# **District Council Meeting Script**

The *District Council Meeting Script* is to be used as a guide to assist with District Council meetings. The script should be modified to fit the meeting and District needs. Once the script is modified, please note that listed page numbers may no longer be accurate.

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## Call to Order and Welcome

District Director raps gavel promptly at [time].

District Director: Good morning, fellow Toastmasters! The [year] District [#] Council Meeting will now come to order.

PAUSE

District Director: I am [name], your District Director and chair at this meeting.

Welcome club officers and District leaders, members and guests. [Deliver welcome and introductory remarks.]

For the enjoyment of all, online attendees, please keep your microphones on mute until you are acknowledged to speak. This will reduce the background noise for today’s meeting. Please note that only voting delegates may participate in debate.

For online attendees, when you have questions, please type your name and club number into the chat and wait to be recognized.

Continue to next agenda item.

## Inspirational Opening (optional)

District Director: Please welcome our inspirational speaker, [education designation], [name].

Inspirational speaker will now be shown live for virtual attendees.

Inspirational speaker: Thank you, District Director [name]. [Delivers inspiration.]

Continue to next agenda item.

## Review of the District Mission (Required)

District Director: As we go forward in our roles this year, it is vitally important that we keep the District mission in mind with everything we do. This includes the work that we do during this District Council Meeting. Our mission is “We build new clubs and support all clubs in achieving excellence”.

[Deliver motivational comments related to the District mission]

Continue to next agenda item.

## Review the Meeting Agenda (Required)

District Director: You’ve received the agenda in advance via email and the District website. Without objection, the agenda is adopted.

PAUSE

There is no objection. The agenda is adopted.

Our officials for this meeting are:

Timer 1: [education designation], [name]. [Name] is a member of [club name], [club number].

Timer 2: [education designation], [name]. [Name] is a member of [club name], [club number].

[Include additional roles, as applicable]

Credentials Committee Chair: [education designation], [name]. [Name] is a member of [club name], [club number].

Credentials Committee Member 1: [education designation], [name]. [Name] is a member of [club name], [club number].

Credentials Committee Member 2: [education designation], [name]. [Name] is a member of [club name], [club number].

Parliamentarian: [education designation], [name]. [Name] is a member of [club name], [club number].

Continue to: Addressing Business Requiring Approval (page 22).

## Voting Procedures (Required)

District Director: Now, we will explain the voting procedures and election rules for the meeting.

Member of credentials/voting team:

[Provide voting procedures for the District. Create the script for this in advance with the parliamentarian.]

Continue to next agenda item.

## Credentials Committee Report (required)

District Director: Please join me in welcoming [credentials committee chair] to present the Credentials Committee Report.

Credentials committee chair is shown as speaker for online attendees.

Credentials committee chair: Thank you, District Director [name]. There are [#] eligible clubs in the District. Each club receives two votes represented by the Club President and or Vice President Education. To achieve a quorum, one-third of the club representative votes, based on two votes per club, must be present which is [#].

There are [#] club representative votes present. As such, we [have/have not] achieved a quorum.

There are also [#] District Executive Committee members represented. District Executive Committee members do not count toward a quorum.

The total ballots available are [#]. If everyone votes, a simple majority would be [#];The outcome of any vote is determined based on the majority of votes cast.

Credentials committee chair remains as speaker.

District Director: Thank you [credentials committee chair] and members of the Credentials Committee.

Are there any questions on the credentials report?

Please type your name and club number into the chat and wait to be acknowledged.

**PAUSE**

Credentials committee chair addresses any questions.

Without objection, the credentials report is adopted.

**PAUSE**

There is no objection. The credentials report is adopted. The next item of business is [next agenda item].

Continue to: Addressing Business That Does Not Require Approval (page 26).

## Approval of Meeting Minutes (Required)

District Director: The minutes of meeting [last meeting information] were made available on the District [#] website for review/shared via email.

Are there any corrections to the minutes?

**PAUSE**

There being no corrections [or further corrections], the minutes are approved as distributed [as posted].

District Director or Administration Manager reads out any corrections.

Administration Manager makes any necessary corrections to the official minutes.

Continue to: Addressing Business Requiring Approval (page 22).

## Business Requiring Adoption –Appointed Officers, Alignment Committee Report (Required)

District Director: Please join me in welcoming [presenter] to present the [District business].

[Presenter] unmutes their microphone if attending online.

