**District Governor Traditions**

The following schedule attempts to follow the District Governor Designate (DGD) from the time of selection by the Nominating Committee to the time of becoming a District Governor Nominee (DGN), District Governor Elect (DGE), District Governor (DG) and Past District Governor (PDG).

July to December (-36 to -30 months until the DGD become DG):

The DG or IPDG +2 informs all clubs of the procedure and sends an application with the deadline date noted.(Flexible time period but suggested deadline of September 30.)

October/November (-32 to -31 months):

The board of directors of each club may submit by resolution of the club the application of one of its members to the District Nominating Committee Chair.

November (-31 months):

The District Nominating Committee Chair receives applications from clubs prior to 1 December.

December (-30 months):

The District Nominating Committee interviews and selects one person to be the DGD.

December (30 months):

When the Nominating Committee makes its selection of the DGD, the chair notifies the DG who then notifies the DGD and informs the other candidates the name of the one who has been selected. This should happen on the same day as the interviews.

It is customary for all of the PDG’s to phone the DGD with congratulations **and for their Partners to contact the Designate Partner**.Nominating Committee Chair should make arrangements with the committee members to contact other PDG’s soon after the selection.

The DG attends the first meeting of the DGD’s club following the interviews to make congratulatory remarks and general remarks concerning host club responsibilities. All PDG’s in the District and the DG line are invited by the DGD’s club president to this event to support the DGD. DG should relay this to the DGD’s club president.

Follow up announcements are made within 72 hours after the selection, such as on the District Website or via E-mail preferably with a photo of the DGD.

Included with announcements is the statement regarding the 14-day period when clubs that previously nominated persons who were interviewed by the Nominating Committee may challenge the nomination of the Designate by submitting nominations of those person again.

If challenges are made, the DG informs the clubs of possible concurrence by at least 5 clubs or 10% of the number of clubs at the beginning of the Rotary year. Selection of the DGD then follows the procedure consistent with article XII of the By-Laws of Rotary International, as outlined in the 2022 Manual of Procedure.

The DG informs the DGD that the Designate will be attending governor line meetings. The DGD is responsible for arranging the meetings as needed.

At the District Conference following the selection, the Nominating Committee Chair makes the committee’s report. A voice vote is given by the audience. The DGD **and partner** are introduced.

January to June (-29 to -25 months):

The DGD is invited to all functions of the District Advisory Committee (DAC) and as a non-voting member of the District Board of Directors, and all other district activities. The DGD’s partner is invited to all appropriate functions.

April (-27 months):

At the first District Training Assembly following the selection, the name badge is presented to the DGD by the DGE, showing the year of service as DG and the name of the club where the DGD is a member. The cost of the badge comes from the DGE’s budget.

May/June (-26 to -25 months):

The DGD and partner are encouraged to attend the RI Convention. Expenses are on their own.

July 1 (-24 months):

The DGD becomes the DGN, the DGN becomes DGE and the DGE becomes the DG.

The DGN becomes a member of the District Board of Directors and the second vice-president and vice-chair.

The DGN becomes a member of the District Youth Exchange and RYLA Committees.

August (-23 months):

Usually during August the District Board of Directors meets as a first quarterly meeting of the new Rotary year. The District Treasurer and Secretary and DGD attend as non-voting members. Also in attendance as voting members are the DG, DGE, DGN and the two most immediate PDGs, as well as three members-at-large selected by the DGE. These are the attendees of all of the quarterly meetings as specified by the District By-Laws.

Usually at the same time, the Budget and Finance Committee meets to allocate the sum of money to the DGN to be sued as deemed needed by the DGN. The Disaster Relief Fund Board Committee usually meets at the same time as the other quarterly meetings.

September (-22 months):

The DGN **and partner** attend the Governor Nominee Training Seminar (GNATS), usually in connection with the Zone Institute. This is paid for out of the Nominee’s allocation.

October to December (-21 to -19 months):

Usually the DAC meets as one of the two meetings of the Rotary year. The DGN becomes a member. Other members are the DG, the DGE, the DGD and all of the PDG’s residing within the District.

Usually in connection with the meeting of the DAC, the DG invites the DGN, the governor line and the PDG’s **and Partners of all** to participate in a social event most often involving a dinner. **Widows of deceased PDG’s of District 5130 should be invited to the social event**.

November (-20 months):

Usually the District Board of Directors meets as its second quarterly meeting. The DGN attends as a voting member and submits a report, usually orally.

February (-17 months):

Usually during February the District Board of Directors meets as its third quarterly meeting.

