000 Mtg., Bd. Dec. 412

58.030.5. President-Elect as Chair

The president-elect shall be the chair of the International Assembly committee, or any other committee or group assigned to plan, design, prepare or implement the International Assembly. (*May 2000 Mtg., Bd. Dec. 412*)

Source: July 1991 Mtg., Bd. Dec. 40;
Amended by May 2000 Mtg., Bd. Dec. 412. See also COL 98-120

58.030.6. Appointment of Assembly Moderator

The International Assembly moderator in any year shall be appointed by the president-nominee who will be in charge of that year's International Assembly.

The Executive Committee of the Board will review eligible candidates for International Assembly moderator and select ten diverse candidates in July each year to be shared with the president-nominee, who will make the final selection. (*October 2019 Mtg., Bd. Dec. 29*)

Source: October 1998 Mtg., Bd. Dec. 104;
Amended by May 2000 Mtg., Bd. Dec. 412; May 2019 Mtg., Bd. Dec. 178;

58.030.6.1. Selection Criteria for Assembly Moderator

The moderator, an official paid participant, is selected with the following criteria:

1. Was, within the last 10 years, a member of the Board of Directors of Rotary International or a former seminar leader and has served as a RI learning facilitator at an International Assembly
2. Demonstrates knowledge of, and has experience with Rotary, The Rotary Foundation, Rotary protocol, practices, and procedures.
3. Demonstrates the leadership qualities needed to help lead and mold a multi-national group of learning facilitators into an effective leadership team.
4. Ability to communicate in English
5. If possible, has served as the assistant moderator during the immediate past International Assembly

(*January 2024 Mtg., Bd. Dec. 76*)

Source: October 2023 Mtg., Bd. Dec. 24
Amended by January 2024 Mtg. Bd. Dec. 76

58.030.7. Selection Criteria of Assembly Leadership Roles

Several leadership roles are selected annually by the president-elect. The qualifications are detailed in the Manual for the International Assembly for the following:

- International Assembly Moderator
- International Assembly Assistant Moderator
- Chief Sergeant-at-Arms
- Sergeant-at-arms and Partners
- First Aid Officer
- Rotary International Learning Facilitators, in consultation with the president and moderator
- Seminar Leaders, in consultation with the moderator

(January 2024 Mtg., Bd. Dec. 76)

Source: January 2012 Mtg., Bd. Dec. 201;

Amended by April 2023 Mtg., Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76

58.030.8. Partner Discussion Session Leaders

Prior to conducting partner discussion sessions, partners who will lead such sessions should receive appropriate orientation in facilitating the sessions. *(June 1998 Mtg., Bd. Dec. 348)*

Source: June 1996 Mtg., Bd. Dec. 306(4)

58.030.9. Role of the General Secretary

In fulfilling responsibilities for the International Assembly, the general secretary is responsible for all logistical, programmatic and administrative duties related to the International Assembly, Leaders' Seminar and approved adjunct meetings. Responsibilities are detailed in the *Manual for the International Assembly*. *(January 2012 Mtg., Bd. Dec. 201)*

Source: February 2006 Mtg., Bd. Dec. 171;

Amended by January 2012 Mtg., Bd. Dec. 201

58.030.10. Children at Assembly

The purpose of the Assembly is to provide Rotary education, instruction in administrative duties, motivation, and inspiration to governors-elect. Minor children (under the age of 18) of governors-elect are permitted to attend the International Assembly at no cost to Rotary, and must be under the care and supervision of their parents or legal guardians, or supervision provided by another adult at the direction of their parents or legal guardians. Caregivers designated by the parent or legal guardian cannot be official participants of the International Assembly.

Children and their caregivers may attend meal events (group meals and ticketed events) if the governor-elect registers them for the meal plan and/or purchases tickets for ticketed events which will be sold on a space-available basis. Children may attend the general

sessions, but are not permitted to attend the breakout sessions. (*January 2018 Mtg., Bd. Dec. 105*)

Source: January 2018 Mtg., Bd. Dec. 105

58.030.11. Regional Magazine Editors

Rotary International regional magazine editors are recognized as official participants of the International Assembly, at no cost to RI, with rights to be observers at plenary sessions, appropriate luncheons and dinners, receptions, and other social occasions. (*February 2003 Mtg., Bd. Dec. 194*)

Source: June 1995 Mtg., Bd. Dec. 274

58.030.12. Observers at International Assembly

Current and past district governors and their guests are eligible to register to attend the Assembly as observers. They may register guests at no cost to RI. Immediate family members of official participants may register to attend the Assembly at no cost to RI. Observer registration will grant them access to attend the plenary sessions to the extent that space is available. Observers shall be permitted to purchase the full general dining plan and tickets to ticketed meal events on a space available basis. Observers will not be permitted to attend breakout sessions. Guests of eligible participants may not attend if the eligible participant is unable to attend. If DGEs' children under the age of 18 are expected to attend general sessions, general dining or ticketed meal events under the supervision of caregivers, their caregivers are also required to be registered and have the appropriate meal plan and tickets purchased.

Priority will be given to house children of DGEs and their caregivers in the same hotel as the assembly, if requested, although no guarantees will be offered for placement in adjoining rooms, rooms on the same floor, or the same category of room. When the RI contracted hotel room inventory is exhausted, DGEs may seek alternate accommodations for their family members, however, DGEs and their partners are expected to stay in the hotel where the assembly takes place as part of being an official participant. RI staff are available to assist in suggesting nearby hotels if needed.

The general secretary shall permit observers as defined above to register until the available space, as determined by the general secretary, is filled. A registration fee will be determined by the general secretary on an annual basis to ensure that observer participation is revenue neutral for the event. (*April 2024 Mtg., Bd. Dec. 119*)

Source: May 2011 Mtg., Bd. Dec. 219;

Amended by January 2013 Mtg., Bd. Dec. 155; April 2018 Mtg., Bd. Dec. 155; April 2024 Mtg., Bd. Dec. 119

Cross-References

61.010. *Manuals for Sergeants-at-Arms*

58.040. Learning, Programs, and Sessions

The instructional and informational programs shall be approved by the president-elect, as recommended by the International Assembly moderator. Plenary presentations shall be consistent with the RI Strategic Plan. *(January 2012 Mtg., Bd. Dec. 201)*

Source: July 1991 Mtg., Bd. Dec. 40;

Amended by May 2000 Mtg., Bd. Dec. 412; January 2011 Mtg., Bd. Dec. 127; January 2012 Mtg., Bd. Dec. 201

58.040.1. Suggested Assembly Program Content

The Board has adopted suggested International Assembly program content to be addressed within a four-day agenda. The following are recommended topics:

1. President-elect message
2. Our Rotary values, including vocational service
3. Membership
4. The Rotary Foundation
5. Public Image
6. Projects and service
7. Rotary's Administration Requirements

(April 2024 Mtg., Bd. Dec. 119)

Source: June 1996 Mtg., Bd. Dec. 301; July 1999 Mtg., Bd. Dec. 29; November 1999 Mtg., Bd. Dec. 213; November 2004 Mtg., Bd. Dec. 108;

Amended by March 2005 Mtg., Bd. Dec. 178; June 2008 Mtg., Bd. Dec. 255; September 2011 Mtg., Bd. Dec. 34; May 2012 Mtg., Bd. Dec. 298; October 2013 Mtg., Bd. Dec. 57; September 2016 Mtg., Bd. Dec. 50; January 2017 Mtg., Bd. Dec. 86; September 2017 Mtg., Bd. Dec. 51; January 2023 Mtg., Bd. Dec. 86; April 2024 Mtg., Bd. Dec. 119

58.040.2. Simultaneous Interpretation/Language Support

The International Assembly shall be conducted primarily in English with simultaneous interpretation provided during plenary sessions in Chinese, French, Italian, Japanese, Korean, Portuguese, and Spanish. Discussion sessions at the International Assembly will be held in English, French, Japanese, Korean, Portuguese, and Spanish. *(January 2015 Mtg., Bd. Dec. 142)*

