

Toastmasters International District 72
District 72 Procedures
Proposed Amendments: April 2020

Introduction

The District 72 Procedures are in two documents (District 72 Administrative Procedures & District 72 Operating Procedures) listed on the District Website. The link is:

http://www.toastmasters.org.nz/member_resources/district_documents/procedures_and_forms

District 72 Procedures Part 1 Administrative are approved by the District Executive.

District 72 Procedures Part 2: Operating are approved by the District Council. (In practice these are recommended by the District Executive to the District Council.)

The motions to amend the District Procedures are a combination of updating the procedures and clarifying the Procedures as detailed below:

(District 72 Procedures Part 1 Administrative)

Motion 1

Move that AP 1.4b be amended from:

"... at least six weeks prior to the meeting ..."

be amended to:

"... at least 42 days prior to the meeting..."

Reason: In every other timeline instance in the operating procedures the timeframe is counted in days. This would provide standardisation across the document(s).

Motion 2

Move that AP 1.1 to 1.6 be amended by revising their sequence as below with new number on right, old number on left:

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.

(District 72 Procedures Part 2: Operating)

Motion 3

Move that DP 3.1 (a) be amended by renumbering to DP3.2 and consequently renumbering DP 3.2 to 3.3, DP 3.3 to DP3.4, & DP 3.4 to DP3.5.

Reason: DP3.1(a) [election of Public Relation Office] is not a subset of DP3.1 [appointment of Finance Manager and Administration Manager] and needs to stand in its own right as a separate point.

Motion 4

Move that DP 4 District Conference, be amended by revising the references from:

"DAB Article IX & Protocol 7.1 (5) & (8)" to:

*"DAB Article **X (a)** & to Protocol **7.1 (9)**"*

Reason: Updating

Motion 5

Move that DP 4.3 (d) be amended from:

"Give priority to the provision of District Council, officer training, educationals, and the District finals of the International, Humorous, Evaluation and Table Topics Speech Contests."

to

"Give priority to the provision of District Council **Meeting**, officer training, educationals, and the District finals of the International, Humorous, Evaluation and Table Topics Speech Contests."

Reason: Clarifies the subject.

Motion 6

Move that DP 4.6 be amended from:

"A proposer of a motion has two (2) minutes, with one (1) minute right of reply. All other speakers to a motion have two (2) minutes. A proposer of an amendment has two (2) minutes and speakers to an amendment have two (2) minutes. However, only members of the District Council may move a procedural motion and vote on substantive/procedural motions or amendments."

to

"**At District Council Meetings and District Executive Council Meetings** proposer of a motion has two (2) minutes, with one (1) minute right of reply. All other speakers to a motion have two (2) minutes. A proposer of an amendment has two (2) minutes and speakers to an amendment have two (2) minutes. However, only members of the District Council may move a procedural motion and vote on substantive/procedural motions or amendments."

Reason: Clarifies the subject meeting.

Motion 7

Move that DP 4.7.[a] be amended from:

"A Club or Clubs wishing to bid must:"

to

"A Club or Clubs wishing to bid **to organise a District Conference** must:"

Reason: Defines what the bid is for.

Motion 8

Move that DP 4.8 be amended from:

"The District Executive for the year commencing 1 July shall assume overall responsibility for the organisation of District Conference, District Council meetings and District Contests occurring in its year.

The District Director, Program Quality Director, Club Growth Director and District Finance Manager are ex-officio members of the District Conference committee.

The District Administration/Executive committee is responsible for:

- [a] Approving the Conference Committee Chair.
- [b] Approving the conference programme, including presenters of educational sessions.
- [c] Providing the conference committee with a list of Toastmasters International policies, protocols and bylaws as well as District procedures relating to the conference."

to

"The District Executive for the year commencing 1 July shall assume overall responsibility for the organisation of District Conference, District Council meetings and District Contests occurring in its year.

The District Director, Program Quality Director, Club Growth Director and District Finance Manager are ex-officio members of the District Conference committee.

The District **Executive** Committee is responsible for:

- [a] Approving the **District** Conference Committee Chair.
- [b] Approving the **District** Conference programme, including presenters of educational sessions.
- [c] Providing the **District Conference Committee** with a list of Toastmasters International policies, protocols and bylaws as well as District procedures relating to the conference."

Reason: Inserting "District" clarifies the name of the specific conference. "Administration" deleted as no longer in terms of TI governing documents.