February/March (-17 to -16 months):

The DGN is expected to attend the next three President-Elect Training Seminars (PETS), the first is the first meeting with the other Nominees of northern California/northern Nevada, the second as DGE to meet with the district Presidents-Elect, the third as the current DG. At the second PETS, the DGN serves as a PETS registrar along with the other Nominees. The chairperson of PETRS falls to a PDG on a rotating basis through the nine northern California districts. Cam Reeves was DG of 5130 in 1995-96 and was chairman of the 1997 PETS as it fell to District 5130 to provide a chairman. A change has been made in the rotation of chairs for PETS. John Blount was chair of PETS in 2002 to accommodate the change. The pattern adopted following John allowed the DG of 5130 in 2004-2005; Bruce Campbell, to be the Chair-Elect of the 2006 PETS and Chair of the 2007 PETS. Followed by Districts 5150, 5160, 5170, 5180, 5190, 5220, 5230, 5000 and 5130 in 2016. The 2010-2011 Nominating Committee selected Helaine Campbell to be the Governor for 2013-2014 and thus she became the 2015 pets chair-elect and 2016 PETS chair. District 5000 (Hawaii) now attends the PETS training in Southern California, which shortened the years between D5130’s responsibility to chair the event to eight years. Jennifer Strong was chair in 2024.

**Partners are not involved in PETS.**

April to June (-15 to -13 months):

In connection with the District Conference, working with the IPDG +4, the DG arranges for another social event involving a meal, usually a breakfast, for the PDG’s, the DGN, the governor line and all partners. **Widows of deceased PDG’s of the district should be invited.**

May (-14 months):

Usually the Board of Directors meet as its fourth quarterly meeting.

May to June (-14 to -13 months):

DGN **and Partner** are encouraged to attend the RI Convention, partially paid for by the DGN’s allocation. The DGN is responsible for the District Reception for all D5130 members at the convention. This includes notifying all D5130 members. Reception is paid for by the DG’s budget.

July (-12 months):

DGN becomes the DGE and the DGE becomes DG.

August (-11 Months):

Usually the Board of Directors meets as its first quarterly meeting.

September to November (-10 to -8 months):

In the fall of each year a Zone Institute is held for DGE **and Partners** to be presented and introduced to the PDG’s **and Partners**. At this Institute the DGE **and Partner** received training (GETS) along with those from districts in Zones 26 and 27. Expenses for the Zone Institute are paid for by the DGE’s budget. Attendance as current DG is paid for by the district budget. From then on expenses are paid for by the individual attending. Since this is when the DGE **and Partner** are show-cased before the Zone, it is customary for as many PDG’s **and Partners** to attend the Zone Institute as is possible. The evening of presentation is usually black-tie optional.

It has been customary for the DG to arrange for a floral tribute or gift to be sent to the DGE’s hotel room and to arrange for a reception on behalf of the DGE **and Partner**. Invitees to the reception are all PDG’s **and Partners** of D5130, but may include other persons attending the Institute.

September – January (-10 to -6 months):

The DGE and the Assistant Governors Elect meet with all presidents-elect of various areas of D5130. This has been called Pre-PETS.

This time frame should be the deadline for appointments of all Assistant Governors and district committee chairs to have been completed, thus facilitating the securing of photos and information for publishing in the District Website. It is recommended in the selection of district leaders that current club presidents not be selected as they still have clubs to officiate at and to be available for club activities.

November (-8 months):

Usually the Board of Directors meet as its second quarterly meeting.

January (-6 months):

An International Assembly is held for further training for the DGE’s **and Partners**. **Attendance is required** by the DGEs from ALL districts in the world and is paid for by Rotary International. In the past, flowers, food basket or wine have been sent to the DGE by the DG. However, other PDG’s may also wish to honor the DGE’s **and Partner** in a similar manner.

February (-5 months):

\*\*The District Board of Directors meet as the Budget and Finance Committee to review and approve the budget for the next Rotary year as presented by the DGE.DGE then sends the budget to the PE’s for review before their meeting at PETS.

It has been customary for business cards to be exchanged at the International Assembly. Both DGE **and Partner** do this. Small gifts may be appropriate. However, I think this tradition has been discontinued.

February to March (-5 to -4 months):

DGE conducts meeting with Presidents Elect at PETS. DGN attends.

At this time the DGE opens a discussion of the district budget before asking for an approval of the Presidents Elect.

April (-3 months):

DGE puts on and meets with Presidents Elect at the District Training Assembly. The DG promotes the District Conference at this event. Sometimes **the DGE Partner** takes an active role in planning and organizing activities and/or meetings for **Presidents elect partners** at this event.

