

Council Meeting Rules

of the 68th Annual District 39 Spring Council Meeting
Nancy Potts, DTM District 39 Director
Presiding Officer May 14, 2022

1. Order of Precedence

All proceedings shall be conducted in accordance with the Articles of Incorporation, Bylaws and published policies of Toastmasters International for this meeting. *Robert's Rules of Order, Newly Revised 12th edition*, shall be the final authority as to parliamentary procedure, insofar as it does not conflict with the Articles of Incorporation, Bylaws and published policies of Toastmasters International, with their order of precedence as indicated above.

2. Participation Authority

Only “delegates” [club Presidents and VP Education that have registered on line prior to noon on Thursday May ____, 2022 and received a voting “link”, plus “delegates at large” [the elected/appointed District Officers whose position qualifies them for DTM recognition] may make motions or participate in discussion on motions. Before addressing the assembly, a voting delegate shall state his or her name, club number. Any other person [non-delegate] *may speak if granted permission by the chair*. The Chair encourages all members to keep their microphones muted unless they have been recognized to speak.

3. Credentials Committee Report

The Credentials Committee shall report at the appointed time of this meeting the total number of Delegates registered by noon on Thursday May ____, 2022. During the Credentials report, the Committee will confirm that this meeting has a quorum as defined by the Bylaws of Toastmasters International. Once quorum is calculated based on the number of registered voters, it is not recalculated throughout the meeting. If a member wishes to challenge the quorum, the District should be prepared to show the number of registered Club Presidents and Vice Presidents of Education against the total possible number to validate that one-third have registered. . * **Proxies are NOT allowed in a virtual meeting.**

4. Credentials Requirements

Each club in good standing with Toastmasters International at the time of this meeting is entitled to two (2) votes. The authority of each “delegate” to vote shall be evidenced by proper identification [meaning they are a Club President **OR** VP Education]. District Officers (Delegates at Large) are entitled to one (1) vote. The maximum number of votes each “delegate” may carry is three (3).

[Note: “delegates at large” are NOT considered part of a quorum.]

5. Timer

The Chairman (District Director) shall appoint an official timer(s) who will turn on their microphone and applaud and/or the Zoom manager shall mute the microphone shall when the time authorized has expired.

6. Time Limitation for Agenda Items

Debate or discussion on any item on the agenda shall be limited to a maximum of ten (10) minutes. Debate may be extended at the discretion of the District Director, to allow additional discussion if fairness so requires or by the District Council by proper parliamentary procedure.

7. Time Limitation for Speakers

No Delegate shall speak more than once on the same question or longer than one (1) minute. Debate may be extended at the discretion of the District Director to allow additional discussion if fairness so requires or by the District Council by proper parliamentary procedure. This limitation does not apply to point of order and appeal.

8. Voting Procedure

Voting may be by secret ballot, OR stating “if there are NO OBJECTIONS” [RONR 12th 4:59], pausing, and proceeding as if the motion passed.

Prior to a vote, the District Director must establish and communicate the specified amount of time for each vote.

Conduct the election for each role to completion before moving on to the next role

Recommendations: Inform voters when the ballot is launched.

Recommendations: Remind voters to check their spam/junk/clutter folders for the voting link in the event that they cannot find the ballot in their inbox.

Recommendation: Allow a sufficient time for voters to receive the voting link or voting links and to cast their vote.

During the elections, if there are any uncontested offices, dispense with the secret ballot for the uncontested office and instruct the Administration Manager to cast a single vote for the candidate for each such office.

Ballot Results: Share (display on screen) the results of the ballot, including the number of votes each candidate received, with the meeting participants.

9. Candidate-appointed observers

Create, and assign appointed observers to, breakout rooms for their respective candidates.

{For example, prior to the vote opening for each role, the candidate-appointed observers for that role should be in the designated breakout room}.

Recommendation: The person conducting the online vote should receive the list of candidate observers ahead of time so they can confirm the appropriate people are in the breakout room.

In the breakout room, the designated person conducting the online vote will share their screen so that the observers can see the votes as they are being tabulated.

10. Balloting Procedure for Elections

The District Director; the Program Quality Director; the Club Growth Director; and the Division Directors shall be elected by a *majority* vote. In the event no candidate for a particular office receives a majority vote, the candidate having the lowest vote for that office shall be dropped from the succeeding ballot. In the case of a tie vote, balloting continues until a winner is determined. Any “floor candidate” **must have been interviewed** for the position for which they agree to let their name stand AND have declared their intention to be a candidate 7 days prior to this District Council Meeting [May 7, 2022]

11. Enforcement of Rules and Appeal

The District Director shall enforce the rules, but a member may appeal a ruling of the District Director. Following a brief statement by the challenging members, and a response by the District Director, the District Director shall put the question and a majority vote shall uphold the ruling of the District Director. In the event of a tie vote, the motion fails. The District Director may vote on an appeal.

12. Motions

All decisions of the meeting are to be made by means of a motion made by a voting Delegate, seconded by another voting Delegate, stated by the Chairman, offered for debate (in the case of debatable motions), and then put to a vote by the District Director. The maker of the motion shall submit a written text of the motion to the District Administration Manager {via the “chat” option in Zoom} at the time the motion is stated. Motions shall be stated in the positive, not in the negative.