



District 69

District Operating Procedures

Version 1.1

Last Updated 27th September 2021

District 69: District Operating Procedures

Foreword

All district leaders have important leadership roles within Toastmasters International. The success of the district, its clubs and the members within each club depends on how well the district leaders execute the responsibilities of their office.

The District 69 Administrative Operating Procedures is designed to be an aid to the senior executive of District 69, members in district management roles, division directors, area directors and all club members. It is a reference tool and deals with subjects that may be unique to the District 69's good management.

It contains information and considers procedures and practices by the District 69 Council. It must be noted that Federal and/or State Legislation, and the governing documents of Toastmasters International take precedence over information provided in this procedure.

This District 69 Administrative Operating Procedures has been compiled from information based on the experience of those toastmasters who have gone before. Their successes (and sometimes failures) have honed these procedures and practices.

Colin McFarlane, DTM PDG produced the original handbook for District 69 using material obtained from documents contained within District 69 Toastmasters International and *"Guide for Meetings and Organisations"* by N.E. Renton, edition eight. Prior to the introduction of this District 69 Management Handbook, its preceding document was referenced as the District Administrative Procedures and Practices

In 2019-2020 the procedures underwent another major review by Shane Cooper DTM to update it to match current Toastmasters International District Administrative Bylaws, Article IV Policy. <https://www.toastmasters.org/leadership-central/governing-documents>

The name change, from the 'District 69 Management Handbook' back to the District 69 Administrative Procedures and Practices Guide was part of that review. This was to remove any perceived confusion between the 'District 69 Management Handbook' and the Toastmaster International document the 'District Leadership Handbook.'

This document is constantly under review as circumstances change. If you are an active member of District 69, you have the right to suggest changes you believe are necessary. Please ask your executive representative to contact the Parliamentarian at District 69 to consider your input. Email: parliamentarian@toastmastersd69.org

Additional documents to assist District 69 leaders can be found at:

<https://www.toastmasters.org/leadership-central/district-leader-tools>

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Version Control & Amendment Certificates

AMENDMENT CERTIFICATE District Administrative Procedures and Practices			
Amendment No.	Details	Date	Amendment Completed
Adoption	D69 Semi-Annual Council Meeting - Toowoomba	13 Nov 2005	
1	D69 Semi Annual Council Meeting – Cairns	12 Nov 2006	
2	D69 Annual Council Meeting – Ipswich	5 May 2007	MFK 8-4-07
3	D69 Semi Annual Council Meeting –Carseldine	11 Nov 2007	Graham Miller 02/2009 (Parliamentarian)
4	D69 Annual Council Meeting – Surfers Paradise	8 May 2008	Graham Miller 02/2009 (Parliamentarian)
5	D69 Annual Council Meeting – Cairns	3 May 2009	Graham Miller 06/2009 (Parliamentarian)
6	District Executive Meeting D69 Semi Annual Council Meeting - Yeppoon D69 Annual Council Meeting - Inverell	10 April 2010 14 Nov 2010 1 May 2011	Greg Bremen 06/2011 (Parliamentarian)
7	D69 Semi Annual Council Meeting - Ipswich	12 Nov 2011	Greg Bremen 11/2011 (Parliamentarian)
8	D69 Semi Annual Council Meeting - Townsville D69 Annual Council Meeting – Tweed Heads	10 Nov 2012 4 May 2013	Graham Miller 06/2013 (Parliamentarian)
9	D69 Executive Meeting AIM, Spring Hill	15 Sept. 2013	Bob Simpson 19/09/2013 (Parliamentarian)
10	D69 Annual Council Meeting D69 Annual Convention Brisbane Technology Park Eight Mile Plains, Qld	03 May 2014	Bob Simpson (Parliamentarian 2014)

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AMENDMENT CERTIFICATE District 69 Management Handbook (Formally District 69 Procedures and Practices)			
Version	Issued	Modified by	Comments
1.0	May 2014	Colin McFarlane PDG Original Author	Previous versions of 'District Administrative Procedures and Practices'
1.1	Jul 2014	Marilyn Freeman IPDG	Amendments at executive council meeting
2.0	Jul 2015	Shane Cooper District Parliamentarian	Re-write to include new District Executive titles and amendments at Annual Council Meeting.
2.1	Apr 2016	Leonard Scuderi District Parliamentarian	Further changes for new titles
2.2	May 2016	Leonard Scuderi District Parliamentarian	Amendments at Annual Council Meeting
2.3	Dec 2017	Barrie Fuller District Parliamentarian	Amendments at Semi-Annual Council Meeting Nov. 2017
2.4	May 2018	Barrie Fuller District Parliamentarian	Amendments at Annual Council Meeting April 2018 (Travel Fund only as advised by Graham Miller)

AMENDMENT CERTIFICATE District 69 Administrative Procedures and Practices Guide (Formerly District 69 Management Handbook)			
Version	Issued	Modified by	Comments
1.0	Nov 2020	Shane Cooper PDD	Based on previous versions of 'District Administrative Procedures and Practices' and 'District Management Handbook' (Draft Only)
1.1	May 2021	Leonard Scuderi Pam Holley	Removal of content that is duplicated by TI governing documents. Move of some appendices to separate documents.

