

DISTRICT 30
OPERATIONS GUIDE

District 30
Administrative Bylaws



Standing Rules

Operating Procedures

November 2017

CONTENTS

District 30 Operations are governed by the following documents:

- District 30 Administrative Bylaws
- District Standing Rules
- District Operating Procedures

DISTRICT ADMINISTRATIVE BYLAWS - basic rules relating to the District as an "organization" and published as a separate booklet by Toastmasters International

- These may be amended only by the Board of Directors of Toastmasters International.

DISTRICT STANDING RULES - specific rules which pertain to the operation of District 30 and published in this document.

These rules:

- May be adopted at any District Council meeting by a majority vote – without previous notice.
- May be amended: by 2/3 vote of the District Council without previous notice, or by majority vote of the District Council with previous notice.
- May be suspended for the duration of any given District Council meeting by a majority vote.

DISTRICT OPERATING PROCEDURES - **specific** rules which pertain to the administrative operation of the District Executive Committee and published in this document.

These rules:

- May be adopted at any District Executive Committee meeting by a majority vote - without previous notice.
- May be amended: by 2/3 vote of the District Executive Committee without previous notice, or by majority vote of the District Executive Committee with previous notice.
- May be suspended for the duration of any given District Executive Committee meeting by a majority vote.

Rev. 7-21-07

DISTRICT 30 STANDING RULES

Index

1. Speech Contests
2. District Conference Site Selection
3. Rules of Order For District Council Meetings
4. Club Banners
5. Past District Governors and Directors
6. District Calendar of Events
7. District Council Meetings
8. Area Representation at District Executive Committee Meetings
9. Awards and Recognition

STANDING RULE No. 1

Subject: **SPEECH CONTESTS**

1. It shall be the standing rule of District 30 to hold a series of Club, Area, Division and District contests each year.
2. The contests shall be completed according to the following schedule (unless otherwise approved by the next higher officer):

Humorous Speech Contest and Evaluation Contest:

Club Contests – 8 weeks prior to the Conference
Area Contests – 6-7 weeks prior to the Conference
Division Contests – 2-4 weeks prior to the Conference*
District Contests – TBD by 2018-19 Leadership

* But not less than two weeks before TBD

International Speech Contest and Table Topic Contest:

Club Contests – 8 weeks prior to the Conference
Area Contests – 6-7 weeks prior to the Conference
Division Contests – 2-4 weeks prior to the Conference **
District Contests – at District Spring Conference

** But not later than two weeks before the District Spring Conference

3. For each contest - contest eligibility is found in the Toastmaster International Speech Contest Rules.
4. At the beginning of the meeting, the Speech Contest Toastmaster shall utilize the District Speech Contest Script found on the District 30 website. The script shall be amended to request that – as a courtesy to the speakers – all telephones, pagers, and other audible alarm devices be disabled while the contest is in progress.

Rev. 4-21-12
Rev. 11-15-14
Rev. 11-04-17

STANDING RULE No. 2

Subject: **DIST. CONF. SITE SELECTION**

The District 30 Conference dates shall be set and firm reservations shall be made with the motel/hotel or other facility, AT LEAST 6 MONTHS IN ADVANCE of the conference with 18 months being ideal.

In selecting conference sites, rotation among the Divisions shall be given prime consideration. However, in the event other factors make equitable rotation impractical (e.g. cost too high, facilities not available, etc.) a majority decision of the District Executive Committee may over-ride "Division equity."

THE DISTRICT 30 CONFERENCE: The District Director shall appoint a committee by August 1 to investigate the availability of facilities for the following administration's District Conference. (Example: The 2017-18 District Director appoints a committee by 8/1/17 to find a location for the 2018 Conference. The incumbent Club Growth Director and the Program Quality Director shall be included on this committee (since they are most likely the incoming and outgoing District Directors at that conference.)

Further, this committee shall submit a list of recommendations (of at least 3 locations) to the District Executive Committee by no later than November 1 (three months after appointment). The Executive Committee shall then make the final determination of conference date and location so that firm reservations may be made with the facility as soon as possible.

Rev. 4-21-12
Rev. 11-15-14
Rev. 11-04-17

STANDING RULE No. 3

Subject: RULES OF ORDER FOR DISTRICT COUNCIL MEETINGS

1. Order of Precedence – All proceedings shall be conducted in accordance with the District Administrative Bylaws and published policies of Toastmasters International. The current edition of “Robert’s Rules of Order Newly Revised” shall be the final authority as to parliamentary procedure, insofar as it does not conflict with the District Administrative Bylaws, policies of Toastmasters International or these Standing Rules.
2. Credentials Committee Report - At the beginning of the Business Meeting the Credentials Committee shall present its report. As part of its report, the Committee will confirm that there is, or is not, a quorum present as defined in the District Administrative Bylaws.
3. Participation/Recognition - A member wishing to speak shall rise, address the Chair, wait to be recognized, and after recognition shall identify him or herself giving their name, and district office if applicable, or club name and number. Recognition for appeals, calls for a division of the assembly, points of order, and points of information or parliamentary inquiries shall be given priority over those waiting to debate a motion.
4. Written Motions - All main motions (introducing a new item of business) shall be in writing, and shall be submitted to the Chair prior to being stated by the Chair and opened for debate.
5. Debate - All debate on a question shall alternate between those speaking for and against a motion, insofar as is practicable.
6. Time Limit For Speakers - No member shall speak in debate on any one motion for more than two minutes, nor speak for a second time on the same motion until all others who wish to speak have done so.
7. Timekeeper - The Chair shall appoint an official timekeeper who shall stand and applaud when the time authorized has expired.
8. Closing Debate - It shall be out of order to move the previous question until at least four members have had the opportunity to speak to a particular motion. Also a member shall not speak to a motion and move to close debate on the same recognition.
9. Voting Procedure - Voting may be by voice vote, rising/counted vote (or show of hands), or by secret ballot. IF a voice vote or a rising vote yields an inconclusive result, the Chair may choose (or the body can move) to have a counted or secret ballot vote.

