



District 109 Procedures, 2020

District Council Meeting
16th May 2020, Online

Introduction: Changes to the D109 Procedures

- ▶ Our objective is to retain the D109 procedures as updated as possible, in line with all other official documents of TI. Moreover, all members of the District Council are eligible to suggest improvements which, if agreed upon by the DECM, will be validated by the DCM and formally included in the procedures.
- ▶ In total, 9 changes are being proposed this time:
 - ▶ 2 amendments following the advice of Toastmasters International
 - ▶ 2 amendments to bring us in line with the District Bylaws and the new Pathways system
 - ▶ 3 clauses to be added at the request of the D109 CGD
 - ▶ 2 amendments at the request of the D109 PQD



Amendment 1 on p.5, Article 3, Section C, III:

Addition regarding the Program Quality Managers and Club Growth Managers:

- ▶ “The Division Director may appoint members who can support quality and growth activities. The official role of these members is that of a Manager, namely Club Growth Manager and Program Quality Manager. Managers may be responsible for a Division, Area or another geographic perimeter, such as a country or part of a country within the Division.”

Reason for Amendment:

- ▶ Requested by the Club Growth Director to clarify the above process

Amendment 2 on p.6, Article 3, Section C:

Addition of a Paragraph regarding the Filling in of Vacancies in Elective Offices. In summary:

- ▶ Candidates to fill in such vacancies during the course of the year shall be recommended by the highest ranking District Officer and validated by the DEC.

Reason for Amendment:

- ▶ This change is in agreement with Article VII, section f of the District Administrative Bylaws

Amendment 2: Actual wording

“In the event of a vacancy in any elective office, it shall be filled by the District Executive Committee based upon the recommendation of the District Director, or upon the recommendation of the highest elected District officer if the vacancy is in the office of District Director. Individual members who fill vacant roles shall meet all qualifications for the role as defined in the Administrative Bylaws. Such an appointment shall become effective immediately and will run until the next succeeding District Council meeting at which time such appointment shall be confirmed or another qualified member elected to the office.

N.B. If the office of Immediate Past District Director is vacated for any reason, it shall stay vacant for the remainder of the term”.

Amendment 3 on p.7, Article 3, Section D, IIc

Addition of a Clarification regarding the Documentation to be sent out prior to a District Executive Committee Meeting:

- ▶ “It is noted that, in any case, the agenda must definitely be sent out 14 days prior to the meeting”.

Reason for Amendment:

- ▶ Recommendation by Toastmasters International

Amendment 4 on p.7, Article 3, Section D, IIIb:

Replacement regarding the District Council meetings, making it compulsory to hold all such meetings (except the Spring one) online:

- ▶ “The spring meeting (called “annual meeting”) must be held in presence, all other meetings **must** be conducted via an online platform”.

Replaces:

- ▶ “The spring meeting (called “annual meeting”) must be held in presence, all other meetings **can** be conducted via an online platform, **if the District Director so desires**”.

Reason for Amendment:

- ▶ Recommendation by Toastmasters International

Amendment 5 on p.8, Article 3, Section E, II:

Addition of a Paragraph regarding the process for the selection of the Alignment Chair:

- ▶ “Before December 15th of each year, the Club Growth Director or the District Director will choose an Alignment Chair to be officially appointed by the District Director. The Alignment Chair will be responsible for the alignment of all chartered and prospect clubs in District 109 for the following Toastmasters year. The Alignment Chair will be part of the Club Growth team.”

Reason for Amendment:

- ▶ Requested by the Club Growth Director to clarify the above process

Amendment 6 on p.10, Article 3, Section E, VIII:

Addition of a Paragraph regarding the process for the selection of an Extension Chair to Manage Leads:

- ▶ “The Club Growth Director may appoint an Extension Chair (EC) during the term to support club growth activities. All leads for new clubs coming from Toastmasters International and present in the Toastmasters Lead Management (TLM) system will be validated and pursued as described in the District Document “Managing Leads for new clubs in TLM”. The Club Growth Director can adapt this document at his/her own discretion to fit the strategy of the District Leadership team. All new leads coming within the district will also be added and maintained in TLM.”

Reason for Amendment:

- ▶ Requested by the Club Growth Director to clarify the above process

Amendment 7 on p.13, Article 6:

Replacement regarding presentation of the District Awards:

“District awards will be presented using the objectives and guidelines listed in in the **Pathways Deliver Social Speeches Project, “Speech in Praise of an Individual or Group”**.”

Replaces:

“District awards will be presented using the objectives and guidelines listed in in the **Specialty Speeches Advanced Manual, “Presenting the Award” project**”.

Reason for Amendment:

To reflect the new Pathways system

Amendment 8 on p.13-p.16, Articles 6 & 7:

Merger of two Articles into one Article :

The information included under Article 7 (Educational awards) is merged into Article 6 (District Awards).

Reason for Amendment:

To simplify the structure and make it easier to read as both articles covered a similar topic

Amendment 9 on p.13, Article 6:

— Addition of a clause describing how the list of District Awards is selected every year:

“The proposed list of Awards needs to be presented by the Core Team together with the District Success Plan and voted on during the District Executive Council Meeting (DECM). Every change to the list of Awards needs to be presented and discussed in the DECM”.

Deletion of the Characteristics of each Award :

The selection process and criteria for each of the possible District awards has been deleted. These details are thus left to be presented, every year, by the Core Team along with the list of proposed awards and voted on during the District Executive Council Meeting (DECM).

Reason for Amendment:

- ▶ To underline the fact that the awards are an integral part of the District Success Plan. They are necessary to reward the achievement of the goals defined in the strategic plan.
- ▶ To establish clear responsibility: the list of Awards and their criteria need to be approved by the DECM as the District Success Plan does.

For any feedback, questions etc. please contact:

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