

District 15 Toastmasters Operational Guidelines

Approved District Council, May 2015

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Preamble

The District 15 Operational Guidelines are a collection of traditions, direction, and motions approved by the District Council. The purpose of this document is to describe how the policies of Toastmasters International are applied to the special circumstances in District 15. All Toastmasters International policies will be adhered to, and will be referred to in this document by reference.

It is the intent that the District 15 Operational Guidelines will be a living document, and will be reviewed annually by the District Guidelines Committee.

ARTICLE I

DISTRICT GUIDELINES COMMITTEE

A. Committee Appointment

- a. The District Operational Guidelines Committee Chair shall be appointed by the District Governor.
- b. The other committee members shall be appointed by the committee chair and shall consist of at least two Past District Governors (PDGs) and two members of the District Executive Council (DEC).

B. General Procedures

- a. The committee shall review and recommend modifications to the District Guidelines. The committee's recommendations shall be approved at the District Council, upon recommendation by the District Executive Committee.
- b. After approval, the new procedures will be made available on the District website, and it will be included in the District year archive.
- c. All District Officers and Committee Chairs will be provided with a copy of the District 15 Operational Guidelines by the first DEC Meeting of the year. The Guidelines will be available for on-line review and download via the District 15 website
http://www.district15speaks.org/documents/Operational_Guidelines.pdf

ARTICLE II

DISTRICT OPERATIONS

A. Toastmasters International Policies and Procedures

- a. District 15 Toastmasters shall operate according to the **District Administrative Bylaws** and the **Policies and Protocol** of Toastmasters Districts and according to the standards in the **District Leadership Handbook**. These documents can be found on the Toastmasters International website.
- b. District Officers are responsible for knowing the contents of all Toastmasters International Policies and Procedures that affect District operations, especially those under
*Article XII Districts of the **Bylaws of Toastmasters International**,
All parts of the **District Administrative Bylaws**, and
Policies 6, 7, 8, and 9 of the **Policies and Protocol**.*
- c. If there is a conflict between a Toastmasters International Bylaw, Policies, and Protocol, and a District Operational Guideline, the Toastmasters International document supersedes any District Operational Guideline. No District Operational Guideline may remove or diminish a right or privilege granted by Toastmasters International Policies and Procedures.

B. District 15 Council Meetings

- a. District Council Meetings shall be held semi-annually, in conjunction with District Conferences.
- b. District Council Meetings shall be run according to the Toastmasters International and District 15 Council Meeting Standing Rules (Appendix A).
- c. All other guidelines regarding District Council Meetings shall be in accordance with District Council Meeting policies and procedures, which can be found in
*Article XII, Section 3(c) of the **Bylaws of Toastmasters International**,
Article IX District Council,
Article X Council Meetings, Quorum, Proxies, and Voting of the **District Administrative Bylaws**, and
Protocol 7.1 Section 5 District Council Meetings of the **Policies and Protocol**.*

C. Nominating Committee Guidelines

- a. The nomination committee shall have representation from all Divisions.
- b. The nomination report shall be delivered to the District Governor by 1 April.

- c. All other nomination committee guidelines are in accordance with Toastmasters International policy, which can be found in
*Article XI.b District Nominating Committee of the **District Administrative Bylaws** and Protocol 7.1 Section 5 District Council Meetings and Protocol 9.0 Section 1 District Nominating Committee of the **Policies and Protocol.***

D. Guidelines for District Officer Campaigns and Elections

- a. The term 'candidate' is defined as any Toastmaster in good standing who wishes to run for office. It is not necessary for that individual to be nominated by the nomination committee in order to be a 'candidate' in the context of District Officer campaigns.
- b. All candidates wishing to run for District office are responsible for knowing the Toastmasters International Policies and Procedures for District Officer campaigns. These can be found in Protocol 9.0 of the **Policies and Protocol**. The written policies take precedence over any written or oral statement made by a District Officer.
- c. All candidates both included in the nomination report and from the floor shall be given three minutes to speak during the Annual Business Meeting before the election.
- d. The District will do one electronic mailing to the general District membership announcing candidates for office. Deadline for inclusion in this mailing is 1 April.
- e. The Credentials Chair will have available at the Credentials Desk a copy of:
- Clubs eligible to vote, provided by the District Governor
 - District Council and District Officer voting members list, with space allocated for voting member or proxy signature developed by the credentials Chair from the list provided by the District governor. District membership list provided by the District Governor
 - These are used for verifying who the voting members are, and that any proxy holders are members in good standing in accordance with
*Policy 2.0 Club and Membership Eligibility and Protocol 2.0 Club and Membership Eligibility of the **Policies and Protocol.***
- f. All other District Officer campaign and election guidelines are in accordance with Toastmasters International policy, which can be found in
*Article IX District Council, Article X Council Meetings, Quorum, Proxies, and Voting of the **District Administrative Bylaws** and Protocol 9.0 District Campaigns and Elections of the **Policies and Protocol.***

