

DISTRICT 2 TOASTMASTERS

Procedures Manual

2013-2014

2013-2014 DISTRICT 2 Procedures Manual

2012-2013 District 2 Procedures Committee

Committee Members

Michelle Wilkinson, DTM, IPDG, Chair

Jack Buce, DTM, PDG

Jerry Weltner, DTM, PDG

Melissa Albert, ACS, ALS

Tammie English, CC, ALB

Gary Moore

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Preamble

This document serves two purposes: (1) To provide a compilation of guidelines and references to assist the district council in executing the policies and procedures of Toastmasters International; and (2) To document and preserve the traditions and unique culture of District 2. This document is designed to make the pertinent policies of Toastmasters International understandable to the voting members of the district council and the district executive committee.

This document summarizes and recounts many of the procedures of particular relevance to District 2 leadership to provide a readily accessible treatment of the subject. All members of the district council and particularly those of the district executive committee are strongly encouraged to review its contents. The governing documents of Toastmasters International which provided the basis of these district procedures are the *District Administrative Bylaws* and *Policies and Protocol*. Furthermore, members of the district council are encouraged to review the original source materials and the sections of these documents that pertain to matters at hand. The full text of these referenced documents can be found at the Toastmasters International website.

This document also provides guidance where Toastmasters International policies or procedures are silent or vague, thus defining District 2 traditions and unique aspects of District 2 culture. Guidance for many standing committees and description of functions not described elsewhere are also included. Details related to awards, trophies and other district traditions provide historical context and help preserve the richness of the District 2 culture. Changes should be done through a process of public discussion at the district executive and council meetings.

Finally, proper maintenance of the *District 2 Procedures Manual* requires annual review by the procedures committee for accuracy and consistency with current practice and adherence to Toastmasters International Policy requirements. The work of the procedures committee ensures the relevance of this document and improves the prospect that future generations will abide by and benefit from its guidance. Review and debate amongst the district council on the contents is thus healthy and encouraged. The incoming and outgoing district executive team will also review this document jointly during the transition period to enhance understanding of our procedures and communicate changes.

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ARTICLE I

DISTRICT 2 PROCEDURES COMMITTEE

- A.
1. The committee will be chaired by the immediate past district governor or, in his or her absence, an active past district governor of District 2. The members of the committee will be at least three (3) active past district or council governors and three (3) members-at-large, totaling at least 6 members who are appointed by the district governor.
 2. The committee will review the procedures and recommend modifications to the district executive committee. Such recommendations are then presented to the district council at the spring conference annual meeting, with the recommendations of the district executive committee for acceptance or rejection.
 3. The committee will invite all members of the district council to present proposed changes and information to their members for review and recommendation prior to attending the district council meeting.
 4. It will be the responsibility of the chair to provide timely notification to all committee members of meeting dates, times, and places.
 5. Members of the committee will observe current district operations and develop new procedures to implement the spirit and intent of the district's administrative bylaws.
 6. The committee will make every effort to insure the publication of all recommended changes for the District 2 Procedures Manual on the district website and/or by direct mailing to the clubs via presidents, at least 30 days prior to the council meeting at which they will be considered. Additional notification via the district email newsletter is encouraged.
 7. The district governor will request the chair of the committee to report to the executive committee and express the procedures committee's recommendations on each suggested change in the procedures. If the chair is unable to attend the executive committee meeting, then a member of the committee will be invited to report. After presentation to, and approval by, the district council at the annual meeting, the district governor will make the adopted procedures available on the District 2 website (<http://d2tm.org>) by the following July 1.

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ARTICLE II

DISTRICT 2 ORGANIZATION

A. Areas

1. The member clubs of the district will be organized into areas, the composition of which will be determined by the district council at its annual spring conference meeting, to become effective the following July 1.
2. The assignment of clubs to areas will take into consideration the best interests of the club and district, with consideration given to the size and types of clubs. Areas should consist of four to six clubs. An area may have three clubs if efforts are made to charter a fourth club in the area. Clubs will also be assigned based upon geographical proximity to other clubs in that area.
3. The district governor assigns new clubs to existing areas at time of charter or immediately thereafter. Any subsequent changes are made by the district council at its annual meeting in response to recommendations from the realignment committee.

B. Divisions

The district council will also assign areas to divisions, taking into consideration the best interest of the clubs and district. A division must have a minimum of three areas.

C. Organization Chart

District elected officers, appointed officers and committees are organized with reporting lines as shown in the organization chart in Appendix A.

D. District Executive Committee

1. Voting members of the district executive committee are the district governor, lieutenant governor of education and training, lieutenant governor of marketing, immediate past district governor, secretary, treasurer, public relations officer, division governors, and area governors. Assistants to area and division governors generally have standing invitations to attend, at the discretion of the district governor, but are not voting members. Others who have business before the district executive committee may attend committee meetings only when invited by the district governor.
2. The district executive committee will work toward ensuring the achievement of the district mission.

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3. The district executive committee has all the powers and responsibilities of the district council except those reserved by the council itself.
4. The district executive committee must meet in person at least four times a year.
5. The district executive committee will perform the following functions:
 - a. Review and approve the District Success Plan.
 - b. Review and approve the district budget to be submitted to World Headquarters by the district governor by September 30 of each year.
 - c. Oversee the financial operations of the district.
 - d. Recommend any realignment of clubs into areas and divisions at each annual meeting of the district council at the spring conference.
 - e. Review recommendations and reports of district committees, including the audit committee.
 - f. Assume any other duties assigned by the district council.

E. District Council

1. Voting members of the district council include the district executive committee and the club president and vice president education of each club. The club president or vice president education may designate any member of the club to serve as proxy holder. Toastmasters attending the district conference and who are not voting members of the council or their proxies may attend but not participate in council deliberations.
2. The district council as the governing body of the district will meet at least twice a year (in the fall and spring) to conduct the business of the district.
(See council business meeting guidelines in Article III of this document.)

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ARTICLE III

DISTRICT OPERATIONS

A. District 2 Council Meetings

1. District council meetings are to be held in rotation by geography in conjunction with the district conferences.
2. At the fall district council meeting the business will include:
 - a. Call to order and flag salute
 - b. Reading of the district mission
 - c. Welcome/introductory remarks
 - d. Approval of the credentials committee report (certification of a quorum)
 - e. Adoption of standing rules for meeting
 - f. Adoption of the meeting agenda
 - g. Appointments for the meeting
 - h. Approval of the previous meeting minutes, if not already approved by minutes committee
 - i. Confirmation of appointed officers
 - j. Approval of district governor recommendations to fill vacancies
 - k. Review of audit committee report (year-end audit)
 - l. Approval of district budget (district executive committee budget recommendations)
 - m. Review of treasurer's report
 - n. Review of reports by the district executive committee members: The following subjects will be addressed:
 - i. The District Success Plan
 - ii. The district, division and area goals
 - iii. Critical success factor plans for club growth, retention, membership, and educational completions
 - o. Other committee reports
 - p. Unfinished business
 - q. New business
 - r. Announcements
 - s. Time and place of next meeting
 - t. Adjournment
3. At the spring district council meeting the business will include:
 - a. Call to order and flag salute
 - b. Reading of the district mission
 - c. Welcome/introductory remarks

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- d. Approval of the credentials committee report (certification of a quorum)
 - e. Adoption of standing rules for meeting
 - f. Adoption of the meeting agenda
 - g. Appointments for the meeting
 - h. Approval of the previous meeting minutes, if not already approved by minutes committee
 - i. Confirmation of appointed officers for current year
 - j. Approval of district governor recommendations to fill vacancies
 - k. Adoption of procedures committee recommendations (optional)
 - l. Adoption of district realignment committee recommendations
 - m. Review of nominating committee report
 - n. Nominations from the floor and election of district officers
 - o. Speech by district governor-elect; ratification of his/her appointees for incoming district officers (if any)
 - p. Review of audit committee report (mid-year audit)
 - q. Review of treasurer's report
 - r. Review of reports by the district executive committee members. The following subjects will be addressed:
 - i. The District Success Plan
 - ii. The district, division and area goals
 - iii. Critical success factor plans for club growth, rescue, membership, and educational completions
 - s. Other committee reports
 - t. Unfinished business
 - u. New business
 - v. Announcements
 - w. Time and place of next meeting
 - x. Adjournment
4. **Standing Rules:** The district council may adopt standing rules for its meetings, provided they are not in conflict with the Toastmasters International constitution and bylaws or replacement documents and international policy. Where no guideline is provided in any Toastmasters document, the latest edition of *Robert's Rules of Order* will apply. A sample copy of the standing rules is shown in Appendix B.
5. **Procedure for Submitting Motions:** All major motions or other matters to come before the district council not coming from a district standing committee are to be presented in writing to the district governor no later than September 10 for the fall district council business meeting or March 10 for the spring district council business meeting, and published in the meeting agenda. The district governor may waive this requirement. Motions of incidental business from the floor during a meeting may be accepted at the discretion of the district governor. The district standing committees are as follows: nominating committee, procedures committee, alignment committee, minutes committee, executive committee, credentials committee, audit committee, marketing committee, and education & training committee.

