

DISTRICT 115

Operations Manual

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1. ABSTRACT

1.1 Purpose

This manual is intended to provide District 115 Officers with a reference source on the operating procedures of District 115.

1.2 Scope

The procedures outlined herein are based on requirements of the District 115 Constitution and By-Laws and incorporate the operating practices that have been established by the Executive Committee and the District Council.

1.3 Authority

Under the authority of Article XII of the By-Laws of Toastmasters International, the District Constitution and District Administrative By-Laws are the foundation of this document.

Executive Committee and District Council actions, as recorded in the minutes for District 115 serve as the authority for those items outside the scope of the District Constitution and By-Laws. In the event of conflict with the Articles of Incorporation and By-Laws of Toastmasters International, the latter shall prevail.

1.4 Revisions

The District Director is responsible for reviewing this document periodically and making recommendations for updating. The District Director with the assistance of the Operations Committee is responsible to revise this document, which is approved by the Executive Committee and District Council. Changes to this document shall be identified with the date of the revision, and the authority for revision, and distributed electronically to authorized holders of this document.

1.5 Accessibility

The District 115 Operations Manual will be permanently available on the District 115 website.

2. TERRITORY

The Territory of District 115 includes:

Nevada: Clark County, Lincoln County, and those parts of Mineral, Esmeralda, and Nye Counties lying south of U.S. Highway 6, excluding cities intersected by U.S. Highway 6.

Arizona: The area north of the Colorado River and the Community of Page

Utah: Counties of Washington, Kane, Iron, and Garfield.

These boundaries were approved by the District Council on September 19, 2020 and approved by Toastmasters International. Effective July 1, 2021.

2.1 Divisions

District 115 is divided into four (4) Divisions. The Divisions are all within the territory as described above and are not determined by any specific location within the territory.

Division A

Division B

Division C

Division D

2.2 Areas

Each Division is divided into Areas, the number to be determined at each annual meeting of the District council, to become effective the following July 1.

The current Areas of District 115 are:

Division A: A1; A2; A3; A4

Division B: B1; B2; B3; B4

Division C: C1; C2; C3; C4

Division D: D1; D2; D3; D4

3. AFFILIATION

District 115 is a part of Toastmasters International and is subject to the rules and regulations of the Board of Directors thereof. All existing Clubs and all Clubs organized hereafter with the specified territory shall be affiliated with this District.

4. OFFICERS

4.1 Elected officers

The elected senior officers of District 115 shall be:

- a District Director
- a Program Quality Director

- a Club Growth Director
- a Director from each Division.

4.1.1 **Area Directors**

Each Area shall be under the direction of an Area Director, appointed by the District Director, and confirmed by the Executive Committee and the District Council.

4.2 **Appointed Officers**

The officers of District 115 appointed by the District Director shall be an Administration Manager, a Finance Manager, a Public Relations Manager, a Logistics Manager, a Chief Judge, a Parliamentarian, a Conference Coordinator, and other offices as determined by the District Director.

4.3 **Term of Office**

All District 115 Officers shall serve for a term of one year, beginning on July 1, with the exception of the Operations Committee Chair, who shall serve on a calendar year basis.

4.4 **District Council**

The District Council shall consist of the Immediate Past District Director, the District Director, the Program Quality Director, the Club Growth Director, the Division Directors, the Area Directors, the Club Presidents, the Club Vice Presidents of Education, the Administration Manager, the Finance Manager, and the Public Relations Manager.

4.5 **Vacancies**

A vacancy in any elective office shall be filled by the Executive Committee based on the recommendation of the District Director, or upon recommendation of the highest elected officer if the vacancy is in the office of District Director. Individual members who fill vacant roles shall meet all qualifications for the role. Such appointment by the District Director shall become effective immediately and will run until the next succeeding District Council Meeting, at which time such appointment is approved, or another member elected to the office. *Reference: District Administrative Bylaws, Article VII Section g.*

4.6 **Resignation or Removal**

Any officer may resign at any time. Any member of the Executive Committee may be removed from office by a two-thirds vote of the Executive Committee. Any appointed officer may be removed from office by the District Director. Such removal of an appointed officer shall become effective immediately. Appointment

of a replacement shall be by the same procedure as the original appointment.
Reference: District Administrative Bylaws, Article VII, Section h.

4.7 **Elected Officers Responsibilities**

4.7.1 **District Director**

- a. Responsible to the District Council.
- b. Execute the instructions of the Board of Directors of Toastmasters International.
- c. Preside at all meetings of the District Council and Executive Committee.
- d. Appoint committees as prescribed herein subject to approval of the District Council.
- e. Establish District policy and point of emphasis and direction for year.
- f. Authorize disbursement of funds by the Finance Manager.
- g. Responsible for seeing that all reports required by Toastmasters International are submitted.
- h. Responsible for overview of the Division and Area Director Training
- i. Present Charters to new Clubs.
- j. Responsible for the representation of all Clubs at International meetings.
- k. Make regular contributions to the District website.
- l. Responsible for the overall program at all District meetings.
- m. Prepare District Calendar.
- n. Ensure that District Website is monitored and updated by the website administrator.
- o. Attend International Convention and Mid-Year training

4.7.2 **Program Quality Director**

- a. Responsible to the District Council through the District Director-
- b. Preside in the absence of the District Director.
- c. Responsible for the Division and Area Director training.
- d. Chairman of the Educational Committee.
- e. Establish the Educational point of emphasis for the District.
- f. Plan and present educational programs for District Council and Executive Committee meetings.
- g. Plan and coordinate the District Contests.
- h. Act as liaison between District Director and Speechcraft and Youth Leadership Committees.
- i. Make regular contributions to the District 115 website.
- j. Attend International Convention and Mid-Year training

4.7.3 **Club Growth Director**

- a. Responsible to the District Council through the District Director.

