



District 69

Management Handbook

June 2018
Version 2.5

Foreword

A district leader has one of the most 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 Management Handbook is designed to be an aid to the senior executive of this district, district managers, division directors, area directors and the officers of member clubs. It is a reference tool and deals with subjects that may be unique to the District 69's good management.

It contains information and considered policies by the District 69 Council and it must be noted that the governing documents of Toastmasters International take precedence.

This Handbook was compiled from the experience of those toastmasters who have gone before. Their successes (and sometimes failures) have honed these procedures and practices. It is constantly under review as circumstances change and you have the right to suggest changes should you think it necessary. It can only be updated by a meeting of the district council when a quorum is present and by a majority vote of delegates.

Version Control

Version	Issued	Modified by	Comments
1.0	May 2014	Colin McFarlane 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)
2.5	June 2018	Barrie Fuller District Parliamentarian	Amendments to Titles as per motion 13 th November 2016

Colin McFarlane DTM produced this 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 formerly referenced to as the District Administrative Procedures and Practices.

See Appendix A for a copy of the amendment certificate for previous versions. This version control system now supersedes that amendment certificate. Any changes to Procedure or Practice in this handbook are to be amended through the District Council using the correct parliamentary procedure and documented by the District 69 Parliamentarian accordingly.

Any feedback about the content of the handbook is appreciated. If any user believes additional information should be included in future versions of this handbook, please contact the Parliamentarian at District 69. Email: parliamentarian@toastmastersd69.org

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This document is maintained by the District 69 Parliamentarian.

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Toastmasters International: POLICIES and PROTOCOL Policy 1.1

Mission Statements, Values and Envisioned Future:

1. Toastmasters International's purpose is defined in Article II: Purpose of the Articles of Incorporation of Toastmasters International. The purpose is further defined in Article I: Purpose of the Bylaws of Toastmasters International. The purpose of the district is defined in Article II: Purposes of the District Administrative Bylaws. The purpose of the club is defined in Article I: Mission and Purposes of the Club Constitution.

2. The mission statements, the values statement, and envisioned future in this policy succinctly express the function of each organizational unit. The statements are used in marketing and public relations, in leader manuals and training, and at meetings and events.

A. Toastmasters International Mission

We empower individuals to become more effective communicators and leaders.

B. District Mission

We build new clubs and support all clubs in achieving excellence.

C. Club Mission

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.

D. Toastmasters International Values

- Integrity
- Respect
- Service
- Excellence

E. Toastmasters International Envisioned Future

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development

Division Purpose:

Provide district support and resources to clubs and members through area directors

- Aid in administration
- Assist in the presentation of speech contests
- Assist with training area and club leaders
- Help clubs and areas achieve Distinguished goals

(p.19 District Leadership Handbook Rev 2/2017)

Area Purpose:

Ensure each club fulfils its responsibilities to its members and becomes a Distinguished Club

- Promote and extend the benefits of membership in Toastmasters clubs
- Help in the organization of new clubs
- Facilitate the training of club leaders
- Encourage clubs to undertake efforts that create greater community awareness of Toastmasters and make Toastmasters available to more people.

- **Oversee and conduct quality speech contests in the district**
(p.20 District Leadership Handbook Rev 2/2017)

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1 GOVERNANCE:

Policy: District Administrative Bylaws: Article IX (b)

Clause #1: That where the District Administrative Procedures and Practices are in conflict with World Head-quarters Policy, the District Parliamentarian shall recommend amendments to the District Practices & Procedures Handbook accordingly, and refer these amendments to the District Executive for their information and decision.

Clause #2: That the District Constitution be accepted. (May 1971)

Practice:

- 1.1 Changes to District Procedures shall be submitted to District Council for approval.
- 1.2 Changes to District Practice shall be submitted to District Executive for approval

2. STRATEGIC PLANNING COMMITTEE:

Policy: District Administrative Bylaws: Article XI (d)

Other Committees may be appointed from time to time as may be deemed advisable by the District Director or the District Council.

Procedure:

2.1 That a District 69 Strategic Planning Committee be formed consisting of the District Director, Program Quality Director, Club Growth Director, District Public Relations Manager, District Administration Manager, District Finance Manager, District Parliamentarian, District Logistics Officer, and Immediate Past District Director and, at the District Director's discretion, any others with relevant expertise.

2.2 And that the chairman be appointed by the District Director

2.3 And that the terms of reference for this committee include the preparation and annual review of an ongoing five year Strategic Plan for District 69 which deals with Growth and Retention, Program Quality, District Wide Impact, and Finance, as well as any other related matters referred to it by the current District Director;

2.4 And that the Strategic Planning Committee provide a report (including any recommendations for consideration) to annual District Council meeting.

3. DISTRICT COUNCIL:

Policy: District Administrative Bylaws: Article X (a)

Regular Meetings. The District Council shall hold at least two regular meetings during each year, with the exact number and schedule of meetings to be fixed by the District Council from time to time. One of the required meetings shall be called the "Annual Meeting," and shall be held between March 15 and June 1. The other required meeting shall be held as soon as practical after the Annual Business Meeting of Toastmasters International but in no event later than December 1.

Two District Council Meetings shall be held each year: the first shall be held in November, with the latter as part of the Annual Conference.

Notice of any regular meeting shall be sent in writing to all District Council members at least four weeks prior to the date of such meeting. Both meetings shall include in their schedule educational programs or sessions for all District Council members attending.

(Bylaws of Toastmasters International XII.4)

An Annual Conference shall be held by the District for the purpose of promoting the interests of Toastmasters International and improving the efficiency of local Clubs.

4. DISTRICT CONVENTIONS and SEMI-ANNUAL CONFERENCES:

General:

4.1 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.

4.2 Note: The Final Semi-annual Conference and Council Meeting of District 69 was held November 2017

Annual Conference:

Procedure:

4.3 That the location for the District conference be determined by the voting delegates at the Convention two years preceding the event.

Practice:

4.4 That bidding for each Conference is by written submission and as the last item of the Agenda of each Conference; verbal persuasion may be included. In the event that no bid is received, then District Council shall designate a convention committee that will be under the chairmanship of the District Director-elect.

4.5 It must be clearly understood that the successful Host is acting on behalf of District Council, and not on its own behalf.

In the interests of both District Council and the Host Club, the following purposes of Conference should be understood and followed explicitly:

- Annual District Council Meeting
- Election of Officers for the following year
- District Speech Contest Finals
- Educational sessions
- Fellowship

4.6 That all Clubs and individuals conducting events on behalf of District 69 shall be made aware that (a) they will be held responsible for any losses incurred, and that (b) any profit is to be remitted to District 69 and that (c) an accounting report shall be submitted to the District Finance Manager or nominee; District may support any Club or individual incurring a loss with such an event due to an unforeseen circumstance.

4.7 That a budget for each Convention be submitted to District Council at the District 69 Annual Conference twelve months prior to the proposed convention.

4.8 That the venues for the District Semi Annual Conference, Annual Conference and both Council meetings shall be at the discretion of the District Director.

4.9 That in the event of a Semi Annual or Annual Conference bid being withdrawn, an alternative convention venue and budget will be arranged, details to be provided to the District Council for ratification as soon as same are available.

4.10 That the Program Quality Director in the year of the event shall be responsible for the coordination of the event with the intention that he or she takes on the coordination role upon his or her election as Club Growth Director eighteen months prior to the event.

4.11 That all District Conference venues comply with all Federal/State Regulations in respect of provision of suitable facilities and access for the disabled.

4.12 That District 69 pays the Conference venue deposit when required by the Host.

4.13 That the Program Quality Director shall ensure all perpetual trophies for District speech contests are returned prior to the commencement of the District Conference.

4.14 The district shall be responsible for the recording and production of district speech contest Finals: such recording shall be the only recording allowed and that copies of such recording shall be available for purchase no later than 1 (one) month after the event.

4.15 That Conference planning reports be filed for future reference twelve months prior to the proposed event.

Conference Committee:

4.16 Copies of the Minutes of each Conference Committee meeting shall be forwarded to the following - District Director, District Program Quality Director, District Club Growth Director, District Administration Manager, District Finance Manager and District Public Relations Manager. These minutes shall include a Conference Finance Manager's report.

4.17 No material relating to Conference is to be printed without the approval of the District Director.

4.18 The District Director or appointed representative must approve all aspects of Conference Committee planning.

4.19 The District Director has overall responsibility for all aspects of Conference planning.

4.20 The Program Quality Director is responsible for all programming and for the conduct of all Speech Contest Finals.

4.21 The chief organizer of the Conference Committee shall be known as the Conference Convenor.

Convention Finance:

4.22 District will open a bank account to be known as the "Toastmasters District 69 Conference Account Year 20__-20__".

4.23 The accounts of the Conference Committee shall be kept separately from any other Accounts. A complete financial report of the Convention Committee's activities shall be submitted to the District Director/ District Executive by 15 June.

4.24 If possible, these accounts shall be audited by 22 June and Bank accounts for that Conference shall be closed by 30 June.

Conference Planning:

4.25 That all Clubs and individuals conducting events on behalf of District 69 shall be made aware that (a) they will be held responsible for any losses incurred, and that (b) any profit is to be remitted to District 69 and that (c) an accounting report shall be submitted to the District Finance Manager or nominee; District may support any Club or individual incurring a loss with such an event due to an unforeseen circumstance.

4.26 Clubs are requested not to program special events in the fortnight prior to Conference.

4.27 The Club Growth Director shall be responsible for the collection of all perpetual District awards (other than for Speech contests) before the Annual Conference.

4.28 That for the banner parade held at the District Conference the host Division should lead the event with the other Divisions following in alphabetical order after the host Division.

5. DISTRICT COUNCIL:

5.1 Membership:

- (i) Members of District Executive, i.e. District Director, Program Quality Director, Club Growth Director, Public Relations Officer, Administration Manager, Finance Manager, Division and Area Directors and the Immediate Past District Director; and
- (ii) The President and Vice President Education from each Club in the District

5.2 Voting rights:

- (i) Each member of the District Council; or
- (ii) Club proxy for the Club President or Vice President Education is entitled to one vote.

