

# 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.