

TOASTMASTERS
INTERNATIONAL

Surviving with Parliamentary Procedure

Region 10 and Guests – 28 February 2020



**Jean
Gamester,**
Past District 91
Director and
Current
Parliamentarian



**Marike
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Past District 59
Director and
Parliamentarian



**Pat
Johnson,**
Past International
President and
Current Region 10
Advisor

➤ Welcome

➤ Introduction to the team

➤ Participation

Agenda – Surviving with Parliamentary Procedure

- Introduction
- Why use parliamentary procedure in Toastmasters?
- How our governance works
- Who's who? Roles and relationships
- Who's afraid of motions?
- What's next?



<https://www.facebook.com/watch/?v=334105701202282>



**How our
Governance
works**

Governance in Toastmasters International

In order of Authority:

1. Articles of Incorporation of Toastmasters International

2. Bylaws of Toastmasters International

3. Policies of Toastmasters International

4. Protocols of Toastmasters International

5. District Administrative Bylaws

6. Robert's Rules of Order

<https://www.toastmasters.org/leadership-central/governing-documents>

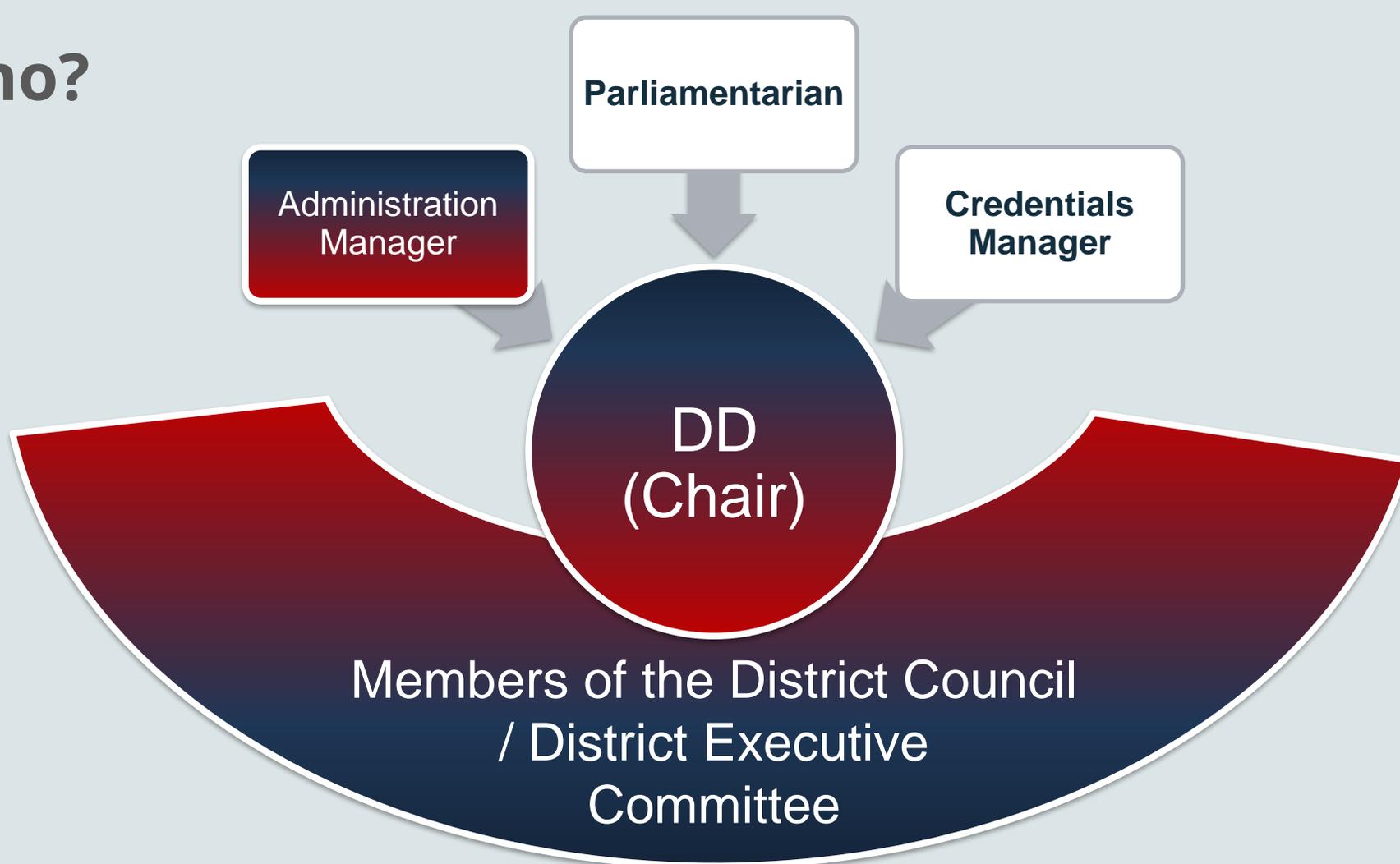
*The Chair of the meeting always decides.