5.3 Quorum:

One third of the Club Presidents and Vice Presidents Education, or their proxies. If a quorum is not present, any business transacted shall be deemed as valid as if a quorum were present, if it is thereafter approved in writing by an affirmative vote of a majority of the Clubs on the basis of two (2) votes per Club.

District Council Meetings:

5.4 Credentials desk: Registration of voting delegates at District Council Meetings shall be at a credentials desk organized and overseen by the District Parliamentarian (Appendix F 7.5). Past District Directors shall be invited to staff the credentials desk.

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. (Appendix F 7.4, Standing Orders for Conduct of District 69 Business Meetings).

Parliamentary Procedure Authority:

Policy: District Administrative Bylaws: Article XIII

Robert's Rules of Order Newly Revised shall be the final authority as to parliamentary procedure insofar as they do not conflict with any provision of these Administrative Bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, policies and procedures set by the Board of Directors of Toastmasters International from time to time, or applicable law, provided that if the District is located in a jurisdiction where Robert's Rules are not a recognized authority on parliamentary procedure, this District may use the recognized authority in the jurisdiction where this District is located in place of Robert's Rules.

Procedure:

District 69 is located within a jurisdiction where Robert's Rules is not a recognized authority as per Article XIII.

5.5 That the general procedure of District meetings shall be in harmony with the principles set forth in "Guide for Meetings and Organisations" by N.E. Renton, latest edition, which shall be the final authority as to parliamentary procedure insofar as those principles do not conflict with any provisions of the Articles of Incorporation and By-laws of Toastmasters International and the District Administrative By-laws.

5.6 That District 69 adopt the proposed set of Standing Orders for District Meetings.

Practice:

5.7 That motions-on-notice for annual and semi-annual District 69 Council Meetings carry a preamble when they are distributed.

5.8 Motions-on-notice should be submitted to the District Parliamentarian and Past District Directors' Advisory Committee for their advice prior to distribution.

5.9 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.

5.10 That reports presented at District Council meetings be in writing.

5.11 That all reports for District 69 Council meetings be published on the District website at least two weeks prior to the meeting in place of being printed in a booklet.

5.12 That at District Council and Executive meetings, written reports submitted to the District Administration Manager for distribution prior to the meetings be received and discussed but not read aloud. At the discretion of the District Director, reports unable to be distributed prior to the meeting shall be permitted to be tabled and discussed.

5.13 That the district shall produce, at District expense, a District Council Booklet for all district council meetings.

5.14 That the Conference booklet for District 69 Annual Convention and Council Meeting contains a copy of each of the four Contest Judging Forms.

5.15 That 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. In the event that 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.

5.16 The District Administration Manager shall arrange for audio recordings to be made at all District Council meetings, to facilitate accurate compilation of Minutes.

5.17 That the District Director-elect shall inform the District of the persons appointed to District office by announcement at the final event of the District Convention.

5.18 That the District Executive reports on the action taken on motions passed at District Conference by way of letter to all Clubs within one month of Conference. This will be the responsibility of the District Administration Manager at that time.

5.19 That the District Administration Manager shall be responsible for

- (i) forwarding to all Clubs a report of the Minutes of District Executive and District Council Meetings, together with an Action Sheet;
- (ii) Mailing the documents within 14 days of each meeting; and
- (iii) Publishing a copy of the minutes on the District 69 Website within 14 days of the meeting.

General:

5.20 That the District Director-elect be responsible for ordering badges for incoming Officers as soon as possible after the Annual Conference.

5.21 That continuing motions arising from decisions of District Council and District Executive be recorded in this document: this shall be the responsibility of the District Parliamentarian.

5.22 That current District 69 Management Handbook be recorded on the District Website. This will be the responsibility of the District Parliamentarian.

6. ELECTION OF DISTRICT OFFICERS:

District Administrative Bylaws: Article XI: Committees

District Nominating

6.1 The district director shall appoint the nominating committee chairman no later than October 1. The remaining committee members shall be appointed no later than November 1 and shall consist of no fewer than five members.

The committee's results shall be reported in writing to the district director no fewer than six weeks before the district's annual meeting. The committee's results shall be reported in writing to the district director no fewer than six weeks before the district's annual meeting. The district director shall, through the Administration Manager, submit the nominating committee report to the members of the district executive, council members and clubs at least four weeks prior to the annual meeting in order that all members have an opportunity to read the report. *(taken from Article XI: Committees)*

(See Appendix "N" for District Nominating Committee Guidelines and TI protocol)

6.2 The committee shall comprise one member representing each Division and have equal representation of males and females as far as practicable. It is suggested that where possible the committee be past District Governors/Directors.

6.3 Were feasible, the committee chairman be the Immediate Past District Director.

6.4 The Committee shall seek nominations for senior elective position and submit a report of its findings to the District Newsletter Editor for inclusion in the relevant issue. The report shall include biographies of declared candidates.

6.5 During the Council meeting, the report of the District Nominating Committee shall be given by its Chairman (or in the Chairman's absence by such person as the District Director may designate.

6.6 At the annual District Council Meeting, the Chairman (or designee) shall read aloud the duties of each elective position prior to the election for that position. (See 8.11)

6.7 The District Nominating Committee Chairman or designee shall announce the names of the members of the District Nominating Committee. The Chairman shall then read the names and Club numbers of each candidate, in alphabetical order, for each of the offices of District Director, Program Quality Director, Club Growth Director, Administration Manager if elected, Finance Manager if elected, and Division Directors.

6.8 All Candidates in contested elections shall be allowed to give campaign speeches at a time identified by the District Director.

6.9 For each office the District Director will enquire whether there are any additional nominations from the floor for the Office.

6.10 All elections shall be by secret ballot, unless dispensed with by unanimous vote. (Renton: Guide for Meetings and Organizations).

- 6.11 A simple majority of the votes cast is necessary for an election. (Renton)
- 6.12 Elections for all positions shall be by exhaustive ballot. (Renton)
- 6.13 The balloting for each Office shall take place immediately following the close of nominations for the Office. The election shall be completed and the winner announced before moving to the next Office to complete nominations for that office.
- 6.14 Candidates nominated for one Office and not elected to that office may be nominated from the floor for a lower Office, in the order as stated in 6.7 above.
- 6.15 Each candidate is entitled to a two-minute nominating speech. The nominating speeches for the candidates shall be delivered in alphabetical order of the surnames of candidates. If there is only one Candidate for the Office, that candidate may choose not to present a nominating speech.
- 6.16 If there is only one Candidate for the Office, the District Director may entertain a motion to dispense with the secret ballot for the uncontested Office and to instruct the Administration Manager to cast a single ballot for the candidate.
- 6.17 The District Director shall announce that each candidate may provide one Toastmaster scrutineer to observe the counting of the ballots for their position.
- 6.18 The Returning Officer shall be the District Parliamentarian.
- 6.19 Past District Directors will be invited to count the ballots.
- 6.20 Results of the election are displayed in the registration area as soon as possible following adjournment of the meeting. (p.86, District Leadership Handbook)
- 6.21 A motion shall be passed that ballot papers be destroyed after twenty-four hours.
- 6.22 All candidates may distribute campaign material at the District Conference, and shall be allowed to give educational presentations at District Conferences, provided that such presentations conform to the needs of the District, and provided that all candidates are given an equal opportunity.

7. DISTRICT EXPENSES:

District Finance:

Policy: District Administrative Bylaws: Article XII (a)

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.

District Executive:

Procedure:

7.1 That the District shall reimburse members of the District Executive for expense items benefitting the District as set out below and consistent with the purposes of Toastmasters International

7.2 Division accounts be limited to a fixed amount as a working capital for Division and Area funding. The allocation to be fixed at \$1,000.00 per area and \$3,000.00 per division. This amount may be reviewed by the District Council as required. Each division to return/redistribute funds in their accounts to the starting balance by the end of each Toastmaster year. After redistribution by the divisions, any excess funds beyond the Division/Area allocation to be transferred into District General Account for use in training and Club Growth projects as proposed by District Executive, and travelling expenses for Area and Division Directors, pre-approved by the District Director, ratified by District Council.

District Director

7.3 For Area Directors, (with the exception of Division Council Meeting and District Executive Training), such reimbursements shall be paid for from their Area funds.

7.4 For Division Directors, (with the exception of District Executive Meetings and District Executive Training), such reimbursements shall be paid for from their Division funds.

Practice:

7.5 That Area Directors shall be reimbursed from District funds for:

Travel: for which they may claim 40c/km, or where this is not practical, the lowest available public transport fare, be it plane, train or bus/coach for:

- (i) Two official visits to clubs in their Area.
- (ii) Attendance at Division Council meeting, up to two meetings per year.
- (iii) Attendance at District Executive Training.
- (iv) Attendance at two Area council meetings.

Phone Calls: To effectively undertake the duties of office, but must be kept to a minimum.

Postage: Claims may be made for postage of correspondence related to official duties.

Note: Any bulk posting has to be approved by the District Director

Photocopying & Stationery: Expenses needed to effectively undertake official duties

Other Expenses: Expenses approved by the District Director

7.6 That Division Directors shall be reimbursed from Division funds for:

Travel: for which they may claim 40c/km, or where this is not practical the lowest available public transport fare, be it plane, train or bus/coach for:

- (i) Attendance at a Division Council meeting, up to 2 meetings per year)
- (ii) Attendance at District Executive Training, where such travel is not
 - Paid for by District directly or
 - Held in conjunction with a District Council Meeting.

Phone Calls: To effectively undertake the duties of office, but must be kept to a minimum.

Postage: Claims may be made for postage of correspondence related to official duties, *(Note: Any bulk posting has to be approved by the District Director)*

Photocopying/Stationery: Expenses needed to effectively undertake official duties

Other Expenses: Expenses approved by the District Director.

7.7 That District Officers not listed at 7.3 and 7.4 shall be reimbursed from District funds, for:

Travel: for which they may claim 40c/km, or where this is not practical the lowest available public transport fare, be it plane, train or bus/coach for:

- (i) Attendance at the Direction of the District Director where such travel is not:
 - Paid for by District directly or
 - Held in conjunction with a District Council Meeting.

