

# District 19 Procedures

## **SECTION I      PREAMBLE**

- A) District actions are governed by the following documents in order as stated:  
Governing Documents of Toastmasters International  
Articles of Incorporation and Bylaws of Toastmasters International  
District 19 Procedures  
Roberts Rules of Order, latest edition, for parliamentary authority
- B) The District 19 Territory as outlined by Toastmasters International is:  
Iowa, less western portion of Pottawattamie County, west of Highway 59, and  
Nebraska: Dakota County.
- C) District procedures shall not duplicate, contradict, or supersede the Governing Documents of Toastmasters International; nor shall they be more restrictive than the Governing Documents of Toastmasters International.
- D) The District Executive Committee shall be comprised of the following officers: District Director, Program Quality Director, Club Growth Director, Public Relations Manager, District Administration Manager, District Finance Manager, Division Directors, Area Directors, and Immediate Past District Director, if a member in good standing (as defined in Article XI(a) of the Bylaws of Toastmasters International).
- E) The Public Relations Manager, Administration Manager, Finance Manager and Area Directors are appointed by the District Director and subject to confirmation by the District Council. Vacancies filled shall be subject to the approval of the District Executive Committee until subsequent confirmation by the District Council.
- F) The District 19 Procedures shall be explained to Area Directors in their district leadership training and provided to each club president during the fall club visit schedule. This document shall be posted on the District 19 website. The website location of this document shall be described in the District 19 newsletter at the beginning of each Toastmaster year (July 1 through June 30).

## **SECTION II      DISTRICT COUNCIL MEETINGS**

### **(Governing Documents of Toastmasters International, Protocol 7.1: District Events)**

- A) The District Council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B) District Council meetings are governed by Article X of the District Administrative Bylaws and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.
- C) District committee chairs and other non-Council members may be invited by the Council or District Director for specific business, but shall not vote. Other non-Council members may attend but may not participate.
- D) At District Council meetings, unless noted, the following business is conducted:
  - 1) The district mission is reviewed.
  - 2) The Credentials Committee report is presented.

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- 3) The Audit Committee report is presented.
- 4) The district budget is adopted at the first District Council meeting.
- 5) The Finance Manager's Profit and Loss Statement is presented.
- 6) Appointed officers are confirmed at the first District Council meeting.
- 7) The District Executive Committee's action to fill any vacancies in district office is confirmed.
- 8) The assignment of clubs to areas and divisions for the following year is adopted at the District Council annual meeting in the spring.
- 9) The District Leadership Committee report is presented at the District Council annual meeting in the spring.
- 10) Nominations from the floor are taken, and election of district officers is conducted at the district annual meeting in the spring.
- 11) The District Director, Program Quality Director, Club Growth Director, Immediate Past District Director and the Public Relations Manager report on progress toward district goals.

### **SECTION III COMMITTEES**

- A) For inclusion on any committee, a member must be in good standing of a District 19 club in good standing.
- B) District Executive Committee (DEC):
  - 1) No video or audio recording shall be made of any District Council or DEC Business Meeting except that the proceedings may be recorded by or for the purpose of assisting the Administration Manager in writing the minutes. Such a recording is not an official record and shall not be used in place of the meeting minutes
  - 2) The DEC shall vote on travel reimbursement as early as possible in the Toastmaster year, subject to Toastmasters International Guidelines.
  - 3) In accordance with Toastmasters International Contest Rules, prior to the start of the contest cycle, the DEC shall vote on allowing areas with four or fewer clubs to send two contestants per club to compete in the area contests
  - 4) In accordance with Toastmasters International Contest Rules, prior to the start of the contest cycle, the DEC shall vote on allowing divisions with four or fewer areas to send two contestants per area to the division contests.
  - 5) In accordance with Toastmasters International Contest Rules, prior to the start of the contest cycle, the DEC shall vote on allowing divisions to send two contestants per division to the district contest (as long as the district maintains 4 or fewer divisions).
  - 6) In accordance with District Procedures Section V.E.2, the DEC will approve the District Director's recommendation for the second speech contest at the first DEC meeting of the Toastmasters year.
- C) Past District Director Advisory Committee
  - 1) A Past District Directors Advisory Committee, when convened, supports the district and its leaders, may not engage in district political activity, and works under the direction and on tasks assigned by the District Director. A quorum will be three (3) members attending the meeting where advance notice is given that a vote will be taken.