Source: November 1990 Mtg., Bd. Dec. 103;

Amended by May 2000 Mtg., Bd. Dec. 412; June 2006 Mtg., Bd. Dec. 254; January 2015 Mtg., Bd. Dec. 142

58.040.3. Partners Program

The Board recommends that the International Assembly include an informative program for partners of governors-elect. The partner program should be complementary to the program developed for governors-elect by featuring similar content, yet should be tailored

to address an audience with varying degrees of Rotary knowledge and experience. *(January 2021 Mtg., Bd. Dec. 84)*

Source: November 2008 Mtg., Bd. Dec. 82; October 2012 Mtg., Bd. Dec. 100;
Amended by January 2021 Mtg., Bd. Dec. 84

58.040.4. Participants in Governor-Elect Sessions

Participation in governor-elect discussion sessions is limited to Rotary International Learning Facilitators, governors-elect, and assigned Secretariat staff. No partners or other personnel are to be admitted to the sessions without the express written consent of the president-elect. *(January 2024 Mtg., Bd. Dec. 76)*

Source: June 1996 Mtg., Bd. Dec. 306;
Amended by May 2000, Bd. Dec. 412; February 2004 Mtg., Bd. Dec. 189; January 2012 Mtg., Bd. Dec. 201;
April 2023 Mtg., Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76

58.040.5. Rotaractor Sessions

RI presidents-elect are requested to include Rotaractors in the International Assembly by planning sessions to encourage collaboration between governors-elect and Rotaractors. *(January 2020 Mtg., Bd. Dec. 85)*

Source: October 2019 Mtg., Bd. Dec. 57

58.040.6. Formal Introductions

The following individuals shall be introduced individually during one of the plenary sessions:

- Current and incoming members of the Board, with their partners
- Past presidents, with their partners
- Current and incoming Trustees of The Rotary Foundation, with their partners

(January 2012 Mtg., Bd. Dec. 201)

Source: November 2005 Mtg., Bd. Dec. 94; **Amended by** January 2012 Mtg., Bd. Dec. 201

58.050. Publications

58.050.1. Assembly Materials Provided to Governors-Elect

All assembly publications and materials shall be provided to the governors-elect at the International Assembly in English, French, Japanese, Korean, Spanish, and Portuguese. Specific content-related materials will be provided to the governors-elect in Italian. All publications must have the prior approval of the assembly moderator, and the concurrence of the president-elect. *(June 2006 Mtg., Bd. Dec. 254)*

Source: July 1991 Mtg., Bd. Dec. 40;

58.060. Finances

58.060.1. International Assembly Attendance Expenses Paid by RI and TRF

RI or The Rotary Foundation shall pay the expenses of the official participants to the International Assembly defined below in accordance with the RI Travel and Expense Policy.

Official participants for the International Assembly whose expenses are paid by RI include:

- President and partner
- Aide to the president and partner
- President-elect and partner
- Aide to the president-elect and partner
- President-nominee and partner
- Aide to the president-nominee and partner
- Directors and partners
- Directors-elect and partners
- General Secretary and partner
- Governors-elect and partners
- Moderator and partner
- Assistant moderator and partner
- Seminar Leaders and partners
- Rotary International Learning Facilitators and partners
- First Aid Officer
- Sergeants-at-arms and partners (including Chief Sergeant-at-arms)
- Convention chairs and partners (for following two conventions)
- Secretariat staff as the general secretary in consultation with the president and president-elect deem necessary
- Any person assigned by the president-elect to a place on the program of the Assembly, but who is not included in the above list
- Any person approved by the president-elect to attend the assembly in a supporting role as an official participant, in lieu of a partner.

Official participants for the International Assembly whose expenses are paid by The Rotary Foundation include:

- Trustees and incoming trustees and partners
- Aides to the trustee chair and trustee chair-elect and partners
- International PolioPlus Committee Chair

- Secretariat staff as the general secretary in consultation with the president and president-elect deems necessary

Those participants officially authorized to attend the International Assembly as an official participant at no cost to Rotary International or its Foundation include:

- Directors-nominee and partners
- Officers and officers-nominee of the General Council of RIBI and partners
- Chairs of committees of Rotary International and its Foundation and partners
- Past presidents of RI and partners
- Past general secretaries and partners
- Past Trustee chair who has not served as an RI president and partner
- International Convention Host Organization chair and select Host Organization members (Current fiscal year and following fiscal year)
- Regional magazine editors
- Past general officers of RI as observers
- Current and past officers of RI as observers
- Any exhibit personnel for exhibits as approved by the president-elect for a space the Assembly venue

(January 2024 Mtg., Bd. Dec. 76)

Source: May-June Mtg. 1947, Bd. Dec. 285;

Amended by May 2000 Mtg., Bd. Dec. 412; June 2007 Mtg., Bd. Dec. 290; November 2008 Mtg., Bd. Dec. 29; June 2009 Mtg., Bd. Dec. 254; January 2011 Mtg., Bd. Dec. 137; January 2011 Mtg., Bd. Dec. 147; May 2014 Mtg., Bd. Dec. 113; September 2016 Mtg., Bd. Dec. 26; January 2018 Mtg., Bd. Dec. 71; June 2018 Mtg., Bd. Dec. 187; October 2018 Mtg., Bd. Dec. 34; April 2023 Mtg., Bd. Dec. 106; January 2024 Mtg. Bd. Dec. 76

58.060.2. Payment for International Assembly Attendance in Restricted Currency Countries

Insofar as practicable, all expenses of governors-elect in attending the international assembly from restricted currency countries shall be paid by RI from such funds. *(June 1998 Mtg., Bd. Dec. 348)*

Source: January 1968 Mtg., Bd. Dec. 177

58.060.3. Payment for Governors Serving a Second Term

A past governor who has been selected to fill a vacancy in the office of governor shall receive, at RI's expense, one to two days of intensive learning session at the most cost-effective location.

A past governor who has been selected to serve a second term shall be invited, along with his or her partner, to attend the International Assembly for a second time at the expense of RI only with the consent of the President-elect.

A past governor who has been selected to serve temporarily or to complete a term of office as governor shall be provided strong support from Secretariat staff. (*April 2024 Mtg., Bd. Dec. 119*)

Source: May 1988 Mtg., Bd. Dec. 377;

Amended by February 2004 Mtg., Bd. Dec. 189; January 2011 Mtg., Bd. Dec. 149; April 2024 Mtg., Bd. Dec. 119

Affirmed by July 1998 Mtg., Bd. Dec. 47

58.060.4. Reimbursement of Expenses for Partners of Governors-Elect

RI will pay all expenses of governors-elect partners who choose to attend the International Assembly provided that the partner attends all mandatory sessions unless specifically excused by the president-elect. (*February 2004 Mtg., Bd. Dec. 189*)

Source: August 1999 Mtg., Bd. Dec. 73; COL 98-222;

Amended by May 2000 Mtg., Bd. Dec. 412; February 2004 Mtg., Bd. Dec. 189

58.060.5. Costs of Sergeants-at-Arms at the International Assembly

The expenses of sergeants-at-arms at the International Assembly should be paid by RI in accordance with the RI Travel and Expense Policy.

