
Part Three

International Meetings

9 RI Convention

The Rotary International Convention is held annually in the last three months of the fiscal year (April, May, or June) at a time and place determined by the RI Board. (RIC 9, 1)

The primary purpose of the annual convention is to inspire and inform all Rotarians at an international level, particularly incoming club presidents, governors-elect, and other incoming club and RI officers, so that they will be motivated to further develop Rotary at club and district levels. The convention also constitutes the annual meeting and conducts the business of the association. Since the convention constitutes a worldwide gathering of the Rotary family, the celebration of fellowship with social and entertainment features is appropriate to the extent such activities do not detract from the convention's primary purpose. (RCP 57.010.)

Site of the Convention

The RI Board determines the site of the convention and in doing so must make every effort to ensure that no Rotarian will be excluded from attending solely on the basis of national citizenship. (RIB 9.010.)

Convention Site Selection Process

The general secretary maintains current information on cities around the world reporting to have facilities and services available to hold an RI Convention. Nine years before the year in which an RI Convention is to be held, the RI Board will determine the area(s) of the world from which proposals to host the convention will be solicited, and the general secretary will send a letter to district(s) within the designated area(s) that are located in cities reported to have appropriate facilities and services. The letter will specify the requirements for holding a convention and the obligations and responsibilities of the host district(s). The letter will ask the district(s) to submit proposals to RI within a six-month time frame. The RI Board will consider a proposal from a district(s) only if the general secretary has confirmed that the city currently meets all requirements for holding a convention. (RCP 57.050.) Potential host district(s) may request the current site selection criteria from the International Meetings Division at RI World Headquarters.

Convention Program

The program reported by the convention committee, as approved by the RI Board, shall be the order of the day for all sessions. (RIB 9.130.) The convention program has standard components including plenary sessions, which should inspire and inform Rotarians; a workshop on The Rotary Foundation, a workshop on membership, and a workshop for club presidents-elect; special activities arranged by the various Global Networking Groups (RCP 57.140.); exhibit space for special projects; sale of official licensee merchandise (RCP 57.140.5.); and sale of convention logo merchandise and souvenirs indigenous to the region of the convention (RCP 57.140.6.).

Club Representation at the Convention

The provisions relating to representation of clubs at the convention are found in article 9 of the RI Constitution and article 9 of the RI Bylaws. It is the duty of

each club to participate in the voting at each convention and to arrange to do so by having its delegate(s) in attendance at each convention, or by giving its proxy(ies) to those qualified to receive and exercise them.

Electors

While every Rotarian is entitled to attend, each club is represented at the convention on the basis of one voting delegate for every 50 of its members or major fraction thereof. Each club is entitled to at least one delegate. Clubs may be represented by proxy. Each RI officer and each past RI president still holding active membership in a Rotary club is a delegate at large. (RIC 9, 3 and 4)

The duly accredited delegates, proxy holders, and delegates at large, known as electors, constitute the voting body of the convention. (RIC 9, 5)

Voting Procedure

Voting in the convention is viva voce except as otherwise provided in the bylaws for the nomination and election for officers and with exceptions as detailed in the rules of convention procedure (see chapter 18).

Single Transferable Ballot

Where there are more than two candidates for any office to be elected at the convention, the single transferable vote is used. (RIB 9.120.2.) The names of the candidates are rotated on the ballots.

How the Single Transferable Ballot System Operates

Where there are more than two candidates, each elector is entitled to cast one vote, which may be transferable in the following manner:

The elector shall place the number 1 on the ballot paper within the space containing the name of the candidate who is the elector's first choice. This is known as a first-preference vote.

The elector should then place the number 2 within the space containing the name of the elector's second choice, the number 3 within the space containing the name of the elector's third choice, and so on, in the order of the candidates preferred if the candidate of his or her prior choice is not chosen. Electors will thus express as many choices as there are candidates.

The candidate receiving a majority of the votes cast, taking into account subsequent preference votes in the event that a majority is not obtained, shall be declared elected. An example of the manner in which the ballots are counted follows:

There are four candidates — A, B, C, and D — and one member to be elected. First-choice ballots are put into four piles and counted. On the first count, no one has a majority of all votes cast. C has the least number of votes and is eliminated. Each ballot in that pile is placed in the pile of the remaining candidate whose name is marked with the number 2.

