

## **SPECIAL RULES OF ORDER FOR DISTRICT COUNCIL MEETINGS TOASTMASTERS DISTRICT 54**

**Note: The Special Rules of Order for District 54 Council Meetings, and any Amendments thereto, shall be adopted by a 2/3 majority vote of the District Council.**

### **1. ORDER OF PRECEDENCE**

All proceedings shall be conducted in accordance with the Articles of Incorporation, Bylaws, and published policies of Toastmasters International. Robert's Rules of Order, Newly Revised, shall be the final authority, as to parliamentary procedure, insofar as it does not conflict with District 54 Bylaws, in accord with the Articles of Incorporation, Bylaws, and Policies of Toastmasters International.

### **2. CREDENTIALS COMMITTEE REPORT**

The Credentials Committee Chair shall report, at the beginning of the Business Meeting, the total number of Delegates registered, in person, and by proxies. During the Credentials report, the Credential Chair will confirm whether or not the Business Meeting has a quorum, as defined in the Bylaws of Toastmasters International.

### **3. CREDENTIAL REQUIREMENTS**

Each Club in good standing with Toastmasters International at the time of the Annual Business Meeting during the Conference is entitled to two (2) votes. Any Club, if unrepresented at the Conference by a Delegate or an Alternate from its President or Vice President Education, may designate as the proxy any active member from its own membership. The authority of each Delegate and each Alternate to vote as well as each proxy shall be evidenced by a certificate with the name of the President and/or VP Education. The maximum number of votes that any Toastmaster may cast is three, regardless of the number of clubs to which that Toastmaster belongs, (e.g., a Toastmaster may have two votes from his/her club, and who is also a voting member of the district executive committee, may have three votes.)

### **4. WHAT CONSTITUTES A QUORUM**

One-third of the club presidents and vice presidents of the district, or their proxies, must be present for a quorum. If any business is transacted at a meeting where a quorum is not present, the action taken is deemed valid, provided it is later expressly approved in writing by the affirmative vote of a majority of district clubs on the basis of two votes per club. IN the event there is not a quorum, the District Director, as Chair, will send a mailing to all clubs as soon as possible after the meeting so that affirmation can be obtained within a reasonable time.

### **5. PARTICIPATION AUTHORITY**

Only Delegates may make motions or participate in discussion on motions. Before addressing the assembly, a voting delegate shall state his or her name, Club number, and shall display a voting ballot.

### **6. TIMER**

The District Director, as Chair, will appoint an official Timer, who will stand and applaud when the allocated time has expired.

### **7. TIME LIMITATION FOR AGENDA ITEMS**

Debate or discussion on any item on the agenda shall be limited to a maximum of ten minutes. Debate may be extended at the discretion of the Chair to allow additional discussion if fairness so requires.

### **8. TIME LIMITATIONS FOR SPEAKERS**

No Delegate shall speak more than once on the same question or longer than one minute. Debate may be extended at the discretion of the District Director, if permission is granted by a 2/3 majority vote without debate by the District Council, to allow additional discussion. This limitation does not apply to point of order or appeal.

## **9. VOTING AUTHORIZATION**

Voting members of the district council are the Club Presidents, Vice Presidents Education and the following members of the District Executive Committee: District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, Public Relations Manager, Administration Manager, Finance Manager, Division Directors, and Area Directors, and shall be entitled to one (1) vote when present at the Conference. This is in addition to the maximum two (2) votes that can be carried from the club.

## **10. VOTING PROCEDURE**

Voting may be by ballot or voice vote. Voice voting may be by roll call, by the Credentials Chair, calling out the number of proxies issued to each club or proxy holder and that number being recorded by the District Administration Manager, or Designee.

## **11. BALLOTING PROCEDURES FOR ELECTIONS (SPRING DISTRICT COUNCIL MEETINGS)**

The District Director, Program Quality Director, Club Growth Director, and 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, the choice shall be decided by lot.

## **12. IMPLEMENTATION OF SECRET BALLOT REQUIREMENT (SPRING DISTRICT COUNCIL MEETINGS)**

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

## **13. DECORUM AND ORDER**

All delegates shall maintain decorum and order within the Council. It is the duty of the District Director, as Chair, to enforce rules of order. Delegates who are disruptive shall be called to order; if the disruption continues, the District Director, as Chair, will direct the delegate to be removed from the council meeting, using whatever means are prudent and necessary to do so.

## **14. 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 Chair, offered for debate, and then put to a vote by the Chair. Motions shall be stated in the positive, not in the negative.

## **15. MINUTES**

The Administration Manager shall maintain a draft set of minutes, which will be posted on the District website 30 days prior to the next District Council Meeting. These minutes shall be approved by the District Council. The minutes may be amended in order to make actual corrections concerning debates or votes, but the minutes cannot be changed in an effort to modify actions previously taken.

### **References:**

<http://www.toastmasters.org/Leadership-Central/District-Leader-Tools/District-Management/Elections-Toolkit/Election-Day> and <http://d25toastmasters.org/districtcouncil/RulesofOrderRev2015.318.pdf>