

***District  
100***

***Operating Procedures  
Manual***

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# **1 DESCRIPTION OF MANUAL**

## **1.1. PURPOSE**

This Manual is intended as a reference source for the operations and processes of District 100 not covered by the most recent versions of the following Toastmasters International documents:

“Articles of Incorporation and Bylaws of Toastmasters International”

“Bylaws of Toastmasters International”

“District Administrative Bylaws”

“Club Constitution for Clubs of Toastmasters International”

“Policy and Protocol”

“District Leadership Handbook”, Catalog item 222

“Club Leadership Handbook”, Catalog item 1310

## **1.2. AUTHORIZATION**

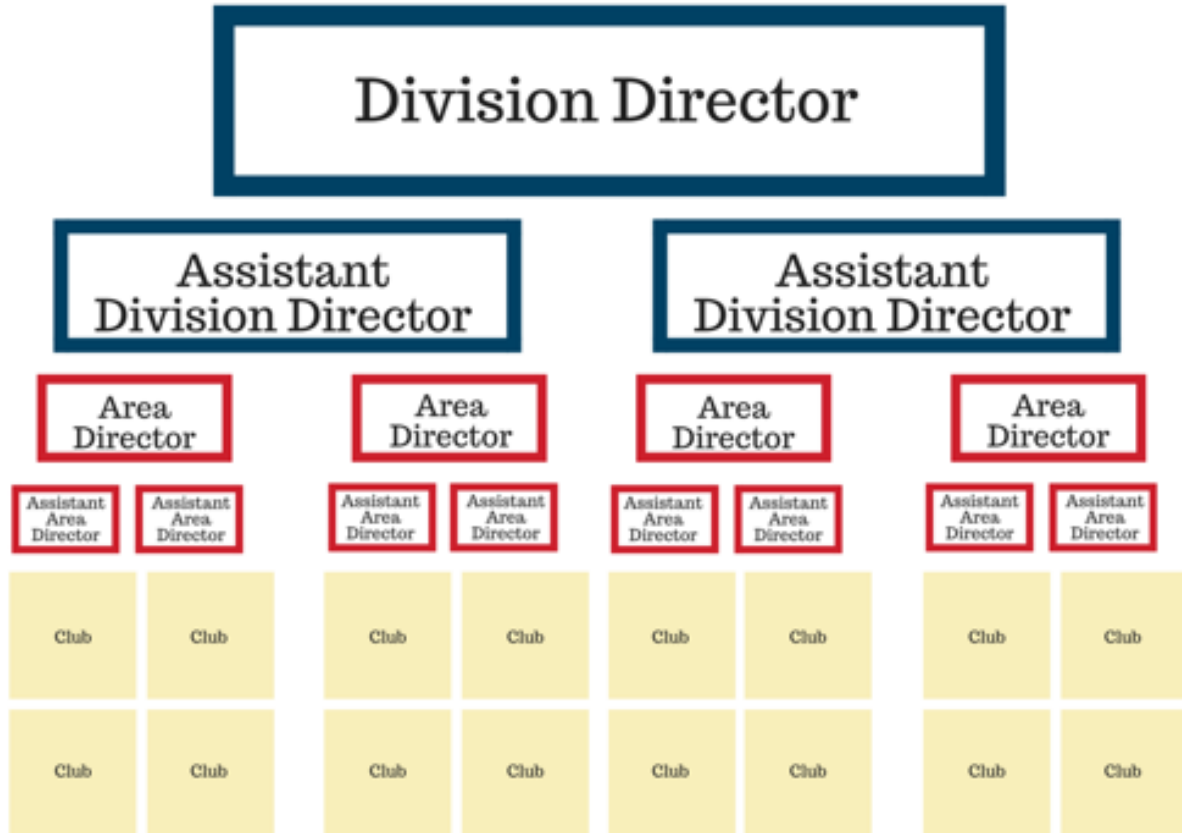
- The procedures outlined herein are based on the authorizations and requirements of the District Administrative Bylaws. They incorporate the administrative practices that are recognized standard procedures. Should a discrepancy exist between this document and materials published by Toastmasters International, the materials from Toastmasters International have the final authority.

## **1.3. REVISIONS**

- The District Administrative Policies Committee is charged with the responsibility to review this manual periodically and make recommendations for updating it. Portions may be rewritten by the Committee as mandated by the District Director, the District Executive Committee, or the District Council.

