

4. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in [Article XI, Section \(a\) of the District Administrative Bylaws](#).
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. A minimum of two meetings shall be conducted in-person or virtually. Virtual meetings occur as recommended by the district governor and agreed upon by a majority of the committee.
- E. District executive committee meeting information is included in the district calendar and in other district communications.
- F. Only those who have business before the district executive committee and have been invited by the district governor attend district executive committee meetings.
- G. Any training at district executive committee meetings focuses on achieving the district mission.
- H. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by [Article XI, Section \(c\) of the District Administrative Bylaws](#).
 - V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
 - VII. The district governor's recommendations to fill any vacancies in office are approved.
 - VIII. The district governor, lieutenant governors, division governors, and area governors report on the District Success Plan and Distinguished program progress.