



## 2023 District 26 District Council Meeting – September 23 – 10:00AM - 12:30 PM Agenda and District Executive Committee Recommended Motions and Virtual Business Meeting Instructions/Guidelines

**Introduction:** *In order to conduct District business at the District Council meeting, we need to establish a quorum. A quorum consists of the registration of a minimum of 1/3 of the club presidents and vice presidents education from the clubs in good standing.* If quorum is not met at the meeting, there will be an additional online voting period post-meeting 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, per Article X, Section C, of the District Administration Bylaws.

**Note:** With the passage of Proposal L at the August 19, 2022 Toastmasters International Annual Business Meeting, the policy of disallowing proxies at District Business Meetings has changed. **The clubs' voting representatives (Club President and VP Education) may now assign a proxy to the other so that only one of the two must be present to ensure both of a club's votes are cast.** Proxies cannot be assigned to any other club member.

District Executive Committee members are entitled to one vote and may cast up to two additional votes as a Club President or Vice President Education. All other members of the District Council shall be limited to a maximum of two votes.

**How to Vote when required:** [Election Runner](#) will be used to conduct voting during the virtual meeting.

Election Runner is a web application, which means voters can access BALLOTS from any internet-connected device by using their device's web browser (Safari, Chrome, Firefox, etc.) You will receive your ballot in the email during the meeting at the email address that Toastmasters has on file for you. There will be a link in the email "**Click Here to Vote**" that will take you directly to the login page. A user name (Voter ID) and a password (Voter Key) are automatically assigned to each Council Member.

The Toastmasters logo will show at the top. Your ballot will be identified as District 26 District Council September Ballot.

If you do not have access to your email during the meeting, telephone only attendees may vote by entering \*9 (star 9) when instructed by the Chairperson and the "raised hand" votes will be counted manually. You can only use each ballot once. Vote only when instructed to do so.

***If you use your business/work email for Toastmasters but will not have access to it on the weekend, please send a different email to [districtdirector@d26leaders.org](mailto:districtdirector@d26leaders.org) by 6PM MST on 9/22/23.***

### District 26 Virtual Council Meeting Ground Rules September 23, 2023 – 10:00AM

**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.

As noted in Robert's Rules, it is permissible for a deliberative body to adopt "special orders" for a given session in order to facilitate business. Since time is limited for the



September 23rd business meeting of the District 26 Council, the following procedures will be in order:

**Parliamentary Aids:** To expedite the meeting, the Chairperson will use unanimous consent as much as possible, especially in accepting the submittal 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 package or by other participants.

**Submittal of Motions that occur in the course of the meeting:** Resolutions, motions or amendments to motions over 12 words, excluding “I move that,” shall be submitted in writing to the Chairperson immediately after making the statement. (Enter in the chat box and include your name, club name, club number and District Council role.)

**Addressing the Council:** If a member wishes to speak, that member must “raise your hand” by clicking on the hand icon in the participant window (could be under the “more” menu) or if participating by telephone, the member can enter “\* 9” (star 9) on the keypad. When the Chairperson recognizes the member, that member will be unmuted to speak their business. Once acknowledged, the individual should state their name, club name, club number and District Council role (e.g., Denver Division Director). and then succinctly state the business. Without recognition, comments will not be part of the official record.

**Business Time Limits and Guidelines for Participation:** There will be limited debate on items of business. Everyone shall have a maximum of one minute to address the question. The maximum time for discussing or debating any motion, including its amendments, shall be 6 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 6-minute limit is reached.

**Virtual Meeting Procedures:** When the member registers online to attend the meeting, an email will be sent acknowledging registration that contains instructions on how to join the meeting using their computer, smart mobile device or telephone. All attendees are urged to join via their computer or mobile device so the presentations can be viewed, and the member can participate interactively. Upon joining the meeting, all attendees will be muted except for the Chairperson and recognized speaker at the time [e.g., logistics manager].

### **Display Name**

- **Rename yourself as follows: [abbreviated role] [full name]**
- **Use the following abbreviations: PRES, VPE, Area XX Dir, or Div X Dir.**
- **For example: PRES - Jane Doe**

### **Chat**

- **Only use the chat if you want to be recognized by the chair.**
- **Include the name of your club and a brief description of your motion or comment.**
- **When discussing motions, we will alternate between comments for and against.**