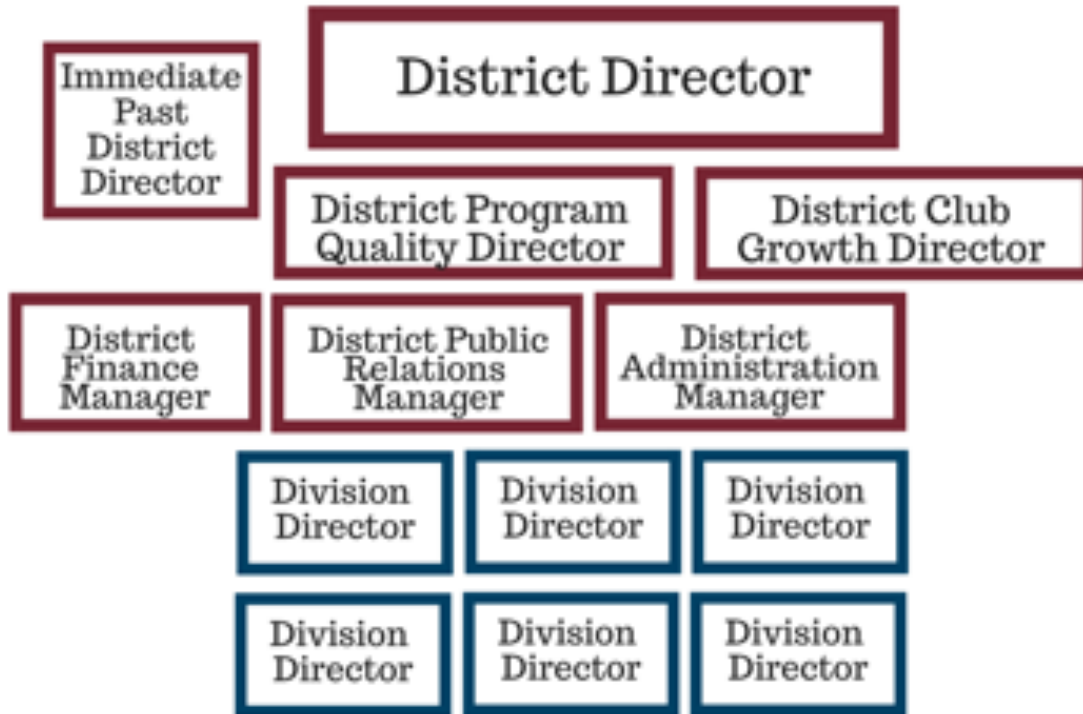
## 2 DISTRICT ORGANIZATION

# Division Structure



# District Structure

## District Officers



District Leadership Committee Chair	District Learning Lab Chair	District Club Extension Chair	District IT Manager
District Parliamentarian	District Spring Conference Chair	District Speechcraft Chair	Data Chair
District Audit Chair	District Chief Judge	District Youth Leadership Chair	Data Chair
District Credentials Chair	District Speakers Bureau Chair	District Gavel Clubs Chair	Data Chair
District PDG/PDD Advisory Committee Chair	District Club Mentor Chair	District Club Coach Chair	District Historian

### **3 COMMITTEES**

#### **3.1 DISTRICT EXECUTIVE COMMITTEE (DEC)**

- 3.1.1 Authorization, Membership, Purpose, Quorum, and Responsibility**  
District Administrative Bylaws, Article XI, (a). District Leadership Handbook, Catalog No. 222.
- 3.1.2 Attendance**  
Guests may attend the meetings by approval of the committee.
- 3.1.3 Procedure**  
Meets a minimum of 4 times a year, typically, in July, October, January, and April. Gives interim approval of appointed officers. Receives and evaluates reports submitted by all standing committees. Fills any vacancies in any elective office, based upon the recommendation of the District Director and subject to the approval of the District Council.

#### **3.2 DISTRICT COMMITTEES & APPOINTMENTS**

##### **3.2.1 ALIGNMENT**

- 3.2.1.1 Authorization, Purpose, and Responsibility**  
Toastmasters International, Policy and Protocol 7.0 District Structure, 1. Club Assignments
- 3.2.1.2 Membership**  
At least 5 members, appointed by the District Director. The Chair shall be a Past District Director
- 3.2.1.3 Procedure**  
The committee shall strive to have no more than four clubs per Area and no more than four Areas per Division.