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AMENDMENT CERTIFICATE					
District 69: District Operating Procedures					
(Formally District 69 Administrative Procedures and Practices Guide)					
Version			Issued	Modified by	Comments
1.0	September 2021	Leonard Scuderi	Amendments from September District Council Meeting – Rename to District Operating Procedures.		
1.1	Sept 2023	Robert Green	Amendments: 51 minor changes by the District Council.		

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Purpose of this Document

- .1. While the district cannot create policy, it does have the ability to implement a procedure and practice guide that captures operational procedures and practices that assist members perform functions at the district level.
- .2. Where the District 69 Operating Procedure conflicts with Federal Legislation, and/or State Government Acts or Regulations, and/or Toastmasters International Governing Documents, and/or World Headquarters Policy, the above-mentioned entities take precedence in order.
- .3. In the event there is a discrepancy the District 69 Parliamentarian shall recommend amendments to the District 69 Operating Procedure . The amendments should then be referred to the District Executive Committee for consideration.
- .4. The District Director has the responsibility to provide a copy of the District 69 Operating procedures to World Headquarters for review. Each year, by the end of June, the District 69 Operating Procedures is to be updated and posted on the District 69 website.
- .5. Proposed changes to District 69 Operating Procedures shall be submitted to the District Executive or District Council for approval.
<https://www.toastmasters.org/leadership-central/governing-documents>

Structure of District 69

In District 69, it is strongly recommended that the District Director establishes the following committees each year:

- Administrative Policies Committee
- Awards Committee
- Club Growth Committee
- District Alignment Committee
- District Leadership Committee
- District Audit Committee
- District Strategic Planning Committee
- Newsletter Committee
- Past District Directors' Advisory Committee
- Program Quality Committee
- Public Relations Committee
- Speakers Bureau Committee
- Speechcraft Committee
- Youth Leadership Program Committee

Strategic Planning Committee

- .1. District 69 Strategic Planning Committee should be formed consisting of the Club Growth Director (Chair), Program Quality Director (Deputy Chair), District Public Relations Manager, District Administration Manager, District Finance Manager, District Parliamentarian, and Immediate Past District Director. At the District Director's discretion, any other member with relevant expertise may be appointed to assist the Strategic Planning Committee.
- .2. The terms of reference for this committee should include the preparation and the annual review of an ongoing five-year Strategic Plan for District 69.
- .3. The Strategic Plan should consider the Marketing Strategy and the Membership and Club Growth Plan to achieve the desired outcome. The Strategic Plan should also contain elements of the District Success Plan.

See

<https://www.toastmasters.org/~media/7866C9E5B1214109A857B40AF76BB79B.ashx>

- .4. As a minimum, the plan should aim to have a 1.5% - 8% increase of membership payment base, 1.5% - 8% increase of club base and a plan to allow at least 40% - 55% of the clubs in the district to be distinguished.
- .5. The plan should indicate the identified areas for growth in the district based on research.

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- .6. The Strategic Planning Committee should provide a report (including any recommendations for consideration) to the Annual District Council Meeting/

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District Council Meetings

- .1. Motions-on-notice for District 69 Council Meetings shall carry a preamble when they are distributed.
- .2. Motions-on-notice should be submitted to the District Parliamentarian and Past District Directors' Advisory Committee for their advice prior to distribution.
- .3. Motions-on-notice (with preambles) for District Council Meetings shall be distributed to clubs at least twenty-eight days prior to the relevant Council Meeting.
- .4. All reports for District 69 Council meetings shall be published on the District website at least two weeks prior to the meeting in place of being printed in a booklet.
- .5. At District Council and Executive meetings, written reports submitted to the District Administration Manager for distribution prior to the meetings shall be received and discussed but not read aloud.
- .6. At the discretion of the District Director, reports unable to be distributed prior to the meeting shall be permitted to be tabled and discussed.
- .7. At the first session of the District Council Meeting a motion shall be presented that all reports shall be received as read, with reports being discussed at the second session. If there is only one District Council Meeting session, then the matters detailed to occur in the second session will take place at the end of the current session.
- .8. The District Administration Manager shall, if they choose to, have recordings, arrange for audio or video recordings to be made at all District Council meetings, to facilitate accurate compilation of Minutes.
- .9. The District Director-elect shall inform the District of the persons appointed to District office by announcement at the final event of the District Conference.
- .10. The District Executive shall report on the action taken on motions passed at District Conference by way of email to all Voting Delegates and Club Secretaries, within one month of Conference. This will be the responsibility of the District Administration Manager at that time.
- .11. The District Administration Manager shall be responsible for
 - forwarding to all Clubs a report of the Minutes of District Executive and District Council Meetings, together with an Action Sheet.
 - emailing the above documents within 14 days of each meeting.

