



## 2013 Council on Legislation How to Propose Legislation

Every three years Rotary International's Council on Legislation meets to debate and vote on legislation submitted by clubs, districts, and the RI Board. The Council has the authority to amend RI's constitutional documents, as well as adopt resolutions. Every district sends a representative to the Council, and every club and district may propose legislation. If your club or district is considering proposing legislation for the Council, please follow the guidelines below.

### What's New for the 2013 Council?

All proposed legislation must be submitted with a proposer's statement of purpose and effect in order to be considered duly proposed. Additional information about this requirement is discussed on page 3.

### Who May Submit Legislation?

Clubs, districts, the RI Board, and the general council or conference of RIBI may submit legislation. However, legislation proposed by a club must first be endorsed by the clubs of the district in order to be presented to the Council.

### Is There a Deadline?

Yes. Legislation from clubs and districts for the 2013 Council must be *received* at RI Headquarters on or before **31 December 2011**. There are no exceptions to this deadline. Legislation that arrives after the deadline, even if it is postmarked prior to the deadline, will not be considered.

This deadline includes:

- 1) The form certifying that legislation was proposed or endorsed by the district (one certification form for each item of proposed legislation)
- 2) The proposer's statement of purpose and effect
- 3) The text of the proposal

See below for information about each of these items.

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

### Where Is Proposed Legislation Sent?

Legislation, along with its certification form and statement of purpose and effect, may be mailed, faxed, or e-mailed to:

Council Services  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, Illinois 60201  
U.S.A.

Fax: (847) 556-2123  
E-mail: [councilservices@rotary.org](mailto:councilservices@rotary.org)

## **PROPOSING, ENDORSING, AND SUBMITTING PROPOSED LEGISLATION**

All proposed legislation must

- Be proposed and endorsed properly
- Contain a purpose and effect statement
- Be submitted to RI by the 31 December 2011 deadline, along with certification of district support and purpose and effect statement

Legislation may be proposed by a club, a district conference, the RI Board, the Council, or the RIBI General Council or the RIBI Conference.

### **How Does My Club Submit Legislation?**

For a club to propose legislation:

1. The club's board of directors must first submit proposed legislation to the club members for adoption at a regular club meeting.
2. If adopted, the proposal must then be forwarded to the district with a letter signed by the club president and secretary certifying that it has been adopted by the club.
3. The proposal must be endorsed by the club's district at a district conference (or through a ballot-by-mail) or it will not be considered by the Council.
4. If the proposal receives the district's endorsement, the governor completes the certification form that verifies this endorsement and sends **all three** of the following: the text of the proposal, and the certification form, and the proposer's statement of purpose and effect to RI Headquarters in time to meet the **31 December 2011 deadline**.

### **How Does My District Submit Legislation?**

A district conference (district council in RIBI) may also propose legislation. When this occurs, the governor should submit the proposal, along with the form certifying that the conference proposed it and the proposer's statement of purpose and effect, to RI Headquarters in time to meet the **31 December 2011 deadline**. The legislation may either be submitted with your district conference report, or sent separately to the Council Services Section. If submitting legislation with a district conference report, please be sure to check the box indicating legislation is attached **and** include a certification form signed by the governor, the text of the legislation, and statement of purpose and effect.

### **Can the District Conduct a Ballot-by-Mail?**

If there is not enough time for a district conference to vote on whether or not to propose or endorse legislation, the governor may conduct a ballot-by-mail. Such ballot should follow as closely as possible the balloting procedures set forth in RI Bylaw section 13.040. (electing a governor-nominee through ballot-by-mail).

### **Where Do I Find the Certification Form?**

The certification form can be obtained online at the Council on Legislation page of Rotary.org or through your Club and District Support representative.

### **Is There a Limit on the Amount of Legislation that May Be Submitted?**

The RI Bylaws encourage districts to submit no more than five items of proposed legislation in total (although most clubs and districts choose not to submit any legislation). If there is less legislation, the Council will have more time for in-depth examination of proposed legislation.

### **Do I Have to Submit a Proposer's Purpose and Effect Statement?**

Yes. When submitting legislation to RI, the proposer *must* provide a statement of purpose and effect not to exceed 300 words in order for the proposal to be considered duly proposed. If a statement is not provided, it will not be considered duly proposed and will **not** be transmitted to the Council for consideration. This statement should identify the issue or problem that the proposed legislation seeks to address and explain how the proposal addresses or resolves the problem or issue.