##### **3.2.2 AUDIT**

- 3.2.2.1 Authorization, Membership, Procedure, Purpose, and Responsibility**  
District Administrative Bylaws Article XI, (c), Article XII, and the District Leadership Handbook, Catalog No. 222.

##### **3.2.3 HISTORIAN**

- 3.2.3.1 Membership**  
Individual appointed by the District Director.
- 3.2.3.2 Purpose**  
Maintain records of events in the District including, but not limited to: Club Charters, Awards, District Elections, Anniversaries.  
Act as a liaison between the District Clubs and Toastmasters International Historian/Historical Committee

### **3.2.4 IT MANAGER**

#### **3.2.4.1 Membership**

Individual appointed by the District Director.

IT Manager may have up to three Data Chairs, dedicated to the District Director, Program Quality Director, and Club Growth Director

IT Manager may have other assistants as necessary; appointed by the District Director

#### **3.2.4.2 Purpose**

IT Manager:

Coordinate and manage all electronic data and communications for the District. IT manager may create a team of people to handle specific tasks

Which include, but are not limited to:

Manage the District Wordpress-based website.

Coordinate District calendars, mailings, texts and other electronic communications.

Manage Eventbrite invitations and responses

Manage the District Dropbox files

Data Chairs

Facilitate data retention and retrieval from Toastmasters International and District records to assist the District in supporting members.

### **3.2.5 District Leadership Committee**

#### **3.2.5.1 Authorization and Membership**

District Administrative Bylaws, Article XI (b), District Leadership Handbook, Catalog No. 222.

#### **3.2.5.2 Purpose**

Prepare a list of eligible candidates for elective office to be placed in nomination at the Annual District Council meeting.

#### **3.2.5.3 Procedural Rules:**

The committee shall review the qualifications of the applicants and present a list of all qualified applicants to the District for election at the District Conference or appointment by the District Director.

Qualifications shall be based upon District Administrative Bylaws, Article VII: Officers.

### **3.2.6 PARLIMENTARIAN**

#### **3.2.6.1 Membership**

Individual appointed by the District Director.

#### **3.2.6.2 Purpose**

Assist the District Director at business meetings to follow the protocols based on Roberts Rules of Order and the Toastmasters International Board of Directors Handbook.

Act as a resource for Clubs, Areas, Divisions, and District Officers for Parliamentary Procedures.

### **3.2.7 Speakers Bureau**

#### **3.2.7.1 Membership**

Individual appointed by the District Director.

#### **3.2.7.2 Purpose**

Organize and manage the District Speakers Bureau.

Arrange qualifying speeches and manage membership.

Arrange professional level educational keynote speeches based on the monthly focus of the District

Support Qualified Speakers by finding outside speaking venues to promote Toastmasters

Schedule Qualified Speakers as guest speakers as clubs and District Leaders request

Promote excellence in speaking

### **3.2.8 Judges Bureau**

#### **3.2.8.1 Membership**

Individual appointed by the District Director. The District Chief Judge assumes this role, but another individual may be appointed at the discretion of the District Director

#### **3.2.8.2 Purpose**

Organize and manage the District Judges Bureau.

Maintain lists of experienced and trained contest judges and chief judges.

Arrange judging teams for the Area, Division, and District Conferences

Arrange judging teams to support schools and other community organizations holding speech and leadership competitions

Support clubs conducting speech contests

Promote excellence in speaking

## **3.3 PROGRAM QUALITY COMMITTEE**

### **3.3.1 Authorization, Purpose and Responsibility**

District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.

### **3.3.2 Membership**

Program Quality Director as Chair, and shall include Division and Area Directors and their assistants and other members as appointed by the District Director at the recommendation of the Program Quality Director.



### **3.3.3 Attendance**

Guests may attend the meetings by approval of the committee.

### **3.3.4 Procedure**

Hold meetings to accomplish the following:

Promote the educational goals of the District.

Plan and implement programs to recognize the accomplishment of educational goals.

Implement training programs to further members' educational goals.

During Contest Season ensure speech contests are conducted per Toastmasters International contest rules.

Plan leadership training for Club Officers, Area Directors and Division Directors.

Assist Clubs, Areas and Divisions in their effort to strengthen their membership through participation, attendance and retention.

Establish membership campaigns to promote growth throughout the District and provide member leads to Clubs.

Assist Clubs, Areas and Divisions in their effort to strengthen their membership through participation, attendance and retention.