The transfer of these votes, however, still does not result in a majority for any one of the three remaining candidates. In this second count, B has the least number of votes and is eliminated. The ballots that were counted in that pile are examined and divided between candidates A and D as indicated by the voter's next available choice. Any choices for previously eliminated-candidate C are passed over and the next choice — between A and D — followed. This transfer, called the third count, results in a clear majority for D.

A ballot that indicates fewer than the available choices is counted only for the choices marked. Thereafter, it is considered nontransferable and is disregarded. An X is considered as an indication of first choice. A ballot marked with a "1" or an "X" for more than one name is considered spoiled.

In the Event of a Tie

If on any count there is a tie for an absolute majority, the result is determined by the number and relative value of the preferences. The candidates having the lowest number of first preferences on the second count, of first and second preferences on the third count, and so on in successive counts are to be excluded.

Registration Fee

Each person 16 years of age or older attending the convention must register and pay a registration fee; the RI Board shall fix the amount. No elector or proxy is entitled to vote in the convention unless the registration fee has been paid. (RIB 9.070.)

10 Council on Legislation

The Council on Legislation is the legislative body of RI, which has the authority to amend the RI constitutional documents. This authority is grounded in article 10 of the RI Constitution and articles 7 and 8 of the RI Bylaws.

The Council meets every three years in April, May, or June, but preferably in April. The RI Board determines the dates of the meeting. Except for compelling financial or other reasons as decided by a two-thirds vote of the entire RI Board, the meeting is held in the vicinity of RI World Headquarters. (RIC 10, 2)

MEMBERSHIP

Representatives

In the Rotary year two years before each Council, the clubs in each district select a Rotarian to represent them at the Council. (For the 2010 Council, representatives will be selected in Rotary year 2007-08.) These representatives are the voting members of the Council.

Selection

Representatives should be selected by a nominating committee procedure as set forth for the selection of district governors. (RIB 8.050.) If a district chooses not to select its representative through a nominating committee, it may elect its representative at the district conference (RIB 8.060.1.) or in a ballot-by-mail in certain approved circumstances. (RIB 8.070.) An alternate is also chosen in case the representative cannot attend.

Qualifications

Representatives must have served a full term as an officer of RI (or, under special circumstances, be currently serving as governor or governor-elect) and be a member of a Rotary club in the district represented at the time of their election. (RIB 8.020.)

To qualify for service at the Council, a representative must be informed of the qualifications and submit to the general secretary a statement that the Rotarian

- 1) Understands clearly the qualifications, duties, and responsibilities of a representative
- 2) Is qualified, willing, and able to assume and faithfully perform those duties and responsibilities
- 3) Will attend the Council for its full duration (RIB 8.020.3.)

Each district is encouraged to select as its representative the best-qualified eligible Rotarian available for service who is well informed about current Rotary policies, procedures, and programs. The RI Board, while recognizing that the clubs in each district may select whom they will, stresses that representatives to the Council should be selected on the basis of their ability to carry out their defined duties and not on the basis of their personal popularity within the district. The role of representative should be viewed as a serious and responsible position and not simply a perquisite of having served as governor. (RCP 59.040.2.)

Duties

It is the duty of representatives to

- 1) Help clubs prepare their proposals for the Council
- 2) Discuss proposed legislation at the district conference or other meetings
- 3) Know the existing attitudes of Rotarians within the district
- 4) Critically consider all legislation proposed to the Council and communicate those views to the Council effectively
- 5) Act as an objective legislator of RI
- 6) Attend the meeting of the Council for its full duration
- 7) Report on the Council's deliberations to the clubs of the district after the Council meets
- 8) Be accessible to clubs in the district to assist in their preparation of proposals for future councils. (RIB 8.030.)

Nonvoting Members

The Council also has the following nonvoting members:

- Chair, vice chair, and parliamentarian (appointed by the president holding office in Council year)
- RI Constitution and Bylaws Committee
- Members-at-large (appointed by the president; no more than three)
- RI president, president-elect, other RI Board members, and a Rotary Foundation trustee (elected by the Trustees) (RIB 8.010.4., 8.010.5., 8.010.6.)
- Secretary (the RI general secretary unless another person is appointed)

The chair presides over the Council, assisted by a vice chair and a parliamentarian. In the case of a tie vote, either the chair or the vice chair, when presiding, may cast the deciding vote. (RIB 8.010.2.)