The Parliamentarian is a support with no authority in the meeting.



Who's Who?

Who's Who?



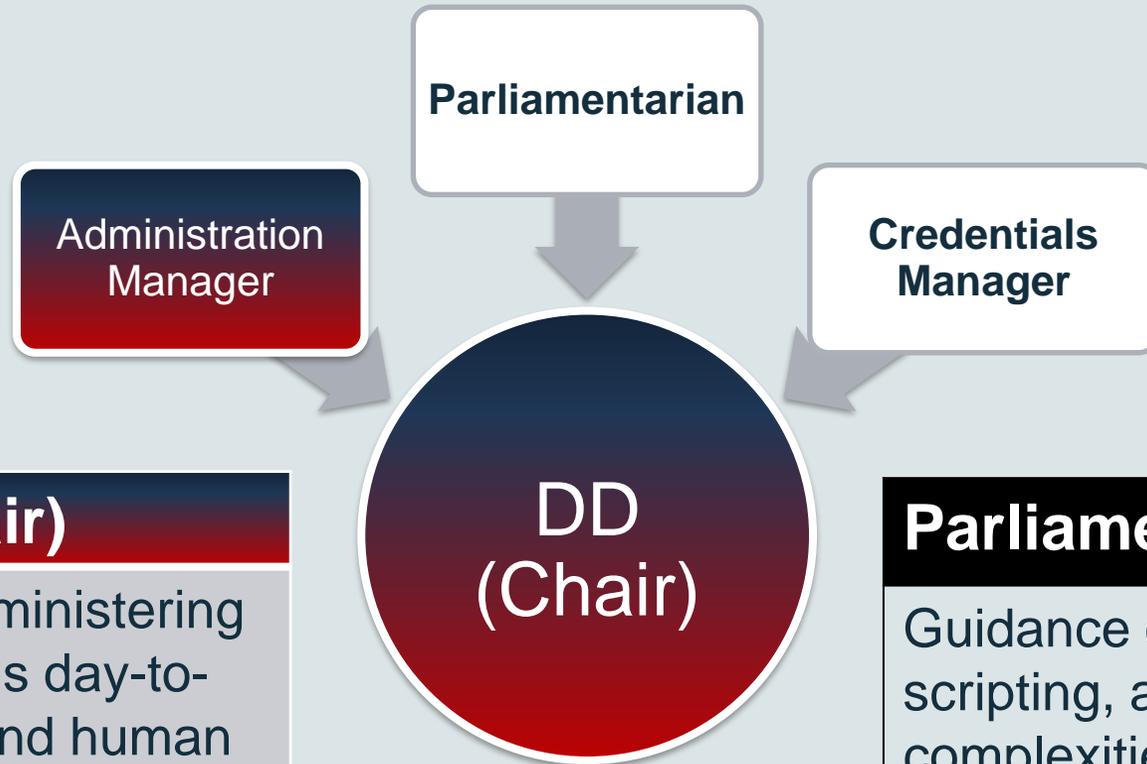
District Council

Conducts all business of the District, responsibility for the payment of all District related debts

District Executive Committee

Ensures that the District and its leaders are working toward the achievement of the District mission

Who's Who?