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- Publishing a copy of the minutes on the District 69 Website within 14 days of the meeting.
- .12. The District Director-elect shall be responsible for ordering badges for incoming Officers as soon as possible after the Annual District Council Meeting .
- .13. Continuing motions arising from decisions of District Council and District Executive shall be recorded in this document: this shall be the responsibility of the District Parliamentarian.
- .14. Current District 69 Operating Procedures be recorded on the District Website. This will be the responsibility of the District Parliamentarian.
- .15. District Council Meetings (physical) – Credentials Desk
- .15.1. Registration of voting delegates at District Council Meetings shall be at a credentials desk organized and overseen by the District Parliamentarian. Past District Directors, through the Chair of the Past District Directors’ Advisory Committee, shall be invited to staff the credentials desk.
- .15.2. The credentials desk shall open one hour before the scheduled starting time of each council session and remain open until the conclusion of any such District Council meeting.
- .15.3. District 69 is located within a jurisdiction where Robert’s Rules is not a recognized authority as per Article XIII of the District Administrative ByLaws.
- .16. District Council Meetings (Online) – Credentials
- Pre-registration of voting delegates at Online District Council Meetings shall be done by preregistration via the online platform used (Zoom).
 - At least 30 mins before council meeting commencement the online platform is opened and for final credentialing (organised by the District Parliamentarian) to allow meeting to start on time.
 - Allocation of votes and proxies is performed as per TI Governing Documents for Vote Allocation and assignment of Proxies (Article X of the District Administrative ByLaws).

District Conference

General

- .1. The Annual Meeting of District 69 shall be known as "The Annual Conference and District Council Meeting". No other Toastmasters function shall be called by that name. It shall be conducted during a weekend in April or May that does not include Anzac Day and that is at least four weeks after the final Division Conference.
- .2. That the location for the District conference be determined by the District Council after the receipt of a bid from a club, or any other district entity, in good standing to host the conference. The bid to host the conference must include the following information:
 - The proposed location of the conference
 - The proposed venue
 - A risk management plan
 - The proposed cost to the members
 - The proposed payment plan for the venue (including any forward booking fees)
 - The cost of any accommodation at the venue or the closest four-star hotel to the venue

Practice:

- .3. That bidding for each conference is in a written submission this may be accompanied by a five-minute oral presentation. The DEC will recommend a submission for final approval by District Council; this shall be the last item of the Agenda of each Annual District Council Meeting.
- .4. If no bid is received, the District Executive Committee shall designate a conference committee that will be under the chairmanship of the District Director-elect. One of the considerations when selecting a location is the fiscal impact on the members wishing to attend the conference.
- .5. It must be clearly understood that the successful Host Club, or entity, is acting on behalf of District Council, and not on its own behalf. In the interests of both District Council and the Host entity, the following purposes of the Conference should be understood and followed explicitly:
 - Annual District Council Meeting
 - Election of Officers for the following year
 - Educational sessions
 - Fellowship
 - District Speech Contest Finals

Reference: <https://www.toastmasters.org/-/media/files/departments/documents/district-documents/222-district-leadership-handbook.ashx>

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- .6. All entities conducting events on behalf of District 69 shall be made aware that: they will be held responsible for any losses incurred, and that any profit is to be remitted to District 69 and that an accounting report shall be submitted to the District Finance Manager or nominee. District may support any entity incurring a loss with such an event due to an unforeseen circumstance. A Conference Convener should be identified by the entity to keep the district informed on the progress of the conference planning.
- .7. A full budget for each District Conference be submitted to District Council at the District 69 Annual Council Meeting prior to the proposed conference. Conference) The cost for viewing the contests in person or online shall be set and included in Schedule of Costs and Expenses adopted as part of the District 69 Budget.
- .8. In the event of an Annual Conference bid being withdrawn, an alternative conference venue and budget will be arranged, by the District Director; details are to be provided to the District Council for ratification as soon as same are available.
- .9. The Program Quality Director in the year of the event shall be responsible for the coordination of the event program.
- .10. All District Conference venues comply with all Federal/State Regulations in respect of provision of suitable facilities and access for the disabled.
- .11. District 69 pays the conference venue deposit when required by the host based on a payment plan submitted in the proposal. Any progress payment must be approved by the DEC prior to the payment being made.
- .12. The Program Quality Director shall endeavour to ensure all perpetual trophies for District speech contests are returned prior to the commencement of the District Conference. If a trophy cannot be located the PQD is responsible for arranging a replacement at district cost.
- .13. Conference planning report, closing report and budgets be filed for future reference by the 31 July each year.

