

District 15 Toastmasters Operational Guidelines

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PDG Council
May 2009

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District 15 Toastmasters Operational Guidelines

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.

District 15 Toastmasters Operational Guidelines

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 PDGs and two members of the 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 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

District 15 Toastmasters Operational Guidelines

ARTICLE II

DISTRICT OPERATIONS

A. Toastmasters International Policies and Procedures

- a. District 15 Toastmasters shall operate according to the Administrative By-laws of Toastmasters Districts and according to the standards in the District Leadership Handbook. The by-laws 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 articles under VI.B. These can be found on the Toastmasters International website.
- c. If there is a conflict between a Toastmasters International Policy and Procedure, and a District Operational Guideline, the Toastmasters International Policy 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 VI.B.7 of the Toastmasters International Policies and Procedures.

District 15 Toastmasters Operational Guidelines

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 VI.E.8 of Toastmasters International Policies and Procedures.

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 article VI.E.9 of the Toastmasters International Policies and Procedures. 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

District 15 Toastmasters Operational Guidelines

- These are used for verifying who the voting members are, and that any proxy holders are members in good standing in accordance with Section VI.E.9.II.8 of Toastmasters International Policy.
- f. All other District Officer campaign and election guidelines are in accordance with Toastmasters International policy, which can be found in article VI.E.9.

E. Guidelines for Appointment of District Officers

- a. The following District Officers are appointed:
- District Public Relations Officer
 - District Treasurer
 - District Secretary
 - Area Governors, unless elected in their Area Councils
- b. The following District Officers are elected:
- District Governor
 - Lt Governor Education and Training
 - Lt Governor Marketing
 - Division Governors

F. District 15 Publications

- a. The Pulsebeat
- i. The Pulsebeat is the official quarterly publication of District 15 Toastmasters, and will be made available to all members.
 - ii. The primary means of delivering The Pulsebeat is by email and posting on the District website.
 - iii. The Public Relations Committee is responsible for mailing a reduced print-quality version of the Pulsebeat to each member whom we can determine do not have email access.

District 15 Toastmasters Operational Guidelines

b. District Website

- i. There shall be only one official District Website.
- ii. The District Governor is responsible for all content of the District Website and any official communication to officers, members and the general public.
- 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, District Secretary and Webmaster shall have, at all times, usernames and passwords to all areas of the District Website.

c. 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. All guidelines regarding member email and mailing addresses shall be in accordance with Toastmasters International Policies on Membership and Mailing Lists, which can be found in article VI.A.19 on the Toastmasters International website.

d. 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.

District 15 Toastmasters Operational Guidelines

G. Financial Guidelines

- a. Any single expenditure in excess of \$200.00 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 will 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 tied to the reimbursement rate established by Toastmasters International. Reimbursement will be for TI rate per mile for every mile, for authorized trips over 50 total miles (100 miles round trip).
- e. The Top 3 District Officers will provide the Treasurer with copies of reimbursements forms sent to TI for expenses in order to comply with audit procedures.
- 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 VI.D.6 of the Toastmasters International Policies and Procedures.

District 15 Toastmasters Operational Guidelines

H. Education Event Guidelines

- a. Toastmasters Leadership Institute (TLI) is the preferred delivery method for Club Officer Training and other training to members
- b. TLI is a District event and is the responsibility of the Lt. Governor Education and Training, who is encouraged to appoint assistants to carry it out. Division and Area Governors are expected to play an integral role in planning and executing Club Officer Training inside the umbrella of TLI.
- c. TLI sessions will be delivered to Club Officers and Members in geographically central locations.
- d. So far as feasible, TLI shall be free to all Officers and Members, and will be funded by the District Education and Training Budget.

I. District Conferences

- a. District Conference locations shall be on a rotating basis through all Divisions in the following order: A, B,C,D, E. The Conference location should be known two years in advance. Future conference dates should be on the District calendar as soon as they are known.
- b. All other guidelines regarding conference shall be in accordance with District Conference policies and procedures, which can be found in article VI.B.7 of the Toastmasters International Policies and Procedures.

J. District Speech Contests

- a. The following contests shall be held in conjunction with conferences:
 - i. Humorous with Fall Conference
 - ii. International with Spring Conference
- b. There are two other contests held each year. The choices are Tal Tales, Table Topics and Evaluation. The Lt. Governor Education and Training will choose the other two contests for that year. The chosen contests will appear on the District Calendar.

District 15 Toastmasters Operational Guidelines

K. Awards

- a. The following awards are given at Spring Conference. The descriptions of these awards can be found on the District website.

- District Governor's Award
- Hall of Fame Award
- Giant of the District Award
- Governor's Ribbon Award
- DTM Medallion awards from the previous half-year

- b. The above awards are determined by the District Governor and the Awards Committee from nominations from members.
- c. Other awards may be given at the discretion of the District Governor.
- d. The following awards will be given at Fall Conference, to complete any awards not known by Spring Conference.

- Governor's Ribbon Award
- DTM Medallion awards from the previous half-year
- Distinguished Area Governors
- Distinguished Division Governors
- Outstanding Club President of the Year
- Outstanding Club Officer of the Year Right
- Track Award
- Club Bulletin of the Year
- Club of the Year
- Inspirational Club of the Year
- Rookie of the Year
- Toastmaster of the Year
- Area Governor of the Year
- Division Governor of the Year

District 15 Toastmasters Operational Guidelines

L. District Records Archival Procedures

- a. The District Website shall be used as a repository for District historical records.
- b. At the end of the Toastmasters year, a CD or DVD shall be made containing an electronic documents pertaining to the District, and will be surrendered to the District Historian.
- c. The following documents shall 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.

District 15 Toastmasters Operational Guidelines

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 15 Toastmasters Operational Guidelines

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.*