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- 2) The Immediate Past District Director, if available, shall serve as the chair. If unavailable, the chair shall be the most recent eligible Past District Director.
  - 3) All Past District Directors who are active members in good standing in a District 19 club in good standing are encouraged to serve on the Past District Director's Advisory Committee.
  - 4) The Past District Director's Advisory Committee chair shall make a reasonable attempt to notify eligible Past District Directors that the committee is being convened.
- D) District Leadership Committee  
The District Leadership Committee and its timetable are governed by Article XI, Section (b) of the District Administrative Bylaws.
- E) Alignment Committee  
Alignment is reviewed annually per District Administrative Bylaws Article XI – Committees. Policy regarding alignment of clubs can be found in Protocol 7.0 – District Structure.
- 1) The District Director will appoint an alignment committee chair by November 1<sup>st</sup>.
  - 2) The Chair must be a member in good standing in a club in good standing. It is recommended that the Chair be a Past District Governor/Director.
  - 3) Each division shall be represented on the committee, preferably by the Division Director or another active division leader, as appropriate.
  - 4) The DEC shall review and approve the alignment into areas and divisions for approval at the annual business meeting.
  - 5) A committee member will speak to at least two club officers affected by any change, after the DEC has approved the alignment, but at least 2 weeks before the annual business meeting.
- F) Area Director of the Year Committee:  
The Area Director of the Year committee is chaired by the Immediate Past District Director and includes, but is not limited to, the immediate past:
- \*Program Quality Director
  - \*Club Growth Director
  - \*Public Relations Manager
  - \*Division Directors
- The Area Director of the Year will be determined by the committee.
- G) The Division Director of the Year Committee:  
Division Director of the Year committee is chaired by the Immediate Past District Director and includes, but is not limited to, the Immediate past:
- \*Program Quality Director
  - \*Club Growth Director
  - \*Public Relations Manager
- The Division Director of the Year will be determined by the committee.
- H) Toastmaster of the Year Committee:  
The Toastmaster of the Year committee is chaired by the Immediate Past District Director and includes the Immediate past:

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- \*Program Quality Director
- \*Club Growth Director
- \*Public Relations Manager
- \*Division Directors
- \*Toastmaster of the Year

The Toastmaster of the Year will be determined by the committee.

### I) Cap Sias Award Committee:

The Cap Sias Award committee is chaired by the Immediate Past District Director and consists of a minimum of three (3) long standing members of the District and any Past Cap Sias award winners, if available. The Cap Sias Award recipient will be approved by the committee.

### J) Club Growth Director Team

The Club Growth Director's team may include but is not limited to the following suggested positions as found in the Toastmasters International Club Growth Director Handbook and the District Leader Handbook:

- \*Club Retention Chair
- \*Club Coach Chair
- \*Mentor/Sponsor Chair
- \*Demo Meeting Chair
- \*Club Extensions Chair

These team members will be appointed by the District Director, as recommended by the Club Growth Director. The Club Growth Director Handbook may not be an all-inclusive list of Club Growth Director Chairs (ie: Analytics Chair). These Toastmasters/Chairs would work directly with the Club Growth Director and will have responsibilities to help achieve the club growth goals of the district.

## SECTION IV AWARDS

The District 19 Awards Committee shall consist of the District Director, Program Quality Director, Club Growth Director and chaired by the Immediate Past District Director. This committee determines the John B. Miller Award, Ian Edwards Award, and District 19 Traveling Lectern. These awards shall be purchased, within budget, during the District Director leadership year and shall be presented by the Immediate Past District Director during the Hall of Fame Ceremony at the District Huddle. The District 19 Traveling Trophy shall be determined and presented by the Club Growth Director (or representative) onsite at the conference in the spring.

### A) John B. Miller Award

The John B. Miller Award shall be presented at the District Huddle to the Toastmaster who recruited the most new members throughout the District Year ending June 30th, based on the performance reports from Toastmasters International. In case of a tie, all winners shall receive an award. The Toastmasters who recruit the second and third most new members will also receive awards.