May (-2 months):

Usually during May, the District Board of Directors meets for its fourth quarterly meeting.

May (-2 months):

At the District Conference, the expenses for the DGE and Partner are covered by the DGE’s budget. A suitable suite is provided to that a reception can be accommodated, usually on the Friday evening of the District Conference. It is customary for the DGE’s club to finance and manage the reception, **but the Partner may be involved in the planning and organization**.

At the District Conference, the current DG presents the DGE with the perpetual DG pin, which has been passed down from DG to DGE since the redistricting in 1989-90. The current DG, soon to be IPDG, is presented with a permanent pin with a ruby by the DGE, the cost of which comes from the DGE budget. The DGE also presents the outgoing DG a plaque, paid for by the DGE budget. Some DGE’s present the outgoing DG with a small token.

**At the same time as these exchanges happen, the Partners also exchange pins – the Partner of the DGE receives the partner’s pin that has been passed on since the 1991-92 District Conference. The original was paid for by Patti Blount and Carol Dillon. The Partner of the current DG received a permanent pin with the birth stone of the Partner usually paid for by the Partner of the DGE. (The type of pin has changed since the cost of gold pins is so high)**

June (-1 month):

*DGE* ***and Partner*** *attend the RI convention where the formal election is held. Expenses come partially from the current DGE’s budget.*

July (0 hour):

The DGE becomes DG.

The DG becomes chair of the District Board of Directors.

At the first club meeting of the new DG, the IPDG presents the host club the host club banner with name badges of all the previous DG’s. **The cost of the new DG’s name badge to be placed on the banner is paid for by the IPDG**. Also at this time, if not presented previously (at **the District Conference**), the new DG is presented a framed necklace in the style of British royalty with each PDG’s name plate fastened on it, also paid for by the IPDG. **Sometimes the immediate Past President of the out-going host club accompanies the IPDG and presents the host club banner to the president of the new host club.**

**\*\*During the official club visits by the DG, variations have occurred concerning participation by the Partner, although it has been generally accepted that, where possible, the Partner will attend the official visits and all functions connected with them. It has been customary for the club or combination of clubs to host the DG and Partner with lodging, meals and/or a reception. A sum is included in the district budget in case there is no hosting on the part of the clubs.**

**\*\*The DG should make it clear to each club regarding the availability of the Partner during the official visits.**

**\*\*The IPDG’s club is traditionally the FIRST club the DG visits. The DG’s club is traditionally the LAST club the DG visits.**

There have also been variations regarding gifts given and/or received during official visits. Sometimes the club presents the DG and/**or Partner** with a gift. Sometimes the DG gives a small gift to the Club President. **Sometimes the Partner gives a small gift to the Partner of the Club President. Again, there is no requirement that any gifts be presented or exchanged.**

\*\*PDG’s who are members of the club being visited should be invited to all phases of the official visit.

During the year, if any new clubs are formed, there have been some traditions that should be followed. The DG is responsible for notifying the clubs of the existence of a new club and the traditions involved. The Rotary Club of Napa, as the oldest club in the district, has been responsible for providing the Rotary Bell to the new club as soon as possible after the charter night, or before, so it may be presented as part of the charter night. It has been customary for the sponsoring club to provide the new club with its club banner. Each club in the district should send a check for at least $50.00, to the new club as a goodwill gesture.

In lieu of a check to the new club, other items could be provided by clubs such as a Four Way Test banner, banner to display Paul Harris awards, easels to display the banners, an American flag and/or its standard. Perhaps one of the incoming members of the DG line could be asked to maintain a list of which clubs wish to present such items to avoid duplication.

When a PDG from outside the district is invited to speak at a district function and when the International President’s Representative attends the District Conference, it has been customary for that person’s classmate, if available, be asked to be an aide to that person.

If a PDG of D5130 passes away, the DG should inform RI and all PDG’s of the district as soon as possible following the death. In additions, the editor of the Zone Directory or the webmaster of the district website should be notified.

The DG has the opportunity of inviting individuals who are not PDG’s to the Zone Institute as DRL (District Resource Leaders) and ERL (Emerging Rotary Leaders). These persons are specified by the role they serve in the district.

September (+3 months):

1 September is the deadline if DG is to nominate Rotarians for the Service Above Self Award. Up to three nominations may be made.

September to November (+3 to 5 months):

DG and Partner attend the Zone Institute.