District Director mutes their microphone if attending online.

Presenter: Thank you, District Director [name].

[Delivers District business.]

[Presenter] remains available but mutes their microphone.

District Director unmutes their microphone.

District Director: Thank you [presenter] [acknowledge any additional members].

Continue to: Addressing Business Requiring Approval (page 22).

## Additional Reports – Audit Committee Report, Profit and Loss Report, District Director Report, Program Quality Director Report, Club Growth Director Report, Immediate Past District Director Report, Public Relations Manager Report (Required)

District Director: Please join me in welcoming [role] [name] to present the [Topic] Report.

[Role] unmutes their microphone.

District Director mutes their microphone.

[Role]: Thank you, District Director [name].

[Delivers report.]

[Role] remains available but mutes their microphone.

District Director unmutes their microphone.

District Director: Thank you [role] [name].

Continue to: Addressing Business That Does Not Require Approval (page 26).

## District Leadership Committee Report

District Director: Please welcome [year] District Leadership Committee Chair, [title], [education designation], [name], to present the Committee’s report.

District Leadership Committee chair presents

DLC Chair: Thank you, District Director [name]. [Delivers own comments.] The members who served on the [year] District Leadership Committee are:

[Education designation], [name]

[Education designation], [name]

[Education designation], [name]

The District Leadership Committee submits the following District leader nominations:

For District Director: [name]

For Program Quality Director: [name]

For Club Growth Director: [name]

For Club Growth Director: [name]

For Division [letter] Director: [name]

For Division [letter] Director: [name]

For Division [letter] Director: [name]

For Division [letter] Director: [name]

For Division [letter] Director: [name]

For Division [letter] Director: [name]

District Director [name], that concludes my report on behalf of the District Leadership Committee.

District Leadership Committee chair returns control to District Director

District Director: Thank you, District Leadership Committee Chair [name]. Being on the District Leadership Committee requires an extensive time commitment and proper evaluation of candidate assessments and interviews. Thank you to all the District Leadership Committee members who devoted time to be a part of this very important process.

Continue to: District Leader Elections (page 13).

## District Leader Elections

### Uncontested office

District Director: Fellow Toastmasters, you have heard the report of the District Leadership Committee.

For the office of [office], [candidate name] has been placed in nomination:

[Education designation], [name]

 There is one uncontested candidate for the office of [office]. Without objection, the Chair will dispense with a secret ballot and instruct the District Administration Manager to cast (in the form of a voice vote) a single ballot for the candidate in this uncontested office.”

PAUSE

District Director: We will dispense with the secret ballot and the District Administration Manager will cast (in the form of a voice vote) a single ballot.

I declare elected:

[Office], [education designation], [name]. Please show officer.

[Officer] is shown to be recognized.

Continue to next office or next agenda item.

### Contested office with no floor nominations

District Director: Fellow Toastmasters, you have heard the report of the District Leadership Committee.

For the office of [office], these names have been placed in nomination:

[Education designation], [Candidate 1 name]

[Education designation], [Candidate 2 name]

[Add additional candidates as needed.]

\*names of candidates are listed in alphabetical order by surname/last name.

The election process for the office of [office] will now begin. Each candidate is entitled to make a two-minute speech. Candidates will speak in alphabetical order by last name.

The timers will time the two-minute speeches as follows:

1 minute green

1 ½ minute yellow

2 minutes red

When the two minutes have expired, the timers will mute the speaker and begin the applause.

For the office of [office], [education designation], [candidate 1 name].

Candidate 1 is shown on the online meeting platform.

Candidate 1: [Delivers speech]

Timers time two minutes and provide appropriate signals.

District Director: For the office of [office], [education designation], [candidate 2 name].

Candidate 2 is shown on the online meeting platform.

Candidate 2: [Delivers speech]

Timers time two minutes and provide appropriate signals.

[Add additional candidates as needed.]

District Director: Voting will begin for the office of [office].

[Follow voting procedures for the District.]

Voting is now closed for the office of [office].

Continue to: District Leader Elections Results (page 17).

### Contested office with floor nominations

District Director: Fellow Toastmasters, you have heard the report of the District Leadership Committee.

For the office of [office], these names have been placed in nomination:

\*names of candidates are listed in alphabetical order by surname/last name.

[Education designation], [Candidate 1 name]

[Education designation], [Candidate 2 name]

[Add additional candidates as needed.]