Monitor the timely submittal of semiannual dues.

### **3.3.5 Other Chairs**

May be appointed from time to time as may be deemed advisable by the District Director or the District Council. Such District Committee chairs may include but are not limited to:

Chief Judge

Leads Judges Bureau which provides experienced judges to community organizations upon request

Trains judges and chief judges to staff District contests

Provides guidance for contest chairs based upon the Toastmasters Contest Rule Book

Learning Lab Chair

Works in conjunction with the Program Quality Director to develop educational programs for the monthly Learning Lab

Staffs the monthly Learning Lab with educators

Works in conjunction with the Public Relations Manager to promote the Learning Lab

Spring Conference Chair

Works in conjunction with the Program Quality Director and District Director to staff the District Conference including, but not limited to setup and teardown crews, hospitality, registration, contest functionaries, and VIP handlers

### **3.4 CLUB GROWTH COMMITTEE**

#### **3.4.1 Authorization, Purpose, and Responsibility**

District Administrative Bylaws, Article XI, (d). District Leadership Handbook, Catalog No. 222.

#### **3.4.2 Membership**

Club Growth Director as Chairman, the Division and Area Directors. Assistant Division and Area Directors are encouraged to participate in the club building efforts.

#### **3.4.3 Attendance**

Guests may attend the meetings by approval of the committee.

#### **3.4.4 Procedure**

Hold meetings to accomplish the following:

Develop club building ideas to provide Toastmasters benefits to untapped demographics

Perform cold walks, visiting companies, organizations, and educational facilities to introduce Toastmasters

Once leads are discovered, develop relationships with deciders and determine the viability of new club prospect

Create Launch teams to charter new clubs.

#### **3.4.5 Other Chairs**

May be appointed from time to time as may be deemed advisable by the District Director, or the District Council. Such committee chairs may include but are not limited to:

SpeechCraft Chair

Club Mentor Chair

Club Coach Chair

Youth Leadership Chair

Gavel Club Chair

### **3.5 PUBLIC RELATIONS COMMITTEE**

#### **3.5.1 Authorization**

District Administrative Bylaws, Article XI, (d).

#### **3.5.2 Purpose**

Provide external/internal publicity to enhance the image of Toastmasters International and District 100.

#### **3.5.3 Membership**

The Public Relations Manager and Committee Chairs appointed by the District Director

#### **3.5.4 Responsibility**

Work in support of the District Director, Program Quality Director, Club Growth Director, and IT Manager to publicize events to the members and the outside community.

#### **3.5.5 Attendance** – The Public Relations Manager meets with his/her team during the year and guests may attend the meetings by approval of the committee. The PR Manager is also a member of the District Executive Committee.

#### **3.5.6 Procedure**

Hold meetings to accomplish the following:

Recommend a Public Relations program to the District Executive Committee.

Evaluate current projects used by Clubs, Areas, Divisions and the District for achieving favorable public relations.

Promote the "Communication and Leadership Award" program for community and company leaders.

Promote members' participation through Speakers' Bureau.

Promote club public relations campaign, such as club website, public service announcements, public relations videos, and social media.

Implement methods to monitor the accomplishments of the District marketing goals.

#### **3.5.7 Other Chairs**

May be appointed from time to time as may be deemed advisable by the District Director, or the District Council.

## **4 DISTRICT FINANCES**

### **4.1 Authorization, Approvals, Budget, Procedures, and Records:**

District Administrative Bylaws, Articles XII, (a), District Leadership Handbook, Catalog No. 222, Governing Documents of Toastmasters International, "Policy and Protocol"

### **4.2 Reimbursable Expenses**

#### **4.2.1 AUTHORIZATION**

District Administrative Bylaws Article XII, Toastmasters International Policies and Procedures Protocol 8 in its entirety.

#### **4.2.2 MEALS, LODGING, AND TRAVEL**

##### 4.2.2.1 Meals.

4.2.2.1.1 Budget permitting, the District Executive Committee meals will be provided to attendees. Attendees may include specially invited guests and Division/Area staff approved by the District Director.

4.2.2.1.2 Budget permitting, District Director staff meeting meals may be provided. The District Director sets attendance. Types of staff meetings include District elected officers' staff meeting and planning for the year, conferences, and educational sessions.

4.2.2.1.3 Budget permitting, the District Director, Program Quality Director, and Club Growth Director may be provided per diem for each day of attendance at the Annual Toastmasters International Convention. Per diem shall include required training days, convention days, and two travel days at the standard U.S. Government rate.