E. Guidelines for Election versus Appointment of District Officers

- a. The District Officers include those set forth in
*Article XII Section 3 of the **Toastmasters International Bylaws,***
Article VII Officers, and
*Article VIII Duties of Officers of the **District Administrative Bylaws.***
- b. The titles of these positions will change July 1, 2015 as follows:
 - District Governor becomes District Director
 - Lieutenant Governor Education and Training becomes Program Quality Director
 - Lieutenant Governor Marketing becomes Club Growth Director
 - Secretary becomes Administration Manager
 - Treasurer becomes Finance Manager
 - Public Relations Officer becomes Public Relations Manager
 - Sergeant at Arms becomes Logistics Manager
 - Division Governor becomes Division Director
 - Area Governor becomes Area Director
- c. The following District Officers are appointed by the District Governor:
 - District Public Relations Officer
 - District Treasurer
 - District Secretary
 - District Sergeant at Arms
 - District Webmaster (position established by District 15)
 - District Chief Judge (position established by District 15)
 - District Historian (position established by District 15)
 - Area Governors
- d. Consistent with *Article VII.b* of the **District Administrative Bylaws**, the following District Officers are elected:
 - District Governor
 - Lt Governor Education and Training
 - Lt Governor Marketing
 - Division Governors

F. District Calendar

- a. The District Calendar is approved by the District Governor, Lt Governor Education and Training, and Lt Governor Marketing. Updates to the calendar are made as necessary.
- b. The District Calendar for a program year shall be available as soon as possible in each new program year.
- c. The District Calendar shall include, but is not limited to, the following:

The three annual Toastmasters International membership campaigns,

The dates of the two District Conferences,
The dates of division-led Toastmaster Leadership Institutes/Club Officer
Training, and
The dates of division speech contests

- d. The District Calendar shall be available on the District Website.

G. District 15 Publications and Electronic Communications

a. District Website

- i. There shall be only one official District Website. This does not prohibit District Conferences from establishing specific websites for their purposes; such websites shall be linked to the District Website.
- ii. The District Website shall be
www.District15Speaks.org
- iii. All content of the District Website shall contribute to the Mission of the District and be consistent with the professionalism of Toastmasters International.
- iv. The District Governor is responsible for all content of the District Website and any official communication to officers, members and the general public.
- v. The District Governor, District Secretary, District Public Relations Officer, and District Webmaster shall have, at all times, usernames and passwords to all areas of the District Website.

b. District Facebook Group

- i. The District Facebook Group shall be
<https://www.facebook.com/groups/147357585291729/>
- ii. The objective of the group is communication among District 15 members.
- iii. Membership in the group is limited to District 15 club members.
- iv. Posts are to pertain to Toastmaster events, issues, and education.
- v. The District Governor, Lt Governor Education and Training, Lt Governor Marketing, and Public Relations Officer shall have, at all times, ability to add members to the group.

c. District Facebook Page

- i. The District Facebook Page shall be at
<https://www.facebook.com/district15speaks>
- ii. The objective of the page is to communicate official information both within and outside of Toastmaster members.
- iii. The District Governor, Lt Governor Education and Training, Lt Governor Marketing, Public Relations Officer, Secretary, Treasurer, and District Conference Chairs shall have, at all times, access to post on the page.

d. District Email and Mailing Lists

- i. The District email lists shall be taken from Toastmasters International email lists, and updated monthly. These are made available to District Officers on a need to know basis.

- ii. The District email lists are to be used for the conducting of District business only. No other use is permitted.
- e. District Directory
 - i. The District Directory will be produced in electronic form.
 - ii. The District Directory will be updated monthly from information available from Toastmasters International, and made available to District Officers
 - iii. Members shall be provided the opportunity to opt out of the District mailings. Unless the member chooses to opt out, they will remain on the District Directory
 - iv. The District Directory is to be used for the conducting of District business only. No other use is permitted.
- f. District MailChimp Account
 - i. District 15 has a free MailChimp account for the purpose of sending electronic mail to its members regarding official Toastmasters business only. The Public Relations Officer shall be in charge of this account.
- g. District Twitter Account
 - i. The District Twitter account is @District15TM. It is to be maintained and updated regularly by the Public Relations Officer.
- h. District Survey Monkey Account
 - i. District 15 has a free Survey Monkey account for the purpose of surveying its members regarding official Toastmasters business only. The Public Relations Officer shall be in charge of this account.
- i. District Accuconference Account

The Accuconference Account is for the purpose of having telephone conferences for District 15 members and officers. The account is set up so that one person is the moderator and everyone else participants. The District Governor is in charge of the account.