The members of the RI Constitution and Bylaws Committee review and approve purpose and effect statements for all legislation before publication. During the Council, they will also be prepared to answer questions regarding background, effect of legislation, and any defects in it. The committee members also serve on the Council Operations Committee (see "Procedures" below). (RIB 8.010.3., 8.130.1., 8.130.2.)

The president appoints no more than three members-at-large, who serve under the direction of the chair. They facilitate consideration of legislation and also provide comments about items of legislation that have not been adequately covered in debate. (RIB 8.010.7., 8.100.)

The general secretary serves as secretary of the Council or, with the president's approval, appoints another person to serve as secretary. (RIB 8.040.4.)

TYPES OF PROPOSED LEGISLATION

Legislation may be proposed by a club, a district conference, the RI Board, the Council, or the RIBI General Council or the RIBI Conference. (RIB 7.020.) Proposed legislation are submitted in the form of enactments or resolutions. (RIB 7.010.)

Governors are encouraged to appoint a small committee of Rotarians, preferably with past Council experience, to review proposed legislation originating in the district and to help inform Rotarians about it at the district conference. (RCP 59.020.12.)

Enactments

Proposals to amend the RI Constitution or Bylaws or the Standard Rotary Club Constitution are known as enactments. Proposed enactments should be submitted by reproducing the entire affected portion or portions of the constitutional documents, clearly indicating which existing material is to be deleted and which new material is to be added.

Such proposals should be received by the general secretary in the following form:

PROPOSED ENACTMENT

To (insert concise statement of the proposal’s purpose)

Proposed by _____

IT IS ENACTED by Rotary International that the (insert name of constitutional document) be and hereby is (are) amended as follows:

(insert affected portion of document with changes marked)

Example of a proposed enactment in proper form:

PROPOSED ENACTMENT

To amend the provision for notifying clubs of the report of the nominating committee for president

Proposed by _____

IT IS ENACTED by Rotary International that the BYLAWS OF ROTARY INTERNATIONAL be and hereby are amended as follows (page _____ MOP)

Article 11 Nominations and Elections for President

11.060. Report of Committee.

The report of the committee shall be addressed to the clubs and certified to the general secretary by the chairman within ten days following the adjournment of the committee. The general secretary shall ~~mail a copy~~ notify each club of the contents of the report to each club within ten days as soon as financially practicable but in any case within thirty (30) days after the receipt thereof.

(End of Text)

Note: Material to be deleted is lined through and will not appear in the revised text. New material is underlined.

Resolutions

A resolution is an action by the Council, as authorized by RI Bylaws section 7.010., that does not amend the constitutional documents.

Proposers should be aware that resolutions will be deemed defective, and therefore not transmitted to the Council, if they require or request an administrative act that is within the discretion of the RI Board or the general secretary. (RIB 7.037.2.; see also “Memorials to the RI Board” below).

Resolutions should be received by the general secretary in the following form:

PROPOSED RESOLUTION

To (insert concise statement of the proposal's purpose)

Proposed by _____

WHEREAS, (insert words of the resolution)

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider (insert words of the resolution).

(or IT IS RESOLVED by Rotary International that, in the opinion of the [year] Council on Legislation, [insert words of the resolution]).

Example of a proposed resolution in proper form:

PROPOSED RESOLUTION

To request the RI Board to consider reviewing the image of Rotary

Proposed by _____

WHEREAS, at the present time the image of Rotary is not always well known internationally and only the image of Rotary, in the context of the local club, is known

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider examining the "image of Rotary" internationally and consult Rotarians who have public relations experience.

(End of Text)

Memorials to the RI Board

Instead of proposing a resolution to the Council, a club or district may wish to consider submitting a memorial to the RI Board. (RCP 28.005.) A memorial to the RI Board is a petition to the RI Board for action on a specific matter.

