

# Proposed Changes/Updates to the District 8 - Procedures Manual

Respectfully submitted by Dan Darnall 2020-2021 Procedures Chair

## Procedure Manual, 3<sup>rd</sup> paragraph

### Current

The District 8 director may perform editorial changes to this manual that are purely grammatical in nature including spelling, grammar, capitalization, and other typographic errors. An official control log documenting all such changes will be created and attached as an appendix

### Proposed

The District 8 director may perform editorial changes to this manual that are purely grammatical in nature including spelling, grammar, capitalization, and other typographic errors. An official control log documenting **all changes will be created/updated as part of this document.**

## Procedure A - Financial

### Section 3, item b

#### Current

The district executive committee (DEC) shall be reimbursed up to \$7.00 per meeting for meal expenses or attendance charges incurred while performing official business of District 8. This shall be limited to meetings where a meal or attendance charge is required for attendance. Meals during speech contests, club charter events and district conferences are excluded.

#### Proposed

The district executive committee (DEC) shall be reimbursed up to **\$10.00** per meeting for meal expenses or attendance charges incurred while performing official business of District 8. This shall be limited to meetings where a meal or attendance charge is required for attendance. Meals during speech contests, club charter events and district conferences are excluded.

### **Section 3, item f**

#### Current

The expense of a storage locker will be maintained by the district to house District 8's historical documents.

#### Proposed

The expense of a storage locker will be maintained by the district to house District 8's historical documents and assets. Keys/security codes are to be with the District Director and a designated custodian.

### **District 8 Trust Fund, item d**

#### Current

Balance of the trust fund managed by Toastmasters is confidential as it is used for member's purposes. Per TI finance department, disclosure of the balance of the fund can only be shared with the district senior officers.

#### Proposed

Balance of the trust fund managed by Toastmasters is confidential as it is used for member's purposes. Per TI finance department, disclosure of the balance of the fund can only be shared with the district senior officers and Prison Club Liaisons.

## **Section 6 – District 8 Trust Fund, item f (New)**

### Proposed

Fundraising, in accordance with the Toastmasters' Guidelines, will take place throughout the year. Funds from these events will be put in a separate District account and then forwarded to the Toastmasters International (TI) finance department for inclusion into the Trust fund. Refer to items a & b for additional details.

## **Procedure B – District Events**

### Current

All area, division, and district events should be self-supporting. Planning shall be realistic with the aim of creating neither profit nor deficit. Any profit received shall be paid into the district's treasury.

All division and district events involving advance commitments for meals or meeting rooms will require written confirmation of the division director and the district director for division events and the district director for district events.

### Proposed

All area, division, and district events should be self-supporting. Planning shall be realistic with the aim of creating neither profit nor deficit. Any profit received shall be paid into the district's treasury.

The District Executive Committee should discuss and decide if an event should in person or virtual, well in advance of the event. All division and district events involving advance commitments for meals or meeting rooms will require written confirmation of the division director and the district director for division events and the district director for district events. All contracts should include a "Force Majeure" clause to protect the District from unforeseen environmental issues that may cause the event to be cancelled.

## **Section 3 – Contest Scheduling, item e**

### Current

Conference dates should be scheduled well in advance, several years if feasible.

### Proposed

Conference dates should be scheduled far enough in advance to secure location.

#### **Section 4 – District Annual Conference, item c**

##### Current

Sale of any item(s) at any district event shall be prohibited unless expressly authorized by the district director. Prior to the granting of any such authorization the district director should explore the possibility of the seller paying the district a percentage of all sales.

##### Proposed

Sale of any item(s) at any district event shall be prohibited unless expressly authorized by the district director. Prior to the granting of any such authorization the district director should explore the possibility of the seller paying the district a percentage of all sales. **The sale of items should be outside of the respective conference/meeting room.**

#### **Section 4 – District Annual Conference, District Annual Business Meeting, items a, b & c**

##### Current

###### Item a)

Prior to the annual business meeting, the district will host a candidate showcase following the guidelines established by TI in the governing documents.