## **TYPES OF PROPOSED LEGISLATION**

### **What Are the Types of Legislation?**

There are two types of legislation: proposed enactments and proposed resolutions. **Proposed enactments** seek to change RI's constitutional documents (the RI Constitution, RI Bylaws, and the Standard Rotary Club Constitution), while **proposed resolutions** seek actions by the Council that do not amend the constitutional documents. For recent examples of enactments and resolutions, see the 2010 Council on Legislation Report of Action (available on [www.rotary.org](http://www.rotary.org)).

See the enclosed document about drafting legislation for details on how to create a proposed enactment or a proposed resolution.

### **What Is a Memorial to the Board?**

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

The process allows clubs to bring issues of concern to the Board for consideration and possible action at its regular meeting. The RI Board hears memorials at every meeting, and you may receive a more rapid response through this action than by submitting a resolution to the Council, which only meets every three years.

Memorials to the Board may be submitted by clubs only and should result from regular business at a club meeting. The intent of the memorial should be clearly explained in a letter either to the RI president, Board of Directors, or the RI general secretary. The memorial, written on the club's or club president's official letterhead, can be formatted as a proposed resolution or simply as a letter. It must be signed by the club president.

In many cases where amending the constitutional documents is not necessary, the proposer's purpose can be more efficiently and quickly accomplished by a memorial. Memorials are often formatted like resolutions.

District conferences may also submit items to the RI Board for consideration.

## **AFTER SUBMISSION TO RI**

### **What Happens to Legislation Once It Is Received at RI Headquarters?**

Staff first reviews the legislation to ensure that it has been endorsed by the district, certified by the governor, contains a purpose and effect statements, and has arrived by the 31 December 2011 deadline. Legislation that arrives after the deadline, even if it is postmarked prior to 31 December, will not be considered.

Staff prepares legislation for review by the Constitution & Bylaws Committee. The Committee reviews each item of legislation to determine whether it is correctly drafted or whether it is defective (see below). The Committee, working with staff, also develops an RI Purpose and Effect Statement and Financial Impact Statement for each item.

Where proposals are similar, the Committee often recommends a compromise proposal to proposers. The work of the Council is greatly facilitated when proposers agree to compromise proposals, as it allows the Council to examine a single proposal in depth, as opposed to rapidly moving through multiple proposals on the same topic.

### **What Is Defective Legislation?**

Proposed legislation will be deemed defective if

1. it is subject to two or more inconsistent meanings;
2. it fails to amend all affected parts of the constitutional documents;
3. its adoption would violate governing law;
4. it is in the form of a resolution but:
  - a. it would require an action, or express an opinion that is in conflict with the letter or spirit of the constitutional documents; or
  - b. it would require or request an administrative act that is within the discretion of the Board or the general secretary;
5. it would amend the Standard Rotary Club Constitution in a way that would conflict with the RI Bylaws or the RI Constitution or it would amend the RI Bylaws in a way that would conflict with the RI Constitution; or
6. it would be impossible to administer or enforce.

If legislation is deemed defective, it is the proposer's or the Council representative's responsibility to submit amended legislation before the amendment deadline.

## **ADDITIONAL INFORMATION**

- Article 10 of the RI Constitution
- Articles 7 and 8 of the RI Bylaws
- Article 59 of the RI Code of Policies
- Chapter 13 of the 2010 *Manual of Procedure*
- Rotary.org (under the "Members" tab, in the "Policies and procedures" section)
- Phone: 1-847-866-3466
- E-mail: [councilservices@rotary.org](mailto:councilservices@rotary.org)



## 2013 Council on Legislation Drafting Proposed Legislation

If your club or district has reviewed the pamphlet “How to Propose Legislation” and determined it would like to submit legislation to the 2013 Council, please review the information below to help you create a proposed enactment or proposed resolution.

Proposed legislation must contain in the following information:

- A title
- Who it was proposed by (a club or the district) and how it was endorsed by the district (district conference or through a ballot-by-mail)
- A purpose and effect statement not exceeding 300 words (see below)
- The text of the enactment or resolution

### Enactments

Remember that enactments may only amend the constitutional documents: the **RI Constitution**, the **RI Bylaws**, and the **Standard Rotary Club Constitution**. Text of the constitutional documents can be found either in the yellow pages of the 2010 *Manual of Procedure*, or online at the “policy documents” page of the Rotary website, [www.rotary.org](http://www.rotary.org).