# 2023 District 26 Council Meeting Agenda

September 23, 2023 | 10:00 AM - 12:30 PM

## Presiding Officer

Ann Hill, DTM - District Director

Time	Agenda Order	Person Responsible
10:00	Call to Order, Welcome and Introduction of Dignitaries	District Director: Ann Hill, DTM
10:05	Review the Club and District Missions	Club Growth Director: Ruth Prentice, DTM
10:07	Credentials Committee Report	Credentials Committee Chair: Beth Boaz, DTM, PID
10:09	Meeting Rules of Order	Parliamentarian: Linda Rhea, DTM, PRA
10:15	Voting Procedures	Credentials Committee Chair: Beth Boaz
10:17	Adopt the Meeting Agenda	District Director: Ann Hill
10:19	Confirm Appointment of District Leaders	District Director: Ann Hill
10:21	Approval of District Council Meeting Minutes from April 29, 2023 Meeting	District Director: Ann Hill
10:24	Approval of District Budget	District Director: Ann Hill
10:35	Year-end Audit Committee Report	
10:45	Report of Profit and Loss Statement (Quarter 1)	Finance Manager: Diane Nuss
Approve Recommended 2023-24 Items from District Executive Committee:		
10:50	1. District Success Plan: District Director: Ann Hill	
10:55	2. Speech Contest Rotation: Program Quality Director: James Gable, PI5	
11:05	3. Speech Contest Format: Program Quality Director: James Gable <ul style="list-style-type: none"> <li>a. Area</li> <li>b. Division</li> <li>c. District</li> </ul>	
11:50	Break	
12:00	Division Director Reports	

	Denver & Eastern Division: Victoria Cox, DTM, PDD Foothills Division. Dolly Heyl, DTM Metro Division: Marcia Wood, DTM, PDD Northern Division: Ann Kerr, DTM Southern Division; Christina McCrady, TC2 Urban Division: Darryle Brown, DTM, PRA Public Relations Manager: Mary Hoftiezer, PM5 Club Growth Director: Ruth Prentice, DTM Program Quality Director: James Gable, PI5	
12:25	New Business (if applicable)	
12:27	Announcements	District Director: Ann Hill
12:29	Next Meeting: District Council, April 2024	District Director: Ann Hill
12:30	Meeting Adjourned	District Director: Ann Hill

**Subject to change**



# District 26 Toastmasters

Where Leaders are Made

## 2023-2024 District Executive Committee Recommendations to the District Council for Approval

The District 26 District Executive Committee met on September 9 to discuss and approve the business of the district. The 2023-2024 Toastmasters International's board of Directors added requirements to all districts related to club building initiatives. These included requirements for all Districts to qualify for the Distinguished District Program. In addition to the submission of the District Budget, the District Success Plan and the Division and Area Directors Training Report showing that 85% of Division and Area Directors were trained by September 30, the additional requirements are:

- Submitting the District Market Analysis Plan by September 30, 2023
- Submitting the District Communication Plan by September 30, 2023
- 

The District Council is being informed about the requirements, but does not have to approve these two items per directives from the Region 4 Advisor.

**A motion was presented to the District Executive Committee to approve the establishment of the Speech Contest Rotation Plan for the annual 2nd speech contest and to set the contest order.** The purpose is to prevent several of the speech contests from being overlooked so that all four types of Toastmasters - recognized contests can give a broader mix of members an opportunity to participate. **The motion carried.** Then the rotation order was voted in as follows:

- **2024: Evaluation Contest**
- **2025: Humorous Contest**
- **2026: Table Topics Contest**
- **2027: Tall Tales Contest**

On July 25, 2023, an email letter was sent to Area Directors, Division Directors, District Directors, Program Quality Directors, Club Growth Directors, Region Advisors, Past International Presidents, Past International Directors, and Past Region Advisors. from Toastmasters International, which stated,

**"Your District Executive Committee must recommend the selected speech contest format (in person, on-line, or hybrid) for each level (Area, Division, and District) to the District Council for approval no later than September 30 to allow for proper budgeting. Once a format is approved for each level, no changes can be made."**



**Below is a list of additional recommended motions for District Council approval from your District Executive Committee (DEC). Included is the DEC's votes for the format for each level Speech Contest.**

1. 2023-24 Budget
2. 2023-24 District Success Plan
3. 2024 Area Speech Contest format: in-person
4. 2024 Division Speech Contest format: in-person
5. 2024 District Speech Contest format: in person

**For transparency and clarity, in-meeting polls were created and launched for each level [area, division, district] for District Executive Committee members to vote. In addition, the votes for those on the phone and the host and co-host were placed in the chat. The District 26 Administration Manager counted all votes and reported the results as follows:**

- **Areas:** 12 votes for in person; 7 votes for hybrid; 2 votes for Online.
- **Divisions:** 12 votes for in person; 7 votes for hybrid; 2 votes for Online.
- **District:** 14 votes for in person; 7 votes for hybrid; 2 votes for Online.