



An Overview of District Council Meeting

9:30 am November 4th (Saturday), 2017

Q: What is the District Council and how does it relate to the Executive Committee?

The District Council makes all of the final decisions for the District. The District Council is made up of all Club Presidents and Club VPE's in the District. The District Council also includes the Executive Committee. The Executive Committee is made up of all Area Directors and Division Directors; as well as the top District Leaders (DD, PQD, CGD, PRM, AM, FM, and IPDD*). [*see below for definitions]

*Definitions

DD = District Director

PQD = Program Quality Director

CGD= Club Growth Director

PRM = Public Relations Manager

AM = Administration Manager

FM = Finance Manager

IPDGD= Immediate Past District Director

There are usually only 2 District Council Meetings (DCM) each year: One at the Fall Conference, and one at the Spring Conference. Between these two District Council meetings (DCM), the Executive Committee (EC) holds meetings (DEC meeting) to discuss District matters to ensure the district and its leaders are working toward the achievement of the district mission. EC shall have all functions and powers of the district council except such powers as may be reserved by the district council to itself; subject at all times to the general direction and approval of the district council. One way to think of this is how the DEC meeting is similar to a Board of Directors in a "for profit" corporation. And DCM is a Share-holder's meeting.

Q: When and where are DCMs held?

DCMs are held at least twice a year. It is included in the Fall and Spring Conferences. The venue of the 2017 Fall Conference District Council Meeting (DCM) is the Nikkei Hall in the morning of November 4th. Registration will be at the Credential Desk and the detail to be announced.

Q: What can the DCM do?

The DCM makes the final decisions on all of the District's business. All decisions have to follow the rules and policies of Toastmasters International.

Q: Where can I see governing resource documents of Toastmasters international?

You can see Governing Resource Documents at following URL.

<http://www.toastmasters.org/Members/OfficerResources/GoverningResourceDocuments.aspx>

Q: How are DCM decisions made?

For any decisions to be valid, a quorum must be present. Decisions are usually made by majority vote, which means "more than half of the votes cast" (when a quorum is present). In some cases, a two-thirds (2/3) vote might be needed, which means "equal to, or more than, two-thirds of the votes cast."

Q: Who are the voting members of the DCM?

The DCM's voting members are the Club Presidents and Vice Presidents Education of all clubs in District 76; and the Executive Committee (EC) members. Hence, each club is given two votes.



Q: Who can attend DCM?

Voting members can attend, of course. Besides voting members, **all active members of a club can also attend and observe the DCM.** Non-voting members are required to sit in the reserved area in the back part of the venue and they cannot participate in DCM discussions or voting.

Q: I am a voting member, but I cannot attend the meeting. What should I do?

If you are a Club President or a Vice President Education, you may designate, in writing, any active individual member of your club to act as your proxy. Please fill in Proxy Form (B) and pass it to the member who will attend the meeting as your proxy. The proxy member will submit the Proxy Form (B) at the Credential Desk to get ballots and other voting material. If you are an EC member, you may not designate a proxy.

Q: May EC members designate a proxy?

No, they may not. Only the Club Presidents and Vice Presidents Education of any member club may designate a proxy to active individual member of your club.

Q: Can I designate someone as a proxy who is not a member of my club?

No, you cannot. The Proxy has to be a member of your club.

Q: Is there any other rule of the proxy?

In the event where either the Club President or Vice President Education 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, the officer or proxy holder in attendance shall be deemed to hold the proxy of the other and may therefore cast two votes. The intent of this provision is to assure that every club will be represented by two votes.

Q: How many votes can a member be entitled?

EC members can be entitled up to a maximum of 3 votes (the total of his or her own vote and proxies). All other members, including Club Presidents or Vice Presidents Education, can be entitled up to a maximum of 2 votes.

Q: What is the Credential Desk and what should I do at the Credential Desk?

The Credential Desk is where you register your credential or proxy to get your ballot(s). If you are a Club President, a Vice President Education, or an EC member, you need to submit your credentials to get your own ballot. Club Presidents and Vice Presidents Education use Credential Form (A) and EC members use Credential Form (C). Also, if you got Proxy Form (B), please submit it and get your ballot(s), etc. You can get Proxy Form (B) only from your club's President or Vice President Education. Maximum number of votes per person is 3 for EC members and 2 for non-EC members.

Q: What is a quorum, and how does this relate to the DCM?

A quorum is the minimum number of voting members who must attend a meeting in order for decisions and business to be considered "valid" or "officially made in the name of the group." Per the Toastmasters District Bylaws, one-third of the Club Presidents and Vice Presidents Education and their proxies shall constitute a quorum for all district council meetings. EC members can vote but they are not included in the count for quorum. This shows the importance that Toastmasters puts on Clubs being included, informed and represented.

For an example of how a quorum works: The number of clubs in District 76 as of October 3rd, 2017 is 184. Each club has two votes (each Club President and VPE or their proxies). That makes the total number of club votes 368. The quorum, then, is $1/3$ of $368 = 123$.

Q: Where are voting members seated in the meeting?

All voting members are seated in the reserved area in the front part of the venue. This will facilitate a ready reference to voting preference. It will also facilitate voting members' access to the designated speaking areas.



Q: Who serves as the Chair?

DD serves as the Chair. When the DD has to vacate the Chair, PQD and CGD take charge in that order.

Q: Who can make a motion and/or participate in discussion in DCM?

Any voting member may do so when he or she is permitted by the Chair, and Non-voting members may speak when he or she is invited to the DCM by the DD and when he or she is allowed to speak by the Chair.

Q: How and when can a voting member speak?

For general questions or to make a motion, either raise your voting card, or stand and raise your voting card, or go to the nearest microphone and show your voting card. Once recognized by the Chair, state your name and the club and officer position you represent. Then state your question or motion.

Q. What are the rules and time limits for debate?

Go to the FOR or AGAINST microphone, depending on your purpose for speaking. When recognized by the Chair, state your name and the club and officer position you represent. State if you are speaking "FOR" or "AGAINST" the motion. Each speech is then limited to two (2) minutes. No one may speak a second time on a motion until everyone who wants to speak on that motion has had a chance to speak once. No more than two (2) speeches per person per motion. The total time for all debate on each question (or motion) is 10 minutes. This may be limited or extended by 2/3 vote of the assembly. [Changing something previously adopted. *see below]

*The convention standing rules are adopted at the beginning of the business session. These standing rules contain debate limits. So, limiting or extending the time for debate is a change in something previously adopted; therefore, requires a 2/3 vote.

Q: How is voting done?

Voting is made by voice or by ballot. Sometimes verification is done visually by "rising" vote (raised hands or raised voting cards, or by standing up); and further verification is sometimes done by "rising counted vote." Remember: The assembly is in charge. If the assembly doubts the call of the chair (vote result) on a voice vote, "Division" can be called by anyone (no second is required). This then means a "rising vote" is required (but NOT counted; it is just visual verification of which side has the majority). If the majority is still unclear, visually, the Chair can decide (or not) to have a counted vote, OR the assembly can demand a counted vote (which needs a majority vote to require a counted vote).

General "Rule of Thumb":

A majority vote gives members rights (allows the assembly or members to do something).

A 2/3 vote is required when it takes away rights (or limits rights, such as limiting the amount of time for speaking in debate, for example).

Q: What is the parliamentary authority of DCM?

Unless over-ridden by Toastmasters International rules and policies (in the governing documents such as Bylaws), all DCM businesses conducted according to the most current edition of Robert's Rules of Order, Newly Revised.