In many cases, the proposer's purpose can be more efficiently and quickly accomplished by a memorial. However, in instances where Rotary clubs or districts consider amending the constitutional documents necessary or desirable to achieve their intentions, those clubs and districts should initiate appropriate legislation rather than requesting the RI Board to do so.

PREPARING PROPOSED LEGISLATION

Correct Form

The proposer of legislation is responsible for preparing it in the appropriate form for consideration by the Council. The RI Constitution and Bylaws Committee, when asked and as feasible, will assist clubs and districts in revising the wording of proposed legislation. However, the RI Board has recommended that the committee not devote undue time and attention to proposed legislation involving extensive amendments until the proposer has made reasonable efforts to draft the legislation correctly. (RCP 59.020.2.)

Club Proposals

When a Rotary club proposes legislation, the matter must have been submitted by the club's board of directors to the membership for adoption. It should then

be forwarded to the district with a letter signed by the club's president and secretary certifying that it has been adopted.

Each proposal from a club must be endorsed by the clubs of the district at a district conference (district council in RIBI). If time does not permit that procedure, the proposal may instead be submitted to the clubs in the district in a ballot-by-mail conducted by the governor. Each proposal from a club delivered to the general secretary must be accompanied by a certificate from the governor stating that the clubs of the district have duly considered and endorsed the proposal. Districts should not propose or endorse more than five items of legislation per Council. (RIB 7.030.)

District Proposals and Endorsements

A district should propose legislation either at a district conference or through a ballot-by-mail of the clubs. Districts should not propose or endorse more than five items of legislation per Council. (RIB 7.020. and 7.030.)

The district must forward all legislation proposed or endorsed at a district conference to the general secretary within 45 days of the end of the conference. Districts should also forward to the general secretary all legislation submitted through a ballot-by-mail within 45 days of the date fixed by the governor for receipt of the ballots. (RCP 59.020.1.)

Deadlines

Proposed enactments and resolutions must be *received* by the general secretary in writing no later than 31 December in the year preceding the Council and be accompanied by a form signed by the district governor certifying district endorsement. (For the 2010 Council, legislation must be received by 31 December 2008.) Proposals received after 31 December will not be considered, regardless of when they were mailed.

The RI Board may propose enactments of an urgent nature by 31 December in the year of the Council.

Resolutions may be offered by the Council and the RI Board and acted on by the Council at any time before the Council adjourns. (RIB 7.035.)

Board Examination

The RI Constitution and Bylaws Committee, acting on the Board's behalf, examines the texts of all proposed legislation, advises the proposer of any defects in the proposal, and recommends, where feasible, corrective action. (RIB 7.050.)

If proposed legislation is not duly proposed, the RI Board may direct that it not be transmitted to the Council. If proposed legislation is defective, the RI Board may direct that the proposal not be transmitted to the Council. In both cases, proposers are informed and have the opportunity to ask the Council to overrule, by a two-thirds vote, the RI Board's determination. (RIB 7.050.2.)

Where substantially similar legislation is proposed, the RI Board may recommend compromise legislation. If the proposers do not agree to the compromise, the RI Board may nevertheless direct that an alternate that best expresses the objective of the similar proposals be transmitted to the Council. (RIB 7.050.1.)

If the RI Board determines that a proposed resolution is "not within the framework of the program of RI," it will not be transmitted to the Council. The proposer will be so informed and have the opportunity to ask the Council to overrule, by a two-thirds vote, the RI Board's determination. (RIB 7.050.3.)

Publication

No later than 30 September in the Council year, the general secretary mails 10 copies of all duly proposed legislation to each governor, one copy to all mem-

bers of the Council and all past directors, and one copy to the secretary of any club that requests it. The proposed legislation is also posted at www.rotary.org. (RIB 7.050.5.; RCP 59.020.14.)

Amendments

Proposers may deliver to the general secretary amendments to their proposed legislation no later than 31 March of the year preceding the Council, unless this deadline is extended by the RI Board (the Constitution and Bylaws Committee acting on its behalf). The general secretary shall transmit all such amendments to the Council. (RIB 7.050.4.) Otherwise, amendments to proposals are permitted only from the floor of the Council, in accordance with the rules of procedure (see chapter 18).