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6. **Credentials Committee:** The credentials committee is appointed by the district governor. If possible, the chairman in charge of the credentials desk should be a past district governor.
7. **Quorum for District Council Meetings:** Article X of the District Administrative Bylaws states that a quorum must be present at the district council meeting. The quorum for the district council meetings will be determined by the credentials committee chair assigned for that meeting. A quorum is defined as one third of the presidents and vice-presidents of education (or proxies) from member clubs in the district. District officers may not be counted in the quorum even though they are voting members of the district council (unless they also happen to be a club president or vice-president of education or hold the proxy for either of these two club officers.)
8. **Reports by District Executive Committee:** It is recommended that in addition to the other members of the district executive committee, the division governors be given 2 minutes each to report the progress of their divisions toward reaching their goals for the year. This allows the division leaders to gain valuable experience in the art of succinctly and meaningfully addressing the district council and allows the district council to hear from and get to know current and potential future district leaders.

B. Guidelines for District Committees

1. District committees will be provided with copies of applicable policies and procedures to assist them in performing their functions.
2. Other committee guidelines will be defined as needed as said committees may change from year to year.

C. Guidelines for Nominating Committee

The following serves as additional guidelines for the nominating committee:

1. The Toastmasters International procedural rules for the district nominating committee are to be followed by the district governor and nominating committee of District 2. The district governor will instruct the committee to review the rules.
2. Candidates are to be evaluated by written materials supplied by the candidates and, if the committee chooses, by interviews. At a minimum, interviews will be conducted when: (a) the position is contested; (b) the position sought is one of the top three district offices; or (c) the committee has reservations about the candidate's qualifications. Additional research by committee members regarding a candidate's qualifications, including collecting feedback from others who have worked with the candidate is also recommended.

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3. All candidates who applied in writing for any elected position will be advised of their right to run for any elected position regardless of what the nominating committee recommends. Further, all candidates will be briefed as to the issues of mailings, campaign speeches, nominating speeches, those ineligible to nominate or campaign, and the policy of Toastmaster International on political and campaign ethics.

D. Guidelines for District Officer Campaigns and Elections

The following will serve as guidelines for the district governor in conducting the annual election of district officers.

1. Prior to the election, the district governor will ensure that all candidates receive a copy of the Toastmaster International procedural rules for campaigns for district office and the elections of district officers in addition to the District 2 Procedures Manual.
2. At the annual meeting, timing of nominating speeches for candidates will be as follows: (a) a warning will be given by the timer at one minute and thirty seconds; and (b) the timer will lead the applause at two minutes.
3. All communications and activities endorsing a candidate, either by the candidate or by supporters of the candidate, will focus on the candidate's Toastmasters accomplishments and personal qualifications for office.
4. In keeping with the spirit of Toastmasters, no negative information about candidates will be allowed in written communications meant to be distributed widely or in oral communications at an official Toastmasters meeting.
5. All candidates may distribute campaign material at area and division speech contests. All candidates will be allowed to display campaign materials in a candidate's corner at these events, if space is available for the candidates' corner and if all candidates have equal access to it. Campaign materials may not be placed on walls, chairs, or tables outside of the candidates' corner.
6. All candidates, including floor candidates, for district office in contested races may be allowed to speak at the district conference at a time other than during the annual district meeting. Such campaign speeches will be given at an appropriate time, place and speech length as identified by the district governor, provided that all candidates are given an equal opportunity and are properly notified. The candidate is entitled to two minutes for a campaign speech.
7. The district will send a credential/proxy form to each club president and vice president education in the district at least two (2) weeks in advance of a district council meeting for use in the event either, or both, cannot attend the meeting.

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This form may be included on the district webpage, in the district newsletter or in the mailing announcing the meeting. A paper copy will be mailed to the presidents and vice-presidents of education of record of the prison clubs. The credential/proxy form must contain:

- (a) District number
- (b) Description of event
- (c) Date and location of meeting
- (d) Space for club name and number
- (e) Space for name of club representative, or proxy holder
- (f) Space for signature of authorization of club officer and office held, and
- (g) The date the credential/proxy is signed.

(A credential/proxy form template is provided in Appendix C.)

Either officer named above may carry the proxy for both positions in the absence of the second officer without requirement of signature of the other.

E. Guidelines for Appointment of District Officers

The district governor-elect will appoint the following officers: public relations officer, secretary, treasurer, and area governors. These appointed positions will be subject to approval by the district executive committee and confirmed by the district council immediately following the election at the spring conference. If appointee information is not available they will be confirmed at the following fall conference. Appointments for these positions are only to be made by the district governor. Appointees serve at the pleasure of the district governor.

F. Guidelines for Realignment

1. The district governor will appoint a committee to present recommendations to the district executive committee concerning the assignment of clubs to areas and the assignment of areas to divisions. The committee will prepare a plan for presentation to the district executive committee prior to the annual meeting of the district council. Such realignment, with comments from the executive committee, will be incorporated into the minutes of the executive committee at which it is considered and will be presented to the district council at the annual meeting for approval. Such realignment will become effective July 1 following the annual meeting.
2. The realignment committee will consult with members of the district council representing all divisions and will work in accordance with the provisions for areas and divisions outlined in Article II A and B of this document prior to presenting their recommendations to the district executive committee.

G. Guidelines for the Audit Committee

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1. The district governor will appoint a committee to audit the district financial records. Members of the current district executive committee may not serve on the current year audit committee. The committee should be comprised of at least two past district or council governors and two members at large. Having two past district or council governors ensures that a review of the district financial records will be conducted with an experienced understanding of TI requirements for proper management of district funds. Having two members at large on the audit committee will assist in the development of future district leaders who understand district financial procedures through the auditing process.
2. The audit committee should meet with the district treasurer at a time of mutual convenience to review the financial records for completeness. Two audits are required to be performed each year and the results sent to TI. The semi-annual audit report is due by February 15 to TI. The year-end audit report is due by August 15 to TI. Subsequently, the audit committee chair is required to make a report to the district executive committee and the district council. Finalization of district records and the audit review must be conducted expeditiously to meet TI requirements.

H. District 2 Publications and Electronic Distribution

1. District Website
 - a. The district will maintain a website where information important to the members and the public may be displayed. This will include club meeting information, district-sponsored events, and the current District Procedures Manual.
 - b. Advertising will be authorized by the district executive committee in accordance with Toastmasters International Policies and Protocol.
2. District Directory
 - a. The district governor will publish in a secure area on the district website a directory which contains the following information: all active district club names, club number, meeting dates, times, and places, contact names and numbers, and a copy of the district club alignment. The names and contact information for all district officers will also be included.
 - b. The directory will be kept current and made available to the members of the District Executive Committee
 - c. For the security of District 2 members, personal addresses are not to be published in the directory and all lists will be considered confidential for internal use by district officers only.

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3. District Mailing Lists

Mailing lists are the property of the district and are restricted to use for official Toastmasters business.

4. District E-mail Newsletter

The district will strive to maintain an e-mail newsletter called “The Starburst” or District 2 News where information relevant to the four critical success factors (Competent Communicators, Advanced Communicators, members, and clubs) and important to the members may be distributed.

5. Toastmasters International Copyrights

The district will respect and adhere to the Toastmasters International copyright guidelines.