The International Assembly Budget shall include the expenses of:

- One Chief Sergeant-at-arms and partner
- Eight Sergeants-at-arms and partners

Expenses shall include transportation to and from the assembly, accommodations, meals, and incidentals for the sergeants-at-arms and partners while serving as sergeants-at-arms. The assignment dates for the chief sergeant-at-arms should commence two days prior to the major arrival day of the International Assembly. The assignment dates for the sergeants-at-arms should commence one day prior to the major arrival day of the International Assembly. (*June 2010 Mtg., Bd. Dec. 231*)

Source: May 1979 Mtg., Bd. Dec. 342;

Amended by May 2000 Mtg., Bd. Dec. 412; June 2001 Mtg., Bd. Dec. 405; February 2004 Mtg., Bd. Dec. 189; June 2010 Mtg., Bd. Dec. 231

58.060.6. Solicitation of Funds

The Rotary Foundation is the only entity permitted to solicit funds during an International Assembly. (*June 2007 Mtg., Bd. Dec. 290*)

Source: November 1994 Mtg., Bd. Dec. 96;

Amended by June 2007 Mtg., Bd. Dec. 290

58.060.7. RI Reimbursement of Expenses of International Assembly Participants

The payment of the expenses of the designated official participants and others in attending the International Assembly is authorized only on the basis of attendance for the entire

period of the assembly, unless specifically excused by the president-elect. (*June 2007 Mtg., Bd. Dec. 290*)

Source: July 1998 Mtg., Bd. Dec. 47;

Amended by May 2000 Mtg., Bd. Dec. 412; June 2007 Mtg., Bd. Dec. 290

58.060.8. Responsibility of the President-Elect for the International Assembly Budget

The president-elect shall have responsibility for the budget for the International Assembly in accordance with RI policy and as approved by the Board. Under the direction of the president-elect, the general secretary shall authorize assembly expenditures up to the budgetary limits established by the Board. Requests for any additional funding for the International Assembly shall be submitted by the president-elect to the Board for its approval. (*May 2000 Mtg., Bd. Dec. 412*)

Source: May 2000 Mtg., Bd. Dec. 412

58.060.9. Costs for First Aid Officer at International Assembly

The expenses of the first aid officer at the International Assembly shall be paid by RI in accordance with the RI Travel and Expense Policy. The International Assembly budget shall include the expenses of one first aid officer. Expenses shall include transportation to and from the assembly, accommodations, meals, and incidentals for the first aid officer. (*February 2004 Mtg., Bd. Dec. 189*)

Source: June 2001 Mtg., Bd. Dec. 405;

Amended by February 2004 Mtg., Bd. Dec. 189

58.060.10. Observers at the International Assembly

The observers, official participants, who attend the International Assembly at no cost to Rotary International or its Foundation shall be charged a registration fee to cover the administrative expenses involved in their attendance, except the regional magazine editors whose registration fee will be waived. (*June 2007 Mtg., Bd. Dec. 290*)

Source: June 2007 Mtg., Bd. Dec. 290

ARTICLE 59. COUNCIL ON LEGISLATION AND COUNCIL ON RESOLUTIONS

- 59.010. Site Selection for the Council on Legislation
- 59.020. Proposed Legislation and Resolutions
- 59.030. Participants
- 59.040. District Council Representatives
- 59.050. Sergeants-at-Arms
- 59.060. Proceedings and Functions of the Council on Legislation
- 59.070. Proceedings and Functions of the Council on Resolutions
- 59.080. Finances
- 59.090. Support Staff
- 59.100. Post-Council Activities

59.010. Site Selection for the Council on Legislation

59.010.1. Hotel Facilities at Council on Legislation

Arrangements shall be made for a single hotel adequate to house all participants. Meeting and dining facilities should be located in the same accommodations. (*May 2003 Mtg., Bd. Dec. 325*)

Source: February 1984 Mtg., Bd. Dec. 210;

Amended by May 2003 Mtg., Bd. Dec. 325

59.010.2. Date and Time of Council on Legislation

The Board shall determine the specific date and time of the meeting based upon various factors, including the dates of the annual convention, major holidays and the availability of appropriate venues. (*February 2003 Mtg., Bd. Dec. 221*)

Source: February 2003 Mtg., Bd. Dec. 221

59.010.3. Site Selection

The general secretary shall seek to complete the entire process of site visits, site selection, and contract negotiation during the first year of the three-year Council on Legislation cycle. The venue should be contracted a minimum of 12 months prior to the commencement of the Council on Legislation. (*September 2016 Mtg., Bd. Dec. 28*)

Source: February 2003 Mtg., Bd. Dec. 221;

Amended by September 2016 Mtg., Bd. Dec. 28

59.020. Proposed Legislation and Resolutions

59.020.1. Publishing Proposed Legislation and Resolutions

English shall be the official language of the Councils and all enactments, position statements, and resolutions as proposed and adopted shall be as written in the English language. The general secretary shall provide proposed legislation and resolutions in English. As feasible, legislation and resolutions deemed regular shall be published in English, French, Japanese, Korean, Portuguese, and Spanish, as shall be those non-legislative publications distributed prior to the Councils.

The general secretary shall publish all duly proposed legislation and resolutions except those that have been deemed defective, and that the Board has directed not be transmitted to the Council in accordance with RI Bylaws sections 7.060., 7.070., and 8.080. (*September 2016 Mtg., Bd. Dec. 28*)

Source: January 1941 Mtg., Bd. Dec. 101; June 1958 Mtg., Bd. Dec. 38;

Amended by February 1999 Mtg., Bd. Dec. 203; August 2000 Mtg., Bd. Dec. 50; November 2002 Mtg., Bd. Dec. 112; November 2004 Mtg., Bd. Dec. 58; November 2005 Mtg., Bd. Dec. 67; June 2007 Mtg., Bd. Dec. 226; June 2009 Mtg., Bd. Dec. 217; September 2016 Mtg., Bd. Dec. 28

59.020.2. Deadline for Submitting District Endorsed or Proposed Legislation and Resolutions

All districts should forward to the general secretary all legislation or resolutions endorsed at a district conference or district legislation meeting within 45 days of the conclusion of the conference. Districts should also forward to the general secretary all legislation or resolutions endorsed through a club ballot within 45 days of the date fixed by the governor for receipt of the ballots.

Clubs without a district may submit proposed legislation or resolutions for endorsement to the district that would represent the club as provided in RI Bylaws section 9.010. (*October 2022 Mtg., Bd. Dec. 30*)

Source: February 2006 Mtg., Bd. Dec. 144; June 2008 Mtg., Bd. Dec. 236;

Amended by June 2013 Mtg., Bd. Dec. 196; September 2016 Mtg., Bd. Dec. 28; October 2022 Mtg., Bd. Dec. 30

59.020.3. Club Review of Proposed Legislation or Resolutions

As part of the legislative process of RI, clubs are free to contact other clubs to discuss proposed legislation or resolutions. (*September 2016 Mtg., Bd. Dec. 28*)

Source: May-June 1976 Mtg., Bd. Dec. 238;

Amended by September 2016 Mtg., Bd. Dec. 28

59.020.4. Financial Impact Statement

The general secretary shall prepare a financial impact statement for all proposals that, in the opinion of the general secretary, have a significant financial impact if the proposed legislation or resolution is adopted, and such financial impact statements shall be

published. In drafting financial impact statements, the general secretary should consult with the Constitution and Bylaws Committee, including attending the Committee's meetings as appropriate, to ensure that financial impact statements are written with a complete understanding of the proposed legislation or resolutions. *(September 2016 Mtg., Bd. Dec. 28)*

Source: March 1993 Mtg., Bd. Dec. 148; June 1996 Mtg., Bd. Dec. 280; February 1999 Mtg., Bd. Dec. 202.
Amended by November 1999 Mtg., Bd. Dec 201; November 2005 Mtg., Bd. Dec. 67; September 2016 Mtg., Bd. Dec. 28

59.020.5. Impact of Legislation or Resolutions on RI Strategic Plan

The Strategic Planning Committee should review any relevant proposed legislation or resolutions and advise the Board as to whether such legislation or resolutions could impact the RI Strategic Plan. The Board should advise the Councils regarding the possible impact of proposed legislation or resolutions on the RI Strategic Plan. *(September 2016 Mtg., Bd. Dec. 28)*

Source: May 2011 Mtg., Bd. Dec. 188;
Amended by September 2016 Mtg., Bd. Dec. 28

59.020.6. Board Consideration of Proposed Legislation or Resolutions From a Previous Council

With respect to proposed legislation or resolutions offered by the Board at the instruction of a previous Council, the Board shall take steps to make clear that it is offering such proposed legislation or resolution in compliance with such instruction. *(September 2016 Mtg., Bd. Dec. 28)*

Source: January 1969 Mtg., Bd. Dec. 85.
Amended by February 1999 Mtg., Bd. Dec. 205; November 1999 Mtg., Bd. Dec 201; September 2016 Mtg., Bd. Dec. 28

59.020.7. Board Consideration of Proposed Legislation and Resolutions From an RI Committee

Where applicable, the Board may choose to indicate that a proposal originated with an RI committee.

