

# Rotary Speaker Guidelines

**Meeting Location:** Bartlesville Community Center – Community Hall  
300 SE Adams Blvd. 74003

**Meeting Time:** Monday, 12:00pm (Noon)

The Bartlesville Rotary Club has approximately 124 members. Our average attendance is about 75. You will be speaking to the top business professionals and civic leaders of Bartlesville. Please make note of the following speaker and presentation guidelines:

1. Send a summary of your biography/resume and a paragraph about the subject of your presentation as soon as your date has been confirmed. We will promote your speaking engagement on our website.
2. The Bartlesville Rotary Club can provide a PC and Projector for your presentation. Contact George Halkiades at [geohalk@gmail.com](mailto:geohalk@gmail.com) by the Thursday before your presentation with your audio/visual requirements and a copy of your presentation material (PowerPoint file, etc.).
3. On your speaking day please plan to arrive no later than 11:45am. The meeting begins at 12:15pm with an invocation, pledge, song and announcements. You will then be introduced by the Rotarian of the Day. Please plan to speak for up to 20 minutes with 10 minutes left for Q&A.

## Podium Notes for Speaker

Our goal is to turn the podium over to you by 12:25pm.

Turn the podium back to the Club President by 12:55pm for adjournment.

The Bartlesville Rotary Club makes a concerted, ongoing effort to be a diverse and inclusive organization. We ask that you convey your remarks without bias toward race, gender, religion, political party, ethnicity or sexual orientation. Feel free to use humor in your remarks, but do so with caution and good taste.

Refrain from taking political positions, making sales pitches and soliciting funds.

We value the time and commitment that you have made to our meeting today.

## Bartlesville Rotary Club – Policies & Practices

1. It is the policy of the Club to refrain from programs of a political nature. We serve as a neutral forum for occasional debates of political issues.
2. Speakers are asked to refrain from “sale pitches” and distribution of printed matter about their product or point of view.
3. The Rotary Constitution provides that Rotary Clubs shall not express an opinion on any pending public measure. As mentioned above, we often serve as a forum for informative debates on pending legislation or controversial political issues. However, we do not take sides, and we do not support particular political points of view. As a caution, this rule becomes difficult to follow when school bond issues and other local tax matters come up for vote and the Club is pressured through its own members to make announcements urging members to vote for or against a particular issue. We limit such matter to announcing the date of a particular election and urging members to vote, while refraining from urging a particular point of view in the election.
4. Campaigning: Rotary is a politically neutral organization. No candidate for public office shall be, knowingly, invited as a guest speaker within one year prior to his or her election date, except for a debate or forum to which the other leading candidates are invited. One allowable exception would be for an incumbent to present a non-political program on the current state of their office. All members seeking political office should refrain from campaigning for office while attending a Rotary meeting. Guests of Rotary members, desiring to hold public office, should be cautioned against campaigning while attending a Rotary meeting.
5. Solicitations: The Bartlesville Rotary Club has a standing policy that no outside group(s) is allowed to make announcements or solicitations of any type at a regular meeting, unless specifically approved by the Board. This includes handouts, items put out on tables, display items in the foyer or outside the entrance, and personal solicitations or announcements from the podium. The Board recognizes that in some instances our invited speaker may, in an indirect manner, be promoting his or her organization’s services or products during the normal presentation of the topic. However, speakers will not be allowed to make direct solicitations for funds or product sales.

If a member of the club wishes to make an announcement concerning an upcoming event or fundraiser for another non-profit organization, he (she) is encouraged to make those announcements during the “Happy Dollars” segment of the meeting and suggest that the member make a contribution to the jar.