District Contest Finals

- .14. The contests held by District 69 are usually International, Humorous, Evaluation and Table Topics Speech Contests. In July, the DEC will vote on the makeup of the contest as per TI Policy 6.0: Speech Contests.
- .15. Particular attention should be paid to the requirements for the district to record the International Speech Contest as directed by Toastmasters International and submit the video to World Headquarters.

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Conference Committee

- .16. Copies of the Minutes of each Conference Committee meeting shall be forwarded to the following - District Director, Program Quality Director, Club Growth Director, District Administration Manager, District Finance Manager and District Public Relations Manager. These minutes shall include a Conference Finance Manager's report.
- .17. No material relating to the conference is to be printed without the approval of the District Director.
- .18. The District Director or appointed representative must approve all aspects of Conference Committee planning.
- .19. The Program Quality Director is responsible for the conduct of all Speech Contest Finals.
- .20. The chief organiser of the Conference Committee shall be known as the Conference Convenor. The Program Quality Director shall be known as the Contest Chair.
- .21. The incumbent District 69 Administration Manager is to attach the names of all contest winners from the District 69 speech contests, for that given year, as an addendum to the minutes of the District 69 General Council Meeting.

Conference Planning

- .22. Clubs are requested not to program special events in the fortnight prior to Conference.
- .23. A flag ceremony and banner parade should be held at the District Conference where practical. The Division in which the conference is being held should lead the event with the other Divisions following in alphabetical order. In lieu of a physical banner parade, a virtual banner parade can be held.

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District Expenses

District Finance

Policy: District Administrative Bylaws: Article XII (a)

<https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/district-finance>

- .1. The conduct of this District's financial affairs shall be subject to policies established by the Toastmasters International Board of Directors from time to time. Payments of District expenses shall be made only for expense items benefiting the District and consistent with the purposes and policies of Toastmasters International.

5.1.1 District shall prepare a budget each year, which shall be submitted to the District Executive Committee for review and subsequently to the District Council meeting for approval.

5.1.2 The District Budget shall include a Schedule of Costs and Expenses for reimbursing costs incurred for District purposes.

District Executive

Procedure

- .2. The District Budget shall include a Schedule of Costs and Expenses for reimbursing costs incurred for District purposes
- .3.
- .4. This amount may be reviewed by the District Executive Committee as required.

Practice

- .5. That Area Directors shall be reimbursed from District funds for:
 - .5.1. Photocopying & Stationery: Expenses needed to effectively undertake official duties.
 - .5.2. Other Expenses: Expenses approved by the District Director.
- .6. That Division Directors shall be reimbursed from District funds for:
 - .6.1. Travel: for which they may claim will be at a rate set each year in the Schedule of Costs and Expenses in the District Budget based on current guidelines. When use of a personal vehicle is not practical, the lowest available public transport fare, be it plane, train, or bus/coach will be used. Reimbursement of travel costs is permitted for:
 - Attendance at District Executive Training, where the training is not conducted electronically and where such travel is not Paid for by District directly or held in conjunction with a District Council Meeting.

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- Photocopying/Stationery: Expenses needed to effectively undertake official duties
 - Other Expenses: Expenses approved by the District Director.
- .7. That District Officers not listed above shall be reimbursed from District funds, for:
- Travel: for which they may claim will be at an amount set each year in the district budget based on current guidelines. When use of a personal vehicle is not practical the lowest available public transport fare, be it plane, train or bus/coach will be used. Reimbursement of travel costs will be permitted for:
 - o Attendance at the direction of the District Director where the event is not conducted electronically and where such travel is not paid for by District directly or held in conjunction with a District Council Meeting.
 - Photocopying/Stationery: Expenses needed to effectively undertake official duties.
 - Other Expenses: Expenses approved by the District Director.
- .8. For purposes of attending District Officer training the District Officers detailed above shall be reimbursed for accommodation expenses
- .8.1.1. for the Saturday night, when the training is being conducted over a Saturday and Sunday and where the training is not conducted electronically when the officer lives more than one hours travel time from the venue.
 - .8.1.2. for the Friday night, when the officer lives more than two hours travel time from the venue and training is being conducted over a Saturday and Sunday and where the training is not conducted electronically unless approved by the District Director subject to the governing documents of TI
- .9. Other officers may stay on a Friday night for convenience should they wish, but this will be at no cost to District. Reimbursement will be at a rate commensurate with the mean average rate for three-star accommodation rate for that area, as determined by the District Director and District Finance Manager.
- .10. To assist in defraying accommodation costs to District, the use of "billets", where appropriate, is encouraged.
- .11. To assist in defraying travel costs to District, the use of "car-pooling", where appropriate, is encouraged.
- .12. Area Directors may also have accommodation costs met from District funds where due for whatever reason (e.g., distance, adverse weather, etc.) it is necessary for them while