Phone Calls: To effectively undertake the duties of office, but must be kept to a minimum.

Postage: Claims may be made for postage of correspondence related to official duties. *(Note: Any bulk posting has to be approved by the District Director)*

Photocopying/Stationery: Expenses needed to effectively undertake official duties

Other Expenses: Expenses approved by the District Director.

7.8 For purposes of attending District training the District Officers detailed in 7.3, 7.4 and 7.5 above shall be reimbursed for accommodation expenses

- (i) for the Saturday night when the training is being conducted over a Saturday and Sunday
- (ii) for the Friday night when the officer lives over two hours travel time from the venue and training is being conducted over a Saturday and Sunday.

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. To assist in defraying costs to District, the use of “billets”, where appropriate, is encouraged.

7.9 In the case of Area Conferences and Division Conferences the officers detailed in 3.1 (a) and 3.1 (b) where for whatever reason it is necessary to hold an Area Conference or a Division Conference over two days, they will have accommodation expenses met by either their Area funds or Division funds, as appropriate.

7.10 Area Directors may also have accommodation costs met from Area funds where due for whatever reason (e.g. distance, adverse weather, etc.) it is necessary for them in the

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

7.11 Claims for Travel to attend Division Council Meeting and District Council Training and any claim for reimbursement under 7.6 shall be made to the District Finance Manager with a detailed expenses claim.

7.12 Non-submission of the claim by the end of the Toastmasters Year (30 June) will mean that the executive Member will forfeit the right to payment of the claim.

7.13 Without regard to practice 7.11 The District Director may choose to allow/authorise payment at any point where a claim is subject to extenuating circumstances.

7.14 “Where an individual expense involves in excess of Fifty (50) dollars, that was not approved in their budgets it must be authorised in writing by the District Director and the District Finance Manager”

District Expenses: General:

7.15 District shall insure for coverage Public Liability, Group Accident and Property on an annual basis.

7.16 That the following documents should be published on the District 69 website.

- (i) Certificate of Currency for the D69 Public Liability insurance policy; and
- (ii) Statement of details of coverage of the D69 Public Liability insurance policy.

7.17 That clubs are invited to contribute an amount per semi-annual period annually to cover the cost of the District’s premiums, such amount to be set by the District Executive as necessary.

7.18 Following the election of officers at the District 69 Annual Convention and 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.

7.19 Similarly, motions in regard to Division bank accounts are also required where the signatories, effective 1 July of the incoming year are the, the incoming the District Director-elect, District Quality Program Director, District Club Growth Director and the District Finance Manager with any 2 (two) to sign.

7.20 Similarly, a minute of the meeting at which this decision (7.17) is made shall be supplied to the bank at which the account is held.

7.21 The Chief Judge at Area and Division Contests is considered to be a guest at the Contest function.

7.22 Area Directors and partners who are invited to Club functions should be considered guests of the Club. This principle should also apply to an Area Directors’ Director's official visit and District Officers and partners who are invited to participate in Club or Area

functions. Guest speakers/participants from outside Toastmasters should be provided complimentary tickets.

8. DISTRICT EXPENSES

International Convention and Mid-Year Training

Note: Toastmasters International pays return airfares for the three senior officers to attend training at both the International Convention and Mid-Year Training. District 69 meets other costs as below:

International Convention and Training:

8.1 That District 69 meets the following expenses, subject to a commitment by WHQ, and provided that District funds are available:

(a) District Director: ticketed events to bring base Convention registration provided by Toastmasters International to full registration and that accommodation to be reimbursed by the district be extended from seven (7) to eight (8) nights' single accommodation and the \$30.00 as allowed for by Toastmasters International be paid for the this extra day.

(b) Program Quality Director, Club Growth Director:
full Convention registration and eight nights' single accommodation.

(c) District may also reimburse: airport transfers, visa applications, and foreign currency conversion fees for all three senior officers; meal allowance (\$30.00 per day to maximum of \$240.00 for District Director, Program Quality Director, Club Growth Director. (Refer: Toastmasters International Policies and Procedures: Policy 8.3.2(D)- District Leader Expenses.) The District Director receives may receive a per diem (allowances for travel in foreign areas) from Toastmasters International.

Mid-year Training:

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

9. DISTRICT ADMINISTRATION:

District Calendar:

- 9.1 That a calendar of events be included on the website.
- 9.2 That a copy of each year's District calendar is emailed to all District Executive Officers and Clubs in July each year. (Appendix C.)

District Changeover:

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

District Directory:

- 9.4 Distribution of the District Directory will be done by the District Administration Manager, by email to:
 - Club Secretaries, for passing by email to all club members where possible.
 - Club Presidents.
 - District Executive members.
 - Past District Directors and Governors of District 69 still active within the District.
- 9.5 The following details shall be included in the District Directory:
 - a. Previous District Directors.
 - b. Previous District Toastmasters of the Year.
 - c. Previous International Speech District Contest Winners
 - d. Golden Club of District.
 - e. Current criteria for Toastmaster of the Year
 - f. Names, email addresses, phone numbers of District Council members
 - g. Details of all Clubs, and Clubs in formation including meeting times, dates, venues etc.
 - h. Such other information as the District Director requires.
 - i. District web address and Toastmasters International web address
 - j. Names of recipients of Presidential Citations
 - k. Link to Toastmasters Supplies Australia www.toastmasters-supplies.org.au

District Historian:

- 9.6 That the District Director appoints a District Historian to maintain the history of District 69 and that this history be presented in a form to facilitate its perusal by all Toastmasters in the District at the District Annual Convention and Speech Contests, with provision for updating from time to time.
- 9.7 New Club Sponsors shall advise the District Director of the above. This also will be a requirement to be mentioned in Club Officer/Leadership Training.
 - 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

A copy should be retained by Clubs to add to their historic files. All established Clubs are required to supply to District 69 annually any relevant information for recording in the District 69 historical records.

District Newsletter:

9.8 The District Director shall appoint a District Newsletter Editor. The District 69 Newsletter is the responsibility of the District Newsletter Editor under the portfolio of the District Public Relations Manager.

9.9 District Newsletter: Senior District Officers (being the District Director, Program Quality Director, Club Growth Director) shall be required to produce a report for each issue of the Newsletter. Members are invited to submit articles for consideration for inclusion in the District Newsletter.

9.10 From the June 2010 edition the Corroboree shall be an electronic magazine to be held on the D69 website: all Club Secretaries are to receive an email link to the said magazine. The newsletter shall be sent electronically to all district 69 members, where possible.

9.11 Requirements of Office for the senior elected positions shall be published to District Council members prior to calling of nominations.

District Officer Visits:

9.12 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.

On all OFFICIAL visits to Clubs, District Officers should have dinner/meeting fees paid as guests of the Club.

A senior District Officer shall be invited to attend each Area or Division Council Meeting.

10. GENERAL:

Administration of Areas, Divisions:

10.01 People under eighteen (18) years of age may attend but not participate in Toastmasters meetings, nor join Toastmasters Clubs, as this would be contrary to Toastmasters International Policy and could have serious repercussions under the District 69 Insurance Policy. Exceptions to this would be for Youth Leadership Courses and Gavel Clubs.

10.02 All Meeting procedures, elections and voting procedures at Area and Division Council Meetings shall be similar in procedure to those at District Council Meetings, except where otherwise noted.

Each Club/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;
- (2) Standing Orders for Conduct of District 69 Business Meetings (Appendix F)

Area Directors are encouraged to invite a senior District Officer to all Area functions.

Quorum

10.03 The quorum for Council Meetings shall be:

Area: A simple majority of Club Presidents, Vice Presidents Education and Vice Presidents Membership.

Division: A one third of Club Presidents and Vice Presidents Education.

Voting

10.04 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 Area Director Club Growth, Immediate Past Area Director and Area Administration Manager.

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 Administration Manager.

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

Club Changeover Ceremonies:

10.05 It is District 69 practice for Area Directors to be invited to conduct Club Changeover Ceremonies. Where this is not possible other senior District Officers may be invited to do so. Any District Officer officiating at Changeovers shall first ensure that new club officer details have been registered with TI.

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

Club Insurance:

10.06 The voluntary club contribution to the District 69 Insurance Fund is \$5.00 per club per annum. This cost was set by the District Executive in 2012 and is open to annual review by that committee. Contribution Notices are issued annually in January or February. For District Insurance Certificate, see Appendix L and District website.

Club Newsletter:

10.07 Club Newsletters: That all Clubs in District 69 be encouraged to produce a regular Club Newsletter, providing a copy of each issue to the District Public Relations Manager. That an award be provided for the Best Club Newsletter of the Year in District 69, the award being presented at the Annual Conference. The style and layout of newsletters and mandatory details/criteria that must be met, shall be determined and circulated to all clubs by the Public Relations Manager.

Past District Governors and Directors' Advisory Committee: (PDG&D)

10.08 Resolution of District Council - May 1983

1. The objects 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

2. It is the responsibility of this Committee to assist the incoming District Director in being aware of the responsibility for the functioning of District and the necessity for the District Director to become more closely involved early in the planning for the administration.

3. The Committee shall:
 - a. provide assistance in the presentation of Training Seminars for senior District Executive members if required;
 - b. assist in the preparation of District Resource Lists;
 - c. assist in the annual update of District continuing Motions and in the update of District Administrative Guidelines where appropriate;
 - d. provide support and guidance for all members of the District Executive;
 - e. be invited by the District Parliamentarian to organize and staff the credential desk at District Council meetings;
 - f. proactively encourage members to consider District leadership roles.

4. Chairmanship:
 - a. Traditionally, the second year Past District Director chairs this Committee.
 - b. Similarly, the Immediate Past District Director chairs the Nominating Committee, and as the person with most recent knowledge of Clubs in formation and target areas, is offered the chairmanship of the Club Extension Committee. (*refer to Section 6*)

10.09 That all Past District Governors and Directors of District 69 who are still district members shall be forwarded copies of material distributed to clubs.