- b. Preside in the absence of the District Director and the Program Quality Director.
- c. Monitor Division, Area and Club Public Relations operations.
- d. Act as liaison between District Director and Club Growth Committee.
- f. Make regular contributions to the District 115 website.
- g. Attend International Convention and Mid-Year training

4.7.4

Division Director

- a. Responsible to the District Council through the District Director.
- b. Carry out all administrative duties assigned by the District Director.
- c. Arrange and preside over Division educational meetings as directed by the Program Quality Director.
- d. Plan, prepare and conduct Division Speech Contest(s).
- e. Assist and guide Area Directors in planning, preparing and presenting Club Officer Training and Area Speech Contests as directed by the Program Quality Director.
- f. Contribute to the District 115 website.
- g. Attend District Officer Training, District Council Meetings and Executive Committee Meetings.
- h. Award the Division Toastmaster and Sparkplug of the Year.

4.7.5

Area Director

- a. Responsible to the District Director through the Division Director.
- b. Act as liaison between District Director and Clubs in Area by keeping the Division Director informed on status of educational and membership growth.
- c. Hold Area Council Meetings at least every two months.
- d. Plan, prepare and conduct Area Speech Contest(s).
- e. Promote inter-Club meetings in the Area.
- f. Assist Clubs in administrative procedures such as membership renewals, Club Officer Lists, and International Proxies.
- g. Provide Club Officer Training.
- h. Visit each Club in the Area at least once in the first six months and once in the second six months of the term and submit the Area Director's Club Visit Report (#1471) to Toastmasters International by the established due dates.
- i. Attend District Officer Training, District Council Meetings and Executive Committee Meetings.
- j. Award the Area Toastmaster and Sparkplug of the Year

4.8

Appointed Officers Responsibilities

4.8.1

Administration Manager

- a. Responsible to the District Director.

- b. Custodian of District records, documents and stationery.
- c. Keep and publish minutes of District Council, Executive Committee meetings and forward District Council meeting minutes to World Headquarters.
- d. Transmit all District records and documents to successor.
- e. Attend District Council Meetings and Executive Committee Meetings.

4.8.2 **Finance Manager**

- a. Responsible to the District Director.
- b. Collect and disburse District funds as directed by the District Director.
- c. Act as authorized cosigner for District checking account.
- d. Maintain District financial records and report regularly to the District Director.
- e. Arrange for two audits during the term (mid-year and year-end).
- f. Attend District Council Meetings and Executive Committee Meetings.

4.8.3 **Public Relations Manager**

- a. Responsible to the District Council through the District Director.
- b. Monitor Division, Area and Club Public Relations operations.
- c. Provide liaison between District Director and Public Relations Committee.
- d. Responsible for the District Public Relations program
- e. Chairman of the Public Relations Committee.
- f. Attend District Council Meetings and Executive Committee Meetings

4.8.4 **District Chief Judge**

- a. Responsible for providing a judging plan and procedure for each District contest.
- b. Act as Chief Judge for all District level contests.
- c. Secure qualified individual judges for all District level contests.
- d. Ensure that all judges are qualified (minimum of Competent Communicator (CC) or completed Pathways Level 2).
- e. Assist Areas and Divisions as required in selecting qualified judges.

4.8.5 **Logistics Manager**

- a. Responsible to the District Director.
- b. Assist the District Director, the District Officers and the Conference Coordinator in physical arrangement for all District meetings.
- c. Assist in maintaining order at all District meetings.
- d. Open all District meetings and introduce presiding officer.
- e. Responsible for District Banner and all properties to conduct meetings.

4.8.6 **District Parliamentarian**

- a. Responsible to the District Director.
- b. Knowledgeable on all aspects of meeting management and Parliamentary Procedure in accordance with Roberts Rules of Order, Newly Revised.
- c. Prepare agendas for posting by deadlines for Executive Committee Meetings and District Council Meetings.
- d. Attend all District meetings.
- e. Act as final authority on arbitration of any disagreement on meeting procedure.

4.8.7 **Contest Coordinator (optional at discretion of Program Quality Director)**

- a. Advise all Area and Division Directors of their contest responsibilities at the beginning of the year.
- b. Coordinate contest activity with the District Chief Judge.
- c. May appoint representatives in each Division to assist the Contest Coordinator.

4.8.8 **Conference Coordinator**

- a. Advise all Division Directors of their conference responsibilities at the beginning of the year. (The respective outgoing Division Director is responsible for the July Executive Committee meeting.)
- b. Coordinate educational program requirements with the Program Quality Director.
- c. Assist host Club/Area with planning and budget.
- d. Follow up and report to the District Director on the status of each District meeting one month before the meeting.
- e. Assist host Club/Area on protocol and meeting conduct.
- f. May appoint representatives in each Division to assist the Conference Coordinator.

4.8.9 **Additional Appointed Officers**

Additional appointed officers may include:
 Club Coach and Training Manager
 Club Sponsor and Mentor Coordinator
 Club Lead Generation Coordinator
 Toastmasters Leadership Institute (TLI) Chair
 Audio Visual (AV) Manager
 Webmaster
 Protocol Chair
 Youth Leadership Chair
 Historian
 District Photographer
 Zoom Master

Rotary Alliance Liaison
Pathways Coordinator

4.9 **Elected Officers Qualifications**

4.9.1 **District Director**

At the time of taking office, the District Director shall have served at least six (6) consecutive months as a Club President and at least twelve (12) consecutive months as a Program Quality Director, Club Growth Director or Division Director or a combination thereof.

4.9.2 **Program Quality and Club Growth Director**

The Program Quality and Club Growth Director shall have served at least six (6) consecutive months as a Club President and at least twelve (12) consecutive months as a Program Quality Director, a Club Growth Director, a Division Director, or an Area Director or a combination thereof.

4.9.3 **Division Directors**

The Division Directors shall have served at least six (6) consecutive months as a member of a District Council. A Division Director is eligible for re-election for one (1) consecutive term only.

4.9.4 **Area Directors**

The Area Directors shall have served as a member of a District Council. An Area Director is eligible for re-election or re-appointment for one (1) consecutive term only.

5. **COMMITTEES**

5.1 **Standing Committees**

The Standing Committees of District 115 shall be the Executive, District Leadership, Audit, Alignment and Operations.

Other Committees

The District may establish other committees, including but not limited to: Education and Training/TLI, Club Growth, Public Relations, Youth Leadership, Club Coach Program, Credentials.

5.1.1 **Executive Committee (DEC)**

5.1.1.1 **Purpose:**

To develop and implement District management policies and procedures.

5.1.1.2 **Membership:**

All elected District Officers, the Immediate Past District Director, the Administration Manager, the Finance Manager, the Public Relations Manager, and the Area Directors.

5.1.1.3 **Responsibility:**

To perform the management functions for the District as directed by the District Council and to recommend actions required for District operations to the District Council for consideration and disposition.

5.1.1.4 **Procedure:**

- a. The Executive Committee shall meet a minimum of four times per year including two (2) training sessions.
- b. Give interim approval of appointed officers at the start of each administrative year, subject to confirmation by the District Council.
- c. Receive and evaluate reports from standing committees.
- d. Fill any vacancies in elected offices, subject to approval of the District Council.
- e. May remove any elected officer from office by a two-thirds vote.
- f. Give interim approval of the budget at the start of the fiscal year, subject to approval of the District Council.
- g. Confirm alignment of Clubs into Areas and Divisions, subject to approval of the District Council.
- h. Give interim approval of By-Laws changes, subject to final acceptance by the District Council, for submittal to the Board of Directors of Toastmasters International.

5.1.1.5 **Quorum:**

A majority of the committee constitutes a quorum.

5.1.2 **District Leadership Committee (DLC)**

5.1.2.1 **Purpose:**

To identify qualified and willing candidates for the elective offices of District 115.

5.1.2.2 **Membership:**

A Chairman and representative of each Division, with a minimum of five members, including the Chair. When possible, the Chair will be a Past District Director.

5.1.2.3 **Responsibility:**

To select candidates and submit a written report of all nominated candidates to the District Director six weeks prior to the election. For the election to be valid, selected candidates must include at least one candidate for District Director, Program Quality Director and a Division Director for each division as well as at least two candidates for Club Growth Director. (*Protocol 9.0: District Campaigns and Elections*)

5.1.2.4 **Procedure:**

- a. The District Director shall appoint the District Leadership Committee Chair at the start of their term of office and report the DLC Chair to Toastmasters International no later than November 1st.
- b. The District Leadership Committee Chair will use *Protocol 9.0: District Campaigns and Elections* as a guide and reference.
- c. The DLC members are recommended by the DLC Chair and approved by the District Director no later than December 1st.
- d. The call for candidate declarations shall happen no later than January 15th. The deadline for candidates to declare will be determined by the DLC Chair and published with the call for candidate declarations.
- e. The committee members will seek out and ask qualified members to become candidates from their respective divisions and throughout the District for all the District offices. The committee members will encourage the candidates to submit their names to the District Leadership Committee Chair.
- f. The DLC Chair shall ascertain the eligibility of each candidate using the forms provided by Toastmasters International.
- g. The Chair and the committee will interview each candidate, meet to verify the qualifications of the candidates and determine which candidates will be nominated by the committee based on guidelines issued by Toastmasters International.
- h. The DLC Chair shall submit a report indicating the eligible candidates along with their biographical forms to the District Director, in a timely manner so that the names can be published at least 4 weeks prior to the election.
- i. When possible, the DLC Committee will interview and recommend Area Directors for appointment.

5.1.3 **Audit Committee**

5.1.3.1 **Purpose:**

To account for all district income and expenses including all district bank accounts and funds. It also confirms that all district funds were spent appropriately.

5.1.3.2 **Membership:**

At least three Club members who are not members of the District Council.

5.1.3.3 **Responsibility:**

To review the district's financial transactions twice during the year and provide reports for the six months ending December 31, and for the year ending June 30. The reports must be submitted to World Headquarters by February 15 and August 31, respectively. The committee must present the audit for the entire year ending June 30 at the first district council meeting following the International Convention (Fall). The committee must present the complete midyear audit for the period July 1 through December 31 to the District Council at the district's annual meeting (Spring).

5.1.3.4 **Procedure:**

Follow the audit committee guidelines as issued by Toastmasters International.

5.1.4 **Alignment Committee**

5.1.4.1 **Purpose:**

To review the alignment of the Clubs, Areas and Divisions in the District each year.

5.1.4.2 **Membership:**

A Chairman and a representative from each Division.

5.1.4.3 **Responsibility:**

Review the current alignment of the clubs, Areas and Divisions within the boundaries of District 115 and determine if changes are needed
Construct a plan that serves the clubs in the most effective way possible while meeting Toastmasters International policy requirements
Consider club growth as well as club loss when creating this proposal
Propose changes to the District Executive Committee

5.1.4.4 **Procedure:**

- a. Review the current alignment of Clubs in each Area, and the Areas in each Division, gathering input from Area and Division Directors as needed.

- b. Prepare the alignment proposal and provide to District Executive Committee for review.
- c. The Committee will use Protocol 7.0 Section 1 as a guide when reviewing the alignments and any proposed changes.
- d. The District gives appropriate notice to Clubs affected by the alignment being considered.
- e. The District Council approves final alignment.
- f. Alignment approved by District Council is submitted to Toastmasters International for final approval. New alignment is effective July 1.

5.1.5 **Operations Committee**

5.1.5.1 **Purpose:**

To provide continuity of District 115 plans, procedures and administrative policies through changes of administration. To assist and advise District 115 Officers in all District activities.

5.1.5.2 **Membership:**

A Chairman (who must be a Past District Director, District 33 or District 115) and a representative from each Division (at least two of whom must be Past District Directors, District 33 or District 115). No member of the committee may hold an elected District office.

5.1.5.3 **Term of Office:**

The Chairman and each member of the committee shall serve for the calendar year, beginning January 1 through December 31.

The Chairman (also known as the Operations Chair) is limited to serving only one (1) consecutive year term.

5.1.5.4 **Responsibility:**

To observe all District operations and to make suggestions for improvement. To review and suggest updates to the District 115 Operations Manual as required, and to submit changes for approval to the District Director. To prepare and present changes to the District Council at the direction of the District Director. Maintain record of contests selected by the District Executive Committee, the names of District award recipients, and the names of the Communication and Leadership Award recipients.

5.1.5.5 **Procedure:**

- a. Submit reports of revisions to the Operations Manual to the District

Director, and to the Executive Committee for approval and follow through and obtain District Council approval.

- b. Submit reports on recommendations to the District Council on other activities as found to be necessary.
- c. Update Operation Manuals exhibits each year for the contests selected by the District Executive Committee and the names of the district award recipients.

5.1.6 **Educational and Training/TLI Committee**

5.1.6.1 **Purpose:**

To develop and implement the educational program of the District and to establish the educational point of emphasis for the administrative year.

5.1.6.2 **Membership:**

The Program Quality Director as Chairman, the Chief Judge, the Conference Coordinator, the Contest Coordinator (if one has been appointed), Pathways Ambassador, and other members appointed by the Program Quality Director.

5.1.6.3 **Responsibility:**

To prepare and present educational programs for District Conferences, Toastmaster Leadership Institutes, District Council and Executive Committee meetings. To assist Clubs, Areas and Divisions with educational programming. To promote communication and leadership completions. To assist members in achievement of their individual learning paths and recognition as outlined in member and club goals.

5.1.6.4 **Procedure:**

- a. Establish the District educational point of emphasis.
- b. Plan and present the Annual Conference educational program.
- c. Plan and present educational programs at Executive Committee meetings.
- d. Plan and present educational programs for use by the Area Directors upon request.
- e. Assist the District Director in developing plans necessary for District management planning.
- f. Plan and implement progress control methods for the accomplishment of goal completions and recognitions.
- g. Assist the Area Directors in the development of Speechcraft and Youth Leadership programs in the District.
- h. Help organize leadership training sessions and Toastmaster Leadership Institute trainings.
- i. Ensure that all levels of Speech Contests are prepared and conducted

according to established procedures.

5.1.7 **Club Growth Committee**

5.1.7.1 **Purpose:**

To develop plans and promote the chartering of new Clubs in District 115. Plan and implement methods, action and control in coordination with the Club Growth Director.

5.1.7.2 **Membership:**

The Chairman, one representative from each Division and other special members as required by the Chairman.

5.1.7.3 **Responsibility:**

To promote and implement programs and methods for the accomplishment of the District new Club goals. To assist Areas and Divisions in the forming of new Clubs. To train and inform District personnel on new Club formation procedures.

5.1.7.4 **Procedure:**

- a. Establish a plan of action for the identification, organization and chartering of new Clubs.
- b. Identify potential sources in communities and companies for the establishment of new Clubs.
- c. Establish methods whereby new Club inquiries from Toastmasters International are processed effectively.
- d. Train Club, Area and Division personnel on how to form new Clubs.
- e. Work closely with the Program Quality Director to provide potential DTM's with the opportunity to form a new Club and achieve DTM status.
- f. Develop and implement plans and methods to monitor Area, Division and District progress toward the accomplishment of new Club goals.
- g. Emphasize new Club formation early in each administrative year.

5.1.8 **Public Relations Committee**

5.1.8.1 **Purpose:**

To promote membership and new club growth and to monitor progress toward the accomplishment of District goals. To develop and implement methods and procedures so that Clubs can achieve favorable public relations with local communities.