10. Balloting Procedure For Elections - Each election shall be by secret ballot unless a secret ballot is dispensed with by a unanimous vote. If there is only one candidate for a given office, the chair may state that “If there is no objection – we will dispense with the secret ballot and declare (the candidate) elected by acclamation”.
11. Suspension or Amendment of Standing Rules – These standing rules may be suspended for the duration of any given District Council meeting by a majority vote. They may also be amended by a 2/3 vote of the District Council without previous notice, or by a majority with previous notice.
12. Approval of Minutes - Minutes of the District Council meeting shall be approved by the District Executive Committee at their next regularly scheduled meeting.

CREDENTIALS COMMITTEE REPORT:

	No. of Clubs in good standing
x 2	
=	Total Club Pres. & VPEs
x 1/3	
=	No. of clubs <u>required</u> for a <u>Quorum</u>

	No. of Clubs represented in person (By Pres., VPE) or by proxy
x 2	
=	No. of Club votes <u>available</u> (<u>Quorum?</u>)
+	No. of Dist. Exec. Comm. members present
=	Total Votes Available

Rev. 11-12-05
Rev. 11-04-17

STANDING RULE No. 4

Subject: **CLUB BANNERS**

It shall also be the policy of District 30 that all clubs be encouraged to display their club banners at all Club meetings, Area and Division speech contests, all Conferences, and at all other such functions as may be appropriate.

Rev. 5-8-93
Rev. 11-04-17

STANDING RULE No. 5

Subject: **PAST DISTRICT GOVERNORS
AND DIRECTORS**

All Past District Governors and District Directors of District 30 who are members in good standing of a club in District 30 shall be non-voting members of the District Council unless they shall otherwise hold an office which entitles them to be a voting member.

Rev. 4-29-00
Rev. 11-04-17

STANDING RULE No. 6

Subject: **DISTRICT CALENDAR OF EVENTS**

The fiscal year for which the calendar of events shall be approved will run from July 1 through June 30. The calendar shall be determined by the District Director and the Executive Committee at its first meeting.

Rev 5-6-72
Rev. 11-04-17

STANDING RULE No. 7

Subject: **DISTRICT COUNCIL MEETINGS**

There shall be two (2) regular meetings of the District Council as per the District administrative Bylaws. The District Fall Business Meeting shall be between October 1 and November 30. The District Spring Conference and Annual Business Meeting shall be between April 1 and May 30.

Rev. 11-12-05
Rev. 11-04-17

STANDING RULE NO. 8

Subject: **AREA REPRESENTATION AT DISTRICT EXECUTIVE COMMITTEE MEETINGS**

In the absence of an Area from any District Executive Committee meeting, an Assistant Area Director shall be entitled to speak on behalf of that Area in all matters of business that may come before the Executive Committee. The Assistant Area Director, however, is not entitled to vote, and does not count toward a quorum.

Rev. 11-12-05

Rev. 11-04-17

STANDING RULE No. 9

Subject: **AWARDS & RECOGNITION**

It shall be the practice of District 30 to present awards and give due recognition to certain individuals for outstanding service and performance of duty.

Permanent Awards and Recognitions shall be as follows:

- Toastmaster-of-the-Year, in honor of Robert Oelrich
- Division Director-of-the-Year
- Key Area Director Awards
- Area Director-of-the-Year
- Communication & Leadership Award
- President's Distinguished Clubs, Areas & Divisions
- Select Distinguished Clubs, Areas & Divisions
- Distinguished Clubs, Areas & Divisions
- Top Website Award
- Helping Hand Award, in honor of Dean Glosson
- Lifetime Achievement Award

Optional Awards and Recognitions may be as follows:

- District Director's Citations

SPEECH CONTEST WINNERS, at all Area, Division and District levels of competition, shall receive trophies and certificates or other suitably appropriate recognition, in addition to the above-listed Awards and Recognition.

Selection of recipients and presentation of awards for Speech Contest Winners shall be made as follows:

Winners of Speech Contests shall be determined by the usual and customary ballot method, and their awards shall be presented by the Area Director (at the Area contest); the Division Director (at the Division contest); and the District Director (at the District contest).

TOASTMASTER-OF-THE-YEAR AWARD, in honor of Robert Oelrich

Selection of the recipient shall be determined by secret ballot vote of the District Director, Program Quality Director, Club Growth Director, and Division Directors.

All members of the District Executive Committee should be encouraged to submit written recommendations with justification for their choice to the District Director.

An appropriate plaque shall be presented.

DIVISION DIRECTOR-OF-THE-YEAR

Selection shall be made by a majority vote of the District Director, Program Quality Director, Club Growth Director and the Immediate Past Director.

An appropriate plaque shall be presented at the District Hall of Fame at the Conference.

KEY AREA DIRECTOR AWARDS

Criteria for selection should be the same as that for Area Director -of-the-Year Award. The number of (identical) Area Director Key Awards shall be at least one (or more) *fewer* than the number of Divisions in the District. The intent is to honor the several key contributing Area Directors in the District (not the best from each Division). The Area Director-of-the-Year will be chosen from this group.

