

D57 District Council Virtual Fall Business Meeting September 29, 2022, 7 - 9 pm Technology Rules - Zoom

The following rules will be applied for use during the meeting in the Zoom Online platform.

1. **Display Name:** Rename yourself as follows: [full name] - [abbreviated role].
 - Example: Myra Jordan - A2 Area Director
 - Role Abbreviated: Pres, VPE, Area# Dir, Div A Dir

2. **Gallery View:** "Gallery View" is recommended over "Speaker View". To switch to Gallery View, click the small 3x3 grid icon in the upper right-hand corner of your screen, under "view".

3. **Audio/Visual:** Everyone will remain muted unless recognized by the chair to speak. Please do not turn on your video unless requested by the Chair. To save time, video will not be turned on for participants during discussions or questions.

4. **Chat Box:** To help our chat monitor keep up with requests to speak and ask questions, only use the chat box if you want to be recognized by the chair. _____ is our Chat monitor. Please do not send a chat to any of the other co-chairs of the meeting since they will not be monitoring the chat. Include the name of your club and a brief description of your motion, question, or comment. When discussing motions, we will alternate between comments for and against the motions.

5. If you have any technical issues with Zoom during this meeting, you can reach out to to me, Tong Yin, via private chat.

D57 District Council Virtual Fall Business Meeting September 29, 2022, 7 - 9 pm Election Runner - Voting Rules

1. ElectionRunner, an internet-based application that can be used on electronic devices, will be used for the election ballot for items that require a secret ballot.
2. **How to Vote:** If you are a Club President or Vice President of Education (VPE), or a member of the District Executive Committee, you must have pre-registered on Eventbrite by September 27, 2022 for this meeting in order to count towards the quorum and receive your ballots. You should have received an email the morning of the Business Meeting with a link to vote. The email was sent from “District 57 Toastmasters” via ElectionRunner, noreply@electionrunner.com. The subject line reads: **“Approval of District 57 Budget for 2022-2023 - Vote When Instructed.”** If you cannot find the email, please check your SPAM folder of the e-mail address that you used to register for this business meeting. For Google Mail, please check other folders or tabs such as “Updates” if you cannot find the email.
3. If you did not receive your ballot, please send an email to Wing K. Lok immediately at wing@d57tm.org. You will only be allowed to use the ballot once, so please vote carefully when it is time to vote. **Do not vote until you are instructed to do so.** The District Director Carolyn will call for the vote. You will be instructed to vote during that time. After the voting time has ended, we will progress with the meeting while the final votes are being tabulated. The results of the voting will be announced before the end of the meeting.
4. During the time the votes are being counted, we will conduct other District Council business as identified on the Agenda.
5. **It is critical that you DO NOT vote until you are directed to do so by the District Director.** If you have any issue with your ballot, please reach out to Wing K. Lok at wing@d57tm.org,

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Meeting Rules

The following meeting rules have been identified by our District Parliamentarian as appropriate for this virtual business meeting.

1. District Council meetings are conducted in accordance with the District Administrative Bylaws, Section X.
2. "When the voting process is conducted, only the Club President and/or Vice President Education of any Member Club may vote on behalf of the club as its representative. Either club officer may carry the club's two (2) votes or each of these club officers may carry one (1) vote, as determined by the club membership. The representative from any Member Club in good standing is entitled to a maximum of two (2) votes.
3. "District Executive Committee members are entitled to one (1) vote and may cast up to two (2) additional votes as a representative of a Member Club, for a maximum of three (3) votes.
4. "District Council members must cast their own votes; no proxies are permitted."

In addition, the following ground rules apply:

1. Council members who have questions and/or comments are asked to put the following information in the chat, raise their virtual Zoom hand, and wait to be called upon: name, club name and number, and status. The Zoom monitor moderator will notify the Presiding Officer who will recognize the Council Member and ask them to state their business.
2. There will be limited debate on each item of business. Each speaker shall have a maximum of 1 minute to address the question. Only members of the District Council have the right to debate. The maximum time for debating any particular motion (including amendments) shall be 10 minutes unless two-thirds of the Council members vote in favor of a motion to change the time limits for debates. The Council will immediately vote on the pending question if the 10- minute limit is reached.

For any questions about Parliamentary procedures during this meeting, the District Director may consult with the Parliamentarian.