5.1.8.2 **Membership:**

The Public Relations Manager as Chairman and other members selected by the Chairman, the District Director or Club Growth Director.

5.1.8.3 **Responsibility:**

To evaluate communication methods and procedures in use by Clubs in the District. To recommend methods by which the District can achieve maximum membership and club growth, and favorable community relations and publicity.

5.1.8.4 **Procedure:**

- a. Assist the District Director in developing plans and programs to achieve District goals
- b. Assist Clubs, Areas and Divisions in their efforts to strengthen their membership through better participation, attendance and member retention.
- c. Establish plans for membership growth in the district.
- d. Work closely with the Club Growth Director to effectively utilize community relationship as a tool for membership growth.
- e. Prepare and recommend promotional programs to the District Director, Executive Committee and District Council, and report on progress on these programs.
- f. Work with Webmaster to ensure content on the website is up to date and presented in the manner that best promotes the District.

5.1.9 **Youth Leadership Committee**

5.1.9.1 **Purpose:**

To develop plans and promote the Youth Leadership programs throughout District 115. To plan and implement methods of action in order to assist Areas and Divisions in the accomplishment of Youth Leadership goals, in coordination with the Program Quality Director.

5.1.9.2 **Membership:**

The Chairman and one representative from each Division with special advisors as required.

5.1.9.3 **Responsibility:**

To promote and implement plans and methods for the accomplishment of District Youth Leadership goals. To promote and implement educational programs to show the value of Youth Leadership Programs.

5.1.9.4 **Procedure:**

- a. Establish a plan of action for identification, organization and presentation of Youth Leadership programs.
- b. Identify potential sources in the communities.
- c. Follow through on Youth Leadership prospects.
- d. Train and educate Club, Area and Division personnel on how to conduct effective Youth Leadership programs.
- e. Work closely with the Program Quality Director to identify potential DTM's who need Youth Leadership programs to achieve DTM status.
- f. Develop and implement plans and methods of controlling and monitoring Area, Division and District progress toward the Youth Leadership goals.
- g. Emphasize completion of Youth Leadership programs early in each administrative year.
- h. Work closely with the District Program Quality Director to establish effective methods for accomplishing Youth Leadership goals.

5.1.10 **Credentials Committee**

5.1.10.1 **Purpose:**

To implement and conduct credential verification, ballot collection and counting of votes for the District Council meetings and District Officer Elections.

5.1.10.2 **Membership:**

A Chairman and members as required to implement all phases of the election. The Credential Chair is appointed by the District Director and is, when practicable, a Past District Director.

5.1.10.3 **Responsibility:**

To examine the credentials of all voters and to ensure their eligibility. To ensure that proper procedure is followed for issuing ballots and for voting.

5.1.10.4 **Procedure:**

Virtual Meetings Procedures:

Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In Person Meetings Procedures:

- a. The District Director, or the Credentials Chair, shall obtain a list of qualified voters from World Headquarters for each District Council Meeting. This

list shall be used by the Credentials Committee to verify eligibility of delegates to the conference.

- b. The Credential Chair selects members for the committee. Individuals who serve on this Committee are not permitted to wear or display campaign paraphernalia.
- b. The Credentials Committee shall establish a well identified desk in a conspicuous position at the conference.
- c. The Credentials Chairman shall maintain service as necessary for the time period required for all attending delegates to register prior to the business meeting or election.
- d. All qualified delegates must register at the Credentials Desk prior to the meeting at which their votes are to be cast.
- e. All delegates acting as proxies for their clubs must present written preapproved proxy statements signed by their Club President or Educational Vice President.
- f. In the event a qualified voter's name does not appear on the World Headquarters' list, their eligibility must be certified by their current Area Director, who will attest by signature that the applying delegate is qualified. Any conflict between the list and a signed proxy will be handled this way. It is the responsibility of the applying delegate to obtain the Area Director's signature, if needed.
- g. After certification of eligibility, the Credentials Committee shall issue a badge, sticker, or other item which will signify visually the number of votes that each delegate may cast on each item requiring Council vote. The delegates shall be instructed that their badge, sticker or other item must be displayed for their vote(s) to be counted on any issue requiring a visual count, or before they can speak on any issue before the assembly.
- h. The Credentials Committee shall select the necessary personnel to report on credentials and quorum and to collect ballots, if applicable, and to count votes and report results.
- i. The Credentials Committee shall use the "District Council Meeting Proxy Form" (Item 4501) provided by Toastmasters International.

5.1.11 **Club Coach Committee**

5.1.11.1 **Purpose:**

To bring Clubs with 12 or less members up to Charter strength.

5.1.11.2 **Membership:**

A Chairman and one representative from each Division.

5.1.11.3 **Responsibilities:**

To encourage District Toastmasters to volunteer to become a Club Coach to help

Clubs regain Charter strength.

5.1.11.4 **Procedure:**

- a. Provide each District Officer with the purpose of the Club Coach Program and how it can help Clubs throughout the District to maintain or regain Charter strength.
- b. Coordinate training for potential Club Coaches.
- c. Publish a directory of those Toastmasters who have the training and/or experience, and who have volunteered to serve as Club Coaches and ensure that one is distributed to each District Officer.
- d. Review semiannual reports identifying low membership (12 or less members) Clubs within the District and match them with a volunteer Club Coach.
- e. Develop a Club Coach program in which participants can be successfully guided.
- f. Provide recognition to those who have served successfully as a Club Coach.