Statements of Purpose and Effect and Financial Impact

The technical language of some proposed legislation can make its purpose and effect unclear. Therefore, each published proposal is followed by a statement, drafted by the general secretary and approved by the Constitution and Bylaws Committee, explaining what change it will bring about. (RIB 8.130.2.; RCP 59.020.11.)

The general secretary also prepares a financial impact statement for all proposed legislation that, in the general secretary's opinion, will have a significant financial impact if adopted. In drafting financial impact statements, the general secretary consults with the Constitution and Bylaws Committee to ensure that they are written with a complete understanding of the proposed legislation. (RCP 59.020.4.)

Statements of Support and Opposition

A club, a district conference, the RIBI General Council or RIBI Conference, the Council on Legislation, or the RI Board may provide a statement commenting on any item of legislation (whether enactment or resolution) proposed to the Council. These statements may support, oppose, or comment on proposed legislation and must be limited to one side of a sheet of standard-size business stationery. Statements must be submitted to the general secretary no later than two months before the opening of the Council. The general secretary will then transmit the statements to all members of the Council. (RCP 59.020.5.)

Résumés

Résumés of proposed legislation that will be transmitted to a Council will be posted at www.rotary.org before the Council. Résumés contain the title, proposer, purpose and effect statement, and financial impact of the legislation. (RCP 59.020.16.)

PROCEDURES

Each Council has the authority to adopt its own rules of procedure. These rules remain in effect until changed by a subsequent Council. (RIB 8.120.1.) The Council Operations Committee recommends rules of procedure and an order of consideration for proposed legislation. (RIB 8.130.1.)

The rules of the 2007 Council are reprinted in chapter 18 of this manual. Council members should study them carefully to ensure that they can perform efficiently at the Council. Clubs and districts should particularly note that each proposal, even when published, must also be moved by a Council member before it can be considered.

Council Operations Committee

The Council Operations Committee is composed of the chair and vice chair of the Council and the members of the Constitution and Bylaws Committee. (RIB 8.130.) This committee

- 1) Recommends rules of procedure for the Council
- 2) Recommends to the Council the order in which it will consider all proposed legislation
- 3) Drafts for the Council, when feasible, amendments necessary to correct defects identified by the committee or the Council in any proposed legislation or amendments thereof
- 4) Makes correlative amendments to the RI Bylaws and Standard Rotary Club Constitution, when necessary, to give full effect to enactments adopted by the Council
- 5) Prepares the report of the Council and makes any subsequent corrections caused by the need to make correlative amendments (RIB 8.130.1)

REPORT AND RATIFICATION

After the Council meets, a report of action containing all adopted proposals is transmitted to each club. (RIB 8.140.2.) At that time, each club has an opportunity to record its opposition to any action of the Council. If those votes of opposition represent at least 10 percent of the votes entitled to be cast, the Council's action on the legislation is suspended. If one or more items of approved legislation are suspended, the general secretary must conduct a ballot-by-mail according to the provisions of RI Bylaws section 8.140. If votes to reject the Council's action represent a majority of the votes entitled to be cast by clubs, the action is nullified from the date of the suspension. Otherwise, the suspended action is reinstated as if no suspension occurred. (RIB 8.140.)

ADOPTED ENACTMENTS AND RESOLUTIONS

The enactments adopted by the Council are recorded in the report of action and incorporated into the current RI constitutional documents. Unless a Council action is suspended by clubs, enactments go into effect on the 1 July immediately following the adjournment of the Council. (RIB 8.140.2., 8.140.8.)

Resolutions are also recorded in the report of action. (RIB 8.140.2.)

FINANCES

Every club pays additional annual dues of US\$1 (or such other amount, as determined by the RI Board, sufficient to pay for the next Council) for each of its members to provide for the expenses of the Council meeting. These dues provide for the expenses of the representatives as well as for other administrative expenses. The RI Board provides all clubs with an accounting of receipts and expenditures related to the Council. (RIB 17.030.2.)

11 International Assembly

The International Assembly is held each year at a time and place as determined in accordance with section 19.010.2. of the RI Bylaws.

Purpose

The purpose of the International Assembly is to provide Rotary education, instruction in administrative duties, motivation, and inspiration to governors-elect, and to afford them and other attendees an opportunity to discuss and plan how to implement Rotary's programs and activities during the succeeding year. (RIB 19.010.1.)