### B) Ian Edwards Award

The Ian Edwards Award shall be presented at the District Huddle to the club which achieves the highest ratio of educational completions to membership base as

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determined by performance reports from Toastmasters International. In case of a tie, all winners shall receive an award.

### C) District 19 Traveling Lectern

- 1) The District 19 Traveling Lectern shall be presented at the District Huddle to the first club that achieves ten goals in the Distinguished Club Program for the previous July 1 through June 30 Toastmaster year, based on the performance report from Toastmasters International.
- 2) Officer Training held at a main Toastmasters Leadership Institute (Division-led TLI) is counted towards earning the Traveling Lectern before any other approved officer training.
- 3) In case of a tie, the winning clubs shall share possession of the lectern for equal time periods.

### D) District 19 Traveling Trophy

- 1) The District 19 Traveling Trophy shall be presented to the club earning the most points based on member attendance and miles traveled. Member attendance will be verified using registration records by the Club Growth Director and miles traveled shall be measured from the club meeting site to Conference location (one way).
- 2) This trophy shall be presented at the Spring Conference.

### E) Communication and Leadership Award

The Communication and Leadership Award is presented by the District to a person in the community who is an outstanding leader. In order to receive the award, the recipient must attend the Conference, accept the award in person, and present a fifteen to twenty (15-20) minute presentation. A pool of recipients can be screened by the conference chairs. The recipient shall be selected and approved by the District Director, Program Quality Director, Club Growth Director and Conference Chair(s) and confirmed by the DEC. The award will be presented at the Spring Conference.

### F) Area Director of the Year Award:

- 1) The Area Director of the Year Award shall be presented at the District Huddle to the Area Director who has shown exceptional leadership in his or her role during the previous Toastmaster year, as determined by the Area Director of the Year Committee.
- 2) The criteria for winning the Area Director of the Year Award are to be determined by the Area Director of the Year Committee prior to its review of eligible candidates for the award.

### G) Division Director of the Year Award:

- 1) The Division Director of the Year Award shall be presented at the District Huddle to the Division Director who has shown exceptional leadership in his or her role during the previous Toastmaster year, as determined by the Division Director of the Year Committee.

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- 2) The criteria for winning the Division Director of the Year Award are to be determined by the Division Director of the Year Committee prior to its review of eligible candidates for the award.
- H) Toastmaster of the Year Award
- Purpose Statement: The District Toastmaster of the Year award recognizes members whose dedication, commitment and efforts significantly contributed towards achieving the District's mission.
- 1) The Toastmaster of the Year Award will be presented at the District Huddle to the District Toastmaster who has exhibited exceptional leadership and communication skills during the previous Toastmaster year.
  - 2) The criteria for winning the Toastmaster of the Year Award are to be consistent with District Procedures as defined in the Guidelines and Rules Toastmaster of the Year Award District 19.
- I) Cap Sias Award:
- Purpose Statement: The Carlton "Cap" Sias Toastmaster Achievement Award is District 19's most coveted, prestigious and respected award. See the Cap Sias Award Application for more details.
- 1) The Carlton "Cap" Sias Award may be presented at Spring Conference to the District Toastmaster who has exhibited exceptional leadership and communication skills over his or her tenure with Toastmasters.
  - 2) The standards for winning the Carlton "Cap" Sias Award are to be consistent with District Procedures and determined by the Cap Sias Award Committee prior to its review of eligible candidates for the award.
  - 3) This award is not necessarily presented annually.
- J) District Director Award(s):
- 1) The District Director Award is given to the outgoing District Director in recognition of their service to the district.

### **SECTION V     SPRING CONFERENCE**

- A) District Spring Conference sites should be scheduled and booked at least eighteen (18) months in advance.
- B) The District Director shall approve all contracts before they are signed.
- C) When one or more groups or cities have a desire to host a conference, they shall make their presentations to the District Council and the winning site shall be determined by a majority vote of the District Council. However, if circumstances beyond the control of the District occur, making the established location of the conference unviable, the location of the conference shall be determined by the District Director, Program Quality Director and Club Growth Director.