For the purposes of 59.020.7 and 59.020.8., the Board may choose to have the legislation or resolution presented by a member of the Constitution and Bylaws Committee, or a current or former member of a committee involved in drafting the legislation or resolution. *(September 2016 Mtg., Bd. Dec. 28)*

Source: February 1999 Mtg., Bd. Dec. 205;
Amended by November 1999 Mtg., Bd. Dec 201; September 2016 Mtg., Bd. Dec. 28

59.020.8. Board Council on Legislation Advisory Committee

The president shall annually appoint a committee of three to five members of the Board to advise the Board on Council matters, including proposed legislation and resolutions, roles and responsibilities at the Councils, and, in the year of the Council on Legislation,

statements of support and opposition for consideration by the Board. In addition, in the year of the Council on Legislation, a Rotarian experienced in Council matters may be designated by the president to assist the Board with Council procedures and the Board's role at the Council. *(September 2016 Mtg., Bd. Dec. 28)*

Source: November 1999 Mtg., Bd. Dec. 201;

Amended by November 2000 Mtg., Bd. Dec. 127; June 2001 Mtg., Bd. Dec. 331; September 2016 Mtg., Bd. Dec. 28

59.020.9. Statements of Support and Opposition

A club, a district conference, Rotary GB&I regional board, the Council on Legislation or the Board may provide a statement commenting on any enactment or position statement proposed to a Council on Legislation. Such statements, which may be in support of, in opposition to or as a comment on proposed legislation, must be limited to 500 words. Such statements, if submitted to the general secretary no later than three months prior to the opening of the next Council on Legislation, shall be transmitted by the general secretary to all members of that Council. Position statements provided by the RI Board must be received by 31 December in the year before the council.

Where statements of support or opposition are substantially similar, the general secretary shall only transmit to Council members the first received. *(October 2022 Mtg., Bd. Dec. 30)*

Source: February 1995 Mtg., Bd. Dec. 164.

Amended by February 1999 Mtg., Bd. Dec. 204; November 1999 Mtg., Bd. Dec. 201; November 2009 Mtg., Bd. Dec. 36; September 2016 Mtg., Bd. Dec. 28; June 2021 Mtg., Bd. Dec. 182; October 2022 Mtg., Bd. Dec. 30

59.020.10. Technical Legislation

The Constitution and Bylaws Committee shall determine which pieces of legislation shall be considered "technical legislation." The Board shall request some other presenter, such as a member of the Constitution and Bylaws Committee, to move all Board-proposed legislation deemed "technical" in nature. *(September 2016 Mtg., Bd. Dec. 28)*

Source: March 1997 Mtg., Bd. Dec. 224; November 1999 Mtg., Bd. Dec. 201;

Amended by March 2005 Mtg., Bd. Dec. 196; September 2016 Mtg., Bd. Dec. 28

59.020.11. Similar Legislation or Resolutions

Where there are substantially similar items of legislation or resolutions, the Board – on the advice of the Constitution and Bylaws Committee – shall direct the general secretary to submit to the Council alternate legislation or resolutions, and to note in the proposed legislation or resolutions that the items are substantially similar to the alternate legislation or resolutions. *(September 2016 Mtg., Bd. Dec. 28)*

Source: June 2005 Mtg., Bd. Dec. 288;

Amended by September 2016 Mtg., Bd. Dec. 28

59.020.12. Defective Legislation

The Constitution and Bylaws Committee and general secretary should not devote undue time and attention to any proposed legislation that involves fundamental and extensive amendments to the constitutional documents until such time as the proposer has exerted reasonable efforts to draft the proposed legislation so that it is not defective. *(June 2007 Mtg., Bd. Dec. 226)*

Source: February 1999 Mtg., Bd. Dec. 200.

Amended by November 1999 Mtg., Bd. Dec. 201; June 2007 Mtg., Bd. Dec. 226

59.030. Participants

59.030.1. Board of Directors

A director's primary responsibility is as a member of the Board. *See section 28.005. (November 1999 Mtg., Bd. Dec. 201)*

Source: January 1959 Mtg., Bd. Dec. 94

59.030.2. Council Officers

Council officers (chair, vice chair, and parliamentarian) shall be announced by the president-elect by January of the year prior to the Council on Legislation and shall serve for three years or until a successor has been selected. *(September 2016 Mtg., Bd. Dec. 28)*

Source: November 1999 Mtg., Bd. Dec. 201;

Amended by June 2010 Mtg., Bd. Dec. 182; September 2016 Mtg., Bd. Dec. 28

59.030.3. Council on Legislation Learning Leader

A Council on Legislation learning leader will be appointed for each meeting of the Council on Legislation to provide consistent learning opportunities for representatives. *(April 2024 Mtg., Bd. Dec. 119)*

Source: January 2010 Mtg., Bd. Dec. 124;

Amended by September 2016 Mtg., Bd. Dec. 28; January 2024 Mtg., Bd. Dec. 76; April 2024 Mtg., Bd. Dec. 119

59.030.4. Members-at-Large

The members-at-large, if appointed, shall be announced by the president-elect by January of the year prior to the Council on Legislation and only serve at the Council on Legislation. *(October 2019 Mtg., Bd. Dec. 29)*

Source: November 1999 Mtg., Bd. Dec. 201;

Amended by September 2016 Mtg., Bd. Dec. 28; October 2019 Mtg., Bd. Dec. 29

59.040. District Council Representatives

59.040.1. Selection of Representatives

Each district is encouraged to select as its representative to the Councils the best-qualified eligible Rotarian available for such service who is well-informed about current Rotary policies, procedures and programs. While it is the right of the clubs in each district to elect whom they will, it is stressed that representatives to the Councils should be elected on the basis of their ability to carry out the representatives' defined duties and not on the basis of their personal popularity within the district, and that the role of representative should be viewed as a serious and responsible position and not simply a perquisite of having served as governor. *(September 2016 Mtg., Bd. Dec. 28)*

Source: November 1994 Mtg., Bd. Dec. 58.