District Director (Chair)

Responsible for directly administering and overseeing the District's day-to-day operations, finances, and human resources. As chair – Objective, Accountable, Knowledgeable, *Statesperson, Traffic Controller*

Administration Manager

Advance notifications. Provide papers and reports, meeting space ready. Minutes production and publishing, once agreed by chair.

Parliamentarian

Guidance on meeting preparation and scripting, anticipating challenges and complexities, support on governance procedures, policies, protocols
Observation in meeting and *unobtrusive* guidance to the chair

Credentials Manager

Registration of delegates and proxies, Ensure voting mechanisms are in place and managed.
Deliver credentials report.

Leading the District : Who does what?

	District Council	District Executive Committee
Purpose	The District Council conducts all business of the District, assumes responsibility for the payment of all debts incurred in the presentation of District Council meetings and other District functions	Ensures that the District and its leaders are working toward the achievement of the District mission
Membership	District Executive Committee Club Presidents Vice Presidents Education	District Leadership Team (District Director, Program Quality Director, Club Growth Director, Public Relations Manager, District Administration Manager, District Finance Manager, Immediate Past District Director) Division Directors Area Directors
Quorum	One-third of the Club Presidents and Vice Presidents Education from Member Clubs in the District, or their proxies	A majority of members
Meetings	At least twice a year 1. No later than September 30 2. Between March 15 and June 1	At least 4 times a year
Decisions and Duties	Approve the district budget Approve appointed officers and confirm vacancies filled Review presentation of audit committee report and profit and loss statements Adoption of assignment of clubs to areas and divisions Elect district leaders	Review and approve the District Success Plan. Assume tasks assigned by the District Council. Review ethics and conduct issues as needed. Present District budget to the District Council for approval. Oversee the District's financial operation. Recommend the assignment of clubs to Areas and Divisions. Review recommendations and reports of District Committees.

District Director
Supervises and guides all elected and appointed District leaders and is responsible for their success, for inspiring and motivating them.
Delegates tasks and authority as appropriate.
When conflicts arise, assists in their resolution.
Has fiduciary responsibility and are accountable for the District's management of funds that support the District mission.
Along with the District Executive Committee, the District Director prepares the District budget to be approved by the District Council.
Administer and oversee the District's financial resources.



**WHO'S
AFRAID OF
MOTIONS**

23 Motions

CHART OF MOTIONS

First 13 motions in order of precedence order of precedence among remaining 10 motions



MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
1. Fix the Time to Which to Adjourn	Privileged	No	Yes	Yes	No	Majority	to set time for continuation of meeting
2. Adjourn	Privileged	No	Yes	No	No	Majority	to close the meeting
3. Take a Recess	Privileged	No	Yes	Yes	No	Majority	to interrupt the meeting
4. Raise a Question of Privilege	Privileged	Yes	No	No	No	–	to request a personal privilege
5. Call for the Orders of the Day	Privileged	Yes	No	No	No	–	to require adherence to agenda
6. Lay on the Table	Subsidiary	No	Yes	No	No	Majority	to interrupt business for some urgent reason
7. Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	to close debate on pending motion
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	to limit or extend debate
9. Postpone to a Certain Time (Postpone Definitely)	Subsidiary	No	Yes	Yes	Yes	Majority	to postpone to another, specified time
10. Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	to send to a committee for further study
11. Amend	Subsidiary	No	Yes	Yes	Yes	Majority	to alter or modify the wording of a motion
12. Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	to avoid a direct vote on a motion
13. Original Main Motion	Main	No	Yes	Yes	Yes	Majority	to introduce new business
14. Point of Order	Incidental	Yes	No	No	No	–	to enforce rules and orders
15. Appeal	Incidental	Yes	Yes	No	Yes	Majority	try to reverse ruling
16. Questions or Points of Information	Incidental	Yes	No	No	No	–	obtain answers to questions and seek information
17. Suspend the Rules	Incidental	No	Yes	No	No	2/3	set aside rules that interfere with action desired
18. Object to Consideration	Incidental	Yes	No	No	No	2/3	to avoid unprofitable questions
19. Division of a Question	Incidental	No	Yes	Yes	No	Majority	to divide a question
20. Consideration by Paragraph – Seriatim	Incidental	No	Yes	Yes	No	Majority	to consider by sections
21. Division of the Assembly	Incidental	Yes	No	No	No	–	to provide for a more accurate count of the vote
22. Rescind	Bring back before assembly	No	Yes	Yes	Yes	2/3	to nullify a motion previously adopted
23. Reconsider	Bring back before assembly	No	Yes	No	Yes	Majority	to bring back for review

Main Motion

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
13. Original Main Motion	Main	No	Yes	Yes	Yes	Majority	to introduce new business

Subsidiary Motions

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
6. Lay on the Table	Subsidiary	No	Yes	No	No	Majority	to interrupt business for some urgent reason
7. Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	to close debate on pending motion
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	to limit or extend debate
9. Postpone to a Certain Time (Postpone Definitely)	Subsidiary	No	Yes	Yes	Yes	Majority	to postpone to another, specified time
10. Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	to send to a committee for further study
11. Amend	Subsidiary	No	Yes	Yes	Yes	Majority	to alter or modify the wording of a motion
12. Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	to avoid a direct vote on a motion

Privileged Motions

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
1. Fix the Time to Which to Adjourn	Privileged	No	Yes	Yes	No	Majority	to set time for continuation of meeting
2. Adjourn	Privileged	No	Yes	No	No	Majority	to close the meeting
3. Take a Recess	Privileged	No	Yes	Yes	No	Majority	to interrupt the meeting
4. Raise a Question of Privilege	Privileged	Yes	No	No	No	–	to request a personal privilege
5. Call for the Orders of the Day	Privileged	Yes	No	No	No	–	to require adherence to agenda

Incidental Motions

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
14. Point of Order	Incidental	Yes	No	No	No	–	to enforce rules and orders
15. Appeal	Incidental	Yes	Yes	No	Yes	Majority	try to reverse ruling
16. Questions or Points of Information	Incidental	Yes	No	No	No	–	obtain answers to questions and seek information
17. Suspend the Rules	Incidental	No	Yes	No	No	2/3	set aside rules that interfere with action desired
18. Object to Consideration	Incidental	Yes	No	No	No	2/3	to avoid unprofitable questions
19. Division of a Question	Incidental	No	Yes	Yes	No	Majority	to divide a question
20. Consideration by Paragraph – Seriatim	Incidental	No	Yes	Yes	No	Majority	to consider by sections
21. Division of the Assembly	Incidental	Yes	No	No	No	–	to provide for a more accurate count of the vote

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
22. Rescind	Bring back before assembly	No	Yes	Yes	Yes	2/3	to nullify a motion previously adopted
23. Reconsider	Bring back before assembly	No	Yes	No	Yes	Majority	to bring back for review

23 Motions

CHART OF MOTIONS

First 13 motions in order of precedence - no order of precedence among remaining 10 motions