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making an official club visit to remain overnight. Again, the use of "billets", where appropriate, is encouraged.

- .13. Claims for Travel to attend Division Council Meeting and District Council Training and any claim for reimbursement shall be made to the District Finance Manager with a detailed expense claim.
- .14. The District Director may choose to allow/authorise payment at any point where a claim is subject to extenuating circumstances.
- .15. Where an individual expense involves more than Fifty (50) dollars, that was not approved in their budget it must be authorised in writing by the District Director and the District Finance Manager.

District Expenses: General:

- .16. District shall insure for coverage Public Liability and Property on an annual basis.
- .17. That the following documents should be published on the District 69 website.
 - .17.1. Certificate of Currency for the D69 Public Liability insurance policy; and
 - .17.2. Statement of details of coverage of the D69 Public Liability insurance policy.
- .18. Following the election of officers at the District 69 Council Meeting a motion shall be put that appoints the District Director-elect, Program Quality Director-elect, Club Growth Director-elect, and incoming Finance Manager as signatories to the District 69 bank account with effect July 1st of the incoming year.

International Convention and Training

- .19. That District 69 meets the following expenses, subject to a commitment by WHQ, and provided that District funds are available:
 - .19.1. District Director: ticketed events to bring base Convention registration provided by Toastmasters International to full registration and eight (8) nights' single accommodation.
 - .19.2. Program Quality Director, Club Growth Director: full Convention registration and eight nights' single accommodation.
 - .19.3. District may also reimburse airport transfers, visa applications, and foreign currency conversion fees for all three senior officers. A meal allowance may be paid (As set out in the Schedule of Cost and Expenses) for District Director, Program Quality Director, Club Growth Director. The District Director may receive a per diem (allowances for travel in foreign areas) from Toastmasters

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International. (Refer: Toastmasters International Policies and Procedures: Policy 8.3.2(C)- District Leader Expenses.)

Mid-year Training:

- .20.District reimburses cost of single accommodation for three nights and may also reimburse payments similar to those in 5.24.3 for the three senior officers to attend mid-year training.

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District Administration:

District Calendar:

- .1. That a calendar of events be included on the website.

District Changeover:

- .2. The District Changeover meeting is held on the last Saturday in June. Clubs are requested not to organise functions on this day.

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District Historian:

- .3. That the District Director appoints a District Historian to maintain the history of District 69 and that this history be added to the District 69 Website to facilitate its perusal by all Toastmasters in the District, with provision for updating from time to time.
- .4. The District Club Growth Director shall advise the District Director and District Historian of the following:
 - Club Name, Charter Number, Area, Division, Date of Charter (as per Certificate)
 - Meeting Venue
 - Charter Executive
 - Individual Club Sponsor/s, Mentors and Sponsoring Club(s).
 - Outstanding features of Club

District Officer Visits:

- .5. To make the most effective use of visits by Senior District Officers, Clubs should program them to conduct educational segments and arrange appropriate media publicity where possible.
- .6. On all official visits to Clubs, District Officers should have dinner/meeting fees paid as guests of the Club.
- .7. A Senior District Officer shall be invited to attend each Area or Division Council Meeting.

Administration of Areas, Divisions:

- .8. Each Area/Division shall adopt a set of Standing Orders for the conduct of meetings.
Refer:
 - (1) Guide for Meetings and Organisations by N.E. Renton, current edition.
- .9. Area Directors are encouraged to invite a Senior District Officer to all Area functions.

Quorum

- .10. The quorum for Council Meetings shall be:
 - Area: A simple majority of Presidents, Vice Presidents Education and Vice Presidents Membership of eligible Clubs within the Area.
 - Division: A one third of Presidents and Vice Presidents Education of eligible Clubs in the Division.
- .11. The Voting rights for Council meetings are:
 - Area Council: Club Presidents, Vice Presidents Education and Vice Presidents Membership, Area Director, Assistant Area Director Program Quality, Assistant

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Area Director Club Growth, Immediate Past Area Director and Area Secretary. Any member not in good standing or representative of an ineligible Club is not entitled to a vote.