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- D) The District Director shall serve as the Master of Ceremonies of Conferences except where noted. In addition, District Officers shall perform the following duties. If the designated people are unavailable, the highest-ranking District Officer shall identify a replacement.
- E) Contests
  - 1. International Speech Contest - Program Quality Director shall chair.
  - 2. Per Protocol 6.0, the District Director will recommend the second speech contest to be held at the Spring Conference. The DEC will approve this recommendation at the first DEC Meeting of the Toastmasters year. This contest shall be chaired by the Club Growth Director.
- F) District Spring Conference Awards
  - Communication and Leadership Award
  - Cap Sias Award
  - D19 Traveling Trophy
  - Speech Contests
  - District Director Award

## SECTION VI DISTRICT HUDDLE

- A) The District Huddle event is the shared responsibility between the District Leadership Teams (Trios) transitioning the Toastmasters year. The District Huddle site should be scheduled, booked, and placed on the District 19 Calendar six (6) months in advance. The recommended location is central within the district. The recommended month is September or October. The recommended timeframe is 10:00am – 4:00pm to allow time for travel.
- B) The District Director shall approve all contracts before they are signed.
- C) The District Director shall serve as the Master of Ceremonies of the event except where noted. In addition, District Officers shall perform the following duties. If the designated people are unavailable, the highest-ranking District Officer shall identify a replacement.
  - 1) Membership and Leadership Training – Program Quality Director shall chair
  - 2) Hall of Fame Awards – Immediate Past District Director shall chair
    - i. Educational Awards
    - ii. Area Director of the Year
    - iii. Division Director of the Year
    - iv. Toastmaster of the Year
    - v. John B. Miller Award
    - vi. Distinguished Toastmaster Medallions
    - vii. Recognition of DEC Members
    - viii. Ian Edwards Award
  - 3) Traveling Lectern

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### SECTION VII NOMINATIONS / ELECTIONS

- A) Nomination procedures for district offices shall be according to Governing Documents of Toastmasters International.
- B) The Candidates' Showcase, chaired by the Immediate Past District Director (IPDD), shall occur at the Conference prior to the Spring Conference District Council meeting (if IPDD is unavailable, a District Leadership Committee member or Past District Director shall chair).
  - 1) At the Candidates' Showcase, all announced candidates shall have the opportunity to speak.
  - 2) The speaking order is as follows:
    - a. By office, (District Director, Program Quality Director, Club Growth Director, Division Directors W through Z)
    - b. By those listed in the District Leadership Committee's report, (alphabetical by last name).
    - c. Then those Candidates running from the floor (alphabetical by last name).
- C) At the District Council meeting, a member of the District Leadership Committee shall read the report and place the names in nomination. A copy of the report shall be given to the District Administration Manager. Nominations from the floor shall be allowed following the report of the District Leadership Committee.
- D) Political Campaign Ethics
  - 1) All campaigns for District Office shall comply with Governing Documents of Toastmasters International.
  - 2) All campaign activities sent out by a committee or an individual must identify the name of the chair of the committee or the name of the sending individual.
  - 3) No committee shall engage in campaign activities endorsing any candidate without the written consent of the Candidate.
- E) Ethics and Discipline
  - 1) All members of District 19 shall comply with the Ethics and Discipline Section of the Governing Documents of Toastmasters International.
  - 2) Other information regarding procedures, including nominations and ethics, etc., may be found on the Toastmasters International website under the governing documents or you may contact any district officer.

### SECTION VIII REVIEW AND AMENDMENT

- A) Review of District 19 Procedures
  - 1) The District Director will appoint the committee chair to review the procedures annually. It is recommended that the Chair be a Past District Director.
  - 2) Recommendations shall be approved by the DEC and adopted at the Spring District Council Annual Business Meeting.
- B) Amendment of District 19 Procedures



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- 1) Amendment to these District 19 Procedures shall be reviewed and approved by the DEC prior to presenting the proposed changes to the District Council.
- 2) Amendment to these District 19 Procedures Rules shall require a majority vote of the District Council, given four weeks previous notice of the proposed changes, or 2/3 vote, if less notice is given.
- 3) Previous notice may be published in official District 19 correspondence including, but not limited, to the Transmitter Newsletter and/or the District 19 website. Any amendments shall take effect at the close of the District Council meeting at which they were adopted.