Amended by March 1997 Mtg., Bd. Dec. 222. See also May-June 1967 Mtg., Bd. Dec. 32; January 1972 Mtg., Bd. Dec. 85(b); October-November 1980 Mtg., Bd. Dec. 75; February 1987 Mtg., Bd. Dec. 259(b); February 1988 Mtg., Bd. Dec. 235; September 2016 Mtg., Bd. Dec. 28

59.040.2. Learning Opportunities for Representatives

To ensure full participation in the Council on Legislation proceedings, all representatives shall complete online courses prior to attending the Council on Legislation. All representatives are also required to attend a learning event provided at the zone level, either as a part of zone institutes or virtually separately in the year of the Council on Legislation regarding the operation and procedures of the Council. Representatives who do not complete the online courses as well as the zone learning event shall not be funded by Rotary to attend the Council on Legislation, unless excused by the Council on Legislation chair. *(April 2024 Mtg., Bd. Dec. 119)*

Source: May 2014 Mtg., Bd. Dec. 126;

Amended by September 2016 Mtg., Bd. Dec. 28; May 2023 Mtg., Bd. Dec. 143; October 2023 Mtg., Bd. Dec. 33; April 2024 Mtg., Bd. Dec. 119

Cross-References

32.040.1. *Selection of Council Representative in Ballot-By-Mail*

59.040.3. Preparatory Town Hall Meetings

RI directors are encouraged to hold a town hall-style meeting in their respective zones, either in-person or virtually, for Council on Legislation representatives in the three months prior to the commencement of the Council on Legislation. *(October 2024 Mtg., Bd. Dec. 22)*

Source: October 2024 Mtg., Bd. Dec. 22

59.050. Sergeants-at-Arms

There should be a minimum of ten sergeants-at-arms at the Council on Legislation, in addition to the chief sergeant. There should be at least one sergeant for each language for

which simultaneous interpretation is provided at the Council. *(September 2016 Mtg., Bd. Dec. 28)*

Source: November 1999 Mtg., Bd. Dec. 201;

Amended by November 2004 Mtg., Bd. Dec. 99; May 2014 Mtg., Bd. Dec. 128; September 2016 Mtg., Bd. Dec. 28

Cross-References

61.010. *Manual for Sergeants-at-Arms*

59.060. Proceedings and Functions of the Council on Legislation

59.060.1. Scheduling Proceedings

To the extent possible, the days and hours of the meeting should be planned and maintained so that representatives are not called upon to carry out their responsibilities under conditions of excessive fatigue or other discomfort which might reduce the effectiveness with which they represent the clubs in their respective districts. *(September 2016 Mtg., Bd. Dec. 28)*

Source: May-June 1982 Mtg., Bd. Dec. 21.

Amended by November 1999 Mtg., Bd. Dec 201; September 2016 Mtg., Bd. Dec. 28

59.060.2. Debate Procedures

The Council chair and officials should arrange that matters of importance be given adequate time for debate in the Council on Legislation's sessions. As feasible, debate should alternate between those supporting and those opposing the motion before the Council. *(September 2016 Mtg., Bd. Dec. 28)*

Source: February-March 1987 Mtg., Bd. Dec. 257;

Amended by September 2016 Mtg., Bd. Dec. 28

59.060.3. Rules of Procedure

The Rules of Procedure of the Council on Legislation shall be published electronically exactly as adopted by the previous Council on Legislation, modified only as necessary to be consistent with the changes to the constitutional documents made by the Council. If any such modifications are necessary, a notation as to the necessary changes should be included. The Rules of Procedure, as recommended by the Council Operations Committee in accordance with RI Bylaws section 9.120., shall be sent to members of the Council two months prior to the Council on Legislation. *(September 2016 Mtg., Bd. Dec. 28)*

Source: February 1999 Mtg., Bd. Dec. 207;

Amended by June 2005 Mtg., Bd. Dec. 289; September 2016 Mtg., Bd. Dec. 28

59.060.4. Pre-Council on Legislation Workshop

The Council leadership shall plan for a workshop for Council members prior to the convening of the Council on Legislation. *(September 2016 Mtg., Bd. Dec. 28)*

Source: June 1996 Mtg., Bd. Dec. 277; November 1999 Mtg., Bd. Dec. 201;

Amended by September 2016 Mtg., Bd. Dec. 28

59.060.5. Fellowship Activities

An informal arrival reception for members of the Council may be held on the evening prior to the convening of the Council. A fellowship dinner or reception may be held during the Council meeting—preferably on the evening of the second day of the Council. *(September 2016 Mtg., Bd. Dec. 28)*

Source: June 1996 Mtg., Bd. Dec. 276;

Amended by June 2010 Mtg., Bd. Dec. 204; September 2016 Mtg., Bd. Dec. 28

59.060.6. Simultaneous Interpretation/Language Support

The Council on Legislation shall be conducted in English, with simultaneous interpretation provided during plenary sessions in Chinese, French, Japanese, Korean, Portuguese, and Spanish. The general secretary, with the concurrence of the president, may choose other languages for simultaneous interpretation. *(September 2016 Mtg., Bd. Dec. 28)*

Source: November 2002 Mtg., Bd. Dec. 112; February 2003 Mtg., Bd. Dec. 221;

Amended by January 2015 Mtg., Bd. Dec. 142; September 2016 Mtg., Bd. Dec. 28

59.060.7. Assistance from Local Rotarians

The Council on Legislation does not operate with the assistance of a host organization. It is recommended, however, that the Council chair and Council Operations Committee review whether assistance could be rendered by Rotarians residing or working near the site. *(January 2012 Mtg., Bd. Dec. 159)*

Source: February 2003 Mtg., Bd. Dec. 221

59.060.8. Official Participant Seating

At the Council on Legislation, the representatives will be seated in the sections closest to the presenter, accommodating all representatives before other official participants are seated. The Council chair has the authority to make appropriate operational changes to the Council seating assignments as needed. *(May 2011 Mtg., Bd. Dec. 182)*

Source: November 2007 Mtg., Bd. Dec. 87;

Amended by May 2011 Mtg., Bd. Dec. 182

59.070. Proceedings and Functions of the Council on Resolutions

To the extent possible, the Council on Resolutions should be planned and maintained so that representatives are able to carry out their responsibilities within a reasonable time

period so they are effective in the manner in which they represent the clubs in their respective districts. The Council shall be conducted in English, with translation provided as needed in French, Japanese, Korean, Portuguese, and Spanish.

The Rules of Procedure of the Council on Resolutions shall be published electronically. The Rules of Procedure, as adopted by the Council Operations Committee in accordance with RI Bylaws section 9.140.1., shall be sent to Council members at least one month prior to the opening of the Council on Resolutions. *(September 2016 Mtg., Bd. Dec. 28)*

Source: September 2016 Mtg., Bd. Dec. 28

59.080. Finances

The general secretary shall prepare a budget for each Council on Legislation and Council on Resolutions for review by the Board. In preparing such budget, the general secretary shall take into consideration paid attendance and reimbursable expenses. *(September 2016 Mtg., Bd. Dec. 28)*

Source: February 2003 Mtg., Bd. Dec. 221;

Amended by September 2016 Mtg., Bd. Dec. 28

59.080.1. Expenses of Representatives

RI shall provide representatives reimbursement for the following expenses at the Council on Legislation:

1. Round-trip airfare
2. Room and meals
3. Inoculations up to a maximum of US\$150
4. Necessary visa expenses
5. Representatives' forced overnight or extended travel delay expenses of 10 hours or more

Representatives who do not complete online courses prior to attending the Council on Legislation and who do not attend learning events provided at the zone institute in the year of the Council on Legislation shall not be funded by Rotary to attend the Council on Legislation and shall be responsible for the aforementioned expenses, unless excused by the Council chair, as stated in Rotary Code section 59.040.2.

The general secretary shall set the day and time for the major arrival date for representatives. The general secretary shall take into consideration registration, the pre-Council workshop, and any other relevant factors when setting the date and time. The general secretary has the discretion to apply these guidelines in a fair and reasonable manner. *(April 2024 Mtg., Bd. Dec. 119)*

Source: November 1997 Mtg., Bd. Dec. 202;

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Amended by February 2003 Mtg., Bd. Dec. 221; May 2014 Mtg., Bd. Dec. 126; September 2016 Mtg., Bd. Dec. 28; April 2024 Mtg., Bd. Dec. 119
Affirmed by November 1999 Mtg., Bd. Dec 198

59.080.2. Expenses of Non-Voting Members

RI shall pay the travel, lodging and meal expenses in attending the Council on Legislation for the following members:

1. The president, president-elect, other members of the board, and the general secretary
2. Chair, vice-chair and parliamentarian of the Council
3. Constitution and Bylaws Committee as members of the Council Operations Committee
4. Trustee representative
5. Up to three members-at-large.

