

# RULES OF ORDER OF THE TOASTMASTERS INTERNATIONAL ANNUAL BUSINESS MEETING AND CONVENTION



## 1. ORDER OF PRECEDENCE

All proceedings shall be conducted in accordance with the Articles of Incorporation, Bylaws, and published policies of Toastmasters International for this Convention. *Robert's Rules of Order, Newly Revised*, shall be the final authority, as to parliamentary procedure, insofar as it does not conflict with the Articles of Incorporation, Bylaws and published policies of Toastmasters International, with their order of precedence as indicated above.

## 2. CREDENTIALS COMMITTEE REPORT

The Credentials Committee shall report at the beginning of the Annual Business Meeting the total number of delegates registered, in person and by proxies. During the Credentials report, the committee will confirm that the Annual Business Meeting has a quorum, as defined in the Bylaws of Toastmasters International, Article XI: Quorum, Section 1: Annual Business Meeting, Special Meetings, Mail Votes.

## 3. CREDENTIAL REQUIREMENTS

Each club in good standing with Toastmasters International on the record date for the Annual Business Meeting is entitled to two (2) votes. Any club, if unrepresented at the Convention by a delegate from its own membership, may designate as the proxy any active member of any other club in good standing. The authority of each delegate to vote as well as each proxy shall be evidenced by a certificate signed by the president or secretary of the club in a form furnished by World Headquarters. The authority of each Delegate at Large to vote shall also be evidenced by certification furnished by World Headquarters.

## 4. PARTICIPATION AUTHORITY

Only authorized delegates and Delegates at Large may make motions or participate in discussion on motions. To make a motion to the assembly, send a message in the Q&A with your name, club number, and your clearly stated motion. To speak during discussion, send a message in the Q&A with your name, club number, and that you wish to speak on the motion. Delegates wishing to speak on motions will be unmuted one at a time and called upon to speak.

## 5. TIMER

A countdown clock will be displayed during the discussion periods. Delegates are responsible to manage their own time and will be muted when their prescribed time limit has expired.

## 6. RESOLUTIONS

A member of the Executive Committee reports for the Board of Directors. The Chair will call for discussion, and pros and cons, from interested parties. Speakers will indicate their desire to speak and wait to be recognized and will be limited to the times indicated in Rule #9.

## 7. AMENDMENTS TO PROPOSALS

No amendments to the proposed amendment(s) may be made during the meeting, nor at any time after 60 days prior to the meeting. The Bylaws of Toastmasters International may be amended at any voting membership meeting by a unanimous vote of the voting membership without previous notice.

## 8. TIME LIMITATION FOR AGENDA ITEMS

Debate or discussion on any item on the agenda shall be limited to a maximum of 12 minutes. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires.

## **9. TIME LIMITATIONS FOR SPEAKERS**

No delegate shall speak more than once on the same question or longer than one (1) minute. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires.

## **10. VOTING AUTHORIZATION**

In addition to delegates from clubs, elected International Officers, International Directors, Past International Presidents, Past International Directors, and District Directors of Toastmasters International, as Delegates at Large, shall be entitled to one (1) vote when present at the Convention.

## **11. VOTING PROCEDURE**

Voting may be by electronic or paper ballot or by voice vote.

## **12. BALLOTING PROCEDURES FOR ELECTIONS**

The International President-Elect, the First and Second Vice Presidents, and the International Directors shall be elected by a majority vote of all ballots cast. In the event no candidate for a particular office receives a majority vote, the candidate having the lowest vote for that office shall be dropped from the succeeding ballot. The succeeding ballot will use preferential voting to determine the candidate elected. In the case of a tie vote, the choice shall be decided by lot.

## **13. IMPLEMENTATION OF SECRET BALLOT REQUIREMENT**

Election of International Officers and International Directors shall be by secret electronic ballot unless a secret ballot is dispensed with by unanimous vote. If there is only one (1) candidate for a particular office, the Chair, with unanimous consent, shall dispense with the secret ballot, instruct the Secretary to cast a single ballot for the nominee, and declare the nominee elected.

## **14. ENFORCEMENT OF RULES AND APPEAL**

The Chair shall enforce the rules, but a member may appeal a ruling of the Chair. Following a brief statement by the challenging member(s) and a response by the Chair, the Chair shall state the question to the voting membership, restate the Chair's position, and put the question to the voting membership. A majority vote (or tie) shall uphold the ruling of the Chair.

## **15. MINUTES**

The Secretary-Treasurer shall maintain a set of minutes, which shall be made available to the Board of Directors, Past International Presidents in good standing and Past International Directors in good standing. These minutes shall be approved by the Board of Directors, and later posted to the Toastmasters International website.