



STANDING RULES FOR DISTRICT 65 COUNCIL MEETINGS

(NOTE: The numbered paragraphs below are from the District Administrative Bylaws of Toastmasters International (e.g., Articles IX-XI and XIII, as Amended 04/01/2011) and is not subject to approval by the District Council; it may only be changed by the Board of Directors of Toastmasters International)

1. Order of Precedence

All proceedings will be conducted in accordance with the current Articles of Incorporation and Bylaws, District Administrative Bylaws, and Policies and Protocol of Toastmasters International and the District 65 Procedures as applicable. The latest edition of *Robert's Rules of Order* will be the final authority for parliamentary procedure insofar as it does not conflict with the above mentioned Articles, Bylaws, Policies, or Procedures in the foregoing stated order of precedence. These Standing Rules follow all of the above in order of precedence.

2. Credentials Committee Report

At the beginning of the council meeting, the credentials committee chair will report the total number of delegates registered in person or by proxies. During the credentials report, the committee will confirm that a quorum, as defined in the District Administrative Bylaws, is present for the conduct of business.

3. Credential Requirements

Each club in good standing is entitled to two (2) votes at any district council meeting. Proxies will be signed by the president or the vice president of education and will use a form similar to that shown in the District 65 Procedures Manual. Timely notice will be given to all members attending of when the credentials desk is open, and when it is to be closed. Members, or those with authorized proxies, must register at the credentials desk before the district council meeting begins.

4. Authority to Participate

All members holding voting credentials for the current district council meeting will be entitled to make, second, and discuss motions. Before addressing the assembly, members will state their name, club name, and office after being recognized by the chair and before speaking on any issue.



GROUND RULES FOR DISTRICT 65 COUNCIL MEETINGS

(NOTE: These rules were approved on November 15, 2014 at the District Council meeting. These rules have been established to ensure time-efficient, productive meetings.)

a. Adoption of Ground Rules

These rules will be adopted by a two-thirds (2/3) vote of the voting members or their proxy holder at the first district council meeting of the Toastmasters year and, unless amended, will be applicable during all district council meetings during the Toastmasters year of the vote. They may be suspended by a majority vote of the assembly at any district council meeting.

b. Timing

The chair/district governor will appoint official timer(s) who will stand and applaud when the authorized time has expired.

c. Motions

Major motions (over 12 words, excluding "I move that") or a single motion combining two or more subjects, shall be submitted in writing to the Secretary, Parliamentarian, and presiding officer immediately after stating the motion. Motions will be phrased in a positive context. Unanimous consent will be used when no objection to a motion is registered.

d. Time Limitations for Motions

Debate on each motion is limited to ten (10) minutes; debate can be extended by five (5) additional minutes by a two-thirds (2/3) majority ("Motion to Extend"). Each speaker is limited to one (1) minute, and no member may speak more than once per motion unless no one is waiting to speak. Once time has expired, the council will immediately vote on the pending motion.

e. Nominations for Office, Candidate Speeches

Any member of the district council or their proxy holder who is a member in good standing with Toastmasters International may make nominations from the floor for any District 65 office, provided that the nominee is eligible, has agreed to serve in the position, and has completed the required paperwork for the office. Candidates for contested district officer positions will be allocated a total of two (2) minutes to address the Council. Candidates chose how to use the allocated time. Candidates for District Director will be allocated three (3) minutes to address the Council.

f. Enforcement of Rules and Appeal

The chair will enforce the rules, but any voting member may appeal a ruling of the chair. If there is a second, the challenging member may make a brief statement, and the chair may respond. The chair will then put the question of the chair's ruling to a vote of the council and a majority vote (or tie vote) will uphold the chair's ruling. The chair may vote on an appeal.

g. Standard Rules of Order

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTER- RUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Incidental Motions no order of precedence. Arise incidentally and decided immediately.						
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority
Incidental Motions - no order of precedence. Arise incidentally and decided immediately.						
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None
Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.						
§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority