

## **Motions to amend the District 72 Procedures Part 1 Administrative (AP)**

The District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, Finance Manager and District Parliamentarian have reviewed the District 72 Procedures and recommend the following changes:

### **Motion 1**

That the paragraph located in the AP preamble (page 3) be amended from:

“Any question as to whether a matter should be covered in District 72 Procedures **or Administrative procedures**, is determined by the District Director...” to

“Any question as to whether a matter should be covered in District 72 Procedures, is determined by the District Director...”

Reason: The “Administrative procedures” are part 1 of the District 72 Procedures.

### **Motion 2**

That the paragraph located in the DPA preamble (page 3) be amended from:

“Members of the District Council are encouraged to review District 72 Procedures **and District 72 Administrative Procedures** together with the source governing documents.” to

“Members of the District Council are encouraged to review District 72 Procedures together with the source governing documents.”

Reason: The “District 72 Administrative Procedures” are part 1 of the District 72 Procedures.

### **Motion 3**

That AP section 1.1 be amended from:

“Division Directors, the District Director, the Program Quality Director, the Club Growth Director, the District Public Relations Manager, and the Immediate Past District Director will provide a written report to the Administration Manager at least 35 days prior to District Executive Committee meetings. **The Division Directors’ report shall include their Area Directors’ reports.**” to

“**All Senior Officers** - District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Immediate Past District Director and Division Directors - will provide a written report to the Administration Manager at least 35 days prior to District Executive Committee meetings.”

Reason: To incorporate the phrase Senior Officers and to show who it refers to and to remove reference to Division Directors report to include Area Directors’ reports.

### **Motion 4**

That AP section 1.2 be amended from:

“The order papers for District Council Meetings and District Executive Meetings shall be posted on the website at least 21 days prior to the date of each meeting.” to

“The order papers (**reports**) for District Council Meetings and District Executive Meetings shall be posted on the website at least 21 days prior to the date of each meeting.”

Reason: To clarify the meaning of order papers.

### **Motion 5**

That AP section 1.3 be amended from:

“TI Distinguished Division and Area Certificates are to be presented at the Division Conference event, or at another event deemed suitable by the Division Director.” to

“TI Distinguished Division and Area Certificates are to be presented at the Division Conference event, or at another event deemed suitable by the **immediate past** Division Director **or a designated Toastmaster.**”

Reason: To distinguish the responsibility between present and past Division Director.

### **Motion 6**

That AP section 1.6 (a) be amended from:

“A member of the District Executive may propose new administrative procedures, amendments to, or deletion of existing administrative procedures.” to

“A member of the District Executive may propose new administrative procedures, amendments to, or deletion of existing administrative procedures. **Any change shall be accompanied by an explanation.**”

Reason: To aid discussion prior to meeting.

### **Motion 7**

That AP sections be re-ordered as below with new number on left, old number on right:

1.4 to become	1.1:	refers to District Director issuing an organisation chart
1.1 to become	1.2:	refers to Senior Officer reports being submitted 35 days prior
1.2 to become	1.3:	refers to order papers being submitted 21 days prior
1.6 (a) to become	1.4 (a):	refers to DEC members proposing changes to procedures
1.6 (b) to become	1.4 (b):	refers to submitting changes to Admin Manager 6 weeks prior
1.5 remains as	1.5:	refers to reviewing documents every 5 years
1.3 to become	1.6:	refers to presentation of Distinguished Certificates

Reason: To provide clarity for readers.

### **Motion 8**

That AP section 2.1 be amended from:

“Each Area and Division Director-elect shall be issued with a **District Leader Manual** and given a **tutorial period** comprising education and administration prior to taking office on July 1st. **TI Protocol 7.10**” to

“Each Area **Director-elect** and Division Director-elect shall be issued with a digital copy of District Leadership Handbook and be invited to attend District Leader Training comprising education and administration prior to taking office on July 1st. **TI Protocol 7.1, 3a**”

Reason: To reflect change in delivery method and title of the former manual. To incorporate the current phrase for tutorial period. To reflect change in TI Protocol numbering.

## **Motion 9**

That AP section 5.8 (a) be amended from:

“District Finalists will meet their own optional meals, travel and accommodation.

[a] If they attend only the contest and the contest briefing and no other part of the conference, they shall pay no registration.” to

“District Finalists will meet their own optional meals, travel and accommodation.

[a] If they attend only the contest and the contest briefing and no other part of the conference, they shall pay no registration. ***TI Policy 6.0, 5***”

Reason: To insert TI Policy number as reference.