



DISTRICT COUNCIL MEETING STANDING RULES FOR TOASTMASTERS INTERNATIONAL (TI)

From TI District Administrative Bylaws, Articles IX - XI and XIII, as amended

(Not subject to approval by the District Council; may only be changed by the TI Board of Directors)

District Council Composition: The District Council shall consist of the District Executive Committee, and the Club President and Vice President Education from each member Club in the District. These shall be the only voting members of the District Council. The District Executive Committee, defined in Article XI, paragraph (a), is composed of the District Governor, the Lieutenant Governor Education and Training, the Lieutenant Governor Marketing, the Public Relations Officer, the District Secretary, the District Treasurer, the Division Governors, the Area Governors, and the Immediate Past District Governor.

Quorum: One-third of the Club Presidents and Vice Presidents Education from member Clubs in the District, or their proxies shall constitute a quorum for all District Council meetings. In the event 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 by the affirmative vote of a majority of the member Clubs in the District on the basis of two votes per Club.

Proxies: Either the Club President or Vice President Education of any member Club may designate, in writing, any active individual member of the Club to act as a proxy for him or her at any District Council meeting. In the event one of those Officers is not in attendance at the meeting and has not designated, in writing, an active individual member of the Club to act as his or her proxy at such meeting, the Officer or proxy-holder in attendance shall be deemed to hold the proxy of the other and may therefore cast two votes at such meeting. The intent of this provision is to assure that every Club will be represented by two votes. No other proxies shall be valid at a District Council meeting.

Voting: Each member of the District Council in attendance at a Council meeting, or his or her authorized proxy is entitled to one vote. Any active individual member who carries 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. All other member of the District Council shall be limited to a maximum of two votes. *(The vote of an individual member of the District Executive Committee may not be proxied.)*

Rules of Order: Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure insofar as they do not conflict with any provision in the District Administrative Bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, policies and procedures set by the TI Board of Directors from time to time.



PARLIAMENTARY AIDS *BASIC RULES OF PARLIAMENTARY PROCEDURE*

1. **ALL** points of view, but not every member, is entitled to be heard.
2. Rights of the minority have to be protected even though majority rules.
3. Courtesy should be extended to all participants.

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- **To Expedite the Meeting:** We will use unanimous consent as much as possible. For example, if there isn't an objection to a motion, the Governor will *state "if there are no objections, the report is approved as submitted;"* or *"hearing no objections, the rules are adopted."*
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DISTRICT COUNCIL MEETING GROUND RULES

(To be approved by District Council *to ensure time-efficient, productive meetings*)

Credentials: Once the Credentials Table is closed at the designated time and a quorum exists, the Credentials Table will not be reopened for late arriving members unless two thirds of the council members in attendance (or their proxies) vote to reopen the Credentials Table.

Submittal of Motions: Resolutions, lengthy motions (over 12 words, excluding "*I move that*"), or a single motion combining two or more subjects, shall be submitted in writing, in triplicate, to the District Secretary (for the Secretary's records, the presiding officer and parliamentarian) immediately after stating the motion.

Addressing the Council: Recognition by the Chairperson is required before a person addresses the District Council. To address the Council an individual must stand and address the Chairperson, and wait for acknowledgment by the Chairperson. Once acknowledged, the individual should state his or her name, Club name and number, and status (delegate/proxy); and then state business. Without recognition, comments will not be part of the official record.

Business Time Limits and Guidelines for Participation: There will be limited debate on each item of business. Each individual shall have a maximum of two minutes to address the question. Members of the Council (or their proxies) holding ballots have the right to debate before non-Council members (and members without ballots). The total maximum time for debating any particular motion (including its amendments) shall be ten minutes. Unless two-thirds majority of Council members vote in favor of any motion to change the time limits for debate, the council will immediately vote on the pending question if the ten minute limit is reached. Any Toastmaster in good standing may voice his or her opinion on any questions of business, but may not make any motion nor vote on any business unless he or she is a Council member or carries a proxy of a member of the Council.

Unanimous Consent: To expedite the meeting, the presiding officer will often seek unanimous consent, especially in accepting submittal of committee reports. Any council member may object to unanimous consent by stating "OBJECTION" when the presiding officer says, "If there are no objections, ..." or "hearing no objections,..." In this event, a motion will have to be made and seconded, discussed and voted.

Announcements: Candidates for International Office and Board of Directors (or their representatives) may address the council with a two-minute maximum. Speakers will speak in alphabetical order of last name of the Candidates. Other announcements for the good of the order will follow after those on behalf of candidates.