



# Standing Rules 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 Annual Business Meeting and Convention. *Robert's Rules of Order, Newly Revised (12th ed.)*, 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. The Credentials report must include the number required for 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 proxyholder any active member of any other club in good standing. The authority of each delegate to vote as well as each proxyholder 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. 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.

## 5. Participation Authority

Only authorized delegates and Delegates at Large may make motions or participate in discussion on motions. Before addressing the assembly onsite, delegates are required to state their name, club number, and show their delegate badge to be recognized. Voting delegates participating online are required to send a message in the Q&A with their name, club number, and what they wish to speak on.

## 6. Timer

The Chair appoints an official timer(s) who applauds when the time authorized for each two-minute candidate speech has expired.

## 7. Proposals

A member of the Executive Committee presents each proposal on behalf of the Board of Directors in the form of a motion. The Chair will restate the motion and open the floor for debate. Speakers are required to assemble at the designated microphone or follow the instructions for online participation outlined above at Rule #5. Both onsite and online speakers will be limited to the times indicated below at Rule #10.

## **8. Amendments to Proposals**

Per the Bylaws, Article XIV, Section 1.c, no amendments to the proposed amendment(s) may be made during the Annual Business Meeting or less than 60 days prior to the meeting.

## **9. Time Limitation for Debate**

Debate or discussion on any item of business shall be limited to a maximum of six (6) minutes. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires.

## **10. Time Limitations for Speakers**

No delegate may speak more than once on the same question or longer than one (1) minute. Delegates are responsible for managing their own time. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires.

## **11. Voting Procedure**

Voting may be by electronic or paper ballot or by unanimous consent. Attempts by a voting delegate to submit more votes than they are authorized to cast will be blocked, resulting in an overvoting message. Corrections can be made while the voting period remains open and a submission of an appropriate number of votes in that time will be accepted as votes cast. Uncorrected attempts of submitting more votes than authorized will remain as uncast votes.

## **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 votes cast. In the event no candidate for a particular office receives a majority vote, the candidate having the lowest vote for that office and any nominee receiving less than 10% of the votes cast shall be dropped from the succeeding ballot. 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 ballot unless a secret ballot is dispensed with by unanimous consent. 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. Appeal**

A member may appeal a ruling of the Chair made during the Annual Business Meeting. If the appeal is seconded, the Chair will state the motion and open debate on the motion. The Chair is entitled to speak first and make an opening statement. Following a brief statement by the challenging member(s), if desired, debate will continue for a maximum of six (6) minutes including the closing statement by the Chair. The Chair puts the question to the voting membership and takes the vote on the motion. A majority vote in favor (or a tie) sustains the ruling of the Chair.

## **15. Motions**

All decisions of the Annual Business Meeting are to be made by motion. Motions are stated in the positive, not in the negative.

## **16. Minutes**

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