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5. Call for the Orders of the Day	Privileged	Yes	No	No	No	-	to require adherence to agenda
6. Lay on the Table	Subsidiary	No	Yes	No	No	Majority	to interrupt business for some urgent reason
7. Previous Question (Close Debate)	Subsidiary	No	Yes	No	No	2/3	to close debate on pending motion
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	to limit or extend debate
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12. Postpone Indefinitely	Subsidiary	No	Yes	No	Yes	Majority	to avoid a direct vote on a motion
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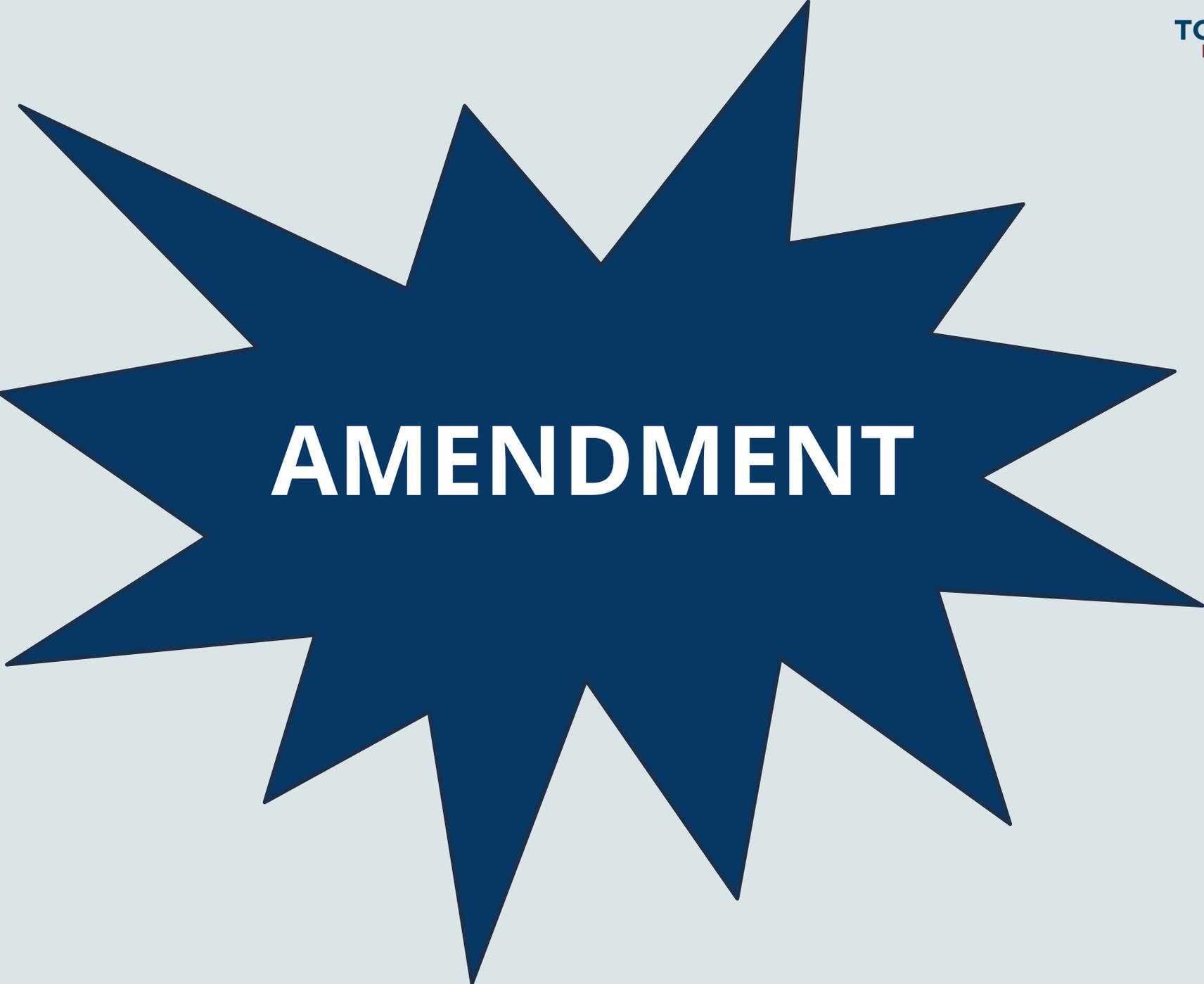