Specifically, the International Assembly is to provide

- 1) Inspiration and motivation to governors-elect
- 2) Interpretation and implementation of the RI theme as announced by the president-elect and the new programs of RI
- 3) Effective methods for governors to implement the continuing program and activities of RI
- 4) Practical techniques for informing, training, and motivating club and district leaders

Participants

The assembly is composed of the president; president-elect and other directors; the president-nominee, if any; the directors-elect; the directors-nominee; the general secretary; the governors-elect; the officers-nominee of RIBI; and other designated official participants. (RCP 58.040.) Because the International Assembly is a special purpose meeting, attendance is restricted to participants and their spouses. (RCP 58.040.1.)

Spouse Sessions

Each assembly includes an active and involved spouses program consisting of Rotary information programs and motivational plenary and discussion sessions.

Expenses

RI pays the expenses of the governors-elect, designated official participants, and their spouses in accordance with the RI travel policy. (RCP 58.070.1.) RI will pay the expenses of designated official participants and others attending the International Assembly, provided that such individuals attend for the entire period of the assembly, unless specifically excused by the president-elect. (RCP 58.070.7.)

Solicitation of Funds

The solicitation of funds is only permitted by The Rotary Foundation during the International Assembly. (RCP 58.070.6.)

12 Rotary Institutes

Rotary institutes are meetings designed for the attendance and participation of past, present, and incoming RI officers residing within the area the institute is to serve. Institutes are informational meetings with no administrative responsibility or authority. A Rotary institute may be organized for a zone, a section of a zone, or a grouping of zones. (RIB 19.020.; RCP 60.050.)

Purpose

The purpose of a Rotary institute is to

- 1) Inform current and past RI officers accurately concerning the policies and programs of RI, including those of its Foundation
- 2) Promote support for these policies and programs while also soliciting suggestions for improvements and innovations
- 3) Inform the RI Board of successful, zone-level program developments that it may want to consider for further development
- 4) Inspire, motivate, and inform governors for leadership
- 5) Provide a forum for learning, discussion, and inspiration, which will engender fellowship and a team spirit among all participants (RCP 60.050.)

Participants

Attendance at each institute is limited to past, current, and incoming RI officers and their guests, though others may be invited by the conveners or may attend at the request of the president or the general secretary. Host Rotarians and other local persons may assist the convener in administering the institute. In addition, local Rotarians may be invited as observers to special institute events, such as an address by the president or president-elect. (RIB 19.020.; RCP 60.050.)

The RI president and president-elect participate in some institutes each year in order to enhance their knowledge and experience of the Rotary world and to provide opportunities for zone-level Rotary leaders to gain greater knowledge and insight into the current and future directions of Rotary. However, because of their many duties and commitments, the president or president-elect may be able to attend only portions of institutes. (RCP 60.050.)

The attendance of a Rotary Foundation representative (preferably a current or past trustee) is highly desirable in achieving the Foundation's objectives and enhancing the knowledge of past, present, and incoming officers. (RCP 60.050.)

Organization

The president designates one or more conveners to organize and direct the program of each institute. Usually, conveners are directors or immediate past directors who serve as the president's representatives to the institutes. Those organizing the institute are appointed by the convener and prepare the arrangements and agenda for the convener's approval. (RCP 60.050.)

Rotary institutes are planned with an effort to ensure that the meeting does not conflict with any major religious holiday observed in that zone. (98-226; RCP 60.050.1.) Each institute is financially self-supporting through registration fees, voluntary donations, or sponsorships in accordance with RI guidelines. (RCP 60.050.)

Program

Institutes normally last two to three days. Past RI officers who live in the zone should be provided opportunities to participate in the program as speakers, panelists, discussion leaders, and members of institute committees. (RCP 60.050.) A Rotary Foundation representative delivers a major address on the Foundation; updates participants on Foundation programs, objectives, finances, and problems; and responds to participants' questions. Each year, the RI Board recommends no more than four institute discussion topics, with the understanding that institutes may add other topics to meet the needs and desires of their zones; conveners, however, must ensure that the institutes deal accurately and comprehensively with the Board-recommended topics. In the year of the Council on Legislation, the RI Board asks conveners to schedule (1) separate sessions 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, and (2) a plenary session to discuss the substance of a few proposals selected by the RI Board, for the purpose of allowing voting representatives the opportunity to hear the views of Rotarians from their area of the world. (RCP 60.050.; see also RCP 59.040.3.)