Recognition:

10.10 Manual Completions:

District shall send appropriately phrased congratulatory letters to members who have gained Competent Communicator, Competent Leader, Distinguished Toastmaster Awards, and advanced awards such as the Leadership Excellence Award. See Annual Awards: Appendix D

Speech Contests:

Policy: February 1999 Board of Directors Meeting:

“Revised the Toastmasters International Speech Contest Rulebook so that districts may conduct up to four speech contests with the only contests permitted at the Area, Division or District levels being those originating at the club level and proceeding through the Area, Division and District Levels. One of these contests must be the International Speech Contest and all contests must be those contained in the Rulebook.”

Procedure:

10.11 That District 69 shall conduct the International Speech Contest, Humorous Speech Contest, Table Topics Speech Contest, and Evaluation Speech Contest.

10.12 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.

10.13 That the Program Quality Director shall ensure all perpetual trophies for speech contests are returned prior to the Commencement of the District Conference.

10.14 The district shall be responsible for the recording and production of district speech contest Finals: such recording shall be the only recording allowed, and copies of such recording shall be available for purchase no later than 1 (one) month after the event.

10.15 All contestants shall complete a Speech Contestant’s Release form regarding use of audio / visual recordings. See Appendix L.

10.16 That debriefs be performed by Chief Judge with their judging panel after Speech Contests effective July 1 2016”

Practice:

10.17 The District shall supply all relevant certificates for International, Humorous, Table Topics and Evaluation Contests at Area and Division Level.

10.18 That the contest cycle in District 69 shall be from the start of the Toastmasters year to the end of the District contests held at the annual District 69 Conference. All Club, Area, Division and District contests shall be conducted during the contest cycle.

10.19 That Division contests be completed and notification of contest winners be submitted to the District Program Quality Director at least four weeks prior to the District contests.

10.20 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 or not to allow the two highest-placed available contestants to advance from club to area in areas with four assigned clubs or fewer.

10.21 That the dates of the area and division conferences must be approved by the District Director. In this regard the following timetable should be adhered to where practicable:

- Club speech contests between 01 July and 30 September
- Area speech contests, 01 October and 31 December, except for the second weekend in November which is reserved for the Semi-Annual Council (SAC) meeting.
- Division speech contests between 01 February and 31 March: must be concluded at least four weeks before District Annual Conference.
- District speech contest on any weekend in April that does not include Anzac Day or the weekend that would include the first Monday in May, bearing in mind such weekend must be at least 4 weeks after the last Division speech contest.
- The reason for this timetable is to allow sufficient time for successful contestants at each level sufficient time to review their speeches or to practise two-minute Table Topics or practise their Evaluation techniques.
- Also this will allow sufficient time for the respective Directors to prepare the paperwork for which they are responsible.
- Where practicable, the Program Quality Director shall be the Chief Judge at all Contests at Area level and above.

10.22 The Chief Judge at Area and Division Contests is considered to be a guest at the Contest function.

10.23 Evaluation Contest: Where practicable, the Test Speech at Area level or above shall not be given by a member of the same Club as any of the Contestants.

10.24 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.

10.25 Judges debriefs are to be performed at a suitable time that will not impact the running of the conference (i.e. at Lunch Break or After completion of the contest). Judges therefore will not have a debrief between the collection of ballots and announcements of place getters to remain anonymity.

[Speechcraft Course:](#)

10.26 Speechcraft courses are usually conducted for adults only: however, if any participants are under eighteen years old, organizers need to be aware of their legal obligations under Public Safety Business Agency - Blue Card Services (Qld) or Child Protection Policy (NSW). (Refer to District 69 website)

10.27 All Clubs intending to undertake Speechcraft Courses shall notify the District Speechcraft Chairman.

10.28 A registration form for this purpose is available on the District 69 website.

10.29 Following the completion of each Course, the Co-ordinator shall:

- (a) Notify the District Speechcraft Chairman
- (b) Request a letter of recommendation (for publicity purposes) from the organisation for which the Course was organised.

Sponsorship:

10.30 Clubs/ Areas/ Divisions desiring to obtain major sponsorship for functions, trophies, etc. shall contact District Executive to ensure that there is not any conflict of interest, prior to proceeding.

Supplies:

10.31 Contact Toastmasters Supplies Australia www.toastmasters-supplies.org.au

Toastmaster of the Year:

10.32 That District 69 establishes a standard points system of judging for the Toastmaster of the Year Award. The points scheme for the District Award is published on the D69 website, and in Appendix G.

This District Award is open to all Toastmasters in District 69, except voting members of District Executive.

Note: *All Toastmasters are eligible to be nominated for Toastmaster of the Year Award at Club level.*

Club Nominations for District Toastmaster of the Year Award shall be made by the Club Executive Committee and verified by the Club President's signature. The District Award shall be presented at the Semi-annual Council Meeting.

Travel Fund:

A "Travel Fund Co-ordinator" be appointed by the District Director each year to administer the District 69 Travel Fund

See Appendix H

Youth Leadership Courses:

10.33 As participants in these courses will mostly be under eighteen years old, organizers need to be aware of their legal obligations under "Department of Justice and Attorney General – Blue Card Services" or Child Protection Service (NSW). Refer to District 69 website and www.bluecard.qld.gov.au

10.34 All Clubs intending to undertake Youth Leadership Courses shall notify the District Youth Leadership Chairman.

10.35 A registration form for this purpose is available on the District 69 website.

10.36 Following the completion of each Course, the Co-ordinator shall:

- (a) Notify the District Youth Leadership Chairman
- (b) Request a letter of recommendation (for publicity purposes) from the organisation for which the Course was organised.

APPENDICES

APPENDIX A: Amendment Certificate

District 69 Management Handbook

AMENDMENT CERTIFICATE DISTRICT 69 Management Handbook (formerly 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)
11	Re-write to include new District Executive titles and amendments at Annual Council Meeting	July 2015	Shane Cooper District Parliamentarian
12	Further changes for new titles	Apr 2016	Scuderi Leonard District Parliamentarian
13	Amendments at Annual Council Meeting	May 2016	Scuderi Leonard District Parliamentarian
14	Amendments at Semi-Annual Council Meeting Nov. 2017	Dec 2017	Barrie Fuller District Parliamentarian
15	Amendments at Annual Council Meeting April 2018 (Travel Fund only as advised by Graham Miller)	May 2018	Barrie Fuller District Parliamentarian
16	Amendments to Titles as per motion 13 th November 2016 (appears not completed)	June 2018	Barrie Fuller District Parliamentarian

APPENDIX B: Area Council Meeting Guidelines

Preparation:

1. Become familiar with the Club and District Constitution and Bylaws, your Area Director Handbook and the Distinguished Club Program, the Minutes of the last Annual Council Meeting, the appropriate Correspondence file, and the enclosed draft agenda format.
 2. It is recommended that you (or your appointed Area Administration Manager) advise the Clubs in your Area and the Division Director in writing **at least 28 days prior to** the intended Area Council Meeting.
 3. Include with the notice:
 - a. An initial agenda format
 - b. A copy of the Minutes of the previous Annual Council Meeting
 - c. Proxy forms for voting delegates
 - d. A request for reports from all the Club Presidents.
 4. When all reports, Notices-of-Motions and known discussion items are to hand, prepare sufficient copies of the amended Agenda and Conference Booklet to be placed at reception for all voting delegates.
 5. Draft Agenda for mailing to Voting Delegates (It should be received by them at least 28 days prior to the Meeting).
 - a. Area Council Meeting
 - b. Notice is hereby given of the AREA (number) COUNCIL MEET'ING to be held at- location.
 - c. On (date) at (time)
 - d. Agenda
 - e. Opening (at designated time)
 - f. Sergeant-at-Arms calls meeting to order and introduces Area Director
 - g. Welcome by Area Director (with introduction of District Officers if present)
 - h. Apologies
 - i. Minutes of Previous Annual Council Meeting and last Council meeting
 - j. Business arising
 - k. Correspondence Inwards/ Outwards
 - l. Business arising
 - m. Reports by Presidents
 - n. Business arising
 - o. Area Finance Manager's Report
 - p. Business arising
 - q. Motions-on-Notice
 - r. General Business (This may include any special Business)
 - s. Election / Nomination of Area Director for following year
(**Note:** In District 69, Area Directors are usually not elected)
 - t. Close
- Note:** Club Presidents (or Nominees) are required to provide a written report to the Area Administration Manager for inclusion in the Conference booklet.
6. **Appoint a Parliamentarian.** This can be someone from your Area/ Division who has knowledge of Business Meeting procedures. This person will sit beside you during the meeting ready to provide guidance and assistance if needed.
 7. **Appoint a Sergeant-at-Arms** to call your meeting to order, allowing you to take control in a professional way. This person can also act as a vote counter if needed.
 8. Decide what form the voting slips are to take for voting delegates to show when voting.
 9. Check with the Administration Manager regarding the method of handling the Correspondence. It is recommended that if there is a large file, condensed sections only be quoted by the Administration Manager when presenting them, indicating that if any person wishes to check the full letter or files, they are welcome to do so.

The Meeting:

1. Indicate to the Sergeant-at-Arms that you are ready to commence the Meeting.
2. Open the meeting formally by welcoming everyone then proceed immediately to welcome any District Officers present with the highest-ranking leading the list.
3. Establish with your Parliamentarian that you have a Quorum, i.e. a simple majority (more than 50%) of Club Presidents, Vice Presidents Education and Vice Presidents Membership in your Area.

Voting rights are also held by:

- a. Area Director
- b. IP Area Director
- c. Assist AD Program Quality
- d. Assist AD Club Growth
- e. Area Administration Manager

Advice may also be given to the committee by

- a. Division Director and
- b. District Director.

4. Ask the Administration Manager to read out the apologies. Then ask for apologies from the floor, stating that proxies are to be considered apologies.
5. Then follow the Meeting Agenda format.
6. If there is Business arising from Correspondence or the Reports, you may prefer to defer some or all or the matters to General Business in order to keep the meeting flowing.