- Division Council: Club Presidents, Vice Presidents Education, Area Directors, Division Director, Assistant Division Director in Program Quality, Assistant Division Director Club Growth, Immediate Past Division Director and Division Secretary. Any member not in good standing or representative of an ineligible Club is not entitled to vote. See Appendix L for further information regarding Division Council.

.12. Ex-Officio Votes: Division Directors are entitled to vote at Area Council Meetings, the District Director is entitled to vote at all levels.

.13. A suggested script for the installation of new officers (Club Officer Installation Script) can be found in the Club Leadership Handbook.

Club Insurance:

.14. For District Insurance Certificate, see District website.

Past District Directors' Advisory Committee: (PDDAC)

.15. Resolution of District Council - May 1983

The objectives of the Committee are:

(a) To recognise the value of the work of District Directors.

(b) To formalise the "passing on" of the benefits of their collective knowledge and experience to following District Executives.

.16. It is the responsibility of this Committee to assist the incoming District Director. Traditionally, the second year Past District Director chairs this Committee.

.17. The Committee shall:

- a. provide assistance in the preparation of Training for senior district executive members if required.
- b. assists in the preparation of District Resource Lists if required.
- c. .
- d. provides support and guidance for all members of the District Executive if required.
- e. .
- f. proactively encourages all active members to consider District leadership roles.

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Speech Contests:

- .18. That at all District 69 speech contest finals, trophies be awarded to the three place-getters in addition to the perpetual trophy being presented to the winner.
- .19. That debriefs can be performed by the Chief Judge with their judging panel after Speech Contests (effective July 1st, 2016), at a time that does not impact the running of the conference.
- .20. Following the Annual District 69 Council meeting and prior to the start of the District 69 contest cycle, the District Program Quality Director-elect shall communicate to all clubs and areas the district decision whether to allow the two highest-placed available contestants to advance from club to area in areas with four assigned clubs or fewer.
- .21. The Area Director or Division Director shall be responsible to appoint the Chief Judge at their contests. The Program Quality Director is responsible for the appointment of the Chief Judge at the District contest. Appointment of Chief Judge must follow the current year's Speech Contest Rulebook.
- .22. The Chief Judge at Area and Division Contests is considered to be a guest at the Contest function.
- .23. It is District practice that, for all contests, at all levels of competition, the winners of the previous year's contests should be invited to chair the contests in the current year.

Toastmaster of the Year:

- .24. That District 69 uses the template provided by WHQ to nominate Toastmaster of the year.
- .25. This District Award is open to all Toastmasters in District 69, except voting members of the District Executive (For further details see Appendix E).
Note: All Toastmasters are eligible to be nominated for Toastmaster of the Year Award at Club level.
- .26. Nominations for District Toastmaster of the Year Award can be made by any member of District 69 using the official form and submitted to the District Director. The District Award shall be presented at the Hall of Fame.

APPENDICES

APPENDIX A Standing Orders for Conduct of District 69 Business Meetings

Article 1: Operation

These Standing Orders supersede any previous resolutions of this District which may be contradictory to these Standing Orders for the conduct of this District.

1. These Standing Orders shall be applicable to all District Council meetings, Executive meetings, Special meetings and Committee meetings of this District and shall be construed subject to the requirements of the Toastmasters International District Administrative Bylaws and District 69 Administrative Procedures and Practices.
2. Any matters not dealt with in these Standing Orders, shall be governed by the rules set out in the current edition of the publication "Guide for Meetings and Organisations" (Vol. Two) by N.E. Renton.
3. Any member of the District Council may move suspension of Standing Orders for a particular purpose, and if appropriate, for a stated period of time. A motion to this effect shall be open to debate.
4. Amendments to these Standing Orders may be made at a District Council meeting or at a District Executive meeting, notice of which has been given to all voting delegates a clear four (4) weeks before such District Council meeting or District Executive meeting.

Article 2: Meetings

1. Meetings shall start at the time set out on the meeting notice and shall, subject to the presence of a quorum, continue until all business on the agenda is disposed of.
2. Voting delegates to a District Council meeting must register at the credential desk preferably before the stated time of commencement but at any time up to the conclusion of any such District Council meeting.
3. Voting slip/s are to be provided to each voting delegate at a District Council meeting in terms of the District Administrative Bylaws Article X Section (e): such voting slips shall be provided by the District Parliamentarian under the authority of the District Director.