The Key Awards shall be presented by the District Director at the Saturday Noon Luncheon at the Conference honoring the Area Directors.

AREA DIRECTOR-OF-THE-YEAR AWARD

Selection shall be determined by secret ballot vote of the District Director, Program Quality Director, Club Growth Director and Division Directors, after Key Awards have been determined. An appropriate plaque will be presented.

COMMUNICATION AND LEADERSHIP AWARD

This award shall be presented to a non-Toastmaster:

- a. who is a “public figure with good public relations potential”
- b. in recognition of his/her C & L accomplishments.

Final selection of the recipient shall be made by a committee chaired by the Club Growth Director, and including the Public Relations Manager and three other members selected from the District Executive Committee by the Club Growth Director. The Award shall be presented by the District Director at the Saturday evening banquet of the District 30 Conference.

PRESIDENT’S DISTINGUISHED, SELECT DISTINGUISHED, AND DISTINGUISHED
– CLUBS, AREAS & DIVISIONS

Each group shall be recognized, and be presented with the appropriate ribbon at the District Conference.

HELPING HAND AWARD, in honor of Dean Glosso

May 13, 2013, Area Governor and Division Governor Elect passed away. In honor of his member the 2012-2013 District Governor Moore petitioned Toastmasters International for a special award in his memory. This award was granted. An annual award for Area Directors called “The Helping Hand Award”.

TOASTMASTER LIFETIME ACHIEVEMENT AWARD

Given at the discretion of the District Director for years of service and contribution.

ADVANCE NOTIFICATION TO RECIPIENTS

Award recipients shall be notified in advance - if necessary – to insure that they will be present for the presentation of their award.

TO MAKE AWARDS MORE MEANINGFUL

NO award shall be presented, nor should members or clubs be recognized as being absent, if they are not present at the appropriate awards presentation ceremony. If necessary, Awards may be held for a later presentation at some other appropriate function.

AWARDS COMMITTEE

The Program Quality Director shall ensure that the physical sizes of all trophies, plaques, and other Awards and Recognition are appropriately proportioned to their respective importance and significance.

DISTRICT DIRECTORY HALL OF FAME

A continuing list of previous recipients of each of the following awards shall be maintained in the district directory.

- District Speech Contest Winners:
 - International Speech
 - Humorous Speech
 - Evaluation
 - Table Topic
 - Dramatic reading (discontinued after 1999)

Toastmaster-of-the-Year, in honor of Robert Oelrich

Division Director-of-the-Year Area Director-of-the-Year

Russell V. Puzey Top Club Achievement Award Recipient (discontinued after 1993)

Top-4 Distinguished Clubs (discontinued after 1999)

Communication & Leadership Award Recipient Top Club Newsletter Editor

Top Club Website Webmaster

Helping Hand Award, in honor of Dean Glosson

Toastmaster Lifetime Achievement Award

Rev. 4-21-12

Rev. 11-15-14

Rev. 11-04-17

DISTRICT 30 OPERATING PROCEDURES

Index

1. Budgeting and Disbursing Travel Funds
2. Minimum Bank Balance at June 30
3. District Nominating Committee
4. District Caucus at Reg. V Conf. & Int'l. Conv.
5. Credentials, Proxies, & Ballots
6. Script/Guide for Fall Meeting of D30 Council
7. Script/Guide for Spring Meeting of D30 Council
8. Donations in the Event of Illness or Death
9. Reimbursement of Area Director Expenses

OPERATING PROCEDURE No. 1

Subject: **BUDGETING AND DISBURSING TRAVEL FUNDS**

Travel expenses incurred by District Officers shall be reimbursed according to the schedule shown below.

I For Travel Within The District *

District Director	\$160
Program Quality Director	\$160
Club Growth Director	\$160
Division Director (ea.)	\$120
Public Relations Manager	\$100
Administration Manager	\$100
Finance Manager	\$100
Area Director (ea.)	\$16 per club in Area

II For Travel to International Convention **

	<u>Travel</u>	<u>Lodging ***</u>	<u>Registration</u>
For District Director	All travel reimbursed by Toastmasters International	District shall provide reimbursement for up to 5 nights at Conv. Hotel	District shall provide reimbursement for: <ul style="list-style-type: none">• 4 meal events• Int'l Speech Contest <p>*Convention Registration, President's Dinner Dance Provided by TI)</p>
For Program Quality Director	50% provided by District, 50% by Toastmasters International	District shall provide reimbursement for up to 5 nights at Conv. Hotel	District shall provide reimbursement: <ul style="list-style-type: none">• Convention Registration• 4 meal events• Int'l Speech Contest
For Club Growth Director, IPDG	All travel reimbursed by District if not reimbursed by Toastmasters International	District shall provide reimbursement for up to 5 nights at Conv. Hotel	District shall provide reimbursement: <ul style="list-style-type: none">• Convention Registration• 4 meal events• Int'l Speech Contest
For Finance Manager	All travel reimbursed by District if not reimbursed by Toastmasters International	n/a	n/a

III For Travel to Midyear Training **

For the District Director, Program Quality Director, Club Growth Director and Finance Manager – the District shall provide reimbursement for one night’s lodging at the conference hotel***, conference registration fee, and travel expenses at the current IRS reimbursement rate.

Rev. 4-21-12
Rev. 10-14-17

OPERATING PROCEDURE No. 2

Subject: **MINIMUM BANK BALANCE**
AT JUNE 30

In addition to the required minimum amount which must remain in the District Reserve Account at World Headquarters at June 30 of each year, the District shall also maintain a year-end minimum local bank balance of \$1,000.00, plus an amount equal to any known outstanding expenses or obligations which are expected to be carried over to the following year.