To begin, consider the change you are proposing and find out what sections of the constitutional documents should be amended to bring about this change. This can be done by:

1. determining which sections of the RI Constitution, the RI Bylaws, and the Standard Rotary Club Constitution you wish to amend;
2. searching for keywords relating to the proposed change; and
3. searching for other references to the section of the constitutional document being amended.

An enactment should be formatted by:

1. re-typing or electronically copying and pasting the affected parts of the constitutional documents onto a new document;
2. clearly labeling which constitutional document and sections are being changed (RI Constitution, RI Bylaws, or Standard Rotary Club Constitution); and
3. striking through any text that is to be deleted and underlining any new text that is to be added, as follows:

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

*Example of a proposed enactment in proper form*

### PROPOSED ENACTMENT

**To revise the seating of delegates at RI Conventions**

Proposed by

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

## Article 9 Convention

### 9.140. *Seating of Delegates.*

At ~~each~~any plenary session where a vote is necessary, a number of seats equal to the number of delegates duly certified to the credentials committee shall be reserved exclusively for such delegates.

(End of Text)

---

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

## Resolutions

Resolutions seek actions by the Council that do not change the RI constitutional documents. When considering a resolution, determine whether the issue involved would have a universal impact on all Rotarians, or whether it would have a limited impact on only a few Rotarians. If the issue is more universal, a proposed resolution may be appropriate. If the impact would be limited to only a few Rotarians, then instead consider submitting a Memorial to the RI Board.

A resolution is formatted as follows:

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

(or IT IS RESOLVED that the 2013 Council on Legislation adopt [insert words of the resolution]).

*Example of a proposed resolution in proper form:*

### PROPOSED RESOLUTION

**To request the RI Board to consider recommending to governors to conduct training seminars for new Rotary club members**

Proposed by

WHEREAS, lately, due to weakened leadership and member education and rushing for membership development, many clubs do not provide satisfactory education to new members, either before and/or after they join a club, and

WHEREAS, as a result, many new members lack knowledge and understanding of Rotary so that love for the club and desire to attend regular meetings cannot be sensed

IT IS RESOLVED by Rotary International that the Board of Directors of Rotary International consider taking these situations into account and recommending to district governors to conduct training seminars for new members who joined Rotary within three years. With district training seminars, it is expected that the qualities of the new members will be bettered and that the club meetings will be rejuvenated, which, ultimately will lead to membership development.

(End of Text)

After legislation has been proposed and endorsed by the district conference, it must be submitted to RI, along with the certification form and statement of purpose and effect, no later than **31 December 2011**. See "How to Propose Legislation" for more information.



## 2013 Council on Legislation

### Certification of Endorsement of Proposed Legislation

In accordance with RI Bylaws 7.030., this is to certify that proposed legislation to the 2013 Council:

1) **Proposer:** This legislation was proposed by

the Rotary Club of \_\_\_\_\_  
**OR**

the District of \_\_\_\_\_

2) **Title of proposal:** This legislation is proposing to

\_\_\_\_\_  
(state concisely the purpose of the legislation)

3) **Endorsement by District:** This legislation was voted upon (considered and endorsed) by the clubs of

District \_\_\_\_\_

at its annual district conference (RIBI council) held on \_\_\_\_\_  
(dates)

in \_\_\_\_\_  
(location)

**OR**

in a ballot-by-mail conducted during \_\_\_\_\_  
(month/year)

\_\_\_\_\_  
(Governor's Signature) \_\_\_\_\_ (date)

Governor, District \_\_\_\_\_

**NOTE: This form MUST accompany all legislation which was proposed by a club or district. The Council will not consider club-proposed legislation that is not endorsed by the district. Both proposed legislation and this form must be received at RI Headquarters in Evanston no later than 31 December 2011.**