6. MEETINGS

6.1 Conduct

All District 115 meetings shall be conducted in accordance with the Toastmaster publication "Mr. Chairman". Roberts Rules of Order, Newly Revised, shall be the final authority on parliamentary procedure.

The District uses Zoom as the platform for online meetings. Any of the meeting procedures included in this manual for in person meetings will be modified as needed for online meetings by the District Director. Best practices will be established for the meetings and contests conducted online.

6.1.1 District Council Meeting Frequency and Requirements

- a. The District Council is required to hold at least two meetings each year. One of these meetings, known as the “annual meeting”, must be attended in-person (when possible) and take place between March 15 and June 1.
- b. All other meetings are conducted virtually. The first virtual meeting must take place no later than September 30 to approve the District budget and confirm the appointment of District leaders. The agenda is posted at least 14 days prior to the meeting and notice of voting is sent in writing to all District Council members at least four (4) weeks in advance.
- c. A quorum consists of one-third of all eligible club Presidents and Vice Presidents Education. A majority of the votes cast is required to pass a motion. In the event that any business is transacted at a District Council

meeting when a quorum is not present, the action shall be deemed as valid as if a quorum were present if it is thereafter expressly approved in writing, personally, by mail, fax, e-mail, electronic transmission or other reasonable means by affirmative vote of a majority of the Member Clubs in the District on the basis of two (2) votes per club.

- d. For any District Council meetings held in person, either the Club President or Vice President Education may designate, in writing, any active individual member of the club to act as a proxyholder for them. In the event one of those officers is not in attendance at the meeting and has not designated, in writing, an active individual member of the club to act as their proxyholder as such meeting, the officer or proxyholder in attendance shall be deemed to hold the proxy of the other and may therefore cast two (2) votes at such meeting. District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a Club President and/or Vice President Education if they are carrying the proxies for those Club officers.
- e. Proxies for virtual meetings are not permitted, and the President and Vice President of Education must cast their own vote. District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a Club President and/or Vice President Education.
- f. Dates listed above may be changed, at the discretion of the District Director if International events interfere.
- g. Events at the Annual Conference in conjunction with the Annual District Council Meeting shall include educational sessions, business meetings, awards and recognitions, speech contests as described below, and District Officer Elections.

6.1.2 **Speech Contest Selection**

- a. The International Speech contest is required to be held by the District each year. *Reference: Speech Contest Rules*
- b. The District may also conduct up to three (3) additional speech contests each year. The District Director recommends which contests are to be conducted, subject to the approval of the District Executive Committee, at its first meeting of the program year. The additional contests sanctioned by Toastmasters International are Evaluation, Humorous, Table Topics and Tall Tales. *Reference: Speech Contest Rules and Policy 6.0, Section 1B.*
- c) The District 115 Executive Committee will vote at the first meeting of the year on which additional contest(s) will be conducted during that program year.

- d) A record of the additional contest(s) selected by the Executive Committee will be maintained in Exhibit A of this document.

6.1.3 **Communication and Leadership Award**

Reference: Presenting the Communication Achievement Award – Item 1972A.

This award is presented by the District each year at the annual conference to a non-Toastmaster who has distinguished himself or herself in the community as a leader or outstanding speaker.

- a. The recipient should be able to personally accept the award.
- b. The recipient can be a former Toastmaster who has gone on to become successful in business or other fields.
- c. The District Director should select input from other District leaders for identifying potential candidates for the award.
- d. The criteria and nomination forms are posted on the District’s website.
- e. No award will be presented if no candidate who merits the award is identified that year.
- f. The award presentation should be promoted in the community with a news release and any other means identified by the Public Relations Manager, as well as the District website.
- g. A record of the names of the recipients will be maintained in Exhibit A of this document.

6.1.4 **District Council Meetings Procedures**

Virtual Meetings Procedures:

Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In Person Meeting Procedures:

- a. All delegates shall register with the Credentials Committee.
- b. All delegates shall wear their identification badges during the meeting.
- c. Only delegates with badges may speak, make motions or vote.
- d. All items for vote or discussion must be placed on the agenda at least 14 days prior to the District Council meeting.
- e. All members should be seated 5 minutes before the meeting convenes.
- f. There shall be no smoking during the meeting.
- g. There shall be no use of noise makers, such as, cell phones, pagers, beepers etc.
- h. Debate shall be limited to 3 minutes per member and ten minutes on each question. A delegate may not speak a second time if one who has not spoken wishes the floor.

- i. To obtain the floor, a delegate must rise, address the chair and when recognized, give name and position on the District Council.
- j. All original main motions shall be in writing, signed and sent to the Chair by a page.
- k. Nominations from the floor must have the consent of the nominee to be eligible.
- l. Only delegates with badges will be allowed to vote. Balloting will be done in designated areas.
- m. Standing rules may be temporarily suspended by a majority vote.

6.2 **Executive Committee Meeting Frequency**

- a. The Executive Committee shall meet a minimum of four (4) times per year including two (2) training sessions.
- b. The first meeting of the Executive Committee will be a training session.
- c. The second meeting will be in September and may be a virtual meeting. This meeting will include the completion of any additional training.
- d. The third meeting may be a virtual meeting in January or February.
- e. The fourth meeting will be held at the Spring Conference.
- f. Dates listed above may be changed, at the discretion of the District Director to prevent conflicts with other events. The approved District calendar will be used as the reference.