Are there any further nominations for [office]?

Please type your name and club number into the chat and wait to be acknowledged.

If so, please state your name, club number, and club officer role. Candidates nominated from the floor must consent to the nomination and qualify for election.

PAUSE

Nominator: My name is [name], club number [#]. I nominate [name] for the office of [office].

District Director: [Name], do you accept the nomination?

Nominee: [Accepts or declines.]

District Director, if accepted: Thank you. [Name] is entered into nomination for the office of [office].

District Director, if declined: Thank you. [Name] is not entered into nomination for the office of [office].

District Director: Are there any other nominations for [office]?

 Please type your name and club number into the chat and wait to be acknowledged.

Continue until no further nominations are made.

Hearing none, I declare the nominations for [office] closed. The election process for the office of [office] will now begin. Each candidate is entitled to make a two-minute speech. Candidates will speak in alphabetical order by last name (including floor candidates).

The timers will time the two-minute speeches as follows:

1 minute green

1 ½ minute yellow

2 minutes red

When the two minutes have expired, the timers will mute the speaker and begin the applause.

For the office of [office], [education designation], [candidate 1 name].

Candidate 1 is shown on the virtual meeting platform.

Candidate 1: [Delivers speech]

Timers time two minutes and provide appropriate signals.

District Director: For the office of [office], [education designation], [candidate 2 name].

Candidate 2 is shown on the virtual meeting platform.

Candidate 2: [Delivers speech]

Timers time two minutes and provide appropriate signals.

[Add additional candidates as needed.]

District Director: Voting will begin for the office of [office].

[Follow voting procedures for the District.]

Voting is now closed for the office of [office].

Continue to: District Leader Elections Results (page 17).

## District Leader Elections Results

### Winner

District Director: We have the results for [office].

[Read results.]

I declare elected:

[Office], [education designation], [name].

[Officer] is shown to be recognized.

Continue to next office or next agenda item.

### Additional ballots required

District Director: We have the results for [office]. Because no candidate received a majority of the votes, it is necessary to have a [number; e.g., second] ballot. The results of the [previous number; e.g., first] ballot are:

[Read results.]

Prior to the next ballot, the candidates having the lowest vote on the first ballot and any candidate receiving less than 10% of the votes will be dropped. The remaining candidates, in alphabetical order by last name are:

[Education designation], [Candidate 1 name]

[Education designation], [Candidate 2 name]

[Add additional candidates as needed.]

The [number; e.g., second] round of voting for [office] will now begin.

[Follow voting procedures for the District.]

Voting is now closed for the office of [office].

## Conduct New Business (Only for items added to the agenda during Review the Meeting Agenda)

District Director: Per the Review of the Meeting Agenda, we will now discuss [agenda item].

If the business requires approval, continue to: Addressing Business Requiring Approval (page 22).

If the business does not require approval, continue to: Addressing Business That Does Not Require Approval (page 26).

## Announcements (Optional)

District Director: [Delivers announcements.]

## Adjourn the Meeting (Required)

District Director: As we have completed our business, unless there is an objection, the [year] District [#] Council Meeting will be adjourned.

 Please type your name and club number into the chat and wait to be acknowledged.

PAUSE

District Director: There is no objection. This meeting is adjourned.

District Director raps gavel.

## Recess (Optional)

District Director: We will take a [#] minute recess. We will reconvene at [time].

District Council members take a recess.

District Director raps gavel when the recess has expired.

District Director: The recess has expired. The time is [time]. The next item of business is [next item of business].

## Addressing Business Requiring Approval

### Opening for Discussion

Once the agenda item has been presented, it is opened for discussion.

If voting members have discussion points, follow the script below. If voting members do not have discussion points, turn to page 23: Calling for the Vote.

District Director: Are there any amendments to the agenda?

Voting member: My name is [name], club number [number]. I would like to discuss.

Continue to: Discussing the Agenda Item.

### Discussing the Agenda Item

Once the agenda item has been opened for discussion, the voting delegates speak for or against the agenda item.

Follow the script below.

District Director: Discussion or debate on any item on the agenda is limited to [number] minutes. If it appears further debate or discussion is necessary after the [number] minutes have elapsed, I may exercise my discretion and consider extending the time. However, in the interest of time and for the benefit of the members, I ask that you limit your remarks to points of debate or discussion that have not yet been mentioned and are germane to the pending question.