(Make a note of the various items on your agenda so you won't forget to raise the items later. Referring these items to General Business allows members of Council to think about the matter before it arises later.)

7. If you prepare beforehand, become fully informed on any or all of the issues likely to arise, you will present a competent image and be confident of a successful area conference.

APPENDIX C: Calendar of Events

<p>JULY</p> <ul style="list-style-type: none"> • Club speech contests (01 July-30Sept.where possible) • TLI Training • Call for Nominations Communicator of Year 	<p>AUGUST</p> <ul style="list-style-type: none"> • Club Speech Contests • Top 3 District Officers to International Convention for training • TLI results due to TI (31) • Smedley Award Contest 	<p>SEPTEMBER</p> <ul style="list-style-type: none"> • Second District Training & Executive Meeting • Complete Club Speech Contests where possible • Smedley Award contest ends.
<p>OCTOBER</p> <ul style="list-style-type: none"> • 1 October Membership Renewals Due • Area Speech contests (01 Oct-31 Dec. but avoid second Sat.in Nov. - SAC) 	<p>NOVEMBER</p> <ul style="list-style-type: none"> • Area Speech contests • Semi-Annual Council meeting (2nd Saturday where possible) 	<p>DECEMBER</p> <ul style="list-style-type: none"> • Complete Area Speech contests
<p>JANUARY</p> <ul style="list-style-type: none"> • Club Officer Training-TLI second round starts • MID-YEAR District Trio Training Region 12 	<p>FEBRUARY</p> <ul style="list-style-type: none"> • 3rd District Executive Training & Meeting • Division Speech Contests (01Feb-31Mar.) • Call for Nominations for Communicator of Year • Talk Up Toastmasters Membership contest • TLI Training closes 	<p>MARCH</p> <ul style="list-style-type: none"> • 1 March closing date for Communicator of Year • Complete Division Speech Contests (complete at least 4 weeks before Annual District Conference) • TLI Training details to be lodged with TI
<p>APRIL</p> <ul style="list-style-type: none"> • 1st April : Membership Renewals due • Annual District Conference and second District Council Meeting (any weekend in April or May but not Anzac Day weekend) 	<p>MAY</p> <ul style="list-style-type: none"> • Clubs elect new executive (1st meeting of month if possible) • Annual District Convention and second District Council Meeting (any weekend in April or May but not Anzac Day weekend) • Beat The Clock Membership Contest 	<p>JUNE</p> <ul style="list-style-type: none"> • District Exec Training-new team (last weekend) • District Exec Change-over (last Saturday) • Club Changeovers (not to conflict with District changeover) • Club Officer Training TLI first round. • Beat The Clock contest ends

APPENDIX D: District Awards

District 69 will present these annual awards in accordance with the following practices.

Long Service Badges:

District 69 will award long service badges for continuous membership for 15, 20, 25 years (etc. in increments of 5 years). Following perusal of the membership records of Toastmasters International, the Club Growth Director will send a letter to each recipient to ascertain how the recipient wishes to receive their badge. These badges will then be presented at a suitable opportunity.

Best Club Newsletter:

Three issues of a club newsletter to be submitted prior to 1 April. Criteria for this award will be as on the District 69 website. This award will be presented at the District Conference.

Best Club Website:

Entries to be submitted by clubs by 1 April. Criteria for this award will be as on the District 69 website. This award will be presented at the District Conference.

Travel Gavel:

The Travel Gavel will be presented to a club (except for the host club/s) on the basis of the number of club members attending the District Convention multiplied by the distance travelled in kilometres. This award will be presented at the District Conference.

Adventurers Trophy:

The Adventurers Trophy will be presented to the club other than the host club, with the most members at the District Conference. This award will be presented at the District Conference.

Golden Club Award:

The Golden Club Award will be presented to the club in District 69 achieving the highest points registration in the Distinguished Club Program (DCP) for the year to 30 June based on the June report from WHQ. It is confined to clubs that reached President's Distinguished level with all 10 goals achieved. For each goal above the 10 an additional point is accrued in the same ratio as for the DCP, e.g. every 2 additional CCs gains 1 point, every additional AC gains 1 point etc.

- The club accruing the most extra points receives the Golden Club Award.
- This award will be presented at the Hall of Fame at the Semi-annual Conference following that Toastmasters year

No other criteria may be used to further separate clubs with equal points, and if more than one club has equal points for first place, then each of these clubs will be declared winners and receive equal awards and recognition.

Boomerang Trophy:

The Boomerang Trophy will be awarded to the club with the most new members in the Toastmasters year. This award will be presented at the Hall of Fame at the Semi-annual Conference.

Triple Boomerang Award:

The Triple Boomerang will be awarded to every member who achieves three things which are:

- Sponsor three new members in a Toastmasters year. The members sponsored will be members in good standing as at 30 June each year. This is a mandatory requirement of the Triple Boomerang.
- Achieve any Educational or Leadership award: for example, complete a Competent Communicator award.
- Achieve a 2nd Educational or Leadership award: for example, complete a Competent Leader award.

For achieving a Triple Boomerang the qualifying members will be recognised in two ways with:

- Their names will be announced at the following Semi-Annual Conference
- Their names will be placed on a perpetual "Wall of Fame" that will be displayed twice a year at the two District Conferences, Annual District Convention and at the semi-Annual Conference.

Travelling Gavel:

The Travelling Gavel is designed to travel from club to club throughout the District. Its objective is for more people to share their Toastmasters experiences, to meet new people and of course to have fun. Glasshouse Mountains Toastmasters Club donated the Travelling Gavel in recognition of Stella Etherington and her commitment to Toastmasters over many years. The Travelling Gavel commenced its journey in Nambour Toastmasters Club on 4 March 2010. (See District website for details of administration).

Division Director of the Year:

Presented to the Division Director registering the highest number of points from the checklist provided in the District Leadership Handbook. This covers the categories of Division Goal Achievement, Membership Building and Retention, Club Extension, Division Club Performance, Distinguished Club Program, Education and Training, Leadership, Commitment and Support and Public Relations. It is usually awarded at the Semi-annual Conference.

Area Director of the Year:

Presented to the Area Director scoring the highest number of points from the checklist provided in the District Leadership Handbook. (This covers the same categories as those for Division Director of the Year). It is usually awarded at the Semi-annual Conference.

Communicator of the Year:

1. Nominations for this Annual Award may be submitted by Clubs and by Members of District Executive.
2. The submissions shall be reviewed by the Public Relations Officer and a Selection Committee approved by the District Director.
3. The recommended short-list is to be submitted for the final selection by the members of District Executive.
4. The Award shall be announced at District Convention, with an invitation to the recipient to attend and receive the Award personally, (if practicable). There shall be no cost incurred by District 69 for travel and accommodation expenses.
5. Details of the selection criteria are to be forwarded to the newly-appointed Club Vice President Public Relations each year, advising that the closing date for nominations is March 1. Details shall also be sent to District's four senior officers.
6. The Nominee shall
 - (a) have achieved a high standard of effective communication skills to the public-at-large.
 - (b) be recognised in the community as a person in good standing.
7. The Nominee shall not be a financial member of Toastmasters International during the year of the Award.
8. Clubs, Areas and Divisions are encouraged to consider having their own annual Communicator of the Year Award, with a view to maximising publicity in their local community, and to having recipients nominated for the District Award.

Note: *Whilst the nominee may be linked publicly with a particular faction, philosophy or political party, it is important that District 69 is not perceived to be aligned with any particular group.*

Toastmaster of the Year:

District:

Awarded to the Toastmaster registering the highest points calculated from the form printed in the current District Directory. (Appendix G.)

Points are credited for:

- Attendances
- Visits
- Speeches

- Assignments
- Contest participations
- New Club and Community involvement
- Publicity
- Co-ordinator of Speechcraft, Youth Leadership and Success Leadership programs, etc.

The nomination shall be made by the Club Executive Committee and verified by the Club President's signature.

(Note: *Voting members of District Executive are not eligible for nomination. It is usually awarded at the Semi-annual Conference.*

Club:

It is suggested that the criteria above be the basis for the selection of Club Toastmaster of the Year.

Summary: The below table is a *summary of the presentation schedule in "Awards" section above.*

At District Conference	At Semi-Annual conference
Long Service Badges *	Long Service Badges *
Best Club Newsletter	Golden Club Award
Best Club Website	Boomerang Trophy
Travel Gavel	Triple Boomerang Award
Adventurers Trophy	Division Director of the Year
Triple Boomerang Award	Area Director of the Year
Communicator of the Year	Toastmaster of the Year

- * *Or at other suitable opportunities, at the discretion of the District Director*
- * *Other Outstanding Contributions by Toastmasters may be acknowledged at any of these functions.*

APPENDIX E: Protocol

PROTOCOL PRIMER

Compiled from numerous articles/publications by Clare Murphy DTM PID

Protocol is the observance of official formality and etiquette. Some protocols should be in evidence at all Toastmaster events. It means an honouring of office, regardless of the individual.

Occasions when protocol may need to be observed are many and include such activities as Club Meetings, Presentation of Awards, Promotion of Toastmasters, Charter Dinners, Special Charter Anniversaries, Area, Division and District Conferences and banquets.

The amount of protocol to be observed depends upon the formality of the function. Remember these are just guidelines, and sometimes it may be necessary to deviate for logistical reasons. Professionalism is the key.

Order of introductions, seating arrangements, toasts and speeches should be considered.

Head Tables and Seating Arrangements:

When setting the Head Table, establish who will be seated, the seating order, and consider using place cards. (Keep personal items off the Head Table e.g. phones, handbags, etc.)