This will provide immediate access to limited funds for the new administration to operate on until additional funds may be withdrawn from the District Reserve Account.

For additional budget requirements, see also Operating Procedures No. 1.

Rev. 10-25-08
Rev. 10-14-17

I. Search for Candidates

- A. The Nominating Committee Chairman shall prepare a “Call for District Officer Candidates”, to be communicated to all District Council members by January 15. The “Call” shall include a description of the qualifications and a brief description of the duties and responsibilities of each elective office. It shall also include a form for submitting names of individuals recommended, along with their contact information.
- B. In addition to the above “official call”, the Committee Chairman is responsible for seeking out additional prospective candidates as necessary to fill the Nominating Committee slate as follows:
 - District Director – at least one candidate
 - Program Quality Director – at least one candidate
 - Club Growth Director - at least two candidates
 - Division Director - at least as many candidates as the number of Divisions proposed
- C. The Committee Chairman shall contact all members who have either expressed an interest in seeking office, or have been recommended for office by others, to confirm whether or not they are willing to serve if nominated. If yes, then the Chairman shall make an appointment for them to appear before the Nominating Committee for an interview.

Candidates should be scheduled at 20 min. intervals, with the first interview scheduled at approximately 15 min. after the meeting is called to order.

If a prospective candidate cannot appear before the Committee, he/she should be asked to write a letter to the Chairman requesting the Committee’s consideration of his/her candidacy, and also explaining why he/she cannot attend the meeting. The letter shall be read to the Committee in lieu of a personal interview.

- D. The Chairman shall send a letter to each candidate confirming the date, place and time of interview. The Chairman shall also send a copy of the Candidate’s Qualification Worksheet (see attached) and request that it be filled out and returned (to the Chairman) as soon as possible – prior to the Nominating Committee meeting. Additionally, the Chairman shall send the candidate a copy of TI’s “Officer Agreement and Release Statement”.

II. Preparation for the Meeting

- A. The Chairman shall send to each member of the Committee – at least 7 days prior to the meeting – a meeting reminder/notice, a copy of Article VIII of the District Administrative Bylaws (Duties of Officers), and a copy of this Procedure.

- B. In addition to the Committee members appointed by the District Director, the Chairman shall also appoint one member who shall serve as Sergeant-at-Arms. The Sergeant-at-Arms shall assist the Committee as directed by the Chairman, but shall not sit in on the meeting nor take part in the deliberations of the Committee.
- C. The Chairman shall duplicate the Candidate's Qualification Worksheets so that each Committee member will have a copy of the worksheet for each candidate. In the event a candidate does not submit a Worksheet, blank forms shall be distributed for the Committee's use.
- D. The Chairman shall provide ballots (see attached sample) for the Committee's use.

III. At the Nominating Committee Meeting

- A. The Chairman shall call the meeting to order, introduce the Committee members, explain the procedure to be followed, and shall remind the Committee that all deliberations, votes, etc. are CONFIDENTIAL INFORMATION.
- B. Allow the District Director to address the Committee for 2 or 3 minutes, if he/she desires, and then excuse him. (Director is not a member of the Committee, and should not be present during the interviews and discussion of the candidates)
- C. Distribute Candidates' Worksheets to Committee members – for background information and for use in taking notes. Also distribute ballots to be used in selecting nominees.
- D. Encourage Committee members to ask good, pointed, probing, intelligent questions during the interview period. Don't attempt to embarrass, ridicule or offend candidates, but do impart the feeling that holding District office is a serious, responsible business.
- E. Interview candidates:
 - 1. Sergeant-at-Arms brings in first candidate and introduces him/her to the Committee (do not introduce all Committee members to the candidate)
 - 2. Nominating Committee Chairman explains to candidate that he/she has 15 minutes for interview which may be used as follows:
 - a. May use total time to speak (why seeking office, qualifications, etc.)
 - b. May use total time to answer questions from the Nominating Committee.
 - c. May divide time between speaking and answering questions.
 - d. Explain that Timer will indicate when time is at halfway point, and when time has expired.
 - 3. Allow approximately 2 min. after each interview (between candidates) for Committee members to finalize their notes.
 - 4. Repeat sequence for all other candidates being

interviewed.

F. Select Nominating Committee's slate

1. Consider one office at a time, starting with the highest office.
2. Discuss candidate's qualifications (Note: A good Chairman should not attempt to persuade the Committee. However, . . . he/she should provide necessary "guidance" based on his/her personal knowledge and previous experience.)
3. Take vote by secret ballot
 - a) For District – each member votes for one (or two) names only. The candidate(s) who receives a majority of the votes cast is the Committee's nominee(s) for District Director.
 - b) For Program Quality Director – same as a) above
 - c) For Club Growth Director – each member votes for at least one name on one ballot. All candidates receiving a majority vote shall be the Committee's nominees for Club Growth Director. (Example: 15 Committee members (including Chairman) = 15 votes. A majority = 8 or more votes)
 - d) For Division Director – For each Division Director – Each committee member may vote for a Division Director candidate based on the division for which the candidate is seeking nomination. Each candidate receiving a majority vote shall be one of the Committee's nominees for Division Director. (See example in c) above)
 - e) For Public Relations Manager– members may vote for one or more names, or may abstain. Any candidate(s) who receives a majority of the votes available is(are) the Committee's nominee(s) for Public Relations Manager. However if no candidate receives a majority, then the office will not be slated by the Nominating Committee. The office then may be filled by a nomination from the floor (and subsequent election), or may be filled by appointment by the District Director-elect.
 - f) For Administration Manager– same as for Public Relations Manager.
 - g) For Finance Manager – same as for Public Relations Manager.
 - h) If no candidate receives a majority on the first ballot for any given office, the results shall be announced and a second ballot shall be taken immediately (without further discussion). If there is still no majority candidate after the second ballot, the candidate with the fewest votes shall

be dropped from the ballot and a third ballot shall be taken. This procedure shall be continued until one candidate receives a majority.