I. Financial Guidelines

1. Any non-budgeted item over \$250.00, or budgeted item exceeding \$250.00 of the budgeted amount, will require prior approval by the district governor. Any single expenditure in excess of \$500 must be authorized verbally, or in writing, in advance by the district governor and at least one lieutenant governor in consultation with the district treasurer. Advance authorization will be in writing whenever possible. Failure to obtain proper authorization could result in non-reimbursement by the district to the district officer or individual Toastmaster.
2. Where the district contributes to district officers’ expenses and where funds allow, travel or travel reimbursement will be paid as early as possible for mid-year training and the Toastmasters International convention from the funds budgeted for the year in which these events occur (i.e. after July 1). This leaves a clear trail of financial documentation for the audit committee to follow and removes any confusion about which district year funded travel to the International Convention. Travel expenses may include costs for registration, lodging, and transportation to the event.
3. The district will comply with Toastmasters International policies regarding conflicts of interest.
4. The district will have in place financial controls that, at a minimum, meet the requirements of Toastmasters International.
5. The district will comply with Toastmasters International policies regarding expenses for International Speech contestants participating in the semifinal level at the International Convention.

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6. The district will follow the District Travel Reimbursement policy of Toastmasters International.

J. District Educational Events

1. It is intended that all district educational events, such as the fall and spring conferences, will be self-sustaining and will adhere to the following guidelines:
 - a. Approval – all aspects of the event will be approved by the coordinating district officer.
 - b. Budget – establish budget to adequately estimate the revenue and expense of the event.
 - c. Financial Responsibility – the district will retain any profits and absorb any deficits on budgeted expenses of the event.
 - d. Accounting – the Event Committee will give a full accounting of revenue and expenses to the district treasurer. The records will become a part of the district's permanent records.

K. Toastmasters Week

1. Toastmasters Week in District 2 is typically observed annually during the first week of February. The district will secure a proclamation from the state governor well in advance. Similar proclamations may also be obtained from the state legislature and from local counties and municipalities. It is recommended that this be done in coordination with leadership from the other Toastmasters districts in the state. (A sample proclamation is included in Appendix D.)
2. The district should plan and execute a publicity campaign promoting the benefits of membership in Toastmasters and inviting member clubs to take advantage of the added media attention during the week. For example, clubs can hold open houses or other special events to attract the public.
3. The district may also plan events during Toastmasters Week including, but not limited to, the Club President's Breakfast. This event, in honor of the club leadership teams, provides a venue for the district to recognize and encourage leadership excellence at the club level and to provide another opportunity for inspiring and informative training.

L. District Conferences

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1. It is recommended that the district conference chair will have served on a prior conference committee.
2. The district governor will sign any contracts committing the district to arrangements for conference facilities, food, and/or lodging during the district governor's term of office.
3. The district governor and lieutenant governor of education and training will sign contracts committing the district to arrangements for conference facilities, food, and/or lodging during the next district year.

M. District Speech and Evaluation Contests

1. A maximum of four district contests may be held annually.
2. The district will hold the following contests in conjunction with these conferences:
 - a. Humorous Speech Contest with fall conference
 - b. Table Topics Contest with fall conference
 - c. International Speech Contest with spring conference
 - d. Evaluation Contest with spring conference
3. Another contest may be substituted for the Table Topics Contest, at the discretion of the district executive committee.
4. All speech contests will follow International Contest Guidelines as described in the International Speech Contest Rulebook.
5. Contestants will advance from the clubs to the district level for those contests sponsored by the district as described in the International Speech Contest Rulebook or other applicable published rulebooks.

N. Contest Judges

1. All judges will be in compliance with the current Toastmasters International Speech Contest rulebook and will have judged at least one (1) contest above the club level.
2. For district contests, judges will be at least a Competent Communicator and have previously judged above the club level.
3. Judges workshops will be held each fall and spring prior to the district conference to provide training for potential judges, as well as for those wishing to better understand the rules from a contestant's perspective.

O. District Awards

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1. These awards will be presented using the guidelines listed in the Toastmasters International Advanced Manual for Specialty Speeches for the project "Presenting the Award." The presenter will explain why the trophy is given in honor of a particular District 2 Toastmaster, the reason for the trophy, and why the recipient was selected for the award.
2. All awards presented are made part of the district council meeting minutes at the Conference where the presentation is made.
3. The recipients of the "Of the Year" awards will be selected by a committee which will be chaired by the district governor who served during the year for which the awards are being selected. (The immediate past district governor as of July 1.) The chair will choose a selection committee which will include the lieutenant governor of education and training and the lieutenant governor of marketing who served during the year for which the awards are being selected. The committee may include as many members as the chair deems necessary. Area governors who served during the year for which the awards are being selected will not be members of the committee to select Area Governor of the Year. Area governors and division governors who served during the year for which the awards are being selected will not be members of the committee to select Division Governor of the Year. The selection committee will select the recipients of the Toastmaster of the Year, the Club President of the Year, the Vice President of Education of the Year, the Area Governor of the Year, the Division Governor of the Year, the Inspirational Club of the Year, the Phoenix Club of the Year, and the Best Website of the Year Awards.
4. Toastmaster of the Year: The "Toastmaster of the Year" award will be based upon the form provided in Appendix E of this document, and other criteria as deemed appropriate by the selection committee. Each member in good standing, other than voting members of the executive committee (area governor and above), is eligible to participate in the contest each year, regardless of their length of membership. A similar award is encouraged at club, area, and division levels. At all levels, the award is to be based on Toastmaster activities performed during the current Toastmaster year (July 1 to June 30). For the District Toastmaster of the Year award, the deadline for submitting the forms to the district governor is June 30 of the year being considered. Members are encouraged to submit the application form on his/her behalf, or on behalf of another member. Area governors will ensure that each club has a copy of the application form. (Comprehensive list of recipients to be updated yearly in Appendix F)

Franklin McCrillis Trophy: awarded to the Toastmaster of the Year in recognition of Franklin McCrillis, District 2 Governor 1942-1943 and Toastmasters International President, 1945-1946. Franklin was instrumental in the formation of District 2 and leading the transformation of Toastmasters International from its early beginnings into a modern business structure. He continued as an active club member until the 1980's.

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5. Club President of the Year: The "Club President of the Year" award will be based upon the form provided in Appendix E of this document, and other criteria as deemed appropriate by the selection committee. The deadline for submitting the forms to the district governor is June 30 of the current district year. Any club president may submit the form on his/her behalf, or any member may submit the form to the district governor on behalf of any club president. (Comprehensive list to be updated yearly in Appendix F)

Robert "Jack" Allen Trophy: awarded to Club President of the Year recognizing Jack's dedicated service to Toastmasters and District 2. At his untimely death in 1993, Jack was the holder of the award. Following a very successful year as area governor, he had been elected Division E Governor. Awarded Toastmaster of the Year posthumously, he personified the individual who joins seeking growth and subsequently became a Toastmaster to emulate.

6. Club Vice President Education of the Year: The "Club Vice President Education of the Year" award will be based on the form included in Appendix E of this document, and other criteria as deemed appropriate by the selection committee. Any club vice president education may submit the form on his/her behalf, or any member may submit on behalf of any club vice president education. The deadline for submitting the forms to the district governor is June 30 of the current district year. (Comprehensive list to be updated yearly in Appendix F)

Edwyn Buzard III Trophy: awarded to Club Vice President Education of the Year recognizing Ed's dedicated service to Toastmasters, District 2, and the youth who benefited from his presentation of Success Leadership Modules over the years. As District 2 Governor 1980-1981, Ed led the District to No. 2 in the world as a President's Distinguished District. He served Toastmasters International as International Director, 1983-1985.

7. Area Governor of the Year: the "Area Governor of the Year" award will be based upon the form shown in the District Leadership Handbook and other criteria as deemed appropriate by the selection committee. The deadline for submitting the forms to the district governor is June 30 of the year being considered. (Comprehensive list to be updated yearly in Appendix F)

John H. Lee Trophy: awarded to the Area Governor of the Year in recognition of John H. Lee, District 2 Governor 1960-1961. As district governor he promoted a professional quality District newspaper, leading to the creation of "The Sounder" newsletter. District 2 increased 50% in membership during his term. John served the organization as International Director 1963-1965.

8. Division Governor of the Year: the "Division Governor of the Year" award will be based on the form shown in the District Leadership Handbook and other criteria as deemed appropriate by the selection committee. The deadline for

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submitting the forms to the district governor is June 30 of the year being considered. (Comprehensive list to be updated yearly in Appendix F)

Dennis Ham Trophy: awarded to the Division Governor of the Year in recognition of Dennis Ham who served as Distinguished District 2 Governor, 1983-1984. Dennis continued to provide exemplary service to the district leadership teams for many years after his term as district governor.

9. Inspirational Club of the Year Award: awarded to the most inspirational club for exceptional activities during the district year. The deadline for executive committee members to submit nominations to the district governor is June 30 of the current district year. (Comprehensive list to be updated yearly in Appendix F)

Edgar Mercy Trophy: awarded to the Inspirational Club of the Year and commemorates Edgar's life and service as District Governor from July 1972 to April 1973, when he died during his term of office.

10. Phoenix Club of the Year Award: awarded to the club that magnificently rises up from the ashes of low membership and morale during the district year. The deadline for executive committee members to submit nominations to the district governor is June 30 of the current district year. (Comprehensive list to be updated yearly in Appendix F)

Donna Seamon Trophy: awarded to the Phoenix Club of the Year. This trophy recognizes Donna Seamon, DTM for her great spirit and exemplary service to District 2. Known as "The Gov" and the "District Rose", Donna received the Division Governor with the Most Spirit award in 1985-1986 and served as a Select Distinguished District Governor in 1988-1989.

11. Best Club Website Award will be based upon the following:
 - a. Design
 - b. Content
 - c. User-friendly navigation
 - d. Compliance with Toastmasters Policies and Protocols

The deadline for executive committee members to submit nominations to the district governor is June 30 of the current district year.

12. Spark Plug Awards: Any voting member of the executive committee may nominate one Spark Plug Award recipient, who the nominator feels has exemplified outstanding performance in their club, area, division, or district per definition of the executive committee. Submission deadline for nominations will be determined by the district governor. Nominees may not be members of the executive committee. Written nominations must be submitted to the district governor by the last executive committee meeting prior to the spring conference.

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The top district officers (district governor, lieutenant governor of education and training, and lieutenant governor of marketing and immediate past district governor) will then select ten of the nominees to be recognized at the district conference with these awards. It is recommended that those recognized be in attendance.

13. Communication & Leadership Award: District 2 will present this award annually to an individual who has demonstrated qualities of leadership and effective communication that reflects the ideals of the Toastmasters program. The individual, selected by the executive committee, may be someone who has given assistance to District 2 or has shown distinction in the business world or in community activity. Although normally awarded to a non-Toastmaster, in exceptional circumstances, Toastmasters may be considered for this award. The recipient must be present at the spring conference to receive this award. Submission deadline for nominations will be determined by the district governor.
14. District Governor's Award: awarded to a Toastmaster of the district governor's choice.

Betty W. Eisenzimmer Trophy: Also known as the District Governor's Award, this trophy recognizes Betty Eisenzimmer, DTM, PID, in recognition of her outstanding service to District 2 and Toastmasters International. Her accolades include Distinguished District Governor 1992-1993, Area Governor of the Year, Division Governor of the Year, Toastmaster of the Year, District Governor's Award Recipient and recipient of the Toastmasters International Presidential Citation Award. Betty served as Region I International Director from 2001-2003.
15. New Distinguished Toastmasters: receiving their DTM designation from Toastmasters International subsequent to the last conference are typically recognized at the district conference. Traditionally, the district provides each recipient with a DTM medallion and a DTM badge from Toastmasters International. Commonly, the lieutenant governor of education and training presents these awards publicly during a general session, while at the same time acknowledging all Distinguished Toastmasters in attendance.
16. Membership Award: Award for membership category achievement may be given to clubs achieving outstanding membership gains based upon the previous semi-annual renewal. (In the fall, recognition is based on April dues payments; and in the spring, recognition is based on October dues payments.)
17. Education Award: Given to recognize clubs that had 100% officers trained for the current six-month period.
18. Distinguished Area Awards: will be given to each area that reaches goals as set forth in the Distinguished Area Program by Toastmasters International. Awards

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will be presented by the immediate past district governor at the fall conference for the preceding district year.

19. Distinguished Division Awards: will be given to each division that reaches goals as set forth in the Distinguished Division Program by Toastmasters International. Awards will be presented by the immediate past district governor at the fall conference for the preceding district year.

20. Contest Trophies:

Dr. Chin T. Hung Trophy: awarded to the Humorous Speech Contest winner in the name of Chin Hung, who introduced the contest in District 2 while District Governor, 1966-1967.

Jack D. Howard Trophy: awarded to the Speech Evaluation Contest winner in the name of Jack Howard, District 2 Governor, 1974-1975. Jack won the first District 2 Evaluation Contest and is one of a select few District 2 Toastmasters to have won it more than once.

Johnny Carver Trophy: awarded to the International Speech Contest winner in the name of the 1961 International Speech Contest Winner from District 2. This is the actual trophy presented to Johnny Carver when he won the International Speech Contest at the convention in Seattle. The trophy was first presented as a perpetual trophy in 1983 replacing the retired trophy named for Past District Governor Nick Jorgenson, who served as Toastmasters International President from 1952-53.

Table Topics or other contest trophy: awarded to the applicable contest winner (if contest is held).

21. Additional Categories:

The executive committee may add award categories at their discretion. Any new perpetual award must be approved by the executive committee and confirmed by the district council for inclusion in the District 2 Procedures Manual.

P. District Awards Schedule

Typically, most awards and trophies in the fall (recognizing achievements in the previous year) are presented by the immediate past district governor during the awards ceremony at the district conference.

Conference Awards Presented

Fall	Toastmaster of the Year (Franklin McCrillis Trophy) Club President of the Year (Robert "Jack" Allen Trophy) Club Vice President Education of the Year (Edwyn Buzard III Trophy)
------	---

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(Add any additional club officer recognition trophies)
District Humorous Speech Contest (Dr. Chin Hung Trophy)
District Table Topics/Other Contest Trophy (if contest is held)
Best Club Website of the Year
Inspirational Club of the Year (Edgar Mercy Trophy)
Phoenix Club of the Year (Donna Seamon Trophy)
Distinguished Area Awards
Distinguished Division Awards
Area Governor of the Year (John H. Lee Trophy)
Division Governor of the Year (Dennis Ham Trophy)
New Distinguished Toastmasters
Membership Awards
Education Awards

Spring Spark Plugs
District Evaluation Contest (Jack D. Howard Trophy)
District International Speech Contest (Johnny Carver Trophy)
District Communication & Leadership Award
District Governor's Award (Betty Eisenzimmer Trophy)
New Distinguished Toastmasters
Membership Awards
Education Awards

Q. Toastmasters International Presidential Citation

Each year the district governor will ascertain when Presidential Citations are due to the Toastmasters International President and will publish that information on the district website. Additional publicity in the district e-mail newsletter is encouraged.

R. District Historian

The historian's term of office will be from July 1 to September 30 of the following year, thus overlapping the next Historian's term by three (3) months. The Historian may be appointed for successive terms.

S. District Parliamentarian

The parliamentarian is encouraged to be a member of District 2 Toastmasters. He or she will be encouraged to also be a member of the Association of Parliamentarians or be completely familiar with the basics of parliamentary procedure and Roberts Rules of Order. If the Parliamentarian is a member of District 2 Toastmasters, he or she will have the privilege of speaking for or against issues at the district executive and council meetings.

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T. District Chief Judge

The district chief judge will be responsible for compiling contest packets and trophy requirements for all area, division and district contests with the materials ordered by the district governor. The district chief judge serves as contest chief judge at all division and district contests, and will procure judges and other contest role players as required for the fall and spring conferences. The district chief judge is responsible for training current and future judges.

U. District Procedures

District 2 Procedures and Standing Rules will be submitted annually after the spring conference to Toastmasters International for review. These Procedures and Standing Rules must not be in conflict with any provision of the District Administrative Bylaws, the Articles of Incorporation or Bylaws of Toastmasters International, policies adopted by the Board of Directors or applicable law. The Board reserves the right to review, disapprove or modify any such procedure or standing rule.

V. Past District Governors

A comprehensive list of the past district governors will be maintained in the appendices of the District 2 Procedures Manual.

W. District Leadership Transition

Preparation for Change-Over Meeting:

Incoming District Governor responsibilities:

- Purchase a past district governor pin, the district governor plaque from Toastmasters International, and a gift on behalf of the outgoing leadership team for the outgoing district governor.
- Obtain area and division governor packets from Toastmasters International for training. Provide 3-hole binders to hold the packets.