November (+5 months):

15 November is the deadline if nominations are to be made for the Rotary Foundation Distinguished Service Award. Any Rotarian may nominate eligible Rotarians for this award. The DG signs as an approval of the nomination.

February (+8 months):

DG attends PETS as support to the DGE.

April (+10 months):

DG attends District Training Assembly in supporting role of the DGE and participates under direction of the DGE. The District Conference is promoted.

May (+10 months):

May 15 is the deadline for DG to make nominations for the Rotary Foundation Citation for Meritorious Service.

May (+10 months):

During the District Conference, a reception is held for the DG, paid for and managed by the DG’s club. This is usually held on the Saturday evening of the District Conference. A suitable suite is also provided for the DGE so a similar reception can be held, usually on the Friday evening of the District Conference, to be paid for by the DGE’s club. **Partners** of the DG and DGE should be involved in the planning and organization of the receptions.

During the District Conference, awards to clubs and individuals are usually made. In the past, some of the individual awards that have been made are Rotarian of the Year, Hall of Fame, New Rotarian of the Year, Silent Rotarian of the Year and Meritorious Award in International and Youth. DG decides which, if any, awards to individuals will be made.

During the business meeting at the District Conference, the DG conducts a drawing of clubs to select the three non-governor members and three alternate non-governor members for the upcoming Nominating Committee.

July (+12 months):

DG becomes IPDG and serves on the Nominating Committee for three years, becoming the chair in the third year. In the fifth year, becomes the chair of the DAC and conducts all meetings of the committee. The IPDG attends the first meeting of the new DG’s club to present the host club banner to the new host club and the framed necklace to the new DG. Sometimes the Immediate Past President also participates in the presentation.

The IPDG may make up to three nominations for the Service Above Self Award. The deadline is 1 September. The RI Service Above Self Award is given to individual Rotarians who have rendered exemplary humanitarian Rotary service that embodies Rotary’s motto – Service Above Self. The award recognizes outstanding efforts in the promotion of RI objectives in any avenue of Rotary service and constitutes Rotary’s highest honor for a Rotarian. Only current governors and IPDG, and current and past RI directors are eligible to nominate for the award. Any active Rotarian in good standing may be nominated, except governors, governors elect, immediate past governors, RI directors, RI directors-elect, past RI directors, Foundation trustees, Foundation trustees-designate and past Foundation trustees. Any eligible nominator may nominate no more than three candidates for the award in any given year. Nominations must be submitted to the prescribed deadline of 1 September for consideration by the RI board Submissions must be on the official nomination form and describe the Rotarian’s service rendered through Rotary. Performance in an elected or appointed Rotary assignment or personal financial contributions to Rotary, its Foundation, or any individual project is not relevant considerations for this award.

The Trustees of the Rotary Foundation have made available three awards to recognize Rotarians whose service to the Foundation deserves special attention.

The Rotary Foundation District Service Award does not require trustees approval and is given at the discretion of the DG. A certificate is available through RI’s Publication Order Service Section of RI International offices. A Rotary Foundation District Service Award may be given before nominating an individual for the Citation for Meritorious Service, but is not a prerequisite for the Citation for Meritorious Service. Up to 20 may be awarded in any one year.

The Rotary Foundation Citation of Meritorious Service may be given to one Rotarian in the district each year. Outstanding service to the Foundation extending beyond one year is recognized by the Foundation trustees. Nominations are made by the DG and RI directors. Because the trustees consider nominations throughout the year, there is not a single deadline. However, nominations should be submitted at least eight weeks ahead of the planned presentation date and no later than 15 May. A certificate on a walnut plaque is sent for presentation of this award.

The third recognition is the Rotary Foundation Distinguished Service Award. This award may be awarded to Rotarian who has received the Rotary Foundation Citation for Meritorious Service after four full years of that Rotarian having received the Capitation of Meritorious Service. The Rotary Foundation Distinguished Service Award is the Foundation’s highest service recognition. The exemplary service to the Foundation must extend beyond the district level and over an extended period of time. Any Rotarian may nominate eligible Rotarians for this award. An endorsement from another Rotarian is also required. Either the nominator or the endorser must be from outside the nominee’s district. Trustees may neither nominate nor endorse candidates for this award. The deadline of nominations is 15 November. Only 50 Distinguished Service Awards are approved by the trustees each year. A cast bronze plaque mounted on a walnut base is awarded to those receiving this honor.

September – October (+15 to +16 months):

The IPDG **and Partner** attend Zone 26/27 Institute as Sgts-at-Arms with the other members of their governor class of both Zones.