

Zoom Protocol

1. When entering the Zoom meeting, all participants must be identified with your Role plus your First and Last Name so it shows on screen. If your name is not listed, you will be asked to identify yourself. If you do not add your name, you will be removed from the meeting. Examples:

P FirstName LastName for Club President

V FirstName LastName for Vice President Education

T1 FirstName LastName for district timer #1

2. All participants will be muted when joining.
3. All participants will keep camera/video off unless speaking.
4. When acknowledged by the Chair, the Zoom host will un-mute your audio to allow you to speak.
5. The "Raise Hand" feature is available by clicking on the hand icon in the participant window or by clicking on the "Raise Hand" icon in the Reactions bar at the bottom/top of the screen, depending on the version of Zoom that you have. If you are participating by phone, please press "star 9" to raise your hand.

Zoom Rules

By attending this hybrid District Business Council meeting, you agree to the privacy policy of Toastmasters International as well as the unassociated remote hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants.

Your remote attendance hereby discharges Toastmasters International and District 36 from all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of any video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.

Using AI Tools

District 36 does not encourage or condone using AI tools/bots/extensions or services like ChatGPT to screenscape or capture meeting notes for online events. To protect the privacy of the attendees who would need to provide permission, please contact trio@district36.org before the use of such tools at any District36 events.

Currently only the Yoodli AI tool is legally binding to be used under Toastmasters International Bylaws.

District 36 Council Meeting Standing Rules In-Person Meetings

From TI District Administrative Bylaws, Articles IX - XI and XIII, as amended August 19, 2022.
(Not subject to approval by the District Council)

1. Registration: Council members were asked to preregister to establish a quorum.
2. Approval of Minutes: The District Director shall designate to the Steering Committee the responsibility for approving minutes of this District Council meeting. The Steering Committee includes the following: the District Director, the Program Quality Director, the Club Growth Director, the Public Relations Manager, the Finance Manager, the Administration Manager, the Division Directors, and the Immediate Past District Director. If minutes are not presented to the Steering Committee for approval, they will be read at the next District Council meeting.
3. Appointment of Timer: The District Director shall appoint an official timer(s) for this District. The designated timer will alert the speaker when speaking time expires.
4. Motions:
 - A. The maker of each motion and each speaker in debate shall raise his or her hand, provide name and District role or club name/club number represented (in the Council meeting), and wait to be acknowledged by the Chair.
 - B. The District Director will request that main motions and amendments be in writing in advance (when possible), signed by the maker of the motion using the following format (/s/ First and Last name), and submitted electronically to presented to the Chair, with a copy to the Administration Manager.
 - C. All Council members may participate in discussions, in accordance with these rules and the District's parliamentary authority.
5. Time Limit on Debate:
 - A. No member of the District Council shall speak in debate more than once on the same question, or longer than two minutes, on the same question, except by permission of the District Council granted by a two-thirds vote (or unanimous consent) without debate.
 - B. Other than Elections, debate shall be limited on all matters coming before the District Council to a maximum of 15 minutes, except by permission of the District Council granted by a two-thirds vote (or unanimous consent) without debate.
6. Time limit on Speeches:

Candidate Speeches) shall be limited to a maximum of two (2) minutes for each candidate for each office.
7. District Administrative Bylaws: District Council shall refer to Toastmasters.org for current governing documents.

Virtual Meetings

From TI District Administrative Bylaws, Articles IX - XI and XIII, as amended August 19, 2022.

(Not subject to approval by the District Council)

Voting District Council Composition: The District Council shall consist of the District Executive Committee and the President and Vice President Education from each member club in the District. The District Executive Committee is composed of the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager, Division Directors, Area Directors, and the Immediate Past District Director. These shall be the only voting members of the District Council.

Quorum: One-third of the Presidents and Vice Presidents Education from member clubs in the District shall constitute a quorum for District Council Meetings. In the event that 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, personally, by mail, fax, e-mail, electronic transmission or other reasonable means, by the affirmative vote of a majority of the Member Clubs in the District on the basis of two (2) votes per club.

Proxies: Proxies are not permitted for a virtual business meeting.