Outgoing District Governor responsibilities:

- Purchase an engraved gavel and stand from Toastmasters International for the incoming district governor
- Purchase gifts for the outgoing district leadership team
- If the District is distinguished or better, purchase a banner (12' X 3') to be displayed at the change-over meeting and onstage at the International Convention

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- Ask the immediate past district governor to officiate the change-over ceremony

Typical agenda for Change-Over Meeting:

Outgoing District Governor:

- Recognize Distinguished or better area and division governors
- Recognize the district performance and status relating to the District Success Plan
- Present gifts to outgoing district team. Outgoing Lt. governors are done last

Immediate Past District Governor:

- Discharges the outgoing district team effective 11:59 PM June 30
- Installs the area, division governors, secretary, public relations officer and district treasurer
- Installs the incoming top three and immediate past district governor using the incoming district governor's gavel
- Officiates the exchange of pins ceremony
- Presents plaque and past district governor pin to outgoing district governor

Incoming District Governor:

- Presents parting gift to the outgoing district governor
- Addresses the outgoing and incoming district teams
- Calls for a recess so outgoing team may leave and to prepare for area governor training

Other Transitions:

Outgoing District Governor:

- Communicate election results of the new top three to Toastmasters International
- Ensures that financial and district records are transitioned to the incoming district treasurer and secretary
- Ensures that money is transferred to the district checking account to sustain the district for three to four months
- Ensures that signature cards are updated at the bank
- Ensures that year-end audit is done before August 31
- Prepares for Hall of Fame Awards program at fall conference
- As immediate past district governor presides over the Alignment, Procedures and Nomination Committees

Incoming District Governor:

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- Along with the incoming lt. governors trains division governors prior to change-over meeting
- Provides Toastmasters International with area alignment, district roster, district financial information and District Success Plan

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ARTICLE IV

AMENDMENTS

Any amendments to these procedures will be done in accordance with Toastmasters International policies.

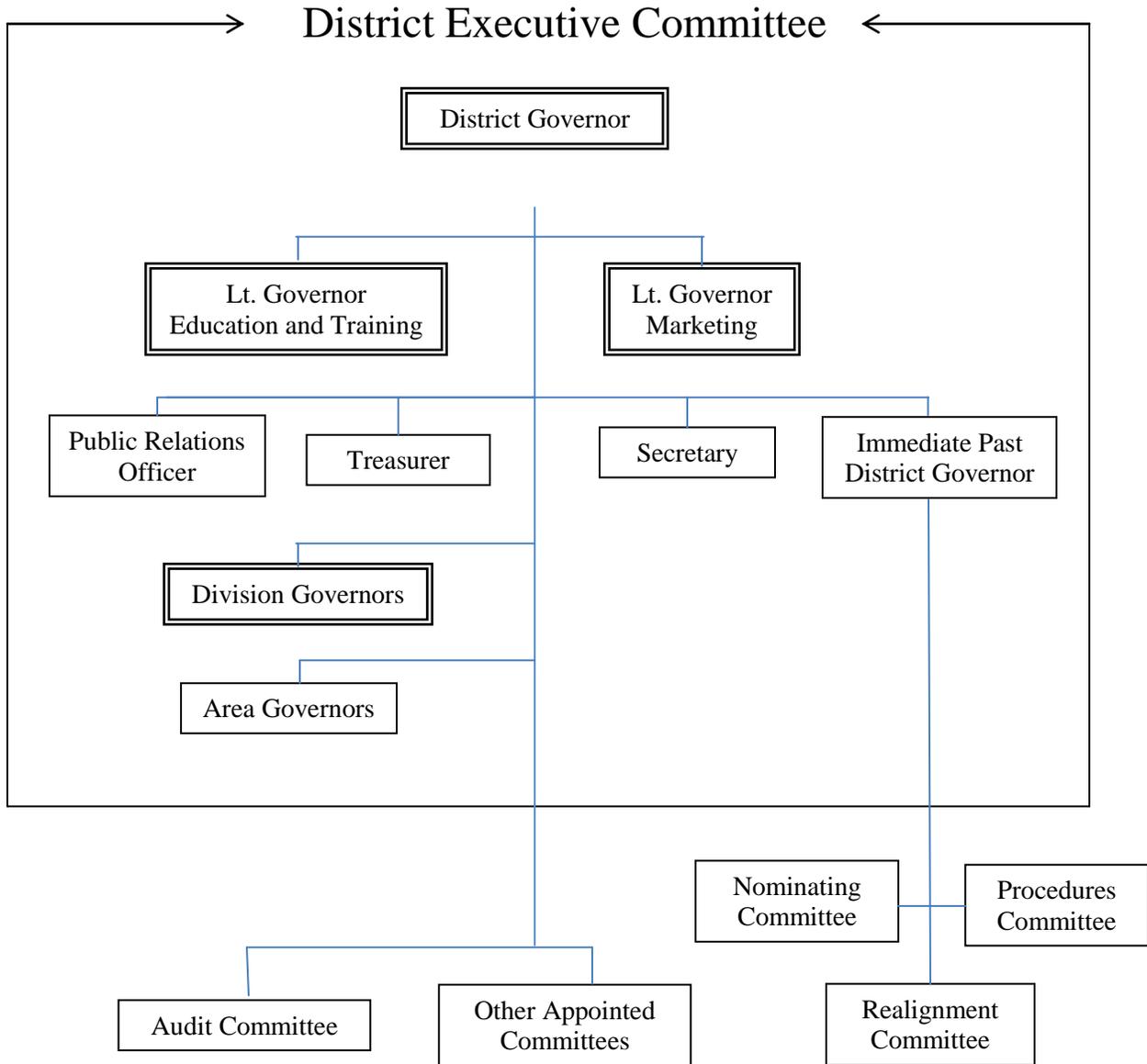
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APPENDIX A

Organization Chart/District 2 Toastmasters
Elected Officers, Appointed Officers and Committees

District 2 Toastmasters

Elected Officers, Appointed Officers and Committees



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APPENDIX B

Standing Rules for District Council Meetings

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STANDING RULES FOR DISTRICT 2 COUNCIL MEETINGS

1. Order of Precedence

All proceedings will be conducted in accordance with the current Articles of Incorporation and Bylaws, District Administrative Bylaws, and Policies and Protocol of Toastmasters International and the District 2 Procedures as applicable. The latest edition of *Robert's Rules of Order* will be the final authority for parliamentary procedure insofar as it does not conflict with the above mentioned Articles, Bylaws, Policies, or Procedures in the foregoing stated order of precedence. These Standing Rules follow all of the above in order of precedence.

2. Credentials Committee Report

At the beginning of the council meeting the credentials committee chair will report the total number of delegates registered in person or by proxies. During the credentials report, the committee will confirm that a quorum, as defined in the District Administrative Bylaws, is present for the conduct of business.

3. Credential Requirements

Each club in good standing with Toastmasters International is entitled to two (2) votes at any district council meeting. Proxies will be signed by the president or the vice president of education and will use a form similar to that shown in the District 2 Procedures Manual. Timely notice will be given to all members attending of when the credentials desk is open, and when it is to be closed. Members, or those with authorized proxies, must register at the credentials desk before the district council meeting begins. (Sample proxy in Appendix C)

4. Authority to Participate

All members holding voting credentials for the current district council meeting will be entitled to make, second, and discuss motions. Before addressing the assembly, members will state their name, club name, and office after being recognized by the chair and before speaking on any issue.

5. Timing

The chair/district governor will appoint official timer(s) who will stand and applaud when the authorized time has expired.

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6. Time Limitations for Agenda Items

Debate or discussion on any agenda item or motion on the floor will be limited to a maximum of two (2) minutes. Debate may be extended by a two-thirds (2/3) vote of the assembly. The chair will have the discretion to allow further discussion for up to ten (10) minutes if he/she determines the matter requires additional time without putting the time limit to a vote of the delegates. No member may speak in debate more than once on the same question, until all others requesting to speak, have been given an opportunity to do so.

7. Motions

All main motions and amendments will be clearly written down and given to the district secretary immediately. Motions will be phrased in a positive context.

8. Nominations for Office

Any member of the district council or their proxy holder who is a member in good standing with Toastmasters International may make nominations from the floor for any District 2 office, provided that the nominee is eligible, and has agreed to serve in the position before being placed in nomination.

9. Enforcement of Rules and Appeal

The chair will enforce the rules, but any voting member may appeal a ruling of the chair. If there is a second, the challenging member may make a brief statement, and the chair may respond. The chair will then put the question of the chair's ruling to a vote of the assembly and a majority vote (or tie vote) will uphold the chair's ruling. The chair may vote on an appeal.

