

DISTRICT COUNCIL MEETING CHECKLIST



District council meetings are opportunities to take care of district business. These meetings are defined, described and governed by District Administrative Bylaws and the Bylaws of Toastmasters International. **Policies and Protocol**, Protocol 7.1: District Events, 5. District Council Meetings, D. prescribes that certain business is conducted at district council meetings.

As you create the agenda for your next district council meeting, use the following checklist to ensure that required items are covered (red) and to determine other business (blue) that you may wish to carry out.

- Call the meeting to order.
- Deliver an inspirational opening.
- Review the district mission.
- Share welcome and introductory remarks.
- Review the meeting agenda.
- Present credentials committee report.
- Present administration manager's report and approve District Council meeting minutes.
- Confirm appointed district leaders and DEC's action to fill any district office vacancies.
- Present district committee reports and conduct district business, including:
 - Audit committee report¹
 - Profit and Loss report²
 - Adopt district budget at first district council meeting.
 - Adopt alignment committee report.
 - District leadership committee report³
 - Take nominations from the floor, and conduct district leader election.⁴
- The district director, program quality director, club growth director, immediate past district director, and public relations manager report on progress toward district goals.
 - Reports by other district leaders may also be presented.
- Conduct unfinished business.
- Conduct new business. This may include:
 - Vote to ratify or update the district operating procedures.
- Share announcements, including the time and place of the next meeting.
- Adjourn the meeting.
- After the meeting, conduct training that focuses on achieving the critical success factors of club building, club rescue, membership building in clubs and distinguished clubs.

¹ Present the Year-end Audit report at the first district council meeting and the Mid-year Audit report at the district council's annual meeting.

² Present the Quarter 1 Profit and Loss report at the first district council meeting and the Quarter 3 Profit and Loss report at the district council's annual meeting.

³ The district director shall submit the nominating committee report to the members of the district council at least four weeks prior to the district council's annual meeting. (See **District Administrative Bylaws**, Article XI: Committees, (b).)

⁴ Nominations from the floor are taken, and election of district officers is conducted at the district council's annual meeting.