



## **District 39 Standing Rules Report District Council Meeting September 26, 2023**

District 39 submitted draft Procedures and Standing Rules of District 39 to Toastmasters International on August 3, 2023. TI responded on August 4, 2023, that the draft Procedures and Standing Rules were acceptable, except that language regarding proxies needed revision to be consistent with the District Administrative Bylaws, Article X (d). The TI August 4 email is attached for reference.

The Procedures and Standing Rules were revised to address the TI concerns and presented to the District 39 Executive Committee (DEC) for consideration on August 26, 2023. The DEC recommended the District Council adopt the Procedures and Standing Rules of District 39.

# Procedures and Standing Rules

## Toastmasters District 39

Draft, August 2023

The District Administrative Bylaws of Toastmasters International state the following regarding District Procedures and Standing Rules:

Article VIII: *Duties of Officers*, Section a. *In General*, Part 1:

The District officers shall have such obligations, responsibilities, and duties as may be set forth in Policies prescribed by the Board of Directors or in the [Articles of Incorporation](#), [Bylaws of Toastmasters International](#), in these administrative bylaws, or in standing rules or procedures adopted by the District Council of the District.

Article XVII: *Amendments and Other Rules*, Section c:

c. Procedures and standing rules applicable only to the District may be adopted by the Toastmasters International Board of Directors, or by the District Council of the District. Such procedures and rules must be submitted promptly to World Headquarters to be kept on file, and must not be in conflict with any provision of these administrative bylaws, the [Articles of Incorporation](#), [Bylaws of Toastmasters International](#), Policies adopted by the Board of Directors, or applicable law. The Board reserves the right to review, disapprove, or modify any such procedure or standing rule. In addition, the Board may test the feasibility of potential amendments to these administrative bylaws by allowing alterations, at specific times and locations, that may conflict with existing provisions of these administrative bylaws.

The following constitute the Procedures and Standing Rules of District 39, and shall remain in effect until amended by the District Council:

1. In the alignment process, Areas shall be assigned a two digit number. Within a Division, Areas shall be numbered sequentially (e.g., 11, 12, 13, etc.)
2. The Administration Manager, Finance Manager, Public Relations Manager and Area Directors shall be appointed and serve at the will of the District Director, subject to approval by the District Executive Committee and confirmation by the District Council. *\*{see District Administrative Bylaws, Article VII, Officers, Section c., Other Officers}*. Area Council's provide one or more appointment recommendations to the District Director by a date recommended by the District Director and approved by the District Executive Committee. That date will be announced in the District's annual call for nominations. The recommendations are subject to alignment changes by the District Council. *{see Protocol 7.1(8)(D)(IV)(a)}*

3. Subject to securing a suitable venue, the location of the District 39 Spring Conference is based on a five-year rotation, as follows:  
2024: the southern portion of District 39 (e.g., Elk Grove, Stockton);  
2025: the eastern portion of District 39 (e.g., Reno);  
2026: the central portion of District 39 (e.g., Sacramento);  
2027: northern portion of District 39 (e.g., Redding); and  
2028: the western portion of District 39 (e.g., Vacaville).
4. The District 39 Spring Conference should be held during the month of May when possible.
5. Recipients of the *Sustained Service Award to District 39* perform exceptional service over a period of several years. Previously known as the Herb A. Yarbrough Award, the District Director chooses a recipient based, in part, on recommendations from Past District Governors and Directors. The award is normally presented by the District 39 Director during the Spring Conference. Past recipients of the award are excluded from future consideration for this award. A list of past award recipients is located on the District 39 website under [District History](#).
6. District 39 shall not host a “Toastmaster Event” in the “Greater Sacramento Metropolitan Area” which conflicts with the [Sacramento County Academic Decathlon](#) so Toastmasters can volunteer to serve as judges. The Academic Decathlon is normally held on the first Saturday in February.
7. *When the voting process is conducted only the Club President and/or Vice President Education of any Member Club may vote on behalf of the club as its representative. Either club officer may carry the club’s two (2) votes or each of these club officers may carry one (1) vote, as determined by the club membership. The representative from any Member Club in good standing is entitled to a maximum of two (2) votes. District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a representative of a Member Club, for a maximum of three (3) votes. District Council members must cast their own votes; no proxies are permitted. {Reference District Administrative Bylaws, [Article X \(d\)](#).}*  
At each District Council meeting, the Credentials Desk shall be closed at a designated time before the Council meeting is called to order and no voter registration shall be accepted after that time. However, should a quorum **not** be established, the Presiding Officer may reopen the Credentials Desk in accordance with Robert’s Rules of Order Newly Revised {12<sup>th</sup> ed. 50:14} for the sole purpose of establishing a quorum.

**From:** Districts districts@toastmasters.org  
**Subject:** Re: District 39 Draft Procedures and Standing Rules  
**Date:** August 4, 2023 at 1:31 PM  
**To:** Lance McMahan lance.mcmahan@icloud.com



Hello Lance,

The District 39 procedures look fine with one exception.

*At each District Council meeting, the Credentials Desk shall be closed at a designated time before the Council meeting is called to order and no proxies shall be accepted after that time. However, should a quorum not be established, the Presiding Officer may reopen the Credentials Desk in accordance with Robert's Rules of Order Newly Revised {12<sup>th</sup> ed. 50:14} for the sole purpose of establishing a quorum.*

The above rule needs to be updated to reflect that there are no proxies at District Council meetings. Reference District Administrative Bylaws, [Article X \(d\)](#).

### **Voting**

*When the voting process is conducted only the Club President and/or Vice President Education of any Member Club may vote on behalf of the club as its representative. Either club officer may carry the club's two (2) votes or each of these club officers may carry one (1) vote, as determined by the club membership. The representative from any Member Club in good standing is entitled to a maximum of two (2) votes.*

*District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a representative of a Member Club, for a maximum of three (3) votes.*

***District Council members must cast their own votes; no proxies are permitted.***

Please let me know if you have any additional questions. I am happy to help.

Best regards,

**Jesse Portone**

District Growth and Support  
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**From:** lance.mcmahan@icloud.com <lance.mcmahan@icloud.com>  
**Sent:** Thursday, August 3, 2023 12:39 PM  
**To:** Districts <districts@toastmasters.org>  
**Subject:** District 39 Draft Procedures and Standing Rules

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Good morning.

The District Leadership Handbook indicates we should "Consult District Leader Service and Support at World Headquarters before adopting new District procedures or before making significant changes to existing procedures, and provide a copy of the District's procedures manual to World Headquarters for review."

See the attached draft Procedures and Standing Rules for District 39 for your consideration and consultation.

Please advise of any issues. Thank you

Lance K. McMahan, DTM  
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Cell 916.316.0573  
Integrity - Respect - Service - Excellence  
*Where Leaders Are Made!*