**MAIN
MOTION**

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
13. Original Main Motion	Main	No	Yes	Yes	Yes	Majority	to introduce new business

1. I move to ...
2. Someone else seconds
3. Chair repeats the motion
4. Motion open for debate
5. We proceed to the vote
6. Chair announces results

- **I move** (right hand up)
- **I second** (left hand up)
- **It has been moved and seconded** (head and arms)
- **I open the floor for discussion** (arms wide open)
- **In favour** (point), **opposed** (point), **in favour** (point), **opposed** (point)
- **Proceed to the vote** (turn hands over)
- **Opposed** (right hand up), **in favour** (left hand up), **abstentions** (right hand up)
- **Carried** (thumb up) or **failed** (thumb down)



AMENDMENT

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
11. Amend	Subsidiary	No	Yes	Yes	Yes	Majority	to alter or modify the wording of a motion

- Proposal to change the wording of a pending motion
- Insert, add, strike out, replace
- Max 2 amendments per motion

No decision, just discussion



I move to replace *July* by *January*

I move to replace *district officers* by *district council members*

I move that all district officers get a training in Parliamentary Procedure in July

Voting and changing motion



Voting and changing motion



REJECTED

APPROVED

I move that all district officers get a training in
Parliamentary Procedure in July

Voting and changing motion



I move that all district council members get a training in Parliamentary Procedure in July