IV. Preparation of the Nominating Committee's Report

- A. The Nominating Committee Chairman shall submit a complete written report to the District immediately following the meeting (by March 15 or sooner). Where there are multiple nominees for an office, the names shall be listed in alphabetical order, with no reference as to the number of votes received. The report should include the names of all the Committee members, the Divisions they represent, and whether or not they were present at the meeting.
- B. The Chairman of the Nominating Committee or the District Director shall notify candidates nominated for office and reconfirm their willingness to be nominated and their commitment to fulfill the duties of office if elected. The Chairman of the Nominating Committee or District Director shall also notify any candidates who were not nominated and advise them of their eligibility to seek office as floor candidates.

Rev. 4-21-12
Rev. 10-14-17

CANDIDATE QUALIFICATION WORKSHEET

Name _____
Address _____ City _____ Zip _____
E-mail _____ Tel: _____
TM Club Name & # _____

Candidate for: Dist. Dir. P.QD. CGD. DivD.
But would accept: P.QD. C.G.D. DivD. P.R.M. Admin. Mgr. Finance Mgr.

QUALIFICATIONS:

Club: Member since (month/year) _____

CC ACB ACS ACG CL ALB ALS DTM
CTM ATM-B ATM-S ATM-G CL AL DTM (circle all that apply)
Offices held (circle all that apply): Pres VPE VPM VPPR Sec Treas. SAA

District: Offices held (circle if yes):

Dist Dir P.QD CGD DivD Area Dir Admin Mgr Finance Mgr PRM
Dist Gov LGET LGM DivGov PRO Area Gov. Sec. Treas.

Served on the following Committees: _____

Other qualifications and/or accomplishments I feel should be considered:

Activities outside of Toastmasters: _____

Qualifications for office (per District Administrative Bylaws): At the time of taking office:

- * the District Director shall have served at least 6 consecutive months as Club President, and at least 12 consecutive months as a Program Quality Director, a Club Growth Director, a Division Director, or a combination thereof.
- * the Program Quality Director and Club Growth Director shall have served at least 6 consecutive months as Club President, and at least 12 consecutive months as a Program Quality Director, Club Growth Director, Division Director or an Area Director or a combination thereof.
- * the Division Directors shall have served at least 6 consecutive months as a

member of a District Council.

<p><u>Nominating Committee Ballot</u></p> <p>For District Director: (vote for one or two)</p> <p>_____</p> <p>_____</p>	<p><u>Nominating Committee Ballot</u></p> <p>For Public Relations Manager:</p> <p>_____</p> <p>_____</p> <p>(office may be appointed by D.D.-elect)</p>
<p><u>Nominating Committee Ballot</u></p> <p>For Program Quality Director: (vote for one or two)</p> <p>_____</p> <p>_____</p>	<p><u>Nominating Committee Ballot</u></p> <p>For Administration Manager:</p> <p>_____</p> <p>_____</p> <p>(office may be appointed by D.G.-elect)</p>
<p><u>Nominating Committee Ballot</u></p> <p>For Club Growth Director: (vote for at least one)</p> <p>_____</p> <p>_____</p>	<p><u>Nominating Committee Ballot</u></p> <p>For Finance Manager:</p> <p>_____</p> <p>_____</p> <p>(office may be appointed by D.D.-elect)</p>
<p><u>Nominating Committee Ballot</u></p> <p>For [Specified Division, i.e. North] Division Director (need a separate ballot for each Division): (vote for <u>at least one</u>)</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><u>Nominating Committee Ballot</u></p> <p><u>SPECIAL BALLOT: No.1</u></p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><u>Nominating Committee Ballot</u></p> <p><u>SPECIAL BALLOT No. 2</u></p> <p>_____</p> <p>_____</p>	<p><u>Nominating Committee Ballot</u></p> <p><u>SPECIAL BALLOT No. 3</u></p> <p>_____</p> <p>_____</p>

OPERATING PROCEDURE No. 4

Subject: **DISTRICT CAUCUS AT
INTERNATIONAL CONVENTION**

District Director calls meeting to order and presides over the Caucus:

- A. Explains procedure to be followed.
- B. Reminds members that ALL discussions are confidential and should not be divulged or discussed with anyone outside of D-30, either before or after the election.
- C. Calls on a current or a past International Director (or a Past District Governor or Director if no International Director is available) to explain briefly the duties of the International Director, International Officers, and/or issues under consideration.
- D. Appoints a Timer (the District Director shall determine the time limits for discussion).
- E. At the International Convention - Relative merits of candidates shall be discussed, but no candidates outside of District 30 shall attend or take part in the caucus meeting.

Rev. 4-21-12
Rev. 10-14-17

A. **ADVANCE PREPARATION**

1. The District Director shall appoint the Credentials Chairman, preferably a Past District Governor or Director, and at least one other Committee member. Additional committee members, if wanted, may be appointed by the Chairman.

