

District 19 Toastmasters Meeting Rules for the 2021 District Council Virtual Meeting

- 1. Credentialing.** The Credentialing Committee will confirm the membership of the District Council against current records from Toastmasters International and will assign the appropriate number of votes as outlined in the District Bylaws. At the beginning of the meeting, the Credentialing Committee will report the number of Council members and votes present.
- 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.
- 3. Assignment of the floor.** To seek recognition by the chair, use the raised hand feature. 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 Council members or committee chairs.
- 4. Chat Box.** The chat box will only be used for debate or motions and will be monitored by the tech team. It shall not be used for comments during the meeting.
- 5. 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.), may unmute to get the chair's attention. Upon acknowledgement by the chair, the member will also need to use the raised hand feature to be identified.
- 6. Motions submitted in writing.** A member intending to make a main motion, to offer an amendment, or to propose instructions to a special committee, shall, before or after being recognized, post the motion in writing in the chat box.
- 7. Display of motions.** The tech team will keep a document available to "Share Screen". The tech team will accurately display main motions and any proposed amendments, as well as the final motion as adopted or rejected.
- 8. 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, unmute and say "Objection"

and the chair will use a more formal procedure to handle debate and take the vote.

- B. **Yes/No feature.** The chair may choose to use the Yes/No feature as a virtual voice vote, and/or to determine if there are enough votes to bypass a secret weighted ballot.
- C. **Poll feature.** The chair may use the Zoom poll feature as a virtual voice vote, and/or to determine if there are enough votes to bypass a secret weighted vote.
- D. **Secret Weighted Ballot.** For contested elections or votes that meet the threshold to require a weighted count, the chair will instruct members how to use the anonymous voting procedure with a link provided in the Chat.

9. Webcam displays. The chair or tech team may cause a webcam video of the chair and/or speaker to be displayed during the meeting. No other webcams will be used, in order to protect the quality of the connection.

10. 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 advise the speaker the time has expired.