10. Adoption of Standing Rules

These rules will be adopted by a two-thirds (2/3) vote of the voting members at either the spring or fall district council meeting. They may be suspended by a majority vote of the assembly at any district council meeting.

11. Smoking

There will be no smoking during any district council business meeting.

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APPENDIX C

Credential/Proxy Form Template for District Council Meetings

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**District 2 Toastmasters
Annual District Council Meeting <Insert Date>
Proxy Form**

I, serving as (president) (vice president education) of Club # _____,

Club Name _____,

District 2, do hereby authorize _____,

who is a member in good standing of our club, to represent me in all actions to be conducted at the annual district council meeting on <Insert Date> at <Insert Location>.

Signed: _____

Printed Name of Club Representative or Proxy holder

Date

.....

**District 2 Toastmasters
Annual District Council Meeting <Insert Date>
Proxy Form**

I, serving as (president) (vice president education) of Club # _____,

Club Name _____,

District 2, do hereby authorize _____,

who is a member in good standing of our club, to represent me in all actions to be conducted at the annual district council meeting on <Insert Date> at <Insert Location>.

Signed: _____

Printed Name of Club Representative or Proxy holder

Date

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APPENDIX D

Sample Toastmasters Week Proclamation

The State of Washington



Proclamation

WHEREAS, Toastmasters International is a leading movement in making effective oral communication a national and international reality for all persons; and

WHEREAS, the ability to speak in a clear and effective manner is a powerful and important skill that can help to overcome barriers to effective performance in virtually every endeavor and line of work; and

WHEREAS, by assisting in the development of essential communication skills, Toastmasters International performs a valuable service for their members and those who hear their message of opportunity, initiative, and good fellowship; and

WHEREAS, boasting more that six decades of outstanding achievement, Toastmasters International has grown to over 8,500 clubs in 53 countries worldwide, with more than 3,500 members in the state of Washington;

NOW, THEREFORE, I, Christine O. Gregoire, Governor of the state of Washington, do hereby proclaim January 30 – February 5, 2006, as

Toastmaster Week

in Washington State, and I encourage all citizens to recognize the many accomplishments and opportunities in communication and public speaking it has provided the citizens of this state.



Signed this 10th day of January, 2006

Christine Gregoire
Governor Christine O. Gregoire

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APPENDIX E

Nomination Forms

Toastmaster of the Year
Club President of the Year
Club Vice President Education of the Year

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DISTRICT TOASTMASTER OF THE YEAR District 2

Name of Candidate _____
Club Name _____ Club Number _____
City _____ Date _____

This form contains a checklist system that the district can use in selecting the “District Toastmaster of the Year.” This award recognizes one Toastmaster whose dedication, commitment, and effort make a significant contribution toward achieving the Mission of the District. Submit to the district governor by June 30, 20__.

Directions: Several activities and accomplishments are listed under the categories of membership building and retention, club extension, education and training, public relations, leadership, and commitment to and support of Toastmasters International activities. For each section, check all the accomplishments and activities which apply to the candidate. Where indicated enter the number or frequency of the accomplishment.

Membership Building and Retention

_____ New Members Sponsored.....	# Sponsored: _____
_____ Club New Member Coach	
_____ Guest Brought to Club Meetings.....	Enter # of Guests: _____
_____ Club Specialist	
_____ Club Rescue	
_____ Conducted Training to Promote retention (e.g., on Quality Club Meetings, Effective Evaluations, etc.)	
_____ Organized/Conducted Membership Campaign at Club, Area, or Division Level	

Club Extension

_____ Club Sponsor	
_____ Club Mentor	
_____ Community Contact Team	
_____ Participation in Demo Meeting(s).....	# of Meetings: _____
_____ Attended Charter Presentation(s).....	# Attended: _____

Education and Training

_____ Conducted Educational/Training Session at Area Event

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<input type="checkbox"/> Conducted Educational/Training Session at Division Event	
<input type="checkbox"/> Conducted Educational/Training Session at District Event	
<input type="checkbox"/> Conducted/Coordinated Division Governor Training	
<input type="checkbox"/> Conducted/Coordinated Area Governor Training	
<input type="checkbox"/> Conducted/Coordinated Club Officer Training	
<input type="checkbox"/> Conducted/Organized Other Training for District Officers	
<input type="checkbox"/> Manual Speeches.....	# Given: <input type="text"/>
<input type="checkbox"/> Advanced Manual(s)	# Completed: <input type="text"/>
<input type="checkbox"/> CC Award	
<input type="checkbox"/> AC-Bronze Award	
<input type="checkbox"/> AC-Gold Award	
<input type="checkbox"/> Competent Leader Award	
<input type="checkbox"/> Advanced Bronze Leader Award	
<input type="checkbox"/> Advanced Silver Leader Award	
<input type="checkbox"/> DTM Award	
<input type="checkbox"/> Speaker/Evaluator Exchange	
<input type="checkbox"/> Speechcraft Coordinator.....	# Coordinated: <input type="text"/>
<input type="checkbox"/> Success/Leadership or Success/Communication Coordinator	# Coordinated: <input type="text"/>
<input type="checkbox"/> Youth Leadership Coordinator.....	# Coordinated: <input type="text"/>

Leadership

<input type="checkbox"/> Chair of District Committee	
<input type="checkbox"/> Serves on District Committee	
<input type="checkbox"/> Assistant to Division Governor	
<input type="checkbox"/> Chair of Division Committee	
<input type="checkbox"/> Serves on Division Committee	
<input type="checkbox"/> Attends Division Meeting(s).....	# Attended: <input type="text"/>
<input type="checkbox"/> Assistant to Area Governor	
<input type="checkbox"/> Chair of Area Committee	
<input type="checkbox"/> Serves on Area Committee	
<input type="checkbox"/> Attends Area Meeting(s).....	# Attended: <input type="text"/>
<input type="checkbox"/> Club Officer – Current Year	
<input type="checkbox"/> Attended Club Officer Training	

Public Relations

<input type="checkbox"/> Serves as Public Relations Official for District	
<input type="checkbox"/> Serves as Public Relations Official for Division	
<input type="checkbox"/> Serves as Public Relations Official for Area	
<input type="checkbox"/> Arranged or Made Television Appearance/Promotion for Toastmasters/Public Service Announcements, etc.....	# Appearances: <input type="text"/>
<input type="checkbox"/> Arranged or Made Radio Appearance/Promotion for	<input type="text"/>

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_____ Toastmasters/Public Service Announcements, etc.....	# Appearances: _____
_____ Toastmasters Item/Article Published in Newspaper/Magazine	# Published: _____
_____ Outside Speech as Toastmaster.....	# Speeches: _____
_____ Visits or Appearances Outside Organization as Representative of Toastmasters.....	# Appearances: _____
_____ Speakers Bureau Chair/Coordinator	
_____ Speakers Bureau Member	
_____ Wears Toastmasters Pin	
_____ Wears Toastmaster Name Badge	
_____ District Newsletter Editor	
_____ Club Newsletter Editor	

Commitment and Support: Toastmasters International Activities

_____ District Conference Chair/Convener	
_____ Other Conference or District Event Chair/Convener	
_____ Participates in Planning, Set-up, or Presentation of District Event	
_____ Attends District Conferences.....	# Attended: _____
_____ Attends Division Events (other than meeting).....	# of Events: _____
_____ Attends Area Events (other than meeting).....	# of Events: _____
_____ Attends Own Club Meetings.....	# Meetings: _____
_____ Attended International Convention	
_____ District Speech Contest Winner	
_____ District Speech Contest Participant	
_____ District Speech Contest Judge	
_____ District Speech Contest Toastmaster	
_____ Division Speech Contest Chair/Coordinator	
_____ Area Speech Contest Winner	
_____ Area Speech Contest Participant	
_____ Area Speech Contest Judge	
_____ Area Speech Contest Toastmaster	
_____ Area Speech Contest Chair/Coordinator	

Summarize why the candidate deserves this recognition (add pages if necessary):

Submitted by: _____

Phone: _____ Club Name and Number: _____

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District 2 Toastmasters Club President of the Year for _____

*Who can nominate a candidate? Anyone can submit a nomination for the honor, including the club president.
Submission due date: _____*

Name:	Club Name and Number:	Area #:
-------	-----------------------	---------

Semi-Annual (Jan 1 – June 30)
 Semi-Annual (July 1 – Dec 31)
 Annual
 Other (specify): _____

	Check Here	Point Value	Points Earned
1. President attended club officer training	_____	15	
2. President attended district conference (spring or fall)	_____	10	
3. Semi-annual per capita dues mailed to TI by 04/1 or 10/1	_____	10	
4. New club officers list mailed to TI & district governor prior to the start of officer's term (June 30 and December 31)	_____	10	
5. International Proxies mailed to district governor by April 30	_____	10	

Hint: Check TI website for your club statistics

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6. What contribution did the candidate make to provide a positive, professional atmosphere in the club meetings? (20 – 30 points)

Determined by
Executive
Committee

7. List three specific reasons why the candidate should be Club President of the Year. (20 - 30 points)

8. What challenges did the candidate face in their term and how did they address/resolve them? (20 – 30 points)

9. Give a short summary of the candidate's leadership and impact on the club. (20 – 30 points)

Total

Submitted by: _____

Phone: _____ Club Name and Number: _____

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District 2 Toastmasters Club Vice President of Education of the Year for _____

Who can nominate a candidate? Anyone can submit a nomination for the honor, including the vice president of education.