(June 2021 Mtg., Bd. Dec. 177)

Source: February 2003 Mtg., Bd. Dec. 221;

Amended by September 2016 Mtg., Bd. Dec. 28; October 2019 Mtg., Bd. Dec. 29; June 2021 Mtg., Bd. Dec. 177

59.080.3. Expenses of Observers, COL Participants, and Staff

RI shall pay the travel, lodging and meal expenses in attending the Council on Legislation for the following additional persons:

1. Directors-elect (including president-nominee)
2. Sergeants-at-arms
3. Council on Legislation learning leader
4. Aide to the president (if needed)
5. Such members of the Secretariat staff as the general secretary may deem necessary for service at the Council on Legislation, within the provisions therefor in the budget.

(January 2024 Mtg., Bd. Dec. 76)

Source: February 2003 Mtg., Bd. Dec. 221;

Amended by November 2004 Mtg., Bd. Dec. 99; June 2005 Mtg., Bd. Dec. 291; February 2007 Mtg., Bd. Dec. 139; June 2007 Mtg., Bd. Dec. 226; June 2008 Mtg., Bd. Dec. 227; June 2009 Mtg., Bd. Dec. 276; June 2010 Mtg., Bd. Dec. 182; May 2014 Mtg., Bd. Dec. 128; September 2016 Mtg., Bd. Dec. 28; April 2020 Mtg., Bd. Dec. 135; January 2024 Mtg. Bd. Dec. 76

59.080.4. Expenses of Incoming Members of the Constitution and Bylaws Committee to Attend Council on Legislation and Committee Meetings

RI shall pay the following travel, lodging and meal expenses related to the holding of the Council on Legislation:

- The incoming member of the Constitution and Bylaws Committee whose term of office commences on 1 July in the year of the Council on Legislation shall be invited to attend as an observer at the last meeting of such committee prior to the 1 July appointment. Such attendance will be at RI expense.
- The member of the Constitution and Bylaws Committee whose term of office commences on 1 July following the Council on Legislation shall be invited to attend both the pre- and post- Council Operations Committee meetings, and the Council as an observer at RI expense.

(September 2016 Mtg., Bd. Dec. 28)

Source: February 1988 Mtg., Bd. Dec. 236.

Amended by November 1999 Mtg., Bd. Dec 201; September 2016 Mtg., Bd. Dec. 28

59.080.5. Expenses of Sergeants-at-Arms at the Council on Legislation

The expenses of sergeants-at-arms at the Council on Legislation shall be paid by RI in accordance with the RI Travel and Expense Policy.

The Council on Legislation sergeants-at-arms budget shall include the expenses of:

1. one chief sergeant-at-arms;
2. a minimum of ten sergeants-at-arms

While serving in the capacity as a sergeant-at-arms, covered expenses should be the same as the representatives to the Council. *(June 2008 Mtg., Bd. Dec. 227)*

Source: June 2001 Mtg., Bd. Dec. 405;

Amended by February 2003 Mtg., Bd. Dec. 221; November 2004 Mtg., Bd. Dec. 99

59.090. Support Staff

In order to assure the effective functioning of the Council on Legislation, the general secretary should be afforded discretion in determining the number of staff to be present at the Council and in requisitioning adequate support equipment to be available for the use of staff at the Council on Legislation. *(September 2016 Mtg., Bd. Dec. 28)*

Source: February 1999 Mtg., Bd. Dec. 206;

Amended by September 2016 Mtg., Bd. Dec. 28

Cross-References

32.040.2. *Examining Proposed Legislation and Resolutions*

59.100. Post-Council Activities

Rotary International Code of Policies
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59.100.1. Club Review of Council Action

As part of the legislative process of RI, clubs are free to contact other clubs to discuss the action of the Councils on items of proposed legislation and resolutions. (*September 2016 Mtg., Bd. Dec. 28*)

Source: May-June 1976 Mtg., Bd. Dec. 238;

Amended by September 2016 Mtg., Bd. Dec. 28

59.100.2. Post-Council Distribution of Documents

The revised English constitutional documents should be sent to all districts within two months of the adjournment of the Council on Legislation. (*September 2016 Mtg., Bd. Dec. 28*)

Source: November 1999 Mtg., Bd. Dec. 201;

Amended by September 2016 Mtg., Bd. Dec. 28

Cross-References

49.030. *Manual of Procedure*

ARTICLE 60. INSTITUTES

60.010. Rotary Institutes

60.010. Rotary Institutes

The Board of Directors affirms the value of informational meetings of past, current and incoming RI officers in RI zones.

The Board has adopted the following “Requirements for Rotary Institutes,” which the general secretary shall annually provide to those invited to propose an institute. The Board shall review these guidelines on a regular basis. (*May 2023 Mtg., Bd. Dec. 143*)

Source: April 1991 Mtg., Bd. Dec. 265;

Amended by February 1995 Mtg., Bd. Dec. 183; June 1996 Mtg., Bd. Dec. 290; August 1999 Mtg., Bd. Dec. 43; June 2007 Mtg., Bd. Dec. 226; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 182; May 2023 Mtg., Bd. Dec. 143

60.010.1. Definitions

Institute: An optional informational meeting, with no administrative responsibility or authority, of all past, current and incoming RI officers in one or more zones (or sections of zones). Institutes shall be convened with the agreement of the director(s) representing the zones (or zone sections) involved, including agreement on the institute dates, location, convener, and chair. Institutes are recommended to be convened at least once every three years either virtually or in-person.

Convener: A current, incoming, or past RI director, or a past governor who has the required skill sets of organizing such meetings, serving preferably for no more than two consecutive years, to have charge of an institute. Directors can serve as conveners but are not required to; they can propose past governors or past directors suitable for the role in their place. The general secretary shall provide assistance and learning materials for institute conveners.

Foundation Representative: A current, incoming, or past trustee appointed by the chair of the Foundation Trustees, to assist an institute in promoting The Rotary Foundation. Such appointment shall take into consideration the most cost-effective measures.

Institute Chair: A past RI officer appointed by the convener to organize an institute. (*April 2024 Mtg., Bd. Dec. 119*)

Source: April 1991 Mtg., Bd. Dec. 265;

Amended by June 1996 Mtg., Bd. Dec. 290; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 248; September 2017 Mtg., Bd. Dec. 24; June 2020 Mtg., Bd. Dec. 169; May 2023 Mtg., Bd. Dec. 143; April 2024 Mtg., Bd. Dec. 119

60.010.2. Purpose

The purpose of institutes is to provide:

1. current, incoming, and past RI officers with updates on RI and Rotary Foundation policies and programs;
2. a forum for Rotary leaders to make comments and recommendations to the Board of Directors;
3. fellowship and a participative learning experience that will help inspire current, incoming, and past leaders to continuing leadership and service.

(May 2023 Mtg., Bd. Dec. 143)

Source: June 2010 Mtg., Bd. Dec. 248; May 2023 Mtg., Bd. Dec. 143

60.010.3. Participants

Attendance at each institute should include past, current and incoming RI officers and their guests, as well as other groups at the conveners' discretion.

1. the RI president and president-elect are encouraged to participate in some institutes each year. In order to conserve institute and RI funds, it is suggested that *either* the president *or* the president-elect attend each institute, but both should not attend together, and that they may only be able to attend portions of institutes;
2. The roles of funded partners of directors and incoming directors, trustees and incoming trustees of The Rotary Foundation, and the general secretary shall be to
 - a. represent RI or its Foundation in their official capacity at assigned events
 - b. attend and participate in plenary sessions, workshops, forums, and meetings
 - c. attend and participate in all partner program events
 - d. serve as hosts to other partners of official participants
 - e. attend and participate in official luncheons and dinner
 - f. attend official social events as representatives of RI or The Rotary Foundation
3. A representative of Rotary's Foundation will be assigned to attend the institute. Conveners should provide this representative with at least one major speaking opportunity, as well as another program opportunity to update participants on Foundation programs, objectives, finances and problems, and to respond to participants' questions.