The Board recommends that the program include an open forum of at least one hour for participants and Rotary senior leadership to exchange ideas. A director or other representative of the Board must present the five-year forecast to the institute for discussion. Each institute program must include a copy of the written report (including any resolutions) of the previous year's institute that was submitted to the RI Board, along with a copy of any Board action taken. When convenient, conveners should arrange an intercity meeting for institute participants and local Rotarians. RI staff assigned to the institute by the general secretary are available to assist conveners as appropriate. (RIB 17.060.4.; RCP 60.050.)

Adjunct Meetings

Governors-elect training seminars, or GETS, are considered mandatory adjunct meetings. Other sessions or seminars, such as regional Rotary Foundation seminars or regional membership seminars, may be held at (or near) the same time and location of an institute. These separate sessions or seminars do not interfere with or duplicate the institute's main program or the International Assembly program and are promoted as quite distinct from the institute itself. Any events coming before or after an institute, such as GETS, regional Rotary Foundation seminars, or recreational events, are clearly described as pre- or post-institute events that may involve a different audience from the institute. (RCP 60.050.)

13 Other International Meetings

Presidential Conferences

Presidential conferences (sometimes known as salutes, celebrations, etc.) are an integral part of the overall program for communicating the RI president's vision to Rotarians around the world. As such, the timing, number, venues, and programs of these meetings vary each year. The program agenda is designed to further the president's program of service and address issues of regional concern. Conferences are open to all Rotarians, with special emphasis on attracting current club and district leadership in the designated conference area. They may be budgeted under the RI budget and administered by RI or, at the discretion of the president, smaller meetings, such as the salutes or celebrations, would be funded and managed locally.

International Institute

The International Institute for current and past RI general officers, past RI officers, current RI committee members, and incoming RI officers, including governors-nominee, is held annually in conjunction with the international convention. The International Institute is conducted under the supervision and guidance of the president. (RCP 60.010.)

Purpose

The International Institute affords attendees an opportunity to improve their knowledge of Rotary plans and programs, thereby enhancing their value as information resources in their clubs and districts. The institute also gives the current and incoming RI leadership the benefit of the views of present and past international officers.

Participants

The International Institute is generally open to all current and past RI general officers, past RI officers, current RI committee members, and incoming RI officers, including governors-nominee, as well as the immediate family members of these officers; however, attendance may be limited due to space. The RI Board may prescribe priorities within categories of present and past officers for consideration of attendance; otherwise, registration is based on the date of application.

Expenses

The International Institute should be entirely self-supporting; that is, participants' fees should meet all costs, including staff support. With the permission of the president, the International Institute may solicit or receive financial support from private or corporate sponsors. (RCP 60.040.)

International RYLA

An International Rotary Youth Leadership Awards (RYLA) meeting is held annually as an ancillary meeting of the international convention. (RCP 41.060.7.) Participation is by invitation, and applicants must be either youth participants ages 18-30 who have already successfully participated in a district-level RYLA event or Rotarian counselors; both must be recommended and sponsored by their local district. The agenda is based on the RYLA core curriculum (see

chapter 8) and designed to advance the leadership principles introduced to participants at district-level RYLA events in an international setting.

Rotaract Preconvention Meeting

The Rotaract Preconvention Meeting is held immediately before and as part of the official convention program. (RCP 41.020.7) Meeting content is designed to cover matters important to Rotaractors, though registration is open to any convention attendee. The program should include a separate training session for district Rotaract representatives that focuses on their roles and responsibilities. Governors are encouraged to defray all or part of the costs associated with the attendance of district Rotaract representatives-elect at this meeting.

Youth Exchange Officers Preconvention Meeting

The Youth Exchange Officers Preconvention Meeting is held immediately before and as part of the official convention program. (RCP 41.080.7) Meeting content is designed for Youth Exchange officers at the club, district, and multidistrict levels, though registration is open to any convention attendee, including Youth Exchange students.