

Rotary Community Leader Election Review Procedure 2026



Purpose

Rotary South Pacific undertakes elections for the Rotary Community Leaders, held under the oversight of the Community Group Director. This guide sets out the principles and processes that are recommended for managing an election objection known hereafter as a complaint. In this policy we refer to the club(s) that makes a complaint as a 'complainant'.

The policy explains:

1. principles guiding the management of complaints,
2. definitions of complaints,
3. how to make a complaint, and
4. the process used to manage a complaint.

The proper management and handling of complaints is crucial and this includes making the complaints process transparent, accessible, being responsive within capacity to handle complaints, and to treat complaints fairly whilst maintaining confidentiality of personal information.

Complaint Rights

A complainant has the right to:

- make a complaint,
- be treated with courtesy and respect by any representative of Rotary South Pacific involved in reviewing a complaint, and
- withdraw their complaint at any time.

Complainant Responsibilities

A complainant has the responsibility to:

- treat the Rotary South Pacific Regional Council and any representative with courtesy and respect, and
- not knowingly provide false or misleading information.

A complainant can also assist with managing their complaint by:

- providing sufficient information to enable us to investigate the matter, and
- providing further information if requested.

What is a complaint?

A complaint is where one or more Rotary clubs together in a Rotary Community Group (RCG) have objected to the outcome of an election for the Rotary Community Leader (RCL) in that RCG.

Types of complaints

Complaints can fall into the following broad categories:

- Error in stated procedure for the election,
- Breach of any stated rules for elections,
- Fraud, or
- Malfeasance such as bribery or coercion to sway votes.

How to make a complaint

All complaints must be in writing by email detailing the category and exact nature of the complaint and signed by the President(s) of the Club(s) in the effected RCG. Evidence must be provided that the Club has voted to make the complaint. A majority vote is sufficient. The complaint should be forwarded to the Community Group Director (community@rotarysouthpacific.org) within 14 days after and including the day the election results are announced.

Receipt and acknowledgment

The Community Group Director will acknowledge the written complaint and within 3 days seek a response from the person(s) of whom the complaint is made (the respondent(s)). The respondent(s) must provide a written response within 4 days of receiving the complaint from the Community Group Director.

Assessment

The Community Group Director will review the evidence and make a written determination within 7 days. In the event of complexity, the Community Group Director may seek the assistance of the RSP Election Review Panel. The RSP Election Review Panel will review the evidence and make a written determination within 28 days, such decision to be final.

Notification

The Community Group Director will make a decision and convey that decision to all clubs and individuals involved in the review.