

# Policy Review and Special Rules of Order District Council Meetings 3/30/2019

Saturday, March 23, 2019 12:05 PM

## **GOVERNING DOCUMENT REVIEW REGARDING VIRTUAL DISTRICT COUNCIL MEETINGS**

As per, the District Administrative Bylaws;

### Article IX: **District Council**

#### Subparagraph a. Composition

The district council shall consist of the district executive committee, as defined in Article XI(a) hereof, and the club president and vice president of education from each member club in the district. These shall be the only voting members of the district council, and references made in these administrative bylaws to "members of the district council" shall mean only voting members.

### Article XI: Committees

#### Subparagraph a. **District Executive Committee**

The district director, the program quality director, the club growth director, the public relations manager, the district administration manager, the district finance manager, the area directors, and any division directors, together with the immediate past district director, shall be the district executive committee...

### Article X: Council Meetings, Quorum, Proxies and Voting;

#### subparagraph c. **Quorum**

"One-third of the club presidents and vice presidents education from member clubs in the district, ... shall constitute a quorum for all district council meetings. In the event that any business is transacted at any district council meeting at which a quorum is not present, the action shall be deemed as valid as if a quorum were present if it thereafter is expressly approved in writing, personally, by mail, fax, email, electronic transmission or other reasonable means, by the affirmative vote of a majority of the member clubs in the district on the basis of two (2) votes per club."

#### subparagraph e. **Voting**

When the voting process is conducted in person, each member of the district council attending the council meeting, or his or her proxy ... is entitled to one vote.

Any active individual member who carries the proxies of both the club president and vice president education from a member club is entitled to two votes; and any such individual member who is also entitled to a vote as a member of the district executive committee is entitled to three votes.

### Article XIII: Rules of Order

Robert's Rules of Order Newly Revised shall be the final authority on parliamentary procedure insofar as Robert's Rules do not conflict with any provision of these administrative bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, policies set by the Board of Directors of Toastmasters International from time to time, or applicable law...

Protocol 7.1 District Events

## 6. District Council Meetings

E. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council ... may attend but do not participate in council deliberations.

From <<https://www.toastmasters.org/Leadership-Central/Governing-Documents>>

Roberts Rules of Order, Newley Revised

### **Unanimous Consent**

In cases where there seems to be no opposition in routine business...time can often be saved by the procedure of unanimous consent...

Action is in accord with the principle that rules are designed for the protection of the minority and generally need not be strictly enforced when there is no minority to protect.

...unanimous consent can be used either to adopt a motion without the steps of stating the question and putting the motion to a formal vote, or it can be used to take action without even the formality of a motion.

...the Chair states that "If there is no objection to ...? He [She] pauses, and if no member calls out, "I object," The Chair announces that, "Since there is no objection ...," the action is decided upon. If any member objects, the Chair must state the question on the motion, allow any desired debate...and put the question in the regular manner.

from RONR (11th. Ed.), p.54-55

### **Request for Information**

All questions will be directed to the Chair and not to other members. If a member would like to ask a question to another member, relative to the topic, they must be recognized by the chair and must gain the floor by rising and stating their name and office. If they are a President or Vice President of Education, the member must also state their club name. Once recognized by the Chair, the member will say, "I have a request of information". The Chair will say, "State your request". The member will ask their question. If the question is germane to the discussion at hand, the Chair will then direct the question to a member that can respond to this request of information. Timing for this request will start from when the request is started and will continue through the answering of the question. The question and answer is subject to the time limitations of a single speaker.

## **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. CREDENTIALS COMMITTEE REPORT**

The Credentials Committee Chair shall report, at the beginning of the Business Meeting, the total number of voting members present plus those represented by proxy. 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.

### **2. PARTICIPATION AUTHORITY**

Only Voting members may make motions or participate in discussion on motions. Before addressing the assembly, a voting member shall stand, address the Chairperson with, "Mr. or Madam Chairperson", the

member states his or her name, and office title; if the member is a President or Vice President of Education, the member must also state the club name. The member is recognized by the Chairperson. The member now has the floor and can address the assembly, subject to timing limitations. Once the member has concluded their remarks or has been signaled by the timer, the member will sit.

### 3. MOTIONS

All decisions, in the meeting, are made by: a motion made by a voting member, seconded by another voting member, stated by the Chair, offered for debate, and put to a vote by the Chair. Motions shall be stated in the positive, not in the negative.

### 4. 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.

### 5. TIME LIMITATIONS FOR SPEAKERS

No voting member shall speak more than once, on the same question, and for no 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.

### 6. TIMER

The Logistics Manager will use green, yellow and red timing lights to signal the speaker the progression of their allotted time in the agenda. The Logistics Manager will initiate applause when the allocated time, for the speaker, has expired. Additionally, the Logistics Manager will signal the Chair with a red light when the total debate time has expired and votes on all the pending motions are in order.

### 7. VOTING PROCEDURE

**Unanimous Consent** - is the absence of objection on an action. The Chair states, "Without objection [state the action] [pause for objection]; hearing none, the action is taken". For example, "Is there is any objection to closing discussion and voting on the question; hearing none, discussion is closed and we can vote on the question". If you object state, "I object"; debate and voting will continue in the usual manner.

**Voice Vote** - The Chair will say, "All those in favor, say Aye". The members that approve will state, "Aye". The Chair will say, "All those opposed, say Nay". The members that disagree will state, "Nay". The Chair will determine if there is a clear winner and will state the result, "They Ayes have it and the motion is carried". If a clear winner cannot be called, another type of vote can be called by the chair or by the members.

**Roll Call** - An alphabetical list of all of the present members, or represented by proxy, is used to record the vote. The member's name is called and the member votes: yes, no or abstain. The Administration Manager records the vote and tabulates the results and provides the result to the Chair.

**Secret Ballot** - The voting members were provided a paper ballot from the Credentials desk. The Chair will direct the members which ballot to use. The members will mark: yes, no or abstain. The Administration Manager will direct the collection of the ballots. The ballots are tabulated and the result is provided to the Chair.

### 8. DECORUM AND ORDER

All attendees shall maintain decorum and order within the Council. It is the duty of the District Director, as Chair, to enforce rules of order. Attendees who are disruptive shall be called to order; if the disruption continues, the District Director, as Chair, will direct the Sargent at Arms to escort the

disruptive party from the meeting.

#### 9. MINUTES

The Administration Manager shall maintain 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 corrections concerning debates or votes, but the minutes cannot be changed in an effort to modify actions previously taken.

Are there any objection to adopting these Special Rules of Order as read? [pause]  
Hearing none, The Special Rules of Order are adopted.

#### References:

<http://www.toastmasters.org/Leadership-Central/District-Leader-Tools/DistrictManagement/Elections-Toolkit/Election-Day>

<http://d25toastmasters.org/districtcouncil/RulesofOrderRev2015.318.pdf>

<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/virtualmeeting-and-vote>

Roberts Rules of Order, Newly Revised (11th edition)