(NOTE: To avoid the appearance of any bias or impropriety, the Credentials Desk should be manned by *no fewer* than two members at any given time)

2. The Credentials Chairman shall prepare – or have prepared – the following items:
 - a) Serially numbered ballot “packages”, including at least three “Special Ballots”
 - b) “Club Credential or Proxy Certificates” (see “Sample A”), and “District Officer Credentials” (see “Sample C”) - to be mailed to District Council delegates at least 2 weeks prior to the Fall or Spring Conference.

Note: The District Officer Credential Certificates should be of a *different color*, so as to be readily distinguishable from the Club certificates.

- c) “Club Credential Certificates” (see “Sample B”) and additional “District Officer Credential Certificates” to be available at the Credentials Desk.
 - d) A “Ballots Issued Log” (numerical listing of all clubs eligible to vote, including a list of all D.E.C. members) (see “Sample D”)
 - e) An alphabetical list of all clubs eligible to vote (including their club numbers)
 - f) A Master List of all eligible Delegates (*optional*)
3. In preparation for the Conference, the Credentials Chairman should confer with the Conference Chairman to arrange for a mutually agreed-upon time(s) for the Credentials Desk to be open - should allow at least 3 hours, but not more than 4 hours. Also, the Credentials Desk should be closed 15 min. prior to the Business Meeting to allow time for the Committee to reconcile their records and prepare their report.
4. Prepare copy of the Credentials Committee Report (see “Sample E”)
5. Sample ballot to reflect Division Directors geographical election requirements.

B. INSTRUCTIONS FOR PROCESSING CREDENTIALS

1. Two Credentials Committee Members (CCM) should be present at all times when handling ballots.
2. CCM #1 • checks Credentials/Proxy form submitted by delegate:
 - a) Both club name and club number provided?
 - b) Signed by Club Pres. or VPE . . . or by D.E.C. member?
 - c) Verify officer's name with Master List of Delegates (*this step is optional*)
 - d) Name of Club "Proxy" provided? (not required if Pres. or VPE submits form)
 - e) Announces Club # (or District office) to CCM #2
3. CCM #2 • encourages Club delegate to take both Club ballots
 - enters quantity & serial number(s) of ballots being issued on "Ballots Issued Log", & announces ballot numbers to CCM #1
 - issues one (or two?) ballots to delegate
4. CCM #1 • enters ballot numbers on credential/proxy certificate (top right)
 - Files Club certificates by Club #, with D.E.C. certificates at the bottom
 - if delegate is also a District Officer (including Area Director), have them fill out a separate Credentials form for that office
5. No individual member shall receive more than two Club ballots, regardless of how many clubs they may belong to. If delegate is also a member of the District Executive Committee, they may be issued two Club ballots plus one additional ballot as a District Officer – for a maximum of three ballots total.
6. After closing the Credentials Desk, the entries on both the Ballots Issued Log and on the Credentials/Proxy forms should be tallied and compared. Both totals should be the same, and should also match the serial number on the next available ballot. Finally, confirm that both Club ballots have been issued to each club, and then complete the Credentials Committee's Report.
7. Any questions should be directed to the Credentials Chairman, _____.

Rev. 4-21-12
Rev. 10-14-17

SAMPLE A

In accordance with the District Administrative Bylaws, each member of the District Executive Committee (including Area Directors) in attendance at any District Council Meeting is entitled to one vote.

DISTRICT 30 COUNCIL MEETING – (date)

DISTRICT OFFICER CREDENTIAL CERTIFICATE

(Must be submitted to Credentials Desk to obtain ballot(s)) _____

Certificate No.

1. Club Name (print)) _____

Club No. _____

2. Your Name (print) _____

3. Your office:

<input type="checkbox"/> District Director	<input type="checkbox"/> Program Quality Director	<input type="checkbox"/> Club Growth Director	
<input type="checkbox"/> Administration Manager	<input type="checkbox"/> Finance Manager	<input type="checkbox"/> Public Relations Manager	<input type="checkbox"/> IPDD
<input type="checkbox"/> Division Director Division _____	<input type="checkbox"/> Area Director Area _____		

SAMPLE B

“BALLOTS ISSUED” LOG

Club #	Ballots Issued	
	Qty	Numbers
128		
156		
169		
381		
612		
665		
953		
983		
1087		
1500		
1526		
1604		
1605		
1645		
1743		
1856		
2051		
2447		
2679		
2724		
2745		
2860		
3241		
3307		
3634		
3855		
3895		
4243		
4704		
4808		
4868		
4888		
5004		
5283		

Club #	Ballots Issued	
	Qty	Numbers
5677		
5892		
5988		
6027		
6149		
6244		
6840		
6921		
7060		
7446		
7767		
7880		
7906		
8294		
8559		
8564		
8623		
8691		
9048		
9949		
626080		
652972		
681947		
897901		
909922		
916266		
1007923		
1048321		
1097489		
1110019		
1153382		
1180931		
1291391		
1303331		

CREDENTIALS COMMITTEE REPORT

MR./MDME. GOV., FELLOW TM...

I would like to recognize and thank the members of this Committee (names):

We have a total of _____ clubs in good standing in D-30 (October dues paid by Nov. 30; April dues paid by May 31). A QUORUM is deemed present if 1/3 of the Club Presidents. & VPE's are either present, or... are represented by their duly authorized proxies.

With _____ clubs represented, either in person or by proxy, we DO/DO NOT have a quorum!

IF NO QUORUM –

However... quoting Art. X, para. (c) of the District Administrative Bylaws, “If there is no quorum at the District Council meeting, any business transacted will take place as if a quorum were present and shall be deemed as valid – if, it thereafter is expressly approved in writing by the affirmative vote of at least a majority of the member Clubs voting in a mail ballot in which a quorum of one-third of the member clubs in the District return ballots, on the basis of two votes per Club.” Accordingly,... we CAN conduct business!

