

Rules of Order

of the District 25 Toastmasters International Annual Business Meeting and Conference

1. ORDER OF PRECEDENCE

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.

2. CREDENTIALS COMMITTEE REPORT

The Credentials Committee shall report at the beginning of the Business Meeting the total number of Delegates registered, in person and by proxies. During the Credentials report, the Committee will confirm that the Annual Business Meeting has a quorum, as defined in the Bylaws of International.

3. CREDENTIAL REQUIREMENTS

Each Club in good standing with Toastmasters International at the time of the Annual Business Meeting and Conference is entitled to two (2) votes. Any Club, if unrepresented at the Conference by a Delegate or an Alternate from its President or Vice President Education, may designate as the proxy any active member from its own membership. The authority of each Delegate and each Alternate to vote as well as each proxy shall be evidenced by a certificate with the name of the President and/or VP Education.

4. SEATING ARRANGEMENTS FOR DELEGATES

All voting Delegates shall be seated in a special reserved section. This will facilitate a ready reference to voting preference on certain issues under consideration.

5. PARTICIPATION AUTHORITY

Only Delegates may make motions or participate in discussion on motions. Before addressing the assembly, a voting delegate shall state his or her name, Club number, and shall display a voting ballot.

6. TIMER

The Chairman shall appoint an official timer(s) who shall stand and applaud when the time authorized has expired.

7. 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 Chairman to allow additional discussion if fairness so requires.

8. 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 Chairman to allow additional discussion if fairness so requires. This limitation does not apply to point of order or appeal. *(over)*

9. VOTING AUTHORIZATION

In addition to Delegates, elected District Officers and appointed District Officers of Toastmasters International shall be entitled to one (1) vote when present at the Conference. This is in addition to the maximum two (2) votes that can be carried from the club.

10. VOTING PROCEDURE

Voting may be by ballot or voice vote. Voice voting may be by roll call, by the Credentials Chairman, calling out the number of proxies issued to each club or proxy holder and that number being recorded by the Chief Teller, seated next to the Credentials Chairman. When this procedure is invoked, the District Director will report the Directors' report and the Delegates will be polled. A third teller will be standing nearby to verify that the correct number is called out and recorded.

11. BALLOTING PROCEDURES FOR ELECTIONS

The District Director, Program Quality Director, Club Growth Director, and Division Directors shall be elected by a majority vote. If no candidate for an office receives a majority vote, the candidate having the lowest vote for that office shall be dropped from the succeeding ballot. In the case of a tie vote, the choice shall be decided by lot.

12. IMPLEMENTATION OF SECRET BALLOT REQUIREMENT

Election of District Officers shall be by secret ballot unless a secret ballot is dispensed with by a unanimous vote. If there is only one candidate for an office, the Chairman shall declare the candidate elected by unanimous consent or acclamation, if the Council approves dispensing with the secret ballot requirement.

13. DECORUM AND ORDER

All delegates shall maintain decorum and order within the Council. It is the duty of the Chairman to enforce rules of order. Delegates that are disruptive shall be called to order and if the disruption continues, the Chairman will direct the delegate to be removed from the council, using whatever force is necessary to eject the party.

14. MOTIONS

All decisions of the meeting are to be made by means of a motion made by a voting Delegate, seconded by another voting Delegate, stated by the Chairman, offered for debate, and then put to a vote by the Chairman. Motions shall be stated in the positive, not in the negative. For new business, the motion must be presented in written form to the Chairman at the District Council Meeting.

15. MINUTES

The Secretary shall maintain a draft set of 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 to make actual corrections concerning debates or votes, but the minutes cannot be changed to modify actions previously taken.