The Head Table should be set such that:

- A. Where possible, men and women are in alternate seats, i.e. gentleman, lady, with the Toastmaster or Master of Ceremonies (Presiding Officer) seated at the left of centre and the Chairman/President/Director at right of centre. or
- B. If there is a lectern, the presiding officer sits to the right of it.
- C. Everyone is seated in ranking order, either
 - a. **Alternate:** right side, left side, right side, left side, etc. (no lectern) OR
 - b. **Straight line:** In ranking order along right of presiding officer (if lectern).
- D. A Guest Speaker who is not a member of Toastmasters outranks even International officers and is seated to the right of the host, as the right hand side ranks higher than the left. If the Guest Speaker is a Member, they should be seated as close as possible to the presiding officer.
- E. Where room allows, those who have no rank, such as a member saying grace, are seated at the ends.
- F. A second table may be used if there are many people to be honoured and the size of the group is large. This table would be placed in front of and at a lower level than the main table, or conversely, beside the main table. People you wish to honour would sit at the honour table. "Reserved" signs and/ or place name cards should be placed on such tables.
- G. Notify all those seated at the head table well in advance and be sure to inform everyone as to the expected dress. (formal, business attire, smart casual, etc.).
- H. A march-in of each head table guest, announced as they enter the room, can be most impressive. Dignitaries enter the room in REVERSE order of rank (highest rank last).
- I. The Presiding Officer never leaves the Head Table.

Correct Order of Initial Events:

- a. Call meeting to order
- b. Open meeting
- c. Call for invocation or grace
- d. Loyal toast
- e. Introduce those seated at Head Table

- f. Introduce other dignitaries present
- g. Proceed with required agenda.

The order of observance of protocol is God, Country, Organisation and Individual. Hence, should a number of toasts be planned, the following is the recommended order:

- (i) Invocation or calling to prayer;
- (ii) Loyal Toast (Never supported by remarks); and then later in program
- (iii) Toast to Toastmasters International; at special events/conferences
- (iv) Toast to any individual being honoured at that particular event (if relevant).

Introductions:

Introduce those 'seated at the Head Table'. Do Not 'introduce the Head Table'.

Introductions are made in ranking order. See attached table. Even if they are not seated at the top table, the top three District Officers should always be introduced if they are present. If one officer of a rank is introduced then all are.

If guests arrive late, allow them to be seated before introducing them. When in doubt, smile. Gracious courtesy will be acceptable at all times.

Toasts:

Toasts may be proposed at any appropriate occasion where refreshments are present and there is normally a host or chairman.

Toasts precede the speeches. One or two guests may be called upon to join in proposing a toast to a guest of honour.

There should never be more than two speeches before the main speaker.

Do not hold your glass whilst the anthem is being sung.

Special Guest:

Confirm arrangements in writing

- Seek guest's profile
- Contact guest shortly before function
- Appoint special 'host' for the guest
- Check with guest re introduction
- Present token of appreciation
- Send letter of thanks after event

Role of Guest's Host: (prior to function)

Establish:

- Guest's name
- Guest's credentials
- The role the guest will be playing
- (i.e. speech; making presentation; receiving award)
- Where the guest will be seated
- Any special requirements
- To whom guest should be introduced
- Any attendees with similar interests

Role of Guest's Host: (at function)

- Greet guest
- Introduce to presiding officer and/or president/Director
- Show where seated
- Remain with guest until seated
- Ensure refreshments available
- Do not leave guest alone (unless requested)
- Accompany guest when leaving.

Flag Protocol - District 69:

There are Commonwealth Government Rules which govern the correct procedures for displaying or flying the Australian National Flag (Refer to p.25, Australian Flags Australian Government: Department of the Prime Minister and Cabinet.) This book is readily available from your Federal member of Parliament or at:

http://www.itsanhonour.gov.au/symbols/docs/australian_flags_excerpt.pdf

Note:

1. The Union Flag (Jack) must always appear to the audience placed in the left top corner
2. The Australian National Flag has precedence over all other flags.
3. The Australian Flag is displayed at the extreme left, followed by the Papua New Guinea Flag, followed, in turn, by state and territory flags, then other flags.
4. The flag of the state in which the Convention is held takes precedence over other state flags. However, State flags take precedence over Territory flags even if the convention is held in the Territory. To give a Territory flag prominence, it could be placed on a lone flag pole to the Speaker's left.

Club Handovers: (Advice for Area Directors or representative)

The full ceremony for club officer changeover is in the Club Leadership Handbook. It is usual practice in District 69 for the Area Director to be invited to conduct the changeover ceremony.

Prior to the event:

Establish with President where in the program the handover will take place;

The process to take place:

- Who will introduce and thank outgoing executive;
- When will the outgoing President give an address;
- Who will introduce the new executive.
- Are outgoing and /or incoming executive members being presented with certificates/badges and by
- whom;
- What other things will be required of you (e.g. award presentations)
- Prepare for ceremony in your own style or use a recommended format.

At the event:

- confirm process to take place (professionalism)
- ensure you have all officers' names and positions correct
- carry out your role with dignity
- use the opportunity to:
 - promote the benefits of Club Leadership
 - tell the members how they and club will benefit from the leadership experience.

Use of Language in Toastmasters International:

KEEP IT CLEAN - This is a Toastmasters International protocol.

In his book, Personally Speaking, our founder Dr Ralph Smedley (who died in 1965) wrote a chapter titled "Don't dabble in dirt". That protocol remains with us today.

He cited the words of Mr Wilbur D. Nesbitt, a popular master of ceremonies and after-dinner speaker many years before who said, "Never use an off-colour or suggestive story. It may make a hit when told, but the after-effect is bad. We invite people to speak to us because we respect them, and we want them to respect us. We, the audience, consider ourselves a pretty decent, respectable, upstanding lot of folks. When you tell a suggestive story to us, you intimate that you have decided that that is our level. It may be – but we don't want it made a matter of public knowledge."

Dr Smedley wrote of unclean speech: "A pointed story remains stays with you when the speech in which it was contained has faded from memory. And this is especially true of the off-colour stories. They stick like mud which dries on your clothing and leaves a permanent stain."

He further wrote that the world is so well-stocked with keen, clean fun that there is no excuse for playing in mud to get a laugh. You can write it down as an axiom that someone may be offended by an off-colour joke, but that no one is likely to take offence to a clean one.

He was proud of the fact that smut was rarely introduced into the club meetings, 'and that when some misguided speaker got off the reservation, they were certain to be called to time by some of the wiser ones'.

He encouraged us to use humour to illuminate our speeches. He wrote: "Let your talks scintillate with wit. Make your stories appropriate, pointed, and well spoken. Let them be windows to make a light shine on your argument. But keep it clean. "DON'T DABBLE IN DIRT". "

Parliamentary Procedure Protocols:

Guide to Meetings and Organisations (Vol.2) by N.E. Renton is the Parliamentary Procedure Protocol for Toastmasters Clubs in Australia. This has been approved by Toastmasters International, as it is the reference used by the Australian Federal Government.

Providing Free Registrations/Meals:

District Officers (Area Directors, Division Directors and District Director), when making official visits or invited to club meetings or special events, should be considered paid guests.

At Conferences/ Conventions:

District -

District Director	Free Registration and Meals
Program Quality Director (as chief judge)	Free Registration and Meals
Invited guest speakers	Free Meal at which speaking, unless invited to whole convention

Division-

Division Director	Free Registration and Meals
District Director	Free Registration and Meals
Chief Judge	Free Registration and Meals
Invited guest speakers	Free Meal at which speaking, unless invited to whole convention

Area-

Area Director	Free Registration and Meals
District Director	Free Registration and Meals
Chief Judge	Free Registration and Meals

Assistant Chief Judges may also be considered in the above, where it can be afforded.

It is the practice in some areas and divisions that judges also receive free registration and meals. However, this is dependent upon the traditions of the respective areas/divisions and is not a definite requirement.

At Club Meetings and Special Events:

The Area Director (even when a member of your club) is entitled to two official visits per year. The District Director or Division Director (unless a member of your club) should be treated as a guest unless they regularly visit your club. In such situations, when you officially invite them to your club for a special presentation or other event, they should be considered a guest.

Invited guest speakers (Toastmasters and Non-Toastmasters), and other persons who may be being honoured with awards, etc. are also to be considered as entitled to free meals.

Consideration should also be given to circumstances where official guests or District Officers are accompanied by their spouses.

In some circumstances the club may not be in a financial position to pay for guests. In that case, it would be wise when extending an invitation to state "as our Guest for the Event" or "Payment is

required for meals”.

It is up to the club as to when they otherwise provide free meals. For example, some clubs will consider a visitor on their first visit to club to be a paid guest.

Email Etiquette:

Toastmasters are busy people, and their time is valuable. Emails are useful and handy, but can also be a curse. Not only can they save a lot of time in communicating important information, but unnecessary emails take up our time and increase the likelihood of passing on a virus.

Additionally, we sometimes do not know that certain emails may offend others, i.e. if you are having a personal problem, you don't need someone telling you to forward this message to some (many) friends or you will have bad luck.

Some suggestions to keep your emails reader-friendly are:

Do not forward every funny thing you receive to others. It may just start turning them off reading anything serious you send them. Only if you send entertaining emails occasionally, will they be taken as something special.

- i. **Delete** all other addresses that appear in the body of the message at the top. It takes only a second. Remember you cannot edit a message until you have clicked the forward button. By deleting all unnecessary addresses, you can limit the circulation of viruses.
- ii. **Delete** all rubbish to prevent your recipients having to read ten pages to get to the gist of your message
- iii. **Remove** any “FW:” in the subject line. Rename message if you wish and fix spelling.
- iv. **Do not** believe the ones that say the email is being traced. This is not so. Only the last sender can tag the message to see if you have received or read it.
- v. **Avoid** petition emails. Your personal letter will hold more weight than a huge email list, and be aware that those collected emails will be valuable to a professional spammer.
- vi. **Do not** believe it when you are told that if you send an email to ten persons, this cute little thing will run across your screen. It does not happen.
- vii. **Do not** let bad luck messages scare you. Trash them. These and most virus alerts have been circulating the globe for years.
- viii. If the validity of an email is questionable, it can be checked out on www.snopes.com. If it is not genuine, **do not pass it on**.

It is not polite to bombard people with superfluous emails. (it is like finding trash in your letter box every day). Please avoid sending time-wasting emails.

