



## District 25 Toastmasters

# **DISTRICT COUNCIL VIRTUAL MEETING RULES OF ORDER**

Sunday, September 15, 2019

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 the Articles of Incorporation, Bylaws, and published policies of Toastmasters International, with their order of precedence as indicated above.

As noted in Robert's Rules, it is permissible for a deliberative body to adopt "special orders" for a given session in order to facilitate business. Since time is limited for the business meeting of the District 25 Council, we will vote at the outset of the business meeting on the adoption of the following procedures (a 2/3 vote is required). Most of these procedures are already institutionalized in Robert's Rules of Order, Newly Revised or in Rules of Order of the District 25 Toastmasters International Annual Business Meeting and Conference (March 2017).

Specifically:

### **1. Credentials Committee Report**

The Credentials Committee shall report at the beginning of the District Council virtual business meeting the total number of delegates registered and signed in. No proxies will be permitted in a virtual business meeting. During the Credentials report, the Committee will confirm that the District Council virtual business meeting has a quorum, as defined in the Bylaws of Toastmasters International.

### **2. Credential Requirements and Voting Authorization**

Each club in good standing with Toastmasters International at the time of the District 25 Council virtual business meeting is entitled to two (2) votes. The President and Vice President Education are the designated delegates with one vote each. There are no proxies permitted at a virtually conducted business meeting. The authority of each Delegate shall be evidenced by being registered and signed-in by Zoom and online with the name of the President and/or Vice President Education.

In addition to club Delegates, District 25 executive committee members are entitled to one vote and may cast up to one additional vote as a club President or Vice President Education of their club. Each District Council member must cast their own vote.

### **3. Participation Authority**

Only Delegates (district council members) may make motions or participate discussion on motions, or vote. Before addressing the assembly, a voting delegate will use a raise hand software function and/or type a question or statement in the chatroom and/or speak verbally and state his or her name and the name of the club they are representing. If Delegates or district council members want to speak and they are not representing a club, they must state their title before speaking.

A District staff person will monitor the Internet collaboration software such as raise hand and balloting software functions and chat window and assist the Chair and delegates when a question is raised, or someone wants to talk.

### **4. Timer**

There will be a stop-watch application which will provide a real-time countdown for each speaker as needed.

### **5. Time Limitation For Agenda Items**

Debate or discussion on any item on the agenda shall be limited to a maximum of ten minutes. The Chair may extend the time if necessary to ensure fairness and completeness.

### **6. 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 Chair to allow additional discussion if fairness so requires. This limitation does not apply to point of order or appeal.

### **7. Voting Procedure**

A balloting software function will be used to vote on-line. The District Director will report the outcomes of the voting. A District Staff member will be a teller to verify that the correct number is called out and recorded.

### **8. Motions**

Motions are to be made by means of a motion made by a Delegate, seconded by another voting Delegate, stated by the Chair, offered for debate, and then put to a vote by the Chair or a motion is made by a committee, stated by the Chair, offered for debate, and put to a vote by the Chair. A second is not needed for a motion from a committee. Motions shall be stated in the positive, not in the negative. For new business, the motion must be presented in written form to the Chair at the District Council meeting. The maker of any motion will be given the opportunity to speak first.

### **9. Minutes**

The District Administration Manager or Recording Secretary of the District Council meeting shall maintain a draft set of minutes, which will be posted on the District 25 website prior to the next District Council meeting. These minutes shall be approved by the District Council. The minutes may be amended to make actual corrections concerning debates or votes, but the minutes cannot be changed to modify actions previously taken.

Adopted September 16, 2018