Article 3: Chairman (District Director)

1. When the District Director rises to address the meeting, all other speakers shall cease speaking immediately and be seated.
2. The District Director, at his/her discretion, may accept or reject any motion or amendment, excluding a motion of no-confidence in the Chairman.

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3. The District Director's ruling on all points of order and procedure shall be final except when a motion of dissent from the Chairman's ruling is moved, seconded and carried. The motion will be presented in the following form: "That the District Director's ruling be upheld". The mover has the right to speak briefly on such a motion, and the District Director to explain why the ruling was given. The District Director calls for the vote.

Article 4: Motions and Amendments

All proposals made to a meeting shall be given in the form of motions.

1. If required to do so by the District Director, the proposer of any motion or amendment, shall submit it in writing.
2. Except in committee, no member other than the proposer of a motion or amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
3. A motion or amendment before the meeting may be reworded by the mover (without altering its meaning) subject to the unanimous approval of the meeting.
4. A motion or an amendment before the meeting shall not be withdrawn except by its mover, with the unanimous approval of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
5. An amendment must be relevant to the motion and so worded that it forms, with part of the original motion unaffected by it, a sensible and consistent proposal. It must not be a direct negation of the original motion.
6. When an amendment is before the Chairman, discussion shall be confined to the amendment. Further amendments shall not be moved until the amendment before the Chairman has been disposed of, they may, however, be foreshadowed.
7. If the first amendment is lost, the original motion again becomes open to amendment.
8. If the first amendment is carried, the motion as amended becomes the substantive motion and is again open to amendment. When the substantive motion is put to the meeting and carried, it becomes the resolution (is the decision) of the meeting.
9. The mover and the seconder of the original motion shall be precluded from moving or seconding any amendments thereto, but not from speaking to such amendments.
10. All motions to a District Council meeting shall be in the form as prescribed in the District 69 Administrative Procedures and Practices Section 1 District Council Meetings.

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Article 5: Speaking Procedure

1. Unless otherwise resolved:

(a) The proposer of a motion shall be allowed three minutes to introduce it and two minutes to reply to the debate.

(b) Other speakers shall be allowed two minutes.

2. Any voting delegate desiring to speak at any meeting of the District shall rise in their place, and when called by the District Director, address the District meeting. If two or more members rise simultaneously, the District Director shall call the member who first caught the District Director's attention. Any question to other members shall be put through the District Director.

3. Every speaker must keep to the question before the meeting. Any voting delegate who digresses from the subject may be called to order by the District Director.

4. No interruption of a speaker is allowable except for procedural motions and points of order.

5. No voting delegate shall speak more than once for or against any motion or amendment with the following exceptions: -

(a) when in committee.

(b) as mover of an original motion exercising their right of reply.

(c) with the permission of the District Director to make a personal explanation or answer a question through the District Director.

6. The seconder of a motion or amendment may reserve their speech to a later stage of the debate on the motion or amendment. A seconder of a motion or amendment has no right of reply.

7. The District Director shall, as far as is practical, call on speakers for and against a motion or amendment alternatively. If two consecutive speakers have both argued against or for a motion or amendment and there is no other speaker wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or amendment (subject to the right of reply if applicable) shall be put without further notice. When no speakers are against a motion, no right of reply shall be given.

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Article 6: Right of Reply

1. The mover of a motion shall have a right of reply after all amendments have been put. Such a reply shall close the debate. If any amendment is moved, the mover of the original motion may speak to it and also exercise their right of reply before the final motion is put.
2. When exercising the right of reply, the speaker shall not introduce matter irrelevant to the original motion or additional supportive statements not previously debated.
3. The mover of an amendment has no right of reply.

Article 7: Voting

1. Voting delegates at District Council meetings shall be as prescribed in District Administrative Bylaws Article X.
2. Voting shall be as per show of voting slip/s as detailed in these Standing Orders Article 2 Section 3 in this appendix
3. On an equality of votes, the Chairman shall declare the question resolved so as to maintain the status quo except in the case of the election of officers when the election shall be decided by lot (as in Article IX Section 3 of the Bylaws of Toastmasters International).
4. Registration for voting delegates at a District Council should be done preferably before the stated time of commencement but can be done at any time up to the conclusion of any such District Council meeting.
5. The District Parliamentarian shall be responsible for the Credential Desk and advice to the Chairman of the number of voters registered for each District Council meeting.

6. The District Parliamentarian shall be responsible for the tallying of all required votes at a District Council meeting.

Article 8: Points of Order

1. At any time during a meeting, a voting delegate may rise to a point of order, which must take precedence over all other business other than calls for a quorum, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order. The District Director must immediately rule upon such point of order.