###### Item b)

Calling for nominations from the floor: the district director will call three times for nominations from the floor. Motions to close nominations shall be out-of-order before the third call or it is apparent that additional nominations are intended for that office. Evidence of willingness to serve must be submitted by each additional candidate before voting takes place.

###### Item c)

Voting: District 8 will use a visual method to ensure all individual votes are counted.

##### Proposed

###### Item a)

Prior to the annual business meeting, the district will host a candidate showcase following the guidelines established by TI in the governing documents. **The District 8 Director will determine if the showcase will be virtually “Live” or recorded interviews.**

Item b)

All floor candidates are required to declare their intent to run for election at least one (1) week (7 days) before the meeting for all positions they are considering running for, regardless of the validity of the DLC report. If the report is valid, all eligible candidates must declare their intent to run as a floor candidate seven (7) days before the elections. In this instance, only those candidates that have been interviewed by the DLC and have not been nominated can declare and run as a floor candidate.

Item c)

Voting: District 8 will use a virtual/visual voting method to ensure all individual votes are counted.

### **Section 5 – Toastmasters Leadership Institute (TLI) Training, 1<sup>st</sup> paragraph**

#### Current

The program quality director will be responsible for providing a train-the-trainer session for club officers who will train club leaders at the TLI. This training will be conducted twice per year well in advance of the TLI to allow trainers time to prepare their lessons.

#### Proposed

The program quality director will be responsible for providing a train-the-trainer session for trainers who will train club leaders at the TLI. This training will be conducted twice per year well in advance of the TLI to allow trainers time to prepare their lessons.

## **Procedure C – District Newsletter and Website**

### **Section 2 – Printed Newsletter**

#### Current

It is the responsibility of the public relations manager to edit and proof the newsletter that will be mailed to all members in District 8. Instructions for the mailing can be found in the district leaders' section under the tab resources on the district website. The club growth director or other trio member will be backup in the event the public relations manager is unavailable.

#### Proposed

It is the responsibility of the Public Relations Manager or their designee, to edit and proof the newsletter that will be posted on the District 8 website in digital format. At special request, an individual member may request that a hard copy of the Spring issue (3<sup>rd</sup> quarter) be mailed to them. This special request should be made through the respective member's Area Director. The request will be forwarded to the Division Director and then to the Public Relations Manager. The Club Growth Director and/or other trio members, will serve as backups in the event the Public Relations Manager is unavailable.

## **Procedure E – Past District Director Advisory Committee**

#### Current

The past district directors advisory committee shall meet and work in conjunction with the district trio in creating the district success plan and the district budget. The committee will provide experience, direction, hard data, and/or support to the trio to position the district for success early in the Toastmaster's year. The committee will only provide counsel. The district trio will be responsible for the final product. Serving on this committee each year is voluntary and not a requirement of past district directors. The incoming district director will contact each PDD on or before May 31<sup>st</sup> of each year to ask if they are willing to serve. The committee timeline will be from June 1 – August 31 of each year. The immediate past district director will be offered to serve as the Chair as first choice.

Each Toastmaster's year, the district director may request a past district director to serve as a mentor to current district leaders. If accepted, the PDD shall work under the direction of the district director.

The PDD may:

- a) Provide advice and counsel to the current district officers
- b) Review and offer recommendations in all district procedure matters
- c) Serve on the review committee for any division realignment
- d) Serve on the review committee for the district's procedures manual
- e) Assist in the documenting of credentials at the district's annual council meeting

- f) Undertake any such studies or activities as may be requested by the district director

Proposed

The past district directors advisory committee will provide experience, direction, hard data, and/or support to the trio to position the district for success early in the Toastmaster's year. The committee will only provide counsel. The district trio will be responsible for the final product. Serving on this committee each year is voluntary and not a requirement of past district directors. The incoming district director will contact each PDD on or before May 31<sup>st</sup> of each year to ask if they are willing to serve. The immediate past district director will be offered to serve as the Chair as first choice.

The past district director advisory committee will produce a report on or before Aug 31<sup>st</sup> of each year describing the areas of expertise/passions of the members on the committee. The District Director will use this report as a foundation to reach out for counsel as needed.

In addition to the items in the report, the past district directors advisory committee may be asked to serve on other committees throughout the year.