Conveners are requested to consider providing lodging, meals and other local expenses for Foundation representatives and partners from institute or other funds. The Foundation will pay all transportation costs and will pay the above expenses should the institute not pay them, provided that the convener informs the representative before the latter's departure for the institute that the institute will not bear such expenses.

(May 2023 Mtg., Bd. Dec. 143)

Source: April 1991 Mtg., Bd. Dec. 265;

Amended by March 1993 Mtg., Bd. Dec. 188; May 1993 Mtg., Bd. Dec. 225; March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; July 1995 Mtg., Bd. Dec. 32; June 1996 Mtg., Bd. Dec. 290; April 1999 Trustees Mtg., Dec. 129; February 2000 Mtg., Bd. Dec. 298; November 2000 Mtg., Bd. Dec. 114; February 2002 Mtg., Bd. Dec. 197; November 2009 Mtg., Bd. Dec. 44; June 2010 Mtg., Bd. Dec. 248; January 2012 Mtg., Bd. Dec. 159; May 2023 Mtg. Bd. Dec. 143

60.010.4. Organization

1. The general secretary shall distribute a call for proposals for institutes to all confirmed directors-nominee and directors-elect who will be serving on the Board in the year the institute may take place. If there are no directors-nominee or directors-elect from a particular region, the call for proposals can be sent to the most recent past director from that region, at the discretion of the president-nominee. Proposed institute dates, locations, conveners, and chairs will be received by the general secretary for report to the Board at their “July” meeting, at least a year in advance of the institute.
2. The general secretary shall advise those receiving the call for proposals to make every effort to ensure that proposed institute dates do not conflict with the dates of any known meetings of the RI Board of Directors and TRF Trustees, International Convention, International Assembly, and Council on Legislation or any major religious holiday celebrated in that zone.
3. The organization and program of each institute shall be directed by the convener, who is responsible for the conduct of the institute. The convener, while retaining complete control of the agenda, program, and finances of the institute, shall appoint a
 - a. chair, who is responsible for the arrangements for and organization of the institute meeting;
 - b. treasurer, who should be a past RI officer, responsible to the convener and the zone for the preparation of the institute budget, use and disbursement of the funds;
4. Rotary institutes, presidential conferences, district conferences and other events may be held in conjunction with each other or simultaneously at the same venue provided that:
 - a. separate budgets and separate registration fees are established and maintained for each meeting;
 - b. funds will be maintained separately for each meeting;
 - c. prior consent is obtained from the governor where the district conference will be held and from the convener of the Rotary institute to be held.

(May 2023 Mtg., Bd. Dec. 143)

Source: April 1991 Mtg., Bd. Dec. 265;

Amended by March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; June 1996 Mtg., Bd. Dec. 290; July 1998 Mtg., Bd. Dec. 27; July 1999 Mtg., Bd. Dec. 23; November 1999 Mtg., Bd. Dec. 185; March 2005 Mtg., Bd. Dec. 229; January 2010 Mtg., Bd. Dec. 124; June 2010 Mtg., Bd. Dec. 182; June 2010 Mtg., Bd. Dec. 248; January 2012 Mtg., Bd. Dec. 159; May 2023 Mtg., bd. Dec. 143

60.010.5. Program

1. Institutes should be engaging, interactive meetings with ample time (approximately 40-50 percent) for the exchange of views among participants through panels, open forums with senior leadership, question and answer sessions, group discussions and the like.
2. In the year of the Council on Legislation, conveners are requested to:
 - a. conduct a learning session either in person or virtually limited to representatives and alternates and conducted by highly experienced Rotarians, to discuss the operation and procedures of the Council, but not the substance of the proposals, with learning materials to support such learning sessions provided by the general secretary;
3. A director, or other representative of the Board, shall present the five-year forecast to each Rotary institute for discussion, pursuant to RI Bylaws section 18.060.3. If a Rotary institute is not held that year, this information can be distributed virtually.
4. Each Rotary institute should schedule a status report on PolioPlus until polio eradication is achieved.
5. The convener shall report upon the legislation and resolutions reviewed and the action taken by each council on legislation and council on resolutions, in accordance with RI bylaws section 20.020.

(April 2024 Mtg., Bd. Dec. 119)

Source: April 1991 Mtg., Bd. Dec. 265;

Amended by March 1992 Mtg., Bd. Dec. 212; March 1993 Mtg., Bd. Dec. 188; November 1999 Mtg., Bd. Dec. 201; June 1999 Mtg., Bd. Dec. 310; August 1999 Mtg., Bd. Dec. 43; November 2004 Mtg., Bd. Dec. 58; March 2005 Mtg., Bd. Dec. 230; June 2005 Mtg., Bd. Dec. 292; November 2005 Mtg., Bd. Dec. 38; June 2007 Mtg., Bd. Dec. 226; November 2008 Mtg., Bd. Dec. 31; June 2009 Mtg., Bd. Dec. 237; January 2010 Mtg., Bd. Dec. 159; June 2010 Mtg., Bd. Dec. 248; October 2019 Mtg., Bd. Dec. 29; May 2023 Mtg. Bd. Dec. 143; October 2023 Mtg., Bd. Dec. 33; April 2024 Mtg., Bd. Dec. 119

60.010.6. Adjunct Meetings

1. Governor-elect and governor-nominee training meetings are considered the only mandatory adjunct meetings. Separate sessions or seminars shall, with the permission of the convener, be held at (or near) the same time and location of the institutes, which may include sessions for governors-elect, governors-nominee, partners of incoming governors, and district learning facilitators. Adjunct meetings must
 - a. not interfere with, and should not duplicate, the main program of the institutes;
 - b. be under the direction of the convener or director responsible for the zone, if no institute is convened that year;
 - c. not duplicate the program at the International Assembly;
 - d. be consistent with RI policy and information developed by RI;
 - e. be promoted and financed as distinct from the institute itself.

2. However, any events coming before or after an institute - such as governors-elect learning seminars (GELS), governor-nominee training, training for district learning facilitator, or recreational events - should be clearly described as pre- (or post-) institute events, which may involve a different audience than those attending an institute.
3. It is the responsibility of all Rotary institute conveners to ensure that the program for zone-level learning events for governors-elect as adopted by the Board is fully implemented.
4. It is recommended that presentation, equipment, and room charges for the learning seminar be included as part of the event budget and are provided at no cost to either RI or the GELS team. The GELS team should be provided with the appropriate meeting space and equipment. The following logistical and equipment needs are recommended:
 - a. Tables and chairs for participants set-up in a “U” shape (group size of no more than 25-30 governors-elect)
 - b. Podium or table for Rotary International Learning Facilitator
 - c. LCD projector, laptop computer, or overhead projector
 - d. Flipchart stand, paper, and markers

(April 2024 Mtg., Bd. Dec. 119)

Source: April 1991 Mtg., Bd. Dec. 265; March 1992 Mtg., Bd. Dec. 212;

Amended by March 1993 Mtg., Bd. Dec. 188; February 1995 Mtg., Bd. Dec. 183; August 1999 Mtg., Bd. Dec. 43; November 1999 Mtg., Bd. Dec. 214; February 2000 Mtg., Bd. Dec. 298; October 2003; Mtg., Bd. Dec. 117; November 2004 Mtg., Bd. Dec. 52; January 2008 Mtg., Bd. Dec. 174; January 2012 Mtg., Bd. Dec. 159; January 2013 Mtg., Bd. Dec. 154; October 2018 Mtg., Bd. Dec. 57; January 2020 Mtg., Bd. Dec. 85; April 2023 Mtg., Bd. Dec. 106; May 2023 Mtg., Bd. Dec. 143; January 2024 Mtg. Bd. Dec. 76; April 2024 Mtg., Bd. Dec. 119