Submission due date: _____

Name:	Club Name and Number:	Area #:
-------	-----------------------	---------

__ Semi-Annual (Jan 1 – June 30) __ Semi-Annual (July 1 – Dec 31) __ Annual __ Other (specify) _____

Criteria	Number Here	Point Value	Points Earned
1. Attended club officer training	_____	10	
2. Number of CCs & ACs (any kind) completed & registered to the club	_____	20	
3. Number of CLs, ALs, & DTMs completed & registered to the club	_____	15	
4. Attend district conference (spring or fall)	_____	10	
5. Number of Speechcrafts completed & registered	_____	5	

Hint: Check TI website for your club statistics

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Points Below
Determined by
Executive
Committee

6. List 3 specific reasons why the candidate should be Vice President of Education of the Year.

30-50

7. Describe how the candidate planned quality meetings, speech contests and other educational activities to motivate members' participation within the club and the district.

30-50

Total

Submitted by: _____

Phone: _____ Club Name and Number: _____

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APPENDIX F

Comprehensive Lists of Awards and Recipients

District Governor's Award
The Phoenix Award
The Inspirational Club
Club Vice President of the Year
Club President of the Year
Area Governor of the Year
Division Governor of the Year
Toastmaster of the Year

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THE DISTRICT GOVERNOR'S AWARD

Trophy: Named for Betty W. Eisenzimmer, DTM, PID 2002-04

1960	Bill Marzolf
1961	Warren Lawless
1962	Joe Ussery
1963	George Woods
1964	Mike Moore
1965	Ted Hacker
1966	Robert Sims
1967	Lou Christen
1968	Dan Johnson
1969	Bill Peterson
	Charles Monk
1970	John H. Lee
1971	Frank I. Allen
1972	Harold E. Frye
1973	Delbert Rychter
1974	Jack Howard, DTM
1975	Jim Akiyama, ATM
1976	Henry K. Wolfe, ATM
1977	Dennis Eldridge, ATM
	Zeke Belanger, ATM
1978	Paul Irwin
1979	Bob Raymond, CTM
1980	Don Pulver, CTM
1981	Orlando Johnson
1982	Dennis Ham
1983	Charlotte Brame, ATM
1984	Don Mack, ATM
1985	Les Chin, CTM
1986	Linda Tilmont
1987	Carolyn Bell
1988	Bob Cochran
1989	Wallace Smith, ATM
1990	Betty Eisenzimmer, DTM
1991	Stephanie Boone, CTM
1992	Karen Cottrell, ATM
1993	Larry Westbrook, ATM
1994	Michael Sweeney, ATM
1995	Twila Meaker, DTM
1996	Brian Branagan, DTM
1997	Jan Hesness, ATM
1998	Doug Cullen, ATMG
1999	Diann Hitzel, DTM

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2000	Wayne Rivers, ATMG
2001	Emmy Hager, ATMS
2002	Jon Lee, ATMG
2003	Jerry Weltner, DTM, PDG Karen Evons, DTM, PDG
2004	Aliya Nylander, DTM
2005	Steve Kennedy, DTM, PDG
2006	Dennis Boyd, ATMS
2007	Susan Eilers, ACS
2008	Theresa Frasch, ACG, CL
2009	Theresa Frasch, ACG, ALB
2010	John Bridge, ACB, ALB
2011	Susan Swift, DTM
2012	Jerry Weltner, DTM, PDG

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THE PHOENIX AWARD

Trophy: Named for Donna Seamon, DTM, PDG 1988-89

2002-03	Soundwaves 5777
2003-04	Port Garner Bay Gabbers 4308
2004-05	Northeast Club 1161
2005-06	Ballard Weekenders 3662
2006-07	Husky Toastmasters 9928
2007-08	Mill Creek Toastmasters 861267
2008-09	Bellevue Talk-A-Lots 5402
2009-10	Seriously Funny Toastmasters 2732
2010-11	Monroe Vocal Project 798479
2011-12	Northeast Club 1161

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THE INSPIRATIONAL CLUB AWARD

Trophy: Named In Memory of EDGAR B. MERCY, PDG 1972-73

1973	Oak Harbor
1974	Overlake
1975	University
1976	Overlake
1977	Leading Knights
1978	Redmond 2828
1979	Bellingham 60
1980	Seattle General 277
1981	Wry 4724
1982-83	Eastside 3491
1983-84	Totem 41
1984-85	Bellingham 60
1985-86	Sea-Ren 1994
1986-87	Seattle General 277
1987-88	Wry 4723
1988-89	Toast of the Town 4741
1989-90	Red Barn 5144
1990-91	Town Criers 2577
1991-92	Joint Venture 7137
1992-93	Joint Venture 7137
1993-94	Early Opinions 5134
1994-95	Eastside Toastmasters 34914
1995-96	Sunuppers 2834
1996-97	Green River 92
1997-98	Golden Bell 2211
1998-99	Greater Issaquah 5433
1999-00	Kirkland Eclectics 822
2000-01	Redmond 2828
2001-02	Toastmasters Extraordinaires 2148
2002-03	Notable Northgaters 6949
2003-04	Rhetoracles 5092
2004-05	Chamber 540
2005-06	Kirkland Eclectics 822
2006-07	Sunuppers 2834
2007-08	Sammamish Star Performers 7896
2008-09	Everett Pacesetters 117
2009-10	Kirkland Eclectics 822
2010-11	MicroToast 1445448
2011-12	Frankly Speaking 1909950

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THE CLUB VICE PRESIDENT EDUCATION OF THE YEAR AWARD Trophy: Named for Edwyn Buzard III, DTM, PID 1982-84

1992-93	John C. Benjamin, ATM-S Gay Walker, CTM
1993-94	John C. Benjamin, ATM-S
1994-95	Judy Gay, ATM
1995-96	Richard Bailey, ATM-S
1996-97	Marilyn Milnor, ATM
1997-98	Kurn Borm, CTM
1998-99	Julia Tal, CTM
1999-00	Ed Bahl, ATM-B
2000-01	Mariah Kaye, ATM-B
2001-02	Dan Humphry, CTM
2002-03	Judy Johnson, ATM-B
2003-04	Lyn Warren, CL
2004-05	Sherre Pruden, CTM, CL
2005-06	Maryallene Otis, CTM
2006-07	Liz Birkholz, CC, ALB
2007-08	Roleta Batiste, ACB, CL
2008-09	Jacob Shepard, ACS, CL
2009-10	Mark Ayers
2010-11	Yiling Yang, CC, CL
2011-12	Anna Margolina, ACS

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THE CLUB PRESIDENT OF THE YEAR AWARD Trophy: Named In Memory of Jack Allen, ATM

1987	Bill Kaufman, ATM 2138
1988	
1989	Arlene Donnebrink, ATM 5030
1990	Larry Snyder Jr., CTM 3491
1991	Bill Szymanski, ATM-B 6404
1992	Jack Allen, ATM 3491
1993	Richard Dyer, ATM 7137
1994	Diane Murphy, ATM 6404
1995	Marilyn Ramirez, CTM 5030
1996	Duwayne Lees, ATM-S 9509
1997	Shirley Wetzstein, CTM 3666
1998	Rosemary Kaholokula, CTM 4470
1999	Charlotte Ball, ATM 4470
2000	Annette Jensen, CTM 7149
2001	Ray Roman, ATM-S 6949
2002	Renee Zimmerman, CTM
2003	Frank Thomas, ATM
2004	Sam Wilder, CTM, CL
2005	Don Doud, ATMS
2006	Taryn Sparacio, CTM
2007	Don Sivertsen, ACS, CL
2008	Nebojsa "Nick" Milanovich, ACS, CL
2009	Jackie Bailey, ACB, ALB
2010	Renee Zimmerman, CL
2011	Betty Bos, DTM Toast to U.S.
2012	Dennis O'Cain, DTM Toast to U.S.