Voting: Each member of the District Council participating in a Council Meeting is entitled to one vote. The President and Vice President Education from a member club in good standing are 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 an additional vote, for a total of three votes. All other members of the District Council shall be limited to a maximum of two votes. Proxies are not permitted for virtual meetings.

Rules of Order: Robert's Rules of Order Newly Revised shall be the final authority on 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 Toastmasters International Board of Directors.

District 36 Council Meeting Proposed Ground Rules

Credentials: Council members were asked to preregister to establish a quorum. Registrations to determine a quorum will be tallied 24 hours prior to the meeting.

Parliamentary Aids: To expedite the meeting, the Chairperson will use unanimous consent as much as possible, especially in accepting the submission 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.” With any objection, a motion will have to be made and seconded, discussed and voted. While all points of view are entitled to be heard, that does not mean every member needs to speak. Because of limited time for debate and discussion, members are asked to primarily make statements that offer new information and not repeat what has already been stated. Rights of the minority opinion are to be protected and respected even though majority rules. Courtesy should be extended to all participants and that includes not asking redundant questions that have previously been answered either in the delegates’ package or by other delegates.

Submittal of Motions: Resolutions, motions, or amendments to motions shall be submitted in writing to the Chair.

New Business: Motions for “New Business” must be submitted no later than seven days prior to the council meeting.

Announcements: The Chairperson should be informed of any intentions to make announcements before the start of the District Council Meeting.

Addressing the Council: Recognition by the Chairperson is required before a person addresses the District Council. Without recognition, comments will not be part of the official record. To address the District Council, an individual must address the Chairperson and wait for acknowledgment by the Chairperson.

1. For in-person meetings, to ask a question, make a motion, speak in debate, or second a motion, please raise your hand, give your name and District role or club name/club number represented (in the Council meeting), and wait to be acknowledged by the Chair. For virtual meetings, to ask a question, make a motion, speak in debate, or second a motion, please “Raise Hand” and write in the Chat box, giving your name and District role or club name/club number represented (in the Council meeting), and wait to be acknowledged by the Chair. For virtual meetings, such documents may be posted in the chat.
2. Once acknowledged, the individual should state their name, club name, club number, or District Council role, and then succinctly state the business.
3. The District Director will request that main motions and amendments be in writing in advance (when possible), signed by the maker of the motion using the following format (/s/ First and Last name), and submitted electronically to be presented to the Chair, with a copy to the Administration Manager.
4. All Council members may participate in discussions, in accordance with these rules and the District’s parliamentary authority.

Business Time Limits and Guidelines for Participation: There will be limited debate on items of business.

1. Each individual shall have a maximum of two (2) minutes to address the question. No member of the District Council shall speak in debate more than once on the same question except by permission of the District Council granted by a two-thirds vote (or unanimous consent) without debate.
2. Council Members holding ballots have the right to debate before members without ballots.
3. The maximum time for discussing or debating any particular motion, including its amendments, shall be fifteen (15) 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 15-minute limit is reached.
4. Any Toastmaster in good standing may voice their opinion on any question of business but may not make any motion nor vote on any business unless they are a Council Member.
5. During the Annual Business Meeting, each district officer candidate, including any floor candidate, is entitled to a two (2) minute speech after nominations are closed and prior to election of the respective officer position. At the discretion of the Chairperson, candidate speeches may be suspended for uncontested positions (cases in which only one candidate has been nominated). Speeches by candidates are delivered in alphabetical order of the candidate's last name, by office, beginning with the highest contested office. Each speech shall be delivered by the candidate if present. If the candidate is absent and has consented to the nomination and signed the Officer Agreement and Release Statement, the candidate's representative may give the speech. All floor candidates must identify their intent to run from the floor by seven (7) days prior to the business meeting and must have been interviewed by the District Leadership Committee (DLC): non-DLC-interviewed floor candidates will not be accepted during the meeting. No other speeches, demonstrations, or other activities related to the election of officers are allowed during the Council Meeting.

Appointment of Timer: The District Director shall appoint an official timer(s) for this District Council Meeting. The designated timer(s) will alert the speaker when speaking time expires.

District Administrative Bylaws: District Council shall refer to Toastmasters.org for current governing documents.