## Instructions

1. An individual certification form must be completed for each item of proposed legislation. If a certification form indicates it is for two or more items of proposed legislation, the legislation may be considered not duly proposed if any part of the submission is unclear.
2. When submitting legislation to RI, the proposer *must* provide a statement of purpose and effect not to exceed 300 words in order for the proposal to be considered duly proposed. This statement should identify the issue or problem that the proposed legislation seeks to address and explain how the proposal addresses or resolves the problem or issue. Make sure such a statement is submitted with the certification form and the proposed legislation.
3. **Proposer:** Check the box to indicate which entity proposed this legislation: a club or a district.
4. **Title of proposal:** Concisely state the title of this legislation. Do not insert the legislation into this line; legislation should be attached as a separate document.
5. **Endorsement by district:** Check the box to indicate how this legislation was voted (proposed or endorsed) upon by the clubs in the district: at a district conference or through a ballot-by-mail.
6. **Governor's signature:** The governor must sign and date the form.
7. **Submission to RI:** The governor must complete, sign, and submit the proposal (certification form, text of legislation, and purpose and effect statement) in enough time for RI to **receive** the proposal by **31 December 2011**.
8. Please submit a certification form with **each piece** of legislation to:

**Council Services  
Rotary International  
One Rotary Center  
1560 Sherman Avenue  
Evanston, Illinois 60201  
USA  
Fax: (847) 556-2123  
E-mail: [councilservices@rotary.org](mailto:councilservices@rotary.org)**

8. Keep a copy of proposed legislation, along with any confirmation or documentation that it was received by RI. RI will send an acknowledgement letter within three months of receipt. If you do not receive an acknowledgement letter within three months of sending the proposal, contact Council Services.

PROPOSED ENACTMENT 13-

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

Proposed by the Rotary Club of \_\_\_\_\_  
Endorsed by the Conference of District \_\_\_\_\_  
(District Conference location and date)

or

Proposed by the Conference of District \_\_\_\_\_  
(District Conference location and date)

IT IS ENACTED by Rotary International that the CONSTITUTION OF ROTARY INTERNATIONAL be and hereby is amended as follows

in article \_\_\_\_ (page \_\_\_\_ MOP)

**Article** \_\_\_\_\_  
**Section** \_\_\_\_\_

*(copy text of section, use strikethrough to indicate deleted text and underline to indicate new text)*

IT IS FURTHER ENACTED by Rotary International that the BYLAWS OF ROTARY INTERNATIONAL be and hereby are amended as follows

in article \_\_\_\_ (page \_\_\_\_ MOP)

**Article** \_\_\_\_\_  
**00.000.** \_\_\_\_\_

*(copy text of section, use strikethrough to indicate deleted text and underline to indicate new text)*

IT IS FURTHER ENACTED by Rotary International that the STANDARD ROTARY CLUB CONSTITUTION be and hereby is amended as follows

in article \_\_\_\_ (page \_\_\_\_ MOP)

**Article** \_\_\_\_\_  
**Section** \_\_\_\_\_

*(copy text of section, use strikethrough to indicate deleted text and underline to indicate new text)*

(End of Text)

After legislation has been proposed and endorsed by the district conference, it must be submitted to RI, along with the certification form and statement of purpose and effect, no later than 31 December 2011. See "How to Propose Legislation" and "Drafting Proposed Legislation" for more information.

---

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

## PROPOSER'S PURPOSE AND EFFECT STATEMENT

Insert a statement of purpose and effect not to exceed 300 words in order for the proposal to be considered duly proposed. If a statement is not provided, it will not be considered duly proposed and will **not** be transmitted to the Council for consideration. This statement should identify the issue or problem that the proposed legislation seeks to address and explain how the proposal addresses or resolves the problem or issue.

PROPOSED RESOLUTION 13-  
To *(insert concise statement of the proposal's purpose)*

Proposed by the Rotary Club of \_\_\_\_\_  
Endorsed by the Conference of District \_\_\_\_\_  
(District Conference location and date)

or

Proposed by the Conference of District \_\_\_\_\_  
(District Conference location and date)

WHEREAS, *(insert words of the resolution)*, and

WHEREAS,

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

(End of Text)

PROPOSER'S PURPOSE AND EFFECT STATEMENT

Insert a statement of purpose and effect not to exceed 300 words in order for the proposal to be considered duly proposed. If a statement is not provided, it will not be considered duly proposed and will **not** be transmitted to the Council for consideration. This statement should identify the issue or problem that the proposed legislation seeks to address and explain how the proposal addresses or resolves the problem or issue.

**After legislation has been proposed and endorsed by the district conference, it must be submitted to RI, along with the certification form and statement of purpose and effect, no later than 31 December 2011. See "How to Propose Legislation" and "Drafting Proposed Legislation" for more information.**