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THE AREA GOVERNOR OF THE YEAR AWARD

Trophy: Named In Memory of John H. Lee, ATM, PID 1962-64

1991-92	Linda Tomlinson, ATM-B Area 3
1992-93	Steven Haynack, ATM-B Area 3
1993-94	Dan Kennedy, CTM Area 22
1994-95	Stuart Kuehne, ATM Area 54
1995-96	Emmy Hager, ATM Area 63
1996-97	Robyn Hunter, ATM-G Area 45
1997-98	John Lee, ATM Area 12
1998-99	Marylouise Sterne, ATM-B Area 22 Nancy Beckett, CTM Area 41
1999-00	Tom Zimmer, ATM-B Area 41
2000-01	David Livingstone, ATM-S Area 24
2001-02	Tracy Maxwell, CTM Jim Schamming, ATM-G
2002-03	Jean Tracy, DTM Aliya Nylander, ATM-S
2003-04	RR Naraendira Kuman, ATM-B Sherry Tuckett, ATM-B
2004-05	Michael Sun, DTM
2005-06	Valerie Tims, CL
2006-07	Kevin Alley, CL
2007-08	Sam Clemmens, ACG, ALB
2008-09	Bob Rivet, DTM
2009-10	Michelle Wilkinson, DTM
2010-11	Steve Kennedy. DTM, PDG
2011-12	Molly Pachikara

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THE DIVISION GOVERNOR OF THE YEAR AWARD Trophy: Named for Dennis Ham, DTM, PDG 1983-84

1985-86	Ken Mirly	Southern Division
1986-87	Earl DeWitt	Southern Division
1987-88	Brian Donnebrink, ATM	Northern Division
1988-89	Betty Eisenzimmer, ATM-S	North Central Division
1989-90	Joe Schwartz, ATM-B	Northern Division
1990-91	Louise Wong, ATM	Eastern Division
1991-92	Zelda Foxall, ATM	Central Division
1992-93	Bruce F. Meaker, ATM	Northern Division
1993-94	Arlene Donnebrink,	Western Division
1994-95	Steve Hart, ATM	Central Division
1995-96	Stewart Kuehne, DTM	Eastern Division
1996-97	Marge Wilson, ATM	
	Shelley Skinner, CTM	Southern Division
1997-98	Suzanne Hakam, ATM-B	Southern Division
1998-99	Wayne Rivers, ATM-S	Division C
	Steven Kennedy, CTM	Division D
1999-00	Kanako Iwata Eng, ATM-B	Division E
2000-01	Dr. Lynn Bamberger, DTM	Division A
2001-02	Kyle Hall, ATMS	Division B
2002-03	Ray Roman, ATM-B, CL	Division B
2003-04	Dennis Boyd, ATM-S	Division D
2004-05	Paul Yarbrough, ATM-B	Division E
2005-06	Michael Sun, DTM	Division E
2006-07	Clyde Jones, DTM	Division D
2007-08	Ramon Nash, ACB	Division C
2008-09	Mike Hayden, CTM, CL	Division B
2009-10	Bob Rivet, DTM	Division F
2010-11	Brian Andreini, ACS, ALS	Division F
2011-12	Kyle McEligot, DTM	Division E

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THE TOASTMASTER OF THE YEAR AWARD

Trophy: Named In Memory of Franklin McCrillis, DTM, PIP 1945-46

1990-91	Jerry Weltner, ATM
1991-92	Del Shiflet, ATM-S
1992-93	Robert J Allen, ATM
1993-94	Sue Barton, ATM
1994-95	Betty Eisenzimmer, DTM
1995-96	Karen Evons, ATM
1996-97	Karen Cottrell, DTM
1997-98	Jerry Weltner, DTM
1998-99	Shelley Skinner, ATM-B
1999-00	Steve Kennedy, ATM-B
2000-01	Bruce Meaker, DTM/PDG
2001-02	Karen Evons, DTM/PDG
2002-03	Jerry Weltner, DTM/PDG
2003-04	Jessica du Mas, ATM-G
2004-05	Dave Livingstone, DTM
2005-06	Paul Yarbrough, ATM-B
2005-07	Valerie Tims, ACS/ALB
2007-08	David Sweeney, DTM
2008-09	Maria Wilson, ACG, ALB
2009-10	Helen Carothers, DTM
2010-11	Sharon Rice, ACB, CL
2011-12	Omar Rivas, ACS, ALB

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Appendix G

Comprehensive List of Past District 2 Governors

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Past District 2 Governors:

1935-36	Raymond J. Huff, PIP	
1936-37	Ray Gruhike	
1937-38	Clarence Bailey	
1938-39	William Butchard, PID	
1939-40	Ernest Davis, PIP	
1940-41	John Jewett, PID	
1941-42	Ray Guisti	
1942-43	Franklin McCrillis, DTM, PIP	
1943-45	Nick Jorgensen, PIP	
1945-46	Burton B. Pierce	
1946-47	John Harms	
1947-48	Robert Crawford	
1948-49	Charles Griffith	
1949-50	George Montgomery	
1950-51	Glenn Holsinger, PID	
1951-52	Bert Johnson	
1952-53	H. Berglund	
1953-54	M.B. Jewell	
1954-55	Joe DeLeon	
1955-56	Myrgle Scott	
1956-57	Harvey Gangon	
1957-58	Morris Plumber	
1958-59	W.N. Grabill	
1959-60	Les Bridges	
1960-61	John H. Lee, PID	
1961-62	Robert Murray	
1962-63	Paul Barlow	
1963-64	Warren Lawless	
1964-65	Robert White	
1965-66	Harold E. Stratemeyer	
1966-67	Chin T. Hung	
1967-68	Louis Christen	
1968-69	Angelo K. Geary	
1969-70	Daniel S. Johnson	
1970-71	William V. Shumate	
1971-72	James E. Bell	
1972-73	Edgar Mercy	
1973-74	George C. Tostevin, ATM	
1974-75	Jack D. Howard, DTM	
1975-76	Harold Frye, DTM	Distinguished District
1976-77	Eugene Park	Distinguished District
1977-78	Harry Wolfe, DTM	
1978-79	Dennis Eldridge, ATM	

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1979-80	Remy Van Hout, DTM	
1980-81	Edwyn Buzard III, DTM, PID	President's Distinguished District
1981-82	William Strong, DTM	Select Distinguished District
1982-83	Kenneth Marsh, ATM	
1983-84	Dennis Ham, DTM	Distinguished District
1984-85	Linda Smith	
1985-86	Robert Cochran	
1986-87	Wallace Smith, DTM	
1987-88	Ralph Pehrson, DTM	Distinguished District
1988-89	Donna Seamon, DTM	Distinguished District
1989-90	Paula L. Huls	
1990-91	Arlietha Reed, DTM	Distinguished District
1991-92	Brian Donnebrink, DTM	Distinguished District
1992-93	Betty W. Eisenzimmer, DTM, PID	Distinguished District
1993-94	Carolyn Wisebart, ATM-B	Select Distinguished District
1994-95	Bruce F. Meaker, ATM	
1995-96	Diann Hitzel, DTM	
1996-97	Arlene Donnebrink, DTM	
1997-98	Jack Buce III, DTM	
1998-99	Karen Evons, DTM	Distinguished District
1999-2000	Bradley D. Craig, DTM	
2000-01	Jerry Weltner, DTM	Distinguished District
2001-02	Larry Hussey, ATM-G	Distinguished District
2002-03	Steve Kennedy, DTM	Distinguished District
2003-04	Walter Carlisle, ATM-G	
2004-05	Emmy Hager, DTM, PID	Select Distinguished District
2005-06	Christopher Harner, DTM	
2006-07	Ray Roman, DTM	Select Distinguished District
2007-08	Sherry Tuckett, DTM	Distinguished District
2008-09	Michael Sun, DTM	Distinguished District
2009-10	Jim Sultan, DTM, ID	Distinguished District
2010-11	Eric Vaughn, DTM	Distinguished District
2011-12	Michelle Wilkinson, DTM	