At 2 votes per club, we have _____ club votes available. In addition, we also have _____ District Executive Committee members present with 1-vote each, for a GRAND TOTAL of _____ votes. Mr./Mdme. District Director, I move we adopt this report of the Credentials Committee.

$$\begin{aligned} & \underline{\hspace{2cm}} \text{ (No. of) Clubs in good standing} \\ & \quad \underline{\hspace{1cm}} \times 2 \\ = & \underline{\hspace{2cm}} \text{ Total No. of Pres. \& VPE's in District} \\ & \quad \underline{\hspace{1cm}} \times 1/3 \\ = & \underline{\hspace{2cm}} \text{ (No. of) Club Pres. \& VPE's required for **Quorum**} \end{aligned}$$

$$\begin{aligned} & \underline{\hspace{2cm}} \text{ (No. of) Clubs represented, either in person or by proxy} \\ & \quad \underline{\hspace{1cm}} \times 2 \\ = & \underline{\hspace{2cm}} \text{ (No. of) Club votes available} \\ + & \underline{\hspace{2cm}} \text{ (No. of) District Exec. Comm. members present} \\ = & \underline{\hspace{2cm}} \text{ Total Votes Available} \end{aligned}$$

OPERATING PROCEDURE No. 6

Subject: **SCRIPT/GUIDE FOR FALL MEETING OF D-30 COUNCIL**

(Note: This section is reserved for inclusion of a script / guide for the new Fall Meeting)

OPERATING PROCEDURE No. 7

Subject: **SCRIPT/GUIDE FOR SPRING MEETING OF District 30 COUNCIL MEETING**

- Call meeting to order
- Welcome, and Introductory remarks
- Call on _____ for the Invocation
- Call on _____ to read the District Mission
- Call on Credentials Chairman, _____, for Credentials Committee Report

_____	No. of Clubs in good standing
x 2	
=	Total Club Pres. & VPEs
x 1/3	
=	No. of clubs <u>required</u> for a <u>Quorum</u>

Total Club Pres. & VPE's present, or represented by proxy, are _____ (from _____ clubs).

Declare that there is (or is not) a quorum present

(If no quorum, Credential Chairman shall quote the District Administrative Bylaws and continue):

“Per Article X (c) of the District Administrative Bylaws: If there is not quorum at the District Council meeting, any business transacted will take place as if a quorum were present and shall be deemed as valid if it thereafter is expressly approved in writing by the affirmative vote of at least a majority of the member Clubs voting in a mail ballot in which a quorum of one-third of the member clubs in the District return ballots, on the basis of two votes per Club.”

	No. of Clubs represented in person (By Pres., VPE) or by proxy
x 2	
=	No. of Club votes <u>available</u>
+	No. of Dist. Exec. Comm. members present
=	Total Votes Available

Credentials Chairman then moves adoption of the Credentials Report

- “Are there any questions on the Credentials Report?”, pause. . .

IF CREDENTIALS ARE CHALLENGED: Any individual may propose an amendment to the Chairman’s motion, to include additional delegates. (delegates in question cannot vote on this amendment)

IF FURTHER CHALLENGED: quote Articles IX (a) & X (d) of the District Administrative Bylaws: “The district council shall consist of the district executive committee, as defined in [Article XI\(a\)](#) hereof, and the club president and vice president education from each member club in the district. These shall be the only voting members of the district council, and references made in these administrative bylaws to “members of the district council” shall mean only voting members”and, . . . “Either the club president or vice president education of any member club may designate, in writing, any active individual member of the club to act as a proxy for him or her at any district council meeting that is held in-person. In the event one of those officers is not in attendance at the meeting and has not designated, in writing, an active individual member of the club to act as his or her proxy at such meeting, the officer or proxyholder in attendance shall be deemed to hold the proxy of the other and may therefore cast two votes at such meeting. The intent of this provision is to assure that every club will be represented by two votes. No other proxies shall be valid at a district council meeting.”

- Take vote to adopt Credentials Report
- Entertain motion to adopt the Agenda
- Approval of District Director’s recommendations to fill vacancies (if any)
- “Minutes of last meeting - have been previously approved by District Executive Committee, published and distributed. Are there any corrections?”
- “If there are no corrections (or no further corrections), the minutes stand approved (or, approved as corrected)”.

Election of Officers

- Introduce Timers (for candidate’s speeches), _____ & _____
- The District Director (or Parliamentarian) shall give a brief explanation of the election procedure:
 - Will receive report from Nominating Committee
 - Will accept nominations from floor for each office
 - must be eligible
 - must be willing to accept
 - Will declare nominations closed (without a motion)
 - Will allow a maximum of 2 min. for a speech by each candidate (IF office is contested)
 - Will take vote on each office, starting with District Director
 - “All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote” – per District Administrative Bylaws, Art. VII (a)
 - IF only one nominee for a given office, Chairman shall entertain a motion “that we dispense with the secret ballot and declare (name) elected by acclamation to the office of _____.”
 - Any questions???
- Introduce (announce names of) Nominating Committee appointees:

From NW Div. _____ & _____	N Div. _____ & _____
CN Div. _____ & _____	CS Div. _____ & _____
SW Div. _____ & _____	S Div. _____ & _____
PDG’s at large, _____ & _____	
Chairman, _____, PDG	
- Call on Chairman to present Nominating Committee’s report:

“Mr./Mdme. Governor, in accordance with Article XI (b) of the District Administrative Bylaws, and District Standing Rule No. 5, the Committee met on (date) _____, and submits the following nominations:

For the office of District Director,		
For the office of Program Quality Director,		
For the office of Club Growth Director,		
For the office of Division Director,		
For the office of Pub. Rel. Manager,		
For the office of Administration Manager,		
For the office of Finance Manager,		

- Have Administration Manager write names of all nominees on chalk board or on overhead projection for all to see

- [“For the office of District Director, _____ is nominated by the Nominating Committee. Are there any further nominations for the office of District Director?”, (pause) “Are there any further nominations? If not, (pause). . . I declare the nominations closed for the office of District Director.”]

