

TOASTMASTERS INTERNATIONAL®

Move 2 improve

Parliamentary Procedures and guidelines for the online DCM

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District Parliamentarian



WHY

-
- Free and fair exchange of arguments
 - Majority decides, minority is heard
 - Clarity about subject at hand



HOW

-
- Chair = traffic controller
 - Order of agenda / one topic at a time
 - One question/motion at a time
 - Recognition speakers / one at a time
 - 23 Motions

CHART OF MOTIONS



First 13 motions in order of precedence - no 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**

Bring a question before the council for consideration

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

Proposal to change the wording of a pending motion

➤ Insert

➤ Strike out

➤ Replace

➤ Max 2 amendments per motion

No decision, just discussion



I move to amend the motion by replacing Hawaii by **Mumbai**

I move to amend the motion by replacing District Officers by **District Council members**

I move that all District Officers get a training in Parliamentary Procedures in Hawaii

Voting and changing motion



REJECTED

I move to amend the motion by replacing District Officers by District Council members

I move that all District Officers get a training in Parliamentary Procedures in Hawaii

Voting and changing motion



APPROVED

I move that all District Council members get a training in Parliamentary Procedures in Hawaii

Voting and changing motion



VOTING

I move that all District Council members get a training in
Parliamentary Procedures in Hawaii



TIME
MANAGEMENT



➤ **Limit / extend the limit of the debate**

- beforehand by chair / motion by you

➤ **Previous Question**

- close debate on pending motion and vote



CLARITY

Request for Information

- Seek information and obtain answers to questions
- Relevant for the question at hand
- No second, debate or majority





ORDER

➤ Point of order

- Request chair to maintain rules and order
 - taken > correction
 - not taken (explained)

➤ 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
 - Insulting or offensive language

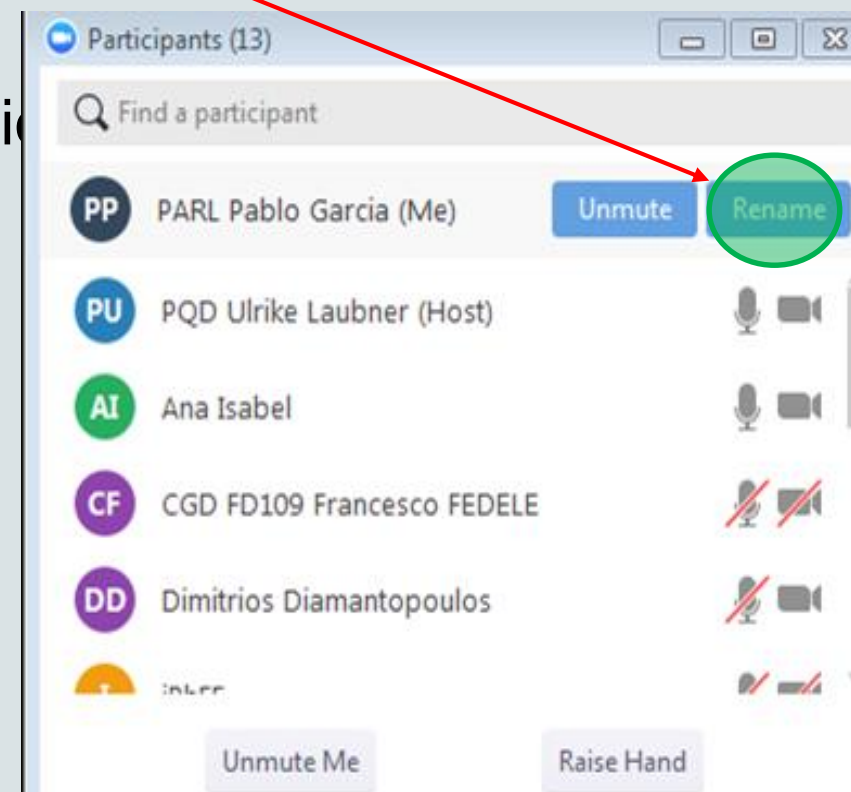
Quorum

- One third of the club presidents and vpe's of the district
- $115 \text{ clubs} \times 2 : 3 = 77$
- District Officers vote but don't count for the quorum (unless they are also president or vpe)
- No Proxies at a virtual meeting, each district council member casts her own vote
- 2 votes only if a member is president in club A and vpe in club B (none in D59) or if a member is District Officer plus president or vpe
- 3 votes only if a member is District Officer plus president in club A and vpe in club B (none in D59)