No member may speak more than once on the same proposal or longer than one minute. We will alternate between delegates “in favor of” and “opposed to” the proposal. If the same points of discussion or debate are repeated by the speakers, I may end the debate, stating that no new information is being presented.

Speakers, please type your name and club number in the chat and wait to be acknowledged.

Members debate on the motion.

Continue to: Calling for a Motion

### Calling for a Motion

Once an agenda item has been discussed, a motion must be made to approve it.

If the motion is made, follow the script below. If the motion is not made, turn to page 18: No Motion.

District Director: Do I hear a motion to [business]?

 Please type your name and club number into the chat and wait to be acknowledged.

PAUSE FOR FIVE SECONDS

Voting member: My name is [name], club number [number]. I move to [business].

Continue to: Second the Motion

### Second the Motion

Once the motion has been made, a second may be required.

If the motion is seconded, follow the script below. If the motion is not seconded, turn to page 24: No Second to the Motion.

District Director: Is there a second to the motion?

 Please type your name and club number into the chat and wait to be acknowledged.

PAUSE FOR FIVE SECONDS

Voting member: Second.

Continue to: Calling for the Vote.

### Calling for the Vote

If the motion has been seconded and voting members do not have discussion points, follow the script below.

District Director: Are we ready for the question? The question is on the Motion to [motion]. If adopted, the motion would allow {description].

All those in favor of the motion to [motion], vote now.

**PAUSE**

All those opposed of the motion to [motion], vote now.

**PAUSE**

Tally the votes.

Continue to: Announcing the Results of the Motion.

### Announcing the Results of the Motion

Once the votes are in, the results are announced.

District Director: We have the results for the motion to [motion].

[Read results.]

I declare the [motion] [adopted/not adopted].

Continue to next agenda item.

### No Second to the Motion

If the motion is not seconded, follow the script below.

District Director: There is no second. The motion is not before this meeting.

 Please type your name and club number into the chat and wait to be acknowledged.

PAUSE FOR FIVE SECONDS

Continue to: No Motion.

### No Motion

If the motion is not made, follow the script below.

District Director: Are there objections to [business]?

 Please type your name and club number into the chat and wait to be acknowledged.

PAUSE FOR FIVE SECONDS

Voting delegate: My name is [name], club number [number]. I object.

Continue to: Handling an Objection.

### Handling an Objection

If a member objects, follow the normal procedure for handling a motion.

District Director: An objection has been made.

All those in favor of the motion to [motion], vote now.

**PAUSE**

All those opposed of the motion to [motion], vote now.

**PAUSE**

Tally the votes.

Continue to: Announcing the Results of the Motion (page 24).

## Addressing Business That Does Not Require Approval

### Opening for Discussion

Once the agenda item has been presented, it is opened for discussion.

If voting members have discussion points, follow the script below. If voting members do not have discussion points, turn to page 27: Closing the Discussion.

District Director: The agenda was presented to you via email and on the District website. Are there any amendments to the agenda?

 Please type your name and club number into the chat and wait to be acknowledged.

Voting delegate: My name is [name], club number [number]. I would like to amend the agenda by [description].

Continue to: Discussing the Agenda Item.

### Discussing the Agenda Item

Once the agenda item has been opened for discussion, the voting members ask questions and share their points.

Follow the script below.

District Director: Discussion or debate on any item on the agenda is limited to [#] minutes. If it appears further debate or discussion is necessary after the [#] minutes have elapsed, I may exercise my discretion and consider extending the time. However, in the interest of time and for the benefit of the members, I ask that you limit your remarks to points of debate or discussion that have not yet been mentioned and are germane to the pending question.

No member may speak more than once or longer than one minute. If the same points of discussion or debate are repeated by the speakers, I may end the discussion, stating that no new information is being presented.

Speakers, please type your name and club number into the chat and wait to be acknowledged.

Members discuss the agenda item.

Continue to: Closing the Discussion

### Closing the Discussion

If voting members do not have discussion points or all discussion has completed, the discussion is closed.

District Director: Are there further amendments?

 Please type your name and club number into the chat and wait to be acknowledged.

**PAUSE**

Hearing none, without objection, the agenda is approved as amended.

**PAUSE**

There is no objection, the agenda is approved as amended.

[I instruct the administration manager to add a copy of (supporting materials) to the meeting minutes.]

Continue to next agenda item.