H. Financial Guidelines

- a. Any single expenditure in excess of \$250.00 must be authorized in writing in advance by the District Governor and at least one Lt. Governor in consultation with the District Treasurer.
- b. Any non-budgeted item or any budgeted item more than \$25.00 above the budgeted amount, shall require prior approval by the District Governor.

- c. The expenses of Fall Area and Division contests may be budgeted and paid for by the previous Toastmasters year to allow delivery of trophies and certificates to Area and Division Governors in a timely manner.
- d. Mileage reimbursement for approved travel will be \$0.32 rate per mile for every mile, for authorized trips over 50 total miles (100 miles round trip).
- e. Blank (Placeholder)
- f. Any expense paid to the District Governor or District Treasurer must be approved in writing by a Lt. Governor, and the check signed by a Lt. Governor instead of the officer receiving the funds.
- g. The District Treasurer will keep a general ledger of all income and expenses, which will aid the Auditor in reconciling mid-year and year-end finances.
- h. The Auditor will be given a copy of this document.
- i. All other finance guidelines shall be in accordance with Toastmasters International policies on District Fiscal Management, which can be found in
 - Article XII Section 2 How Financed of **District Administrative Bylaws**,*
 - Policy 8.0 Dues and Fees,*
 - Protocol 8.1 Club and District Assets,*
 - Protocol 8.2 Fundraising,*
 - Policy 8.3 District Leader Expenses,*
 - Policy 8.4 District Fiscal Management,*
 - Protocol 8.4 District Fiscal Management,*
 - Policy 8.6 Use of Reserve Funds,*
 - Policy 8.7 Investments,*
 - Policy 8.8 Audit of **Policies and Protocol**.*

I. Club Officer Education and Training Event Guidelines

- a. Toastmaster Leadership Institutes (TLI) and Club Officer Training (COT) are overseen by the Lt. Governor Education and Training.
- b. Division Governors are responsible for organizing and conducting TLIs and COTs in their divisions. Area Governors are expected to play an integral role in planning and executing TLIs and COTs.
- c. The Area Governors, Division Governors, District Governor, Lt Governor Education and Training, and Lt Governor Marketing are authorized to conduct TLIs and COTs. Additional people to conduct COTs can be authorized by the Lt Governor Education and Training.
- d. The TLI is the preferred delivery method for Club Officer Training and other training to members.

- e. For clubs more than an hour from a TLI in a centralized location, separate events should be planned, which may include live video links with the centralized TLI, a smaller-scale TLI, or a COT event.
- f. Divisions D and E are encouraged to have joint TLIs in the greater Salt Lake City area, as SLC is the largest location of District 15 Toastmasters.
- g. Divisions A and B are encouraged to have joint TLIs in the greater Boise Area, as Boise is the second largest location of District 15 Toastmasters.
- h. So far as feasible, TLIs and COTs shall be free to all Officers and Members, and will be funded by the District Education and Training Budget.
- i. All other guidelines regarding education and training events shall be in accordance with
Protocol 7.1 District Events in the **Policies and Protocols**.

J. Area and Division Officer Education and Training Event Guidelines

- a. Training of area and division governors is overseen by the Lt. Governor Education and Training.
- b. Only the District Governor, Lt Governor Education and Training, Lt Governor Marketing, and Immediate Past District Governor are authorized to train area and division governors. Additional people to conduct such training can be authorized by the Lt Governor Education and Training.
- c. *Protocol 7.1 Section 2* of **Policies and Protocol** recommends that initial area and division governor training be held before the program year. Centralized District training of incoming area and division governors shall occur between the Spring District Conference and June 30. Makeup training may occur until September 30.
- d. All other guidelines regarding education and training events shall be in accordance with
Protocol 7.1 District Events in the **Policies and Protocols**.

K New Clubs

- a. Formation of new clubs is overseen by the Lt. Governor Marketing.
- b. The office of New Club Chair will be assigned in each Division by the Lt. Governor of Marketing. This officer will assist and support new club prospects at the local level in a timely fashion. New Club Chairs will respond to all new club information requests, facilitate requests for promotional materials, and help organize demonstration meetings when needed.

L. District Conferences

- a. District Conferences are overseen by the District Governor and Lt Governor of Education.
- b. District Conference locations shall be on a rotating basis through all Divisions in the following order: A, B, C, D, E.
- c. The Conference Chair/Co-Chairs should be known one year in advance. The District Governor, Lt Governor Education and Training, and the Lt Governor Marketing in office at that time make the selection, in consultation with the Division Governor of the host Division at that time.
- d. The Conference city should be known one year in advance. The District Governor, Lt Governor Education and Training, and the Lt Governor Marketing in office at that time make the selection, in consultation with the Division Governor of the host Division at that time.
- e. Future conference dates should be on the District calendar as soon as they are known.
- f. All other guidelines regarding District Conference shall be in accordance with *Article XII Section 4* of the **Bylaws of Toastmasters International**, and *Protocol 7.1 Section 8 District Conferences* of the **Policies and Protocol**.