Naming

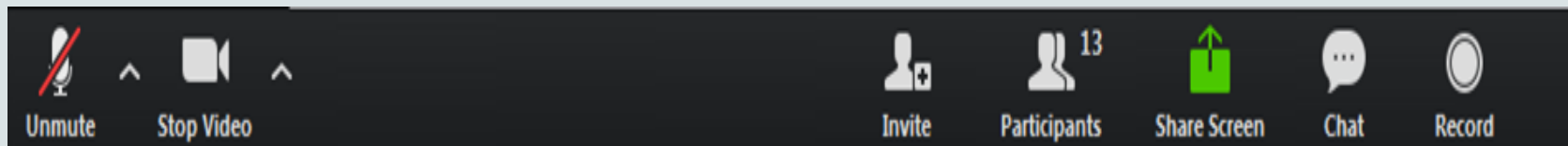
➤ Edit your name in ZOOM

- PRES Name Name – for Presidents
- VPE Name Name – for Vice Presidents Education
- A1 AD Patrice Udekwe– for Area Directors
- B DD Valbona Zefi– for Division Directors
- PRM Helena Ruiz Fabra
- CGD Robert van der Meer
- PQD Colleen Shaugnessy Larsson
- DD Siegfried Haack
- ADM Manie Conradie
- FM Frank Cremer
- PARL Marike Dijksterhuis




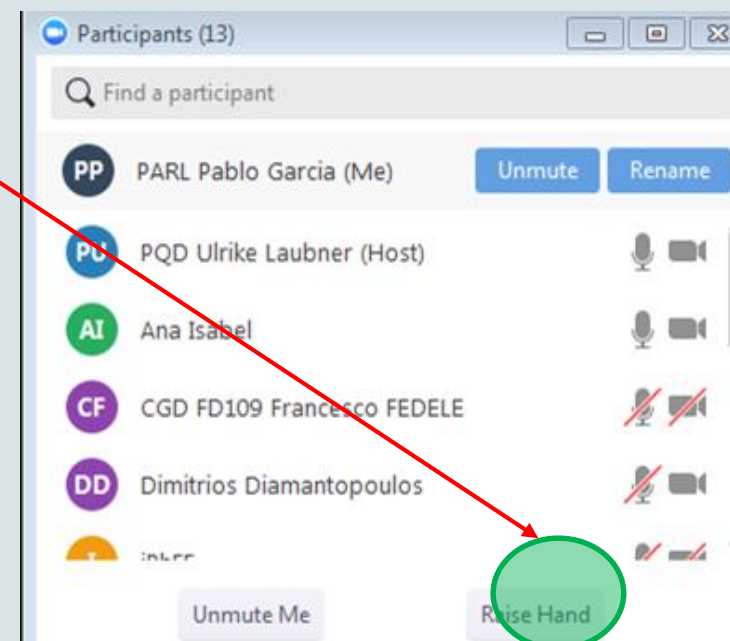
Sound and vision

- Only Unmute and Enable Video when given the floor by the chair
- Mute and Stop Video after you finish speaking
- Stay within the allotted timeframe



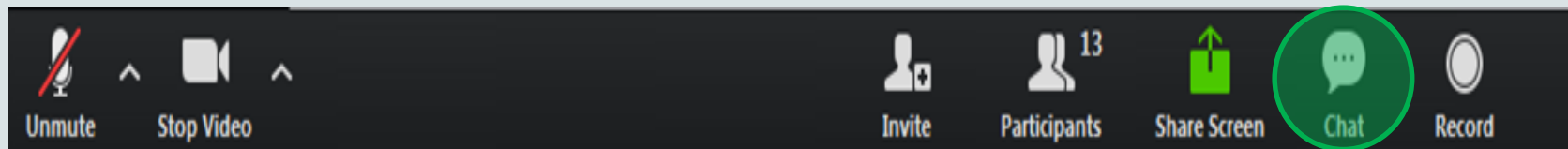
Request to speak: Motion / Discussion - in favor or opposed

- Raise your hand
- State your name and role
- Lower your hand when given the floor
...or the ADM will.. 



Seconding

- No need to raise your hand and ask for the floor
- Just write 'second' in the chatbox



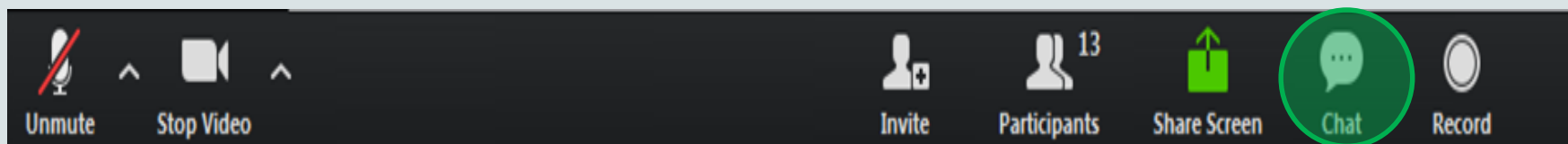
Discussion

- The chair asks who wants to speak in favor
 - Raise your hand (and lower it again), state your name and role

- The chair asks who wants to speak opposed
 - Raise your hand (and lower it again), state your name and role

Special motions

- To raise a motion that interrupts the speaker or requires immediate consideration:
 - write the name of the motion in CAPITAL LETTERS
 - raise your hand



Voting

- click on the ballotbin link that will be sent to you
- follow the ballotbin instruction
- motion (+ amendment) will be shown on zoom-screen

