



Spring 2018 District 55 Procedures Committee Report



Credentials Committee Members

- Doug Kelley, DTM, PDG
- Debi Christensen, DTM
- Stanley See, DTM, PDG, PRA
 - Consultants, both professional parliamentarians
 - Dan Jackson, DTM, PDG
 - Deb Arrington, DTM



TI District Services and Finance approved fall DC changes

- One recommended addition by TI Finance:

XV. REIMBURSEMENTS

District expense reimbursement policies are outlined in [Policy 8.4: District Fiscal Management, of the Governing Documents of Toastmasters International.](#)

- ▶ 1. officers submit for reimbursements through Concur instead of using the paper voucher process. All expenses must be included in the District Budget and require the District Director and Finance Manager's approval before being reimbursed.
- ▶ Per the DEC request and approval, we have added this link to the TI website about the Concur system
- ▶ <https://www.toastmasters.org/leadership-central/district-leader-tools/district-management/district-finance/finance-education/training>



Change for conducting fall online DC Meeting

IV B. 3 District Council (DC) meetings must be conducted by a technology that allows all participating members to see each other as well as to hear each other at the same time. Simultaneous oral and video communications is essential. Additional identify:

- ▶ a) the type of equipment/computer software required for participation;
- ▶ b) the method for determining the presence of a quorum;
- ▶ c) the conditions under which a member may raise a point of order when doubting the presence of a quorum and the conditions under which the continued presence of a quorum is presumed if no point of order is raised;
- ▶ d) the methods for seeking recognition and obtaining the floor;
- ▶ e) the means by which motions may be submitted in writing during a meeting;
- ▶ f) the methods for taking and verifying votes



Recommendations

- ▶ Committee recommends the use of Zoom software for conducting DC meetings (pending a couple of questions)
 - Pre-DC meeting practice and training on the software for DC members to facilitate a smoother meeting
 - Limit the agenda for items to be discussed to try to keep the meeting time to an hour. Must be covered:
 - Approval of District budget
 - Approval of appointed officers