Note - A member need not be recognized by the chair to make a nomination. Also, no second is required.

If a member makes a nomination, the chair should first confirm that the nominee is eligible, and that he/she will serve if elected; and then . . .repeat the name of the nominee - “Mr. ‘X’ is nominated. Are there any further nominations?”

Per “Robert’s Rules of Order, Newly Revised”, Section 31. . .

In the average society, a MOTION TO CLOSE NOMINATIONS:

- a) is not a necessary part of the election procedure, and it should not generally be moved
- b) is out of order when another member is seeking the floor to make a further nomination
- c) serves no useful purpose when no one wishes to make a further nomination
- d) is not debatable
- e) requires a 2/3 vote

Remember - “All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote” - per District Admin. Bylaws, Art. VII (b).

• IF THERE IS ONLY ONE NOMINEE . . .

- Entertain a motion “that we dispense with the secret ballot and declare (name) elected by acclamation to the office of _____”

- “It has been moved and seconded that we dispense with the secret ballot and declare (name) _____ elected by acclamation to the office of _____.”

(motion is not debatable, but ...you might want to announce that it requires a unanimous vote to carry)

- “All in favor say ‘aye’ . . . All opposed say ‘no’....’
- “Motion carries with a unanimous vote and (name) _____ is elected to the office of _____ by acclamation (or, the motion is lost).

• IF ELECTION IS CONTESTED . .

- Call for nominees (in alphabetical order) to come forward to speak on their own behalf (after nominations are closed) 2 min. maximum time for each speech
- After last speech, tell delegates which ballot to use, how to mark it, and call for Tellers to pick up ballots
- Take vote on office of District Director
- “For the office of Program Quality Director ... “ (same procedure as for District Director.)

- “For the office of Club Growth Director ...” (“ “ “ “ “ “ ”)
- While waiting for Counters, call on:
 - Program Quality Director for his/her report
 - Club Growth Director for his/her report
- “For the office of Division Director (____ to be elected) .
(same procedure as for District Director)
- “For the office of Public Relations Manager . . .” (same procedure as for District Director)
 - (if no nominees . . . the offices of Public Relations Manager, Administration Manager & Finance Manager may be appointed by the District Director elect)**
- “For the office of Administration Manager,” . (same procedure as for District Director)
- “For the office of Finance Manager,” . (same procedure as for District Director)
- Call on all newly-elected officers to stand as a group for recognition.
- Audit Committee Report by _____ (and approval of report)
- Call on Finance Manager for report:
 - “Any questions?” “The report is referred to the Audit Committee.”
- Other committee reports (if any)
- NEW BUSINESS
 1. Approve any proposed change in Club-Area-Division alignment
 2. Standing Rules - approval of new rules or amendments (if any)
 3. Approve proposed District Calendar (if available)
 4. Ratification of Area Director appointments - for the new year
 5. Other . . . (list all known items of new business)
- Report by District Director
- Campaign speeches by International Director candidates or their representatives (if any)

- Announcements

Time and Place of Next Meeting
Other . . . (?)

- ADJOURN

ESTIMATED TOTAL MEETING TIME: 1 Hr., 50 Min.

Allows for max. of 3 min. ea. for Program Quality Director,
Club Growth Director, & ea. Reports,
17 min. total for new business, &
5 min. for DD's Report

Rev. 2-11-06
Rev. 10-14-17

OPERATING PROCEDURE No. 8

Subject: **FLOWERS, GIFT/DONATION IN
THE EVENT OF ILLNESS OR DEATH**

In case of serious illness, hospitalization or death of the following people, an appropriate card and flowers shall be sent to them (or their family) on behalf of District 30:

- Current members of the District Executive Committee, including Area Directors, Division Directors, and Senior Officers;
- Past District Governors and Directors, including past and current International Directors; Spouse or immediate family (mother, father, child) of these officers;
- Any others at the discretion of the District Director.

Upon notification of the illness/death, the District Director shall immediately inform the Administration Manager of the details (name, address, etc.) and the Administration Manager shall send a card and make arrangements for having the flowers delivered.

If flowers are inappropriate (i.e. in case of death where the family requests that no flowers be sent) an alternative gift/donation shall be sent. This could be a memorial gift to the Smedley Memorial Foundation, or perhaps a gift packet of educational materials for the member's club.

Rev. 3-18-06

OPERATING PROCEDURE No. 9

Subject: **REIMBURSEMENT OF
AREA DIRECTOR EXPENSES**

In addition to reimbursement for travel expenses, (see D-30 Operating Procedure #1), Area Directors shall also be reimbursed for those administrative expenses (postage, telephone, etc.) actually incurred in the performance of their duties.

Reimbursement of such expenses shall be limited to a total amount not to exceed \$16.00 per club in the Area.

All expenses must be supported by receipts or documentation and must be approved by the District Director.

Rev. 4-21-12
Rev. 10-14-17