Orders of Introductions:

(Recommended Rules-of-Thumb for Toastmasters:
God, Country, Organisation, Other (i.e. non-Toastmaster guests))

Order of introduction/recognition	Meeting or Event Level			
	District	Division	Area	Club
Religious Dignitaries	X	X	X	X
National Government Representatives	X	X	X	X
State or Territory Representatives	X	X	X	X
City or Local Officials	X	X	X	X
Guest Speaker	X	X	X	X
Prominent Business Leaders	X	X	X	X
Toastmasters International Officers (e.g. International President, Directors, Region Advisors)	X	X	X	X
Toastmasters International Staff	X	X	X	X
Other prominent citizens	X	X	X	X
District Director	X	X	X	X
Program Quality Director	X	X	X	X
Club Growth Director	X	X	X	X
Current Division Directors	X	X	X	X
Current Area Directors	X	X	X	X
District Public Relations Officer	X	X	X	X
District Administration Manager	X	X	X	X
District Finance Manager	X	X	X	X
Past Officers (International President, Directors, Region Advisors)	X	X	X	X
Past District Governors / Directors	X	X	X	X
District Officers from other Districts	X			
Past Division Governors / Directors		X		
Division Directors from other Divisions		X		
Current Area Directors of the Division		X		
Current Presidents of Area (relevant at Area Conference)			X	
Past Area Governors / Directors			X	
Area Directors from other Areas			X	
Club Officers (in ranking order)				X
Other Clubs' current Presidents				X
Club's Past Presidents at special club events				X
Non-Toastmaster Representatives (other groups)				X
Non-Toastmaster Visitors and Guests				X
Toastmaster of the Event	X	X	X	X

Note: Should a guest be a politician, mayor, councillor or a ranking military officer, it may be prudent to contact his/her office to establish the guest's correct title and the manner in which he/she wishes to be introduced. Most times, the guest's secretary would be able to offer this information or there may be a protocol officer whose function is to ensure correct procedures are followed.

APPENDIX F: Standing Orders for Conduct of District 69 Business Meetings

Article 01: 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 02: 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 03: 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.
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 04: 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 (i.e. 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.

Article 05: 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.

Article 06: 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 07: 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 02 Section 3.
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 08: 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 09: 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.
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 amendments as to only 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.

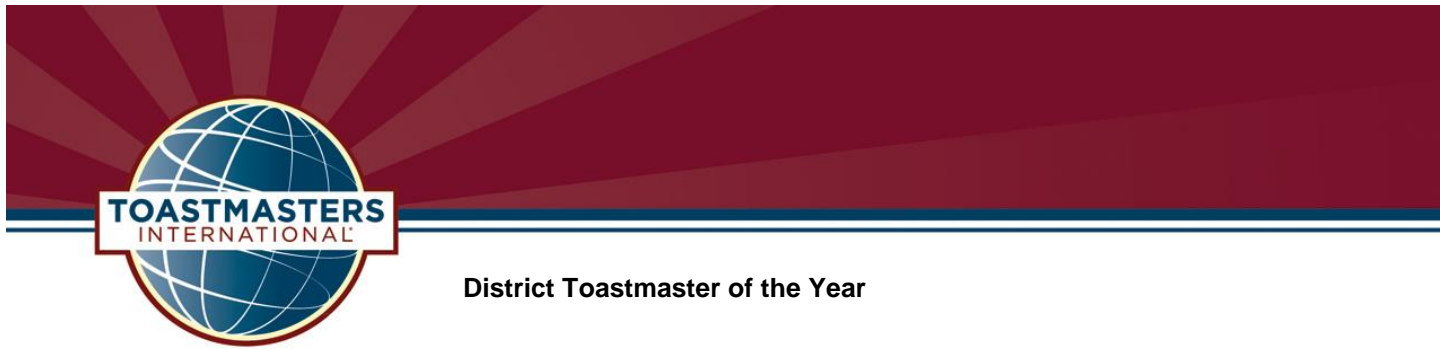
Article 10: Resolutions: Null and Void

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

Article 11: Voting Rights: General

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 G: Toastmaster of the Year Nomination Form



Directions: This form contains **the checklist that is to be used** in selecting the District Toastmaster of the Year. This award recognizes one Toastmaster whose dedication, commitment, and efforts significantly contributed towards achieving the district mission.

(Elected District Executive members are not eligible.)

Several activities and accomplishments are categorically listed. For each category, check all the activities and accomplishments which apply to the candidate. Where indicated, enter the number or frequency of the accomplishment. Please feel free to modify this form to include any achievements not listed.

Candidate Information

Name of Candidate: _____

District _____ Division _____ Area _____ Club Number _____ Date _____

Club Name _____

Membership Building and Retention:

- New members sponsored -- Number sponsored _____
- Guest(s) brought to club --Number of guests _____
- Club coach
- Club rescue
- Conducted training to promote retention (e.g., effective evaluations, etc.)
- Conducted/coordinated membership campaign at club, area or division level
- Club Extension
- Club sponsor
- Club mentor
- Community contact team
- Participated in demo meeting(s) -- Number of meetings _____
- Attended charter presentation(s) -- Number attended _____

Education and Training:

- Conducted an educational/training session at an area event _____
- Conducted an educational/training session at a division event _____
- Conducted an educational/training session at a district event _____
- Conducted/coordinated division Director training _____
- Conducted/coordinated area Director training _____
- Conducted/coordinated club officer training _____
- Conducted/coordinated other training for district officers _____
- Manual speeches -- Number given _____
- Advanced manual(s) completed -- Number given _____
- CTM award _____
- ATM-Bronze award _____
- ATM-Silver award _____
- ATM-Gold award _____
- Competent Leader award _____
- Advanced Leader _____
- DTM award _____
- Speaker/evaluator exchange _____
- Speechcraft coordinator -- Number coordinated _____
- Success/leadership or success/communication coordinator --Number coordinated _____
- Youth leadership coordinator -- Number coordinated _____

Leadership:

- Chairman of a district committee
- Served on a district committee
- Assistant to a division Director
- Chairman of a division committee
- Served on a division committee
- Attended division meeting(s) -- Number attended _____
- Assistant to an area Director _____
- Chairman of an area committee
- Served on an area committee
- Attended area meeting(s) - Number attended _____
- Club officer of the current year
- Attended club officer training

Public Relations:

- Served as a public relations official for a district/division/area _____
- Organized or made (a) publication(s) in a newspaper or magazine- Number of publications _____
- Organized or made (a) presentation(s) on radio -- Number of presentations _____
- Organized or made (an) appearance(s) on television -- Number of appearances _____
- Visited or appeared outside the organization as a representative of Toastmasters International -Number of appearances _____
- Speakers bureau chairman/coordinator
- Speakers bureau member
- Wears Toastmasters name badge
- Wears Toastmasters pin
- District newsletter editor
- Club newsletter editor

Commitment and Support:

- Toastmasters International Activities
- District conference chairman/convener
- Other conference or district event chairman/convener
- Participated in planning, set-up, or presentation of a district event
- Attended district conferences -- Number attended _____
- Attended division events other than meetings -- Number attended _____
- Attended area events other than meetings -- Number attended _____
- Attended own club meetings -- Number attended _____
- Attended a Toastmasters regional conference(s)
- Attended the Toastmasters International Convention
- District speech contest winner
- District speech contest participant
- District speech contest judge
- District speech contest Toastmaster
- District speech contest chairman/coordinator
- Division, Area or Club speech contest winner
- Division, Area or Club speech contest participant
- Division, Area or Club speech contest judge
- Division, Area or Club speech contest Toastmaster
- Division, Area or Club speech contest chairman/coordinator

Summarize why this candidate has earned the Toastmaster of the Year recognition:

Submitted by: Name: _____

APPENDIX H: District 69 Travel Fund - Procedures and Practices

1. District 69 Travel Fund – Goals:

Procedure

- 1.1 That District 69 s a District 69 Travel Fund whose income will be based on voluntary donations received from the Clubs in District 69.
- 1.2 That the purpose of the District 69 Travel Fund will be to finance the travel expenses for the contestants in the following District Speech Contests: International Speech, Humorous Speech, Evaluation, and Table Topics.
- 1.3 That a further purpose of the District 69 Travel Fund will be to finance the full Convention registration and accommodation expenses (as detailed in Section 4.2) for the District 69 International Speech Contestant for the International Convention.

Practice

- 1.3(a) All clubs in District 69 be encouraged to donate an amount of AUD2.00 per member annually (in July each year) to the District 69 Travel Fund.
- 1.3(b) All Area and Division Directors are requested to encourage Clubs to participate in the District 69 Travel Fund.

2. District 69 Travel Fund – Operation of Fund:

Procedure

- 2.1 That the District Travel Fund Co-ordinator will administer the District 69 Travel Fund as a separate account.

Practice

- 2.1(a) The District 69 Travel Fund is to be administered by the District Travel Fund Coordinator who will be appointed each Toastmaster year by the District Director.
- 2.1(b) The District 69 Travel Fund is to be operated separately from any District general revenue account with the funds being lodged with a Bank/Building Society/Credit Union account.
- 2.2(c) As from 1 July 2017 the District Travel Fund Coordinator will be responsible for making all payments from the District 69 Travel Fund together with either one of two other Toastmasters from District 69 who are appointed by the District Director each year.
- 2.2(d) Prior to District Conference all District contestants shall be sent a copy of these Procedures and Practices together with a claim form.

3. District 69 Speech Contests – Payments to Contestants:

Procedure

- 3.1 That the District Finance Manager will be responsible for checking all claims and making payments from the District 69 Travel Fund.