6.2.1 **Executive Committee Meetings Procedures**

Virtual Meetings Procedures:

Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In Person Meeting Procedures:

- a. Only members of the Executive Committee may speak, make motions or vote.
- b. All items for vote or discussion must be placed on the agenda at least 14 days prior to the Executive Committee meeting.
- c. All members should be seated 5 minutes before the meeting convenes.
- d. To obtain the floor, a member must rise, give name and District Office held.
- e. All original main motions shall be in writing, signed and sent to the Chair by page.
- f. Only members of the Executive Committee shall be allowed to vote.
- g.- A standing rule may be temporarily suspended by a majority vote

6.2.2 **Other Committees Meeting Frequency**

The frequency of meetings of all other Committees shall be at the discretion of the respective Committee Chairman.

6.3 **District Meetings Location and Planning**

6.3.1 **Site Selection**

When held in person, The District Executive Committee and Council meetings will be held within the territory of District 115.

The site locations will be determined by the District Director, Logistics Manager and other appointees of the District Director.

6.3.2 **Host Division**

Each District event will be hosted by a division to be determined by an alphabetical rotation (at the discretion of the Program Quality Director). The host division for each event will be announced at the last District Executive Committee of the preceding year.

6.3.3 **Meeting Planning**

- a. The District Director, the Program Quality Director, the Club Growth Director, the Public Relations Manager, Logistics Manager and the Conference Committee shall supply the District Director with all needed criteria for meeting planning and implementation.
- b. The District 115 **Conference Guide** and Publication No. 220, **Put on a Good Show**, shall be guides for all needed preparation and conduct.
- c. The budget for each event will be established by the District Director, the Program Quality Director, the Club Growth Director, the Conference Committee Chair and others appointed by the District Director. All expenses will be paid by District 115.

6.4 **Other Committee Meetings Location and Procedures**

The location and procedure of all other Committee meetings shall be at the discretion of the respective Committee Chairman.

6.5 **Election Procedures**

6.5.1 **District Officers Elections**

District Officer elections will be conducted each year at the District 115 Annual Conference.

6.5.1.1 **Election Procedures:**

Virtual Meetings Procedures:

Guidance for virtual meetings is provided on the Toastmaster International website and should be followed.

In Person Meeting Procedures:

Reference: District Leadership Handbook, Protocol 9:0, Section 11

- a. The District Director, or a person designated by the District Director, will conduct all District Officer elections.
- b. The list of nominees by the District 115 Leadership Committee will be read and posted conspicuously for the benefit of the voters.
- c. The order of elections shall be: 1) District Director, 2) Program Quality Director, 3) Club Growth Director, 4) Division Directors in alphabetical order of their Division.
- d. Beginning with the office of District Director, the District Director, shall announce the names of the nominated candidates and ask for nominations from the floor.
- e. Additional nominations of qualified candidates may also be made from the floor with the consent of the person(s) being nominated. Prior to running from the floor, a candidate for District Director, Program Quality Director, Club Growth Director, or Division Director must have completed the District Leadership evaluation process in the same election cycle in which the candidate stands for election at the annual Council meeting for that specific role.
- f. After nominations are closed for a specific office, each candidate will be allowed two (2) minutes for a speech by an advocate, a speech by themselves, or combination of these, but total time for each candidate shall not exceed two (2) minutes.
- g. The vote shall be by secret ballot, except when only one candidate is nominated for an office. When the candidate is not opposed for the office, a motion may be presented to suspend the rules and that a single ballot be cast by the Administration Manager for the unopposed candidate.
- h. In the event that three or more candidates are competing for an office, a candidate receiving the majority of the votes is elected. If a majority is not received by any candidate on the first ballot, the two candidates receiving the highest number of votes will be retained for a second ballot and all others will be excluded from further balloting. In the event of a tie, the balloting will be repeated until the tie is broken.
- i. This procedure will be repeated for each office in the order noted in Paragraph 6.5.1.1c
- j. District leader candidates may appoint an observer to monitor the integrity of the voting and ballot counting process.
- k. When the elections have been completed to the satisfaction of the District

Council, a motion to destroy all ballots will be presented.

6.5.2

Area Directors

- a) Per *District Administrative Bylaws, Article VII, Section C*, Area Directors may be elected by the Area Councils or appointed by the District Director.
- b) Area Directors for District 115 are appointed by the District Director and confirmed by the District Council.
- c) All prospective Area Directors must provide requested documents to the District Leadership Committee and be interviewed by the District 115 Leadership Committee.

7.

GENERAL

7.1

Proxy handling: Toastmasters International Annual Business Meeting

Reference: (International By-Laws, Article X, Section 2).

Each Club is entitled to two (2) votes at the Toastmasters International Annual Business Meeting. The club's representation at this meeting must be designated by the Club President or Club Secretary.

A club can assign its proxy in one of three ways

- Designate a delegate from the club to cast the club votes
- Designate the District Director to act as the proxy holder
- Designate another active member to act as the club proxy

The interests of the individual Clubs may best be represented by assuring that all Club proxies are registered at the Annual Business Meeting. It has been general practice for the Clubs to elect a District Director in whom they have confidence and entrust their proxies when Club representatives are unable to exercise their voting rights in person.