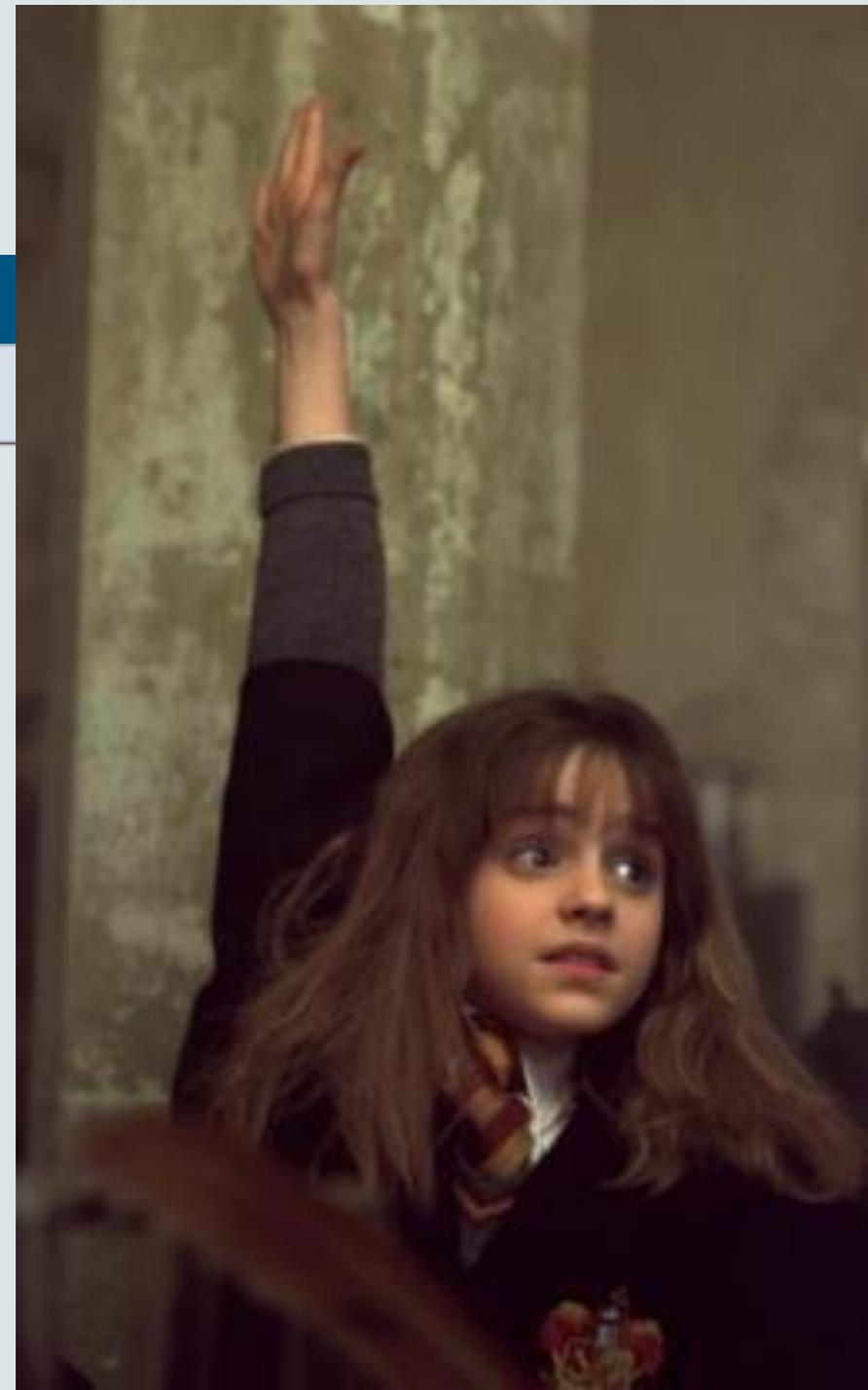


CLARITY

Request for Information

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
16. Questions or Points of Information	Incidental	Yes	No	No	No	-	obtain answers to questions and seek information

- Seek information and obtain answers to questions
- Relevant for the question at hand





**MORE
CLARITY**

Refer to committee

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
10. Refer to Committee	Subsidiary	No	Yes	Yes	Yes	Majority	to send to a committee for further study

- Question referred to Committee for further study
- Set a time for presentation of the report
- Motion to adopt the proposal it contains



ORDER

Point of order

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
14. Point of Order	Incidental	Yes	No	No	No	–	to enforce rules and orders

- Request the chair to maintain rules and order
- Point taken/not taken

Out of order

- Chair declares an action/motion out of order
 - Member has no right to speak (not recognised)
 - Member deviates from the topic at hand
 - Motion of higher precedence is still pending
 - Insulting or offensive language



**TIME
MANAGEMENT**

MOTION	TYPE OF MOTION	INTERRUPT SPEAKER	REQUIRE SECOND	AMENDABLE	DEBATABLE	REQUIRED VOTE	PURPOSE
8. Limit or Extend Limits of Debate	Subsidiary	No	Yes	Yes	No	2/3	to limit or extend debate

➤ Limit the debate

- Max length of debate (e.g. 10 min)
- Max length per speaker (e.g. 1 min)
- Max number of speakers (e.g. 4)

➤ Extend limits of debate





**TRY IT OUT
&
ENJOY**

- **I move** (right hand up)
- **I second** (left hand up)
- **It has been moved and seconded** (head and arms)
- **I open the floor for discussion** (arms wide open)
- **In favour** (point), **opposed** (point), **in favour** (point), **opposed** (point)
- **Proceed to the vote** (turn hands over)
- **Opposed** (right hand up), **in favour** (left hand up), **abstentions** (right hand up)
- **Carried** (thumb up) or **failed** (thumb down)



**WHAT'S
NEXT?**

Some possible next steps...

- “Thriving with Parliamentary Procedure”
 - More in depth session, based on your needs, e.g.
 - Share ideas and stories?
 - Lectern books/ Meeting scripts?
 - Practice complex motions and situations?

- Create a Parliamentary Community?
 - Ongoing mutual support and training, e.g.
 - Refreshment training for new DD's/Parliamentarians?
 - Shared library with relevant documents?



Q&A

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