

## **District 19 Toastmasters Meeting Rules for the 2019 District Council Virtual Meeting**

### **1. Signing in and out.**

- A. Prior to the meeting, members will receive a link to a webpage. Clicking on the link should open a web browser and go directly to the meeting. If it does not do so, the participant can go to: [www.zoom.us](http://www.zoom.us), choose “join a meeting,” and enter the 9 digit meeting id, which is at the end of the link.
- B. Members shall make every effort to sign into the meeting sufficiently in advance of the time of the meeting to enable their connections to be verified and, if necessary, be assisted by troubleshooting. The following process shall be followed in entering meetings:
  - i. If using a laptop or desktop computer, complete a full “re-boot” just before entering the meeting.
  - ii. Enter the meeting as described above. If prompted, download Zoom software and choose to run or install. If prompted, enter your name and choose to enter the meeting.
  - iii. Choose the method by which you will connect your audio, and follow the prompts on the screen. If connecting by computer, check your speakers and microphone to be sure you can hear and be heard.
- C. Mute your microphone when you are not speaking (on a computer, click on the microphone icon to toggle mute. On a tablet or phone, touch the icon).
- D. On a PC or Mac, click on the “participants” and “Chat” icons to make those items visible. If a screen share has been initiated and a document is visible in the center of the screen, move the “participants” and “Chat” windows (by dragging) to the side of the screen, so that the document is visible.
- E. Each member shall sign in to the Zoom meeting service, and shall maintain Internet access throughout the meeting whenever present, but shall sign out upon any departure prior to adjournment. Members shall maintain aural participation throughout the meeting (whenever present), through the use of the member’s computer microphone (for speaking) and speakers (for listening).

2. **Quorum calls.** The presence of a quorum shall be established at the beginning of the meeting. Thereafter, the continued presence of a quorum shall be determined by the online list of participating members, unless any member demands a quorum count. Such a demand may be made following any vote for which the announced totals add to less than a quorum.

### 3. **Connection Issues**

A. Each member is responsible for his or her connection to the Internet; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented him or her from participating in the meeting. It is expected that each participant will attend the meeting individually on a computer or device, rather than one being shared by multiple members. Immediate access to email is also a requirement.

B. **Forced disconnections.** The chair may cause or direct the disconnection or muting of a member's connection if it is causing undue interference with the meeting. The chair's decision to do so, which is subject to an undebatable appeal that can be made by any member, shall be announced during the meeting and recorded in the minutes.

C. The chair may rule that any meeting be recessed to allow the meeting room to be reset; upon which ruling the meeting shall be ended and a new meeting shall be established – with the new meeting id being sent by email to all participants who shall then enter the new meeting room.

4. **Assignment of the floor.** To seek recognition by the chair, use the raised hand feature, and wait to be recognized by the chair. When the chair recognizes you, unmute your microphone, state your name and club name, and proceed with your question or item for consideration. When you are finished speaking, re-mute your microphone. Please direct all questions and comments through the chair rather than fellow delegates or committee chairs. Upon assigning the floor to a member, the chair (or assistants) will clear the online queue of members who had been seeking recognition.
5. **Speech length.** For each debatable motion, a member shall be limited to two speeches of not more than two minutes each, unless the assembly orders otherwise. After two minutes 15 seconds, the chair will interrupt the speaker and the speaker's microphone may be turned off.
6. **Interrupting Motions.** A member who intends to make a motion that under the rules may interrupt a speaker (such as a Point of Order, Request for Information, Parliamentary Inquiry, Division, Appeal, etc.) should activate the "NO" icon (red X), and should wait a reasonable time for the chair's instructions before attempting to interrupt the speaker by voice.
7. **Motions submitted in writing.** A member intending to make a main motion, to offer an amendment, or to propose instructions to a committee, shall, before or after being recognized, post the motion in writing in the designated chat window.
8. **Display of motions.** When any motion has been stated by the chair, the secretary shall copy and paste it into the document, and shall be responsible for accurately displaying any proposed amendments under consideration, as well as the final version as adopted or rejected.
9. **Voting.**

- A. **Unanimous Consent.** The chair will try to use unanimous consent for items that are not controversial. You may hear her say, “Is there any objection to...” or “If there is no objection....” If you have an objection, use the raised hand feature and the chair will use a more formal procedure to take the vote.
  - B. **Polling feature.** The chair may choose to use the polling feature to determine if there are enough votes to bypass a secret weighted ballot.
  - C. **Secret Weighted Ballot.** For more controversial votes or votes that meet the threshold to require a weighted count, the chair will instruct members how to use the anonymous voting service with a link provided in their email.
10. **Webcam displays.** The chair, the secretary, or their assistants may cause a webcam video of the chair to be displayed at the beginning of the meeting. No other webcams will be used, in order to protect the quality of the connection.