



District 86 Toastmasters Meeting

Located in Southwestern and Central Ontario Canada

District 86 Standing Rules

86 Standing Rules for District Executive and District Council meetings (hence forth referred to as DEC and DC)

- **Assignment of the floor.** To seek regular recognition by the chair, a voting member shall raise their hand by use of the 'raise hand' feature of the virtual meeting platform or by physically raising their hand at an in-person meeting. The voting member wishing to speak will wait until recognized by the chair. Once recognized by the chair the voting member will state their name and leadership position. The voting member will then state for what purpose they wish to speak. The speaking order will be determined by the order in which electronic hands were raised. At an in-person meeting the member will state their position on a matter and the speaking order will be on an alternating basis (pro/con) for reasons of fairness.
- **Non-voting members seeking the floor:** non-voting members are only present in DEC and DC meetings at the invitation of the chair. Non-voting members may not seek the floor unless invited to do so by the chair. The exception to this rule is the district parliamentarian.
- **Debate or discussion on any item** on the agenda shall be limited to a maximum of ten minutes. No voting member shall speak more than once on the same question or longer than one minute. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires. **This limitation does not apply to points of order.**
- **The Chair shall call for discussion** on pros and cons of interested parties who will speak on an alternative basis. Members must state their name, role and position for or against the motion before speaking and are limited to times indicated.
- **Voting** is conducted through the use of the 'raise hand' feature in the virtual voting platform. The chair will declare the result. The counting of the hands, if necessary, will be done by the Administration Manager. Hands shall remain raised until instructed to be lowered by the chair. The administration manager / credentials chair will provide the chair with a count of only the voting members in favour of and opposed to the item being voted upon. The chair will openly state the results and declare the motion carried or defeated.

At times, voting may also be conducted with the use of voting software for certain items, at the discretion of the Chair. When voting software is used, instructions will be provided to all DEC/DC members to ensure a smooth process of voting.

- **The Administration Manager shall maintain** a set of minutes, which shall be approved by DEC/DC at the next DEC/DC meeting.
- **Technical requirements and malfunctions.** Each attendee is responsible for their electronic connection; no action shall be invalidated on the grounds that the loss, or poor quality, of an attendee's individual connection prevented them from participating in the meeting or training.
 - a. **Forced disconnections.** The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting. At in-person meetings the chair may instruct the SAA to remove disruptive individuals who have been warned of their improper behaviour.
 - b. **Recordings.** Attendees shall not record any session or workshop.
 - c. The Standing Rules shall be reviewed annually at first DEC meeting of the year.