Practice

- .2(a) Only financial members of contributing Clubs are entitled to reimbursement from the account.
- 3.2(b) The amount of reimbursement to Contestants is limited to the amount held in the District 69 Travel Fund.
- 3.2(c) Any funds not distributed in any one year are to be carried forward to the following year.
- 3.2(d) When contestants are in more than one District contest final in any one year, they would be entitled to claim as if in one contest only.
- 3.2(e) All claims on the Travel Fund are to be presented to the District Travel Fund Coordinator or nominee as soon as possible after the District Conference but by 30 June at the latest.
- 3.2(f) Where a Contestant to District Conference represents a club that has donated to the Travel Fund, that Contestant will be entitled to receive proportionate reimbursement, based on the club contributions over the previous four (4) semi-annual periods. The Contestant will be responsible for submitting the claim and providing necessary documentary evidence.
- 3.2(g) For newly chartered clubs, claims will be paid in proportion to the number of semi-annual periods (up to a maximum of four periods) for which they have donated since the beginning of the semi-annual period after their charter date.
- 3.2(h) For Clubs in Division P, claims will be paid in proportion to the number of semi-annual periods for which they make a donation since their exemption from payment expired on 30 June 2015.
- 3.2(i) The percentage reimbursement of travel costs is determined by:
 - 1. The total amount in the Fund; and
 - 2. The number of donations made over the previous four (4) semi-annual periods by the relevant Club.
- 3.2(j) Reimbursement will be calculated on the lowest cost of.
 - Economy airfares (where applicable); or
 - Cheapest means of available public transport, and/or
 - Petrol costs for travel at the rate of 40 cents per kilometre for cars, motorbikes or hire cars.

3.2(k) Claims must be made as soon as possible after the District Conference but by 30 June at the latest.

3.2(l) Method of claiming:

- Documentary evidence of travel costs incurred must be submitted to the District Travel Fund Coordinator or nominee prior to any payment from the Fund.
- Claim forms will be provided prior to District Conference.
- All claims should be presented to the District Travel Fund Coordinator or nominee.
- No claim will be accepted after that date.

3.3 That District places the onus of assistance on the Clubs in that the assistance provided should depend on how well the Clubs support the District 69 Travel Fund and that payment from the Travel Fund made to any Contestant will be in proportion to the number of donations made by the Contestant's Club to the Travel Fund over the previous four (4) semi-annual periods.

3.4 The payment from the District 69 Travel Fund made to any Contestant will be in proportion to the number of donations made by the Contestant's Club to the Travel Fund over the previous four (4) semi-annual periods.

3.5 In the event that a District contestant moves out of the geographic boundaries of the Division which he or she is representing (or outside the geographic boundaries of the District), reimbursement for travel shall be based on either the residence of the contestant at the time of the Club contest or the contestant's current residence, whichever is the lesser.

3.6 That for the period 1 May 2013 to 31 May 2015 Toastmasters Clubs in PNG be granted an exemption from Practices 3.1(a), 3.1(f) and 3.2(a) of the District 69 Travel Fund Procedures and Practices to allow payments for travel expenses for Toastmasters from PNG clubs who compete in D69 speech contests.

4. [Payments to International Speech Contestant:](#)

Procedure

4.1 That the District Travel Fund be used to meet the following expense for the District 69 International Speech Contest winner to attend the Toastmasters International Convention: International Convention registration and six nights' accommodation.

4.2 That District places the onus of assistance on the Clubs in that the assistance provided should depend on how well the Clubs support the District 69 Travel Fund and that payment from the Travel Fund made to any Contestant will be in proportion to the number of donations made by the Contestant’s Club to the Travel Fund over the previous four (4) semi-annual periods.

Practice

4.3 The District Travel Fund Coordinator will pay from the District 69 Travel Fund to reimburse the cost of the International Convention registration and six nights’ accommodation upon receiving a claim.

4.4 The payment from the District 69 Travel Fund made to the International Speech Contestant will be in proportion to the number of donations made by the Contestant’s Club to the Travel Fund over the previous four (4) semi-annual periods.

5. Audit:

Procedure

5.1 That the District 69 Travel Fund be audited after 30 June each year by the honorary District Auditor.

Practice

5.2 That the District Fund Coordinator shall provide a detailed annual statement of income and expenditure and the auditor’s report on the District 69 Travel Fund to all Clubs after 30 June each year.

ADOPTION AND AMENDMENT DETAILS			
Number	Date	Meeting	Details
1	13 November 2005	District 69 Semi-annual Council meeting - Toowoomba	Adopted
2	12 November 2006	District 69 Semi-annual Council Meeting - Cairns	Amended
3	4 May 2008	District 69 Council Meeting – Surfers Paradise	Amended
4	4 May 2013	District 69 Council Meeting – Tweed Heads	Amended
5	14 November 2015	District 69 Council Meeting – Brisbane	Amended
6	13 November 2016	District 69 Council Meeting -Caboolture	Amended
7	30 April 2017	District 69 Council Meeting - Chinchilla	Amended
8	29 April 2018	District 69 Council Meeting - Ipswich	Amended

APPENDIX I: Tyro (Novice) Speech Contest Rules

Speech Contest Rulebook

The only contests permitted at the area, division, or district levels are those that originate at the club level and proceed through the area, division, and district levels.

That where Tyro Speech Contests are held, the rules and guidelines as printed in this handbook will apply.

The rules are the same as rules for the Toastmasters International Speech Contest as listed in the current edition of the *Speech Contest Rulebook*, but with these amendments:

- (i) Amend the title to “Tyro Speech Contest Rules”.
 - (ii) Delete any reference of “District”, “Regional”, or “International” levels of the Speech Contest.
 - (iii) Section 2 - Eligibility - Amend Part A to read:
To be eligible to compete at any level of the Tyro Speech Contest, an individual must:
 - a) have been an active Toastmaster in good standing in a club of good standing prior to the Club Contest; and
 - b) have not completed more than five (5) speeches from the Competent Communicator Manual prior to the Contest.
- (i) **This Contest may only be conducted by clubs.**

Note :

Areas and Divisions may not officially conduct this contest.

The contest may be held at Area level, but only if unofficially conducted by a club or clubs.

Note : *The International Speech Contest Judge's Guide and Ballot* sheet should be used, changing the title at the top to *Tyro Speech Contest Judge's Guide and Ballot*.

APPENDIX J: Letter 11.1.2013 from Dan Rex, Executive Director, Toastmasters International

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 Directors, 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
Where Leaders Are Made
Phone: 949-858-8255 x233
Fax: 949-888-0665
www.toastmasters.org

(Note: This letter from Daniel Rex is in response to a letter from Clare Murphy)

APPENDIX K: Link to Current District 69 Insurance Certificate

<http://www.toastmastersd69.org/our-history/policy-procedures>

APPENDIX L: Speech Contestant's Photo Release Form



Photo Release Form

I consent and authorize Toastmasters International or any entity authorized by Toastmasters International (such as a Toastmasters club or district) to copyright, use and publish any of the images in any format taken of me on this day. I understand these images may be used for a variety of purposes and may appear on the club or district website, the Toastmasters website, in the *Toastmaster* magazine, promotional materials or any other media now known or to be invented. I also understand that Toastmasters International or any entity authorized by Toastmasters International will use the images exclusively for Toastmasters-related purposes and not for any commercial gain.

Since anyone can download an image from the Internet or make copies from printed materials, I agree that Toastmasters International is not responsible for unauthorized use of the images. I am aware that I am not entitled to any compensation and that the images may appear with or without my or my club's name.

By signing below I acknowledge I have read and understand this release.

Event Description *and* club name or district number

Print Name

Complete Mailing Address

Signature

Date

(Note: This photograph release form is to allow photo images of members of Toastmasters International, or any member signing the form to be use for public relations purposes).

APPENDIX M: Template-Area/ Division Report to District Executive and Council Meetings

Report Format:

<<Name>> Div'n		# Areas	# Clubs	% Gain	# Members 1.7.13	# Members now	% Gain	# CCs	# ACB/S/G	# CLs	# ALB/S	# DTMs	# Dist.Clubs		
STATS:															
NUMBER OF CLUBS BY AREA				MEMBERSHIP NUMBERS			MEMBERS GOALS ACHIEVED								
Area #	At 1.7.13	Now	% Gain	At 1.7.13	Now	% Gain	CCs	ACB	ACS	ACG	CL	ALB	ALS	DTM	Dist.Club (D / S / P)
Area #															
Club Name															
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Area and Division Stories:

<<Name>> Division: STORIES

Outline your Successes and Challenges by Area here. Please do not change font type or size.

Please remain within 1 page.

Appendix “N” District 69 Nominating Committee Guidelines

All District Nominating Committees must adhere to the protocols set down by Toastmasters International in their Policies and Protocols under Protocol 9 – District Campaigns and Elections, Item 1 – District Nomination Committee.

This protocol can be found at

<http://www.toastmasters.org/Leadership-Central/~media/D9189C38841E412491167FC6C47F45F8.ashx#page=128>

Organisation of Interviews

Due to the geographical spread of District 69, it is difficult for the committee and candidates to meet face-to-face. District 69 has a teleconference provider that provides landline teleconferencing facilities rather than VOIP (voice over internet).

It is vital that a good quality phone line be available so that candidates can hear the interviewers clearly, and interviewers can hear responses clearly.

The conferencing provider provides clear instructions on running teleconferences – the district has a special account that allows ‘guests’ to be dialed into the teleconference and who then exit when requested.

Budget

It is recommended that the Nominating Committee Chairman submit a budget to the District Director for the Committee’s proposed activities based on indicative pricing from the teleconference provider.

Suggested Format of Interviews:

It is suggested that the members of the Nominating Committee meet prior to interviews to discuss and create their interview questions. It is suggested that the previous Nominating Committee’s questions be made available for review.

It is suggested that the committee’s questions address leadership issues and skills including, but not limited to:

Core Values & Ethics	Support & Mentors	Leadership Style	Strategic Planning
Organisational Skills	Personal Goals	Succession Planning	

It is also suggested that a separate set of questions addressing role specific issues be created.

Suggested Length of Interviews:

A suggested time of 40-45 minutes for the top district roles – District Director, Quality Club Program Director and Club Growth Director. The session could be divided into two sessions – 30 minutes on leadership questions and 10-15 minutes on role specific questions.

A suggested time of 15-20 minutes for Division Director roles addressing the leadership issues and skills as outlined above.

A suggested 10-12 minute ‘review time’ be allotted before the start of and between interviews.

Committee Membership

It is recommended that the committee membership, where possible, comprise past district Directors (directors) who have experienced the demands and challenges of the senior roles.