Article 9: Formal Motions

1. Limit on Speaker - A member may, at any time move "That the speaker be no longer heard" or "That the speaker be heard for (a specific period) only". Such motions shall be put without amendment or debate. No other motion, except the closure motion shall be moved while the speaker has the floor.

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2. The Previous Question (that the question be NOT now put) during discussion of a motion (but not an amendment) - A member who has not participated in the debate previously, may move "That the question be NOT now put". The motion, if carried, disposes of the question under discussion for the meeting. If the motion is lost, then the original motion shall be put immediately without discussion or amendment.

3. Next Business - A motion "That the meeting proceed to the next business" may be moved on a motion or amendment. No seconder is required, and it cannot be discussed. Its effect is to dispose of the question under discussion.

4. Adjournment - A member may move "That the debate (or meeting) be adjourned". Discussion shall be in order, but only amendments as to the time and/or place of resumption shall be permitted. The motion shall take precedence over other business before the District Director, except points of order.

5. The Closure - A member who has not previously participated in the debate may, at any time (whether another speaker has the floor or not) move "That the question be NOW put" which motion needs no seconder and shall be put without amendment or debate. The Chairman may accept or reject the motion. In either case the mover of the motion shall retain their right of reply if applicable. If an amendment is before the District Director, the closure motion shall be deemed to close the debate on the amendment.

Article 10: Resolutions: Null and Void

If a resolution which contravenes the Toastmasters International Policies and Protocol or District Administrative Bylaws is passed, it is null and void.

1. Only voting delegates may propose, second, or vote on a motion. Non-voting delegates may speak to a motion at the Chairman's discretion.

2. The Parliamentarian may prepare motions-on-notice, but may not propose, second, or vote on a motion (unless registered as a club delegate.)

APPENDIX B: Link to Current District 69 Documents

Public Liability Insurance

All member clubs have public liability coverage through a policy taken out for all Toastmasters Clubs in Australia.

These documents are available for use within clubs in District 69. If these documents require updating, they will be amended accordingly.

Insurance Certificate of Currency (Certificate dated 29 May, 2020)

<https://www.toastmastersd69.org/wp-content/uploads/2020/06/3477414-Toastmasters-COC.pdf>

Certificates can be found under, Resources, District Resources, Procedures and Practices Tabs on the D69 Website.

District 69 Risk Management Plan

Risk management plans need to be in place for all Club meetings and special events: Area Conferences etc....

District 69 offers a template to all members to download and use when Risk Management plans are required

D69 Risk Management Plan updated April 2019

<https://www.toastmastersd69.org/resources/club-resources/policy-procedures/>

District 69 Media Release Form

District 69 Media Release Form (Last Updated 23 July 2020)

Are you looking for a particular policy and couldn't find it here? Let us know by emailing the District 69 Webmaster on webmaster@toastmastersd69.org.

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Appendix C: CEO Daniel Rex Letter

Proxies at Area & Division Council Meetings

Dear Clare,

Thank you for your inquiry seeking clarification on issues surrounding the current District 69 operating procedures with respect to the use of proxies at area and division council meetings and the structure of the division council. We have reviewed the Governing Documents of Toastmasters International as it relates to the areas of concern and the appropriate staff here at World Headquarters have discussed it extensively. Here is our recap:

Two of the issues pertain to the use of proxies at the area and division council meetings. Except in the instance of electing area governors, there is no other provision for proxy voting at area or division council meetings within policy or protocol. Any significant business affecting anyone beyond the area (besides the possible AG elections) would still ultimately still be handled at the district council meeting. With the same make up of voting members, we see no problem with allowing them to continue this practice. If it is what works best for the district and does not contradict policy, then the district's operating procedure can stand.

As for the other issue of who are considered members of the division council, as indicated in the District Leadership Handbook, the structure is recommended and as we see from the 1990 Board minutes that Cindy Mount previously provided and that you have cited, it is therefore not meant to be exclusionary. We agreed there is no problem if the district wants to invite club presidents and vice presidents to participate at the division level in addition to the area level council meetings. They are all part of the greater whole – the district council, after all. This goes back to the district running their business with operating procedures that work best for their unique situation, so long as they do not contradict policy. In the case of D69 where geography is vast, it is valid that their practices may differ from other districts.

To summarize, we do not see any clear violation of any written policy or protocol (or intent of same) with District 69's current practices. If they are working well for the members and are in alignment with the wishes of the district council (according to the document provided), we are happy to approve your recommendations as put forward and no further action is necessary.

We appreciate your efforts in order to clarify these areas of concern which will help better meet the needs of the members.

Please let me know if you have further questions and thank you for everything you do on behalf of Toastmasters International.

Sincerely,

Dan

Daniel Rex

Executive Director Toastmasters International

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