Motion 9

Move that DP 4.9 be amended from:

"[a] The Conference committee shall comply with any written requirements from the Finance Manager relating to financial management, records and related areas.

[b] The Conference budget shall be approved by the District Executive. The expenditure for any item which is more than \$150 over the approved budget requires the prior consent of the Program Quality Director.

to:

[a] The **District** Conference committee shall comply with any written requirements from the Finance Manager relating to financial management, records and related areas.

[b] The **District** Conference budget shall be approved by the District Executive. The expenditure for any item which is more than \$150 over the approved budget requires the prior consent of the Program Quality Director.

Reason: Clarifies which conference.

Motion 10

Move that DP 5 references be amended by revising from: *Protocol 7.1 (4)* to: **Protocol 7.1 (5)**

Reason: Updating.

Motion 11

Move that DP 9.3 be amended from:

"The Finance Manager is to provide each Division Director with a statement tracking Division and Area income and expenditure against the budget set at the beginning of the Toastmaster year (1 July). Whenever possible, this should be distributed by the 20th of the following month from September onwards."

to:

"The Finance Manager is to provide each Division Director with a statement tracking Division and Area income and expenditure against **the approved budget for the current Toastmaster year**. Whenever possible, this should be distributed by the 20th of the following month from September onwards."

Reason: The District Budget needs to be approved by the District Executive and the District Council and submitted to Toastmasters International between 1 September and 30 September of the current Toastmaster year. It is not set until Toastmasters International approve it.

Motion 12

Move that DP 9.4 (a). be amended from:

"The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts."

to:

"The District Director, Program Quality Director, Club Growth Director and Finance Manager will be the owners of all District Accounts. **Policy 8.4 (5)**"

Reason: Clarifies that the authority is Toastmasters International policy.

Motion 13

Move that DP 10.5 be amended from:

"Members of clubs in District 72, who are International Directors or Region Advisors, shall have speaking rights at all District Administration/Executive Committee meetings and District Council meetings."

to:

"Members of clubs in District 72, who are International Directors or Region Advisors, shall have speaking rights at all **District Executive** Committee meetings and District Council meetings."

Reason: "Administration" deleted as no longer in terms of TI governing documents.

Motion 14

Move that DP 8.1 be amended from:

"All District 72 Speech **and evaluation** contests shall be conducted in accordance with Toastmasters International Contest Rules."

to:

"All District 72 Speech contests shall be conducted in accordance with the **current** Toastmasters International Contest Rules."

Reason: All the contests are speech contests - no need to single out evaluation, and the word current ensures that there can be no doubt as to which rules are in play at the time of the contests.

Motion 15

Move that DP 10.2 be amended by inserting the words "**Smedley Distinguished**" after the words "President's Distinguished "

Reason: Updating as Toastmasters International have introduced this new "District recognition".

(District 72 Procedures Part 1 Administrative & Part 2 Operating - combining the documents)

Motion 16

Move that the District 72 Procedures, which are currently held in two documents covering Part One - Administrative, and Part Two - Operating, be amended by:

- a. combining into one document containing both Parts as Part A, Administrative and Part B, Operating. All current Administrative Procedures section / subsection identifiers be prefixed by "A" and all current Operating procedures section / subsection identifiers be prefixed by "B"; and
- b. The "Preamble" which are the same in both current documents, be reproduced once in the new document and be renamed "Introduction".

Reason: It will create a single document which provide a single point of reference and clarity for all District 72 Procedures and reduce redundancy.

Motion 17

Move that DP4.11 be amended from:

"When any changes are made to either the District Procedures **or the District Administrative Procedures**, those documents are to be updated and published on the District Website within thirty-five days of the close of the meeting."

to:

"When any changes are made to the District Procedures, **the District Procedures** document is to be updated and published on the District Website within thirty-five days of the close of the meeting."

Reason: Including District Administrative Procedures is redundant as they are just a part of the District Procedures.

Motion 18

Move that AP 4.1 " be amended from: "...District Procedures and District 72 Administrative Procedures."

to:

"... and District Procedures."

Reason: Including District Administrative Procedures is redundant as they are just part of the District Procedures.

Motion 19

Move that AP 5.7a be amended by deleting the words: "Administrative Procedures".

Reason: Including District Administrative Procedures is redundant as they are just part of the District 72 Procedures.

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District 72 Toastmasters