

# Council Meeting Standing Rules

of the 68<sup>th</sup> Annual District 39 Fall Council Meeting

Nancy Potts, DTM District 39 Governor  
Presiding Officer on September 11, 2021

## 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 12<sup>th</sup> 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 officers/representatives that have registered with the credentials desk and received a voting ballot/card, 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, and club number. Any other person [non-delegate] may speak if granted permission by the chair.

## 3. Credentials Committee Report

The Credentials Committee shall report at the appointed time of this meeting the total number of Delegates registered. During the Credentials report, the Committee will confirm that this meeting has a quorum as defined by the Bylaws of Toastmasters International. \* **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, in the case of the Club President and/or Club Vice President Educational. 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 shall say "TIME" and applaud 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 requires or by the District Council by proper parliamentary procedure. The appointed timers shall time both the agenda item and the individuals speaking.

#### 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. The appointed timers shall time both the agenda item and the individuals speaking.

#### 8. Voting Authorization

In addition to “delegates” from Clubs, elected District Officers, including Area Directors but not including appointed position holders shall be entitled to one (1) vote when present at this meeting.

#### 9. Voting Procedure

Voting may be by secret ballot, show of hands from the “reactions” area of Zoom, or voice vote.

#### 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 {meaning more than half} vote of the votes cast*. 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, the choice shall be decided by lot.

#### 11. Implementation of Secret Ballot Requirement

Election of District Officers shall be by secret ballot unless a secret ballot is dispensed with by unanimous vote. If there is only one candidate for a particular office, the District Director shall declare the candidate elected by unanimous consent or acclamation if the District 39 Council approves dispensing with the secret ballot requirement.

#### 12. 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 (or tie) shall uphold the ruling of the District Director. The District Director may vote on an appeal.

#### 13. 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 at the time the motion is stated “in chat”. Motions shall be stated in the positive, not in the negative.