



District 65 Standing Rules

Assignment of the floor. To seek regular recognition by the chair, a member shall raise their hand by use of the raise hand feature of the meeting platform. The tech team will ask via private chat for what purpose the member wishes to speak and the speaking order will be determined by the team. Members wishing to speak on a motion must type their names and positions in the chat box and indicate whether they wish to speak in favor of or against a motion.

Debate or discussion on any item on the agenda shall be limited to a maximum of ten minutes. No voting member shall speak more than once on the same question or longer than one minute. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires. **This limitation does not apply to points of order.**

Non-voting members shall not be recognized.

All interactions must be respectful in nature and use language becoming Toastmasters and this forum.

Any violation written or verbal shall receive an immediate verbal warning from the chair.

A second violation will see the offender removed from the meeting.

The Chair shall call for discussion on pros and cons of interested parties who will speak on an alternative basis. Members must state their name, role and position for or against the motion before speaking and are limited to times indicated.

Voting is conducted through the use of the raise the hand feature in the virtual voting platform, unless another means of voting prior to the conduct of business has been identified. (Such as election runner)The chair will declare the result. The counting of the hands if necessary will be done by the tech team.

The Administration Manager shall maintain a set of minutes, which shall be approved by district executive committee at the next district executive meeting and posted on the district webpage.

Technical requirements and malfunctions. Each attendee is responsible for their electronic connection and technology; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented him or her from participating in the meeting or training.

- a. **Forced disconnections.** The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
- b. **Recordings.** Attendees shall not record any session or workshop
- c. **Recordings:** District Executive and District Council meetings may be recorded at the request of the District Administration Manager for the sole purpose of creating the meeting minutes. Any such recording is prohibited to be posted and must be deleted once the written minutes are complete.