##### 4.2.2.2 Lodging

4.2.2.2.1 Budget permitting, to facilitate presenting and coordinating the Spring Conference, the District Director, Program Quality Director, Club Growth Director, and Finance Manager may be authorized to one night lodging at the conference site and up to two nights if travel is more than 20 miles one way. Lodging for the International Director, Region Advisor, or Board Member on official visit is included to the extent that Toastmasters International does not reimburse his/her expenses.

4.2.2.2.2 Budget permitting, to aid conference operation, the Administration Manager and Conference Co-Chairs may be authorized one night's lodging at the conference location. Out-of-town presenters may be authorized for two night's lodging at the conference location if travel is more than 40 miles one way from the presenter's residence to the conference location, at the discretion of the District Director.

4.2.2.2.3 Budget permitting, the District Director, Program Quality Director, and Club Growth Director may be provided lodging expenses for each day of Annual Toastmasters International Convention. Lodging shall include the night proceeding the first required training day and all nights inclusive of the required training

and convention days. Lodging expenses provided by Toastmasters International based on Distinguished District performance supersedes District funding.

#### 4.2.2.3 Travel

4.2.2.3.1 Budget permitting, Division Directors, Administration Manager, Finance Manager, and Public Relations Manager may be reimbursed up to \$100.00 for travel within the District related to Toastmasters International activities. These activities include, but are not limited to: club visits, division council meetings, district council meetings, trainings, contests, and conferences. Reimbursement shall be at the standard U.S. Government mileage rate.

4.2.2.3.2 Budget permitting, District Director, Program Quality Director, and Club Growth director may be reimbursed up to \$800 for travel within the District related to Toastmasters International activities. These activities include, but are not limited to: club visits, division council meetings, district council meetings, trainings, contests, and conferences. They shall also be provided funds for travel to and from the Annual Toastmasters International Convention. Airfare or train fare shall be provided at the coach rate. Should a personal vehicle be driven to the convention, mileage shall be reimbursed for actual miles traveled, up to the cost of a reasonable airfare, whichever is less. Mileage shall be at the standard U.S. Government mileage rate. Travel funds provided by Toastmasters International supersedes District funding.

4.2.2.3.3 Budget permitting, District Director, Program Quality Director, and Club Growth director may be provided registration fees for the Annual Toastmasters International Convention to the extent not covered by Toastmasters International.

4.2.2.3.4 Budget permitting and providing that the District achieved Distinguished or higher, the Immediate Past District Director will be provided registration, travel, lodging, and per diem at the above rates to the extent not covered by Toastmasters International.

## 4.2.2.3.5

**5** District Meeting Ground Rules**5.1** Purpose

**5.1.1** Established to ensure a time efficient and productive meeting.

**5.2** Rules

**5.2.1** Once the Credentials Desk is closed at the designated time and a quorum exists, the Credentials Desk will not be reopened for late-arriving members unless two-thirds of the Council members in attendance (or their proxies) vote to open the Credentials Desk.

**5.2.2** Resolutions, lengthy motions (defined as over 12 words, excluding the phrase, "I move that...") or a single motion combining two or more subjects shall be submitted in writing in triplicate to the District Administration Manager before the start of the business meeting. Copies will be distributed to the Administration Manager, Presiding Officer, and District Parliamentarian.

**5.2.3** Recognition by the Presiding Officer shall be handled as follows:

**5.2.3.1** Stand and address the Presiding Officer; wait for acknowledgement by the Presiding Officer.

**5.2.3.2** When acknowledged, state name, club name and number, and status (show ballot), then proceed with business.

**5.2.4** There will be limited debate on each item of business. Each speaker shall have a maximum of 2 minutes to address the question. Only members of the District Council (or their proxies holding ballots) have the right to debate. The maximum time for debating any particular motion (including amendments) shall be 10 minutes unless two-thirds of the Council members vote in favor of a motion to change the time limits for debates. The Council will immediately vote on the pending question if the 10-minute limit is reached.

**5.2.5** For best use of time, business items will be interspersed between counting of ballots and election results.

**5.2.6** Candidate speeches will be limited to 2 minutes. In the event there is only one candidate, no speech will be given. In the event the candidate is not present, a seconding speech may be given and will be limited to the amount of time allocated for the candidate's speech.