

# RULES OF ORDER OF THE TOASTMASTERS INTERNATIONAL DISTRICT 18 BUSINESS MEETING



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All proceedings shall be conducted in accordance with the Articles of Incorporation, Bylaws, and published policies of Toastmasters International for this Business Meeting. *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.

As noted in Robert's Rules, it is permissible for a deliberative body to adopt "special rules of orders" for a given session to facilitate business. Since time is limited for the April 18, 2026 business meeting of the District 18 Council, the following procedures will be in order:

1. Any new motions to come before the District 18 Council must be submitted by email to [dd@toastmasters-d18.org](mailto:dd@toastmasters-d18.org) one week prior to the business meeting. In this case, by 2:00 PM EDT on Saturday, April 11, 2026.
2. The maker of any motion will be given the opportunity to speak first. All speakers on any motion will be limited to a maximum of one minute each time they have the floor and can only speak twice on a motion. No member who has already spoken on an issue will be allowed to speak a second time until all who wish to speak have spoken a first time.
3. Debate on any one item of business will be limited to no more than 10 minutes per issue. The Chair may extend the time if necessary to ensure fairness and completeness.

Participation Authority: Only district council members may make motions, participate in discussions, or vote. Before addressing the assembly, voting delegates shall state their name and the name of the club they are representing. If members of the District Executive Council (DEC team) want to speak and they are not representing a club, they must state their title before speaking. District Council members include all club Presidents and Vice Presidents Education.

Voting members of the District Executive Council include the District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administrative Manager, Finance Manager, the Immediate Past District Director, and all Division and Area Directors.

The Credentials Chair shall report at the beginning of the Business Meeting the total number of delegates registered, in person and by proxies. During the Credentials report, the committee will confirm that the Business Meeting has a quorum, as defined in the Bylaws of Toastmasters International, Article XI: Quorum, Section 1: Annual Business Meeting, Special TI Protocol 7.1 Meetings, Mail Votes.

The District Administration Manager shall maintain a set of minutes, which shall be made available to the District Council. These minutes shall be approved by a Minutes Approval Committee that is appointed at the beginning of the session and later posted to the District 18 website.

Proxies are allowed per Toastmasters International protocols for the District Council meeting.