7.1.1

Procedure

- a. The Toastmasters International proxies are assigned electronically.
- b. All Club Presidents and Secretaries receive email notification regarding assigning club proxies electronically to a specific club member who will attend the International Business Meeting or to the District Director.
- c. The Toastmasters International proxy system does not automatically assign the club's proxy to anyone. If the Club President or Secretary does not assign the proxy to themselves, the system will show it as unassigned.

- d. To assign the proxy, to themselves or anyone else, the President or Secretary must log into the Toastmaster International website and follow the instructions in the Club Central portal.
- e. The District Officers will follow up with the clubs to ensure that all proxies have been assigned by the required date prior to the Annual Business Meeting.

7.2 **District Awards**

District 115 has established three types of awards including individual awards, discretionary awards, and one traveling trophy award.

The individual awards include:

- District Toastmaster of the Year
- District Spark Plug of the Year
- Division Director of the Year
- Area Director of the Year

The discretionary awards include:

- District Toastmaster Couple of the Year
- District Mentor of the Year
- Behind the Scenes Award
- Director's Award
- Most Improved Award
- Legacy Award

The traveling award is:

- Champions Division Award

7.2.1 **Procedure**

Prior to each District Conference, the District Director shall obtain the traveling award so that it will be available for the next recipient. The District Director will obtain and engrave all trophies/awards prior to the awards ceremonies.

7.2.2 **Criteria**

The District Director will determine the recipients of the following individual awards:

- a. District Toastmaster of the Year – This is typically awarded to a Toastmaster who is not a top district officer, Division Director or Area Director, but who makes a significant contribution to the goals and mission of the district.

- b. District Spark Plug of the Year – This award recognizes the Toastmaster who provides the spark to help the district accomplish its goals and mission.
- c. Division Director of the Year – This award recognizes the Division Director whose dedication, commitment, and area team significantly contributed towards achieving the District’s mission as outlined by Toastmasters International criteria.
- d. Area Director of the Year – This award recognizes the Area Director whose dedication, commitment, and area team significantly contributed towards achieving the District’s mission as outlined by Toastmasters International criteria.

The District Director will also determine the recipients of the following discretionary awards, which may or may not be awarded at the discretion of the District Director.

- e. District Toastmaster Couple of the Year – The award will go to a couple who have worked as a team to contribute to District efforts.
- f. District Mentor of the Year Award - The award will go to a district toastmaster who has provided outstanding guidance, support and mentoring to Toastmasters at the club, division, and/or district level.
- g. Behind the Scenes Award – The award is given by the District Director to a Toastmaster who contributes to the goals and mission of the district without seeking recognition.
- h. Director’s Award – The award is given by the District Director to a Toastmaster for contributions to the success of the district during the current Toastmaster year.
- i. Most Improved Award – The award is given by the District Director to a Toastmaster, an Area Director, a Division Director, or a District Officer for improvements over their previous performance.
- j. Legacy Award - This award is given by the District Director to a Toastmaster who has excelled in leadership and contribution to District 115 for an extended time.

The traveling trophy award will be:

- a. Champions Division Award – The Champions Division Award is awarded to the Division that has the highest percentage of Club voters at the Annual Conference based on the April club officer lists provided by Toastmasters International.

7.2.3 **Historical Record of Awards**

A record of the recipients of each award will be maintained in Exhibit B of this document.

7.2.4

Division and Area Trophies

- a. The District Director will order contest trophies, “Toastmaster of the Year” and “Sparkplug of the Year” awards from Toastmasters International for each Division and Area. These will be delivered to the Division Directors before contest preparation begins.
- b. It will be the responsibility of the Division or the Area Directors to arrange and pay for any additional engraving. ex. Recipient’s name. The Division and Area Directors may be responsible for reimbursing the District for the cost of the awards from the proceeds of the contest, if applicable.
- c. All Division and Area trophies and awards must meet Toastmasters International branding guidelines.

8.0

RELATIONSHIPS CONFLICTS OF INTEREST

District 115 strives to protect the integrity of the District as well as its members.

- a. Any member who has a personal relationship (spouse, sibling, child, significant other) with an elected District Officer (District Director, Program Quality Director, Club Growth Director and/or Division Director) cannot serve in any elected District Officer role or in the appointed roles of Public Relations Manager, Finance Manager, Administration Manager, District Leadership Committee Chair or Realignment Committee Chair. All other appointed positions will be at the discretion of the District Director.
Effective July 1, 2021

Exhibit B

Awards Recipients

Award	2019-2020	2020-2021	2021-2022
<i>Individual Awards</i>			
Toastmaster of the Year	Robert Avila, DTM		
Sparkplug of the Year	Nadia Gilkes, DTM		
Division Director of the Year	Jean Williams, DTM		
Area Director of the Year	Anita Della Croce, ATM		
<i>Discretionary Awards</i>			
Couple of the Year			
Mentor of the Year			
Behind the Scenes Award	Sherrie Parker, DTM, PDD		
Director's Award			
Most Improved Award			
Legacy Award			
<i>Traveling Award</i>			
Champions Division			

Award	2022-2023	2023-2024	2024-2025
<i>Individual Awards</i>			
Toastmaster of the Year			
Sparkplug of the Year			
Division Director of the Year			
Area Director of the Year			
<i>Discretionary Awards</i>			
Couple of the Year			
Mentor of the Year			
Behind the Scenes Award			
Director's Award			
Most Improved Award			
Legacy Award			
<i>Traveling Award</i>			
Champions Division			