60.010.7. Finances

1. Each institute shall be financially self-supporting through registration fees and voluntary donations (including goods and services) or sponsorships in accordance with RI Guidelines;
2. Adjunct meetings shall also be self-supporting through registration fees;
3. Districts and clubs (and non-participating Rotarians) shall not be required to pay any institute expenses, except for the costs of their governor and incoming governor (and other future RI officers at the discretion of districts and clubs), or as sponsors in accordance with RI Guidelines;
4. The convener shall make every effort to contain costs by
 - a. securing reasonably priced facilities and accommodations;
 - b. minimizing the number and cost of social functions;

- c. minimizing the cost of speakers and any others invited from outside Rotary or the zone;
 - d. offering lower-cost or hosted lodging in the area, corporate sponsorships, and/or increased flexibility for meal options.
5. Rotary International provides adequate general liability (also known as public liability and third-party liability) insurance coverage for each institute. Coverage is limited to policy terms and excludes institute activities such as fireworks displays, motor racing events, and use of airplanes and watercraft to name a few. Coverage terms and limitations may change annually. Please contact RI Risk Management for additional information;
 6. After all expenses have been paid, any surplus balance shall, in cooperation with the convener and the treasurer of the next institute, be carried forward for the sole use of that and future institutes. Only when necessary, due to local circumstances, and with the written agreement of the following year's institute convener and treasurer, and the general secretary, the surplus balance may be disposed of using an alternative method.
 7. RI will reimburse the transportation expenses incurred by conveners for travel to the institute site on up to two occasions, if necessary, for preparation and planning purposes. Conveners are encouraged to make these trips in conjunction with other Rotary travel, whenever possible, for economic reasons.
 8. RI will reimburse the transportation expenses incurred by conveners, and their partners when accompanying them, to attend Rotary institutes, in accordance with RI's established travel and expense policy.
 9. Rotary institutes are expected to cover all other expenses incurred by the conveners and their partners attending their institute.

(May 2023 Mtg., Bd. Dec. 143)

Source: July 1987 Mtg., Bd. Dec. 55; May 1989 Mtg., Bd. Dec. 362; April 1991 Mtg., Bd. Dec. 265;
Amended by March 1993 Mtg., Bd. Dec. 188; March 1994 Mtg., Bd. Dec. 164; February 1995 Mtg., Bd. Dec. 183; February 1996 Mtg., Bd. Dec. 247; June 1996 Mtg., Bd. Dec. 290; March 1997 Mtg., Bd. Dec. 202; November 1997 Mtg., Bd. Dec. 198; November 1999 Mtg., Bd. Dec. 251; February 2001 Mtg., Bd. Dec. 202; June 2002 Mtg., Bd. Dec. 273; May 2003 Mtg., Bd. Dec. 361; October 2003 Mtg., Bd. Dec. 117; June 2010 Mtg., Bd. Dec. 248; April 2019 Mtg., Bd. Dec. 148; May 2023 Mtg., Bd. Dec. 143

60.010.8. Reports

1. Each convener shall, within ninety days after the conclusion of an institute, send to the convener of the following institute, and to each governor and past director within that zone(s) a complete financial statement, examined and approved by the convener, the chair, and the treasurer of the institute, detailing all revenues and expenses of the institute. The financial statement shall include any surplus balance received from the prior year's institute and any surplus balance carried forward to the following year's institute. The convener shall also provide written confirmation of compliance to the general secretary within ninety days after the conclusion of an institute. Failure to comply with these requirements, after having been notified by the general secretary,

shall result in the convener being ineligible to receive any future RI or Rotary Foundation volunteer appointment or assignment until compliance is confirmed.

2. The general secretary shall provide a status report regarding past due institute financial reports to the Audit Committee on an annual basis.

(April 2018 Mtg., Bd. Dec. 167)

Source: March 1993 Mtg., Bd. Dec. 188;

Amended by November 2000 Mtg., Bd. Dec. 175; June 2001 Mtg., Bd. Dec. 444; November 2001 Mtg., Bd. Dec. 45; November 2002 Mtg., Bd. Dec. 169; March 2005 Mtg., Bd. Dec. 230; June 2007 Mtg., Bd. Dec. 226; April 2018 Mtg., Bd. Dec. 167

Cross-References

19.040.8. Reimbursement of Expenses for Governors-Elect Attendance at GELS

72.010.1. Risk Management Guidelines for Rotary Institutes

ARTICLE 61. GENERAL POLICIES OF RI MEETINGS

- 61.010. Manuals for Sergeants-at-Arms
- 61.020. Sergeants-at-Arms Committee
- 61.030. Sergeants-at-Arms Leadership Candidate Book
- 61.040. Recommended Protocol at RI Meetings

61.010 Manuals for Sergeants-at-Arms

Manuals for the general guidance of the International Assembly, International Convention, and Council on Legislation sergeants-at-arms have been prepared and are revised from time to time by the Board. Such manuals include Board policy governing sergeants-at-arms. The general secretary is authorized to update the manuals as needed, provided that all proposed changes are distributed to the Board for review one month before they take effect, and that any proposed changes objected to by a director be reviewed by the Board at its next meeting. Each sergeants-at-arms committee is likewise requested to include in its final report any recommended changes to the manuals. *(October 2013 Mtg., Bd. Dec. 30)*

Source: June 2001 Mtg., Bd. Dec. 405;

Amended by January 2012 Mtg., Bd. Dec. 159; June 2013 Mtg., Bd. Dec. 234

61.010.1. Sergeants-at-Arms

A member may be appointed to serve as a sergeant-at-arms regardless of whether the member has a partner and, if the member has a partner, regardless of whether the partner is also willing to serve as a sergeant-at arms.

A sergeant-at-arms team shall comprise members with approximately

- one-third having two years or less prior experience as a sergeant-at-arms
- one-third having three to five years prior experience as a sergeant-at-arms
- one-third having five or more years experience as a sergeant-at-arms

RI directors and convention committee members may recommend members experienced in the sergeant-at-arms role at the regional level for consideration as candidates on sergeant-at-arms teams.

A sergeant-at-arms evaluation procedure has been designed and can be used by the chief sergeant-at-arms to better inform the selection of a sergeant-at-arms team.

The number of times a Rotarian can serve as chief sergeant-at-arms for a given event is limited to two. *(February 2025 Mtg., Bd. Dec. 91)*

Source: January 2020 Mtg., Bd. Dec. 105

Amended by February 2025 Mtg., Bd. Dec. 91

61.020. Sergeant-at-Arms Committee

The RI Board has approved the establishment of a Sergeant-at-Arms Committee every three years, such committee to be appointed by the RI president who serves during a Council on Legislation year. The committee shall meet at the Council on Legislation. (*June 2013 Mtg., Bd. Dec. 234*)

Source: June 2013 Mtg., Bd. Dec. 234

61.030. Sergeants-at-Arms Leadership Candidate Book

The sergeants-at-arms Leadership Candidate Book contains a listing of those members with sufficient experience as sergeants-at-arms at RI meetings to serve in the sergeants-at-arms Leadership of the International Convention, International Assembly, and Council on Legislation as developed by the Sergeants-at-arms Academy in 1997 and updated in 1999 and 2001. This list should be updated on an annual basis as necessary. (*February 2025 Mtg., Bd. Dec. 91*)

Source: June 2001 Mtg., Bd. Dec. 405

Amended by February 2025 Mtg., Bd. Dec. 91

61.040. Recommended Protocol at RI Meetings

At the RI Convention, International Assembly, and Council on Legislation the recommended Rotary protocol may be modified as deemed necessary by the physical constraints of the space and the program itself. (*September 2011 Mtg., Bd. Dec. 34*)

Source: November 2007 Mtg., Bd. Dec. 87;

Amended by May 2011 Mtg., Bd. Dec. 182; September 2011 Mtg., Bd. Dec. 34