M. District Speech Contests

- a. District speech contests are overseen by the District Governor and Lt Governor of Education.
- b. Area speech contests are the responsibility of the area governors. First place trophies are provided by the District.
- c. Division speech contests are the responsibility of the division governors. First and second place trophies are provided by the District.
- d. District speech contests are held at the district conference and are the responsibility of the Lt Governor of Education and Training. First and second place trophies are provided by the District.
- e. There are two seasons for speech contests: January-May including the Spring District Conference and August-November including the Fall District Conference.
- f. The International Speech contests are held in January-May. The winner advances to the international semifinals at the International Convention.
- g. The Humorous Speech contests are held in August-November.

- h. The District also conducts the Evaluation, Table Topics, and Tall Tales contests, by rotating them so that there is a second contest each season. Thus, each of these three contests occur every 1.5 years.
- i. All other guidelines regarding District Speech Contests shall be in accordance with *Policy 6.0 Speech Contests* of the **Policies and Protocol**.

N. Awards

- a. Each year, the District Governor and Lt Governors establish awards that are based on specific educational achievements defined by Toastmasters International. These are awarded at the next district conference. They include but not be limited to the following:
 - Triple Crown
 - Distinguished Toastmaster (DTM)
- b. Each year, the District presents service accomplishments defined by Toastmasters International. They are awarded at the Fall Conference and include:
 - Distinguished Clubs
 - Distinguished Areas
 - Distinguished Divisions
- c. Each year, the District Governor and Lt Governors establish awards that are based on service. These Awards are determined by the District Governor and the Awards Committee from nominations from members. The descriptions of these awards can be found on the District website.
 - i. At the Fall Conference, the awards presented are based on the previous year. They include but are not limited to the following:
 - Club of the Year
 - Rookie of the Year
 - Toastmaster of the Year
 - Club President of the Year
 - Area Governor of the Year
 - Division Governor of the Year
 - ii. At the Spring Conference, the awards presented include but are not limited to the following:
 - District Governor's Award
 - Hall of Fame Award
 - Giant of the District Award
 - Governor's Ribbon Award
- d. Other awards may be given at the discretion of the District Governor.

O. District Records Archival Procedures

- a. The District Website can be used as a repository for District historical records.

- d. At the end of the Toastmasters year, a CD or DVD should be made containing electronic documents pertaining to the District, and will be provided to incoming District Governor, Lt Governor Education and Training, Lt Governor Marketing, and the District Historian (if any).

- c. The following documents should be archived as District records:
 - i. The District Budget
 - ii. All Treasurer Reports
 - iii. The District High Performance Plan
 - iv. Compiled statistics of District performance
 - v. Delegates packets for District Conferences
 - vi. Minutes from all DEC and District Council Meetings
 - vii. All achievement records available on the Toastmasters Website as they exist on 30 June.
 - viii. District Awards given that year.

- d. All other guidelines regarding records shall be in accordance with *Article XII Section 3(e) of the **Bylaws of Toastmasters International**, Article XII Finances and Records of the **District Administrative Bylaws**, and Policy 7.2 Section 1 District Records of **Policies and Protocol**.*

APPENDIX A

Standing Rules for District 15 Council Meetings

(From TI District Admin. Bylaws, Articles IX-XI and XIII, as Amended 02/13/1998)
(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 (DEC), and the Club President and the Vice President of Education from each member Club in the District. These shall be the only voting members of the District Council. The DEC, defined in Article XI, paragraph (a) is composed of the District Governor, the Lt. Governor of Education and Training, the Lt. Governor of Marketing, the Public Relations Officer, the District Secretary, the District Treasurer, the Division Governors, and Area Governors, and Immediate Past District Governor.

Quorum: One-third of the Club Presidents and Vice Presidents of 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 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 vote as a member of the District Executive Committee, is entitled to three votes. All other members 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.

DISTRICT COUNCIL MEETING GROUND RULES:

(Approved by District 15 Council at its Annual Meeting in May 1998. Established to ensure time-efficient, productive meetings)

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

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 addressing 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 number and name and status (delegate/proxy); and then state business.

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) hold 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 or vote on any business unless he or she is a Council Member or carries a proxy of a member of the Council.

Candidate Speeches: Candidates for contested district officer positions will be allocated a total of three-minutes to address the Council. Candidates chose how to use the allocated time. Candidates for un-contested district positions will not be allocated time to address the Council. Candidates for International Director or their representatives will be allocated two minutes to address the Council.

NOTE: Council Rules developed and submitted by Past International Director, Joe Jarzombek, DTM, 1997-1999 District 15 Parliamentarian.