

# DISTRICT 2 TOASTMASTERS

## Procedures Manual

2010-2011

# 2009-2010 DISTRICT 2 Procedures Manual

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# 2009-2010 DISTRICT 2 Procedures Manual

## TABLE OF CONTENTS

TABLE OF CONTENTS.....	3
PREAMBLE .....	4
ARTICLE I            District 2 Procedures Committee .....	5
ARTICLE II            District 2 Organization.....	6
A.     Areas .....	6
B.     Divisions .....	6
C.     Organization Chart.....	6
D.     District Executive Committee.....	6
E.     District Council.....	7
ARTICLE III            District Operations .....	8
A.     District 2 Council Meetings .....	8
B.     Guideline for District Committees.....	10
C.     Guidelines for Nominating Committee.....	10
D.     Guidelines for District Officer Campaigns and Elections .....	10
E.     Guidelines for Appointment of District Officers .....	12
F.     Guidelines for Realignment .....	12
G.     District 2 Publications and Electronic Distribution .....	12
H.     Financial Guidelines .....	13
I.     District Educational Events.....	14
J.     Toastmasters Week .....	14
K.     District Conferences.....	15
L.     District Speech and Evaluation Contests .....	15
M.     Contest Judges .....	16
N.     District Awards .....	16
O.     District Awards Schedule .....	20
P.     Toastmaster International Presidential Citation.....	21
Q.     District Historian.....	21
R.     District Parliamentarian .....	22
S.     District Procedures.....	22
T.     Past District Governors .....	22
ARTICLE IV            Amendments .....	23
APPENDIX             A.     Organization Chart/District 2 Toastmasters.....	25
B.     Standing Rules .....	27
C.     Credential/Proxy Form Template .....	30
D.     Sample Toastmasters Week Proclamation.....	32
E.     Nomination Forms .....	34
F.     Comprehensive List of Trophies and Recipients .....	42
G.     Comprehensive List of Past District Governors .....	52

# 2009-2010 DISTRICT 2 Procedures Manual

## Preamble

This document serves two purposes: (1) To provide a compilation of guidelines and references to assist the district council in executing policies and procedures of Toastmasters International; and (2) To provide a compilation of procedures and guidelines 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 2 Council and the District 2 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. Herein are contained numerous references to *District Administrative Bylaws* and *Toastmasters International Policies and Procedures*. 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 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 culture. Changes should be done through a process of public discussion at the district council meetings.

Finally, proper maintenance of *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 future generations will abide 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 shall also review this document jointly during the transition period to enhance understanding of our procedures and communicate changes.

# 2009-2010 DISTRICT 2 Procedures Manual

## ARTICLE I

### DISTRICT 2 PROCEDURES COMMITTEE

- A.
1. The committee shall be chaired by the immediate past district governor or, in his or her absence, an active past district governor of District 2 appointed by the district governor. The members of the committee will be at least three (3) active past district governors and three (3) members-at-large, totaling at least 6 members who are appointed by the district governor.
  2. The committee shall review the procedures and recommend modifications to the district executive committee. Such recommendations are then presented to the district council at the annual meeting, with the recommendations of the executive committee for acceptance or rejection.
  3. The committee shall invite all members of the district council to present changes and information to their members for review and recommendation prior to attending the council meeting.
  4. It shall be the responsibility of the chairperson to provide timely notification to all committee members of meeting dates, times, and places.
  5. Members of the committee shall observe current district operations and develop new procedures to implement the spirit and intent of the district's administrative bylaws.
  6. The committee shall make every effort to insure the publication of all recommendations of the district's procedures on the district website and 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 shall request the chairman 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 chairperson is unable to attend the executive committee meeting, then a member of the committee shall be invited to report. After presentation to, and approval by, the district council at the annual meeting, the district governor shall make the adopted procedures available on the District 2 website (<http://d2tm.org>) by the following July 1<sup>st</sup>.

# 2009-2010 DISTRICT 2 Procedures Manual

## ARTICLE II

### DISTRICT 2 ORGANIZATION

#### A. Areas

(Ref District Administrative Bylaws, Article VI)

1. The member clubs of the district shall be organized into areas, the composition of which shall be determined by the district council at its annual meeting, to become effective the following July 1<sup>st</sup>.
2. The assignment of clubs to areas shall 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 shall 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.

#### B. Divisions

(Ref District Administrative Bylaws, Article VI; and Policies and Procedures Section VI B 2)

The district council shall 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

(Ref District Administrative Bylaws, Article XI; and Policies and Procedures Section VI B 7)

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.

## 2009-2010 DISTRICT 2 Procedures Manual

2. The executive committee shall work toward ensuring the achievement of the district mission.
3. The 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 executive committee shall perform the following functions:
  - a. Review and approve the District High Performance Plan.
  - b. Prepare the budget and submit it to World Headquarters by September 30<sup>th</sup> 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 in the spring.
  - 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

(Ref TI District Admin Bylaws Article IX and XI and TI Policies and Procedures Section VI B 7)

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 2 Council as the governing body of the district shall 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.)

# 2009-2010 DISTRICT 2 Procedures Manual

## ARTICLE III

### DISTRICT OPERATIONS

#### A. District 2 Council Meetings

1. Rotation of Meetings: District council meetings shall be held in rotation by geography and typically in conjunction with the district conference.
2. At the Fall Council meeting the business shall 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 and others on:
    - i. The District High Performance Plan
    - ii. The district, division and area goals
    - iii. Critical success factor plans for club growth, rescue, membership, and educational completions
  - o. Other committee reports
  - p. Vote to endorse one international director candidate from the district, if any
  - q. Unfinished business
  - r. New business
  - s. Announcements
  - t. Time and place of next meeting
  - u. Adjournment
3. At the Spring Council meeting the business shall include:
  - a. Call to order and flag salute
  - b. Reading of the district mission

## 2009-2010 DISTRICT 2 Procedures Manual

- 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 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 and others on:
    - i. The District High Performance 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. Vote to endorse one international director candidate from the district, if any
  - u. Unfinished business
  - v. New business
  - w. Announcements
  - x. Time and place of next meeting
  - y. 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* shall 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<sup>th</sup> for the Fall Business Council meeting or March 10<sup>th</sup> for the Spring Business Council 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

## 2009-2010 DISTRICT 2 Procedures Manual

Committee, Audit Committee, Marketing Committee, and Education & Training Committee.

### B. Guidelines for District Committees

1. District committees shall 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

(Ref Policies and Procedures Section VI E 8)

The following shall serve as additional guidelines for the nominating committee in nominating for elected officer positions:

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 shall instruct the committee to review the rules.
2. Candidates shall be evaluated by written materials supplied by the candidates and, if the committee chooses, by interviews. At a minimum, interviews shall 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.
3. All candidates who applied in writing for any elected position shall be advised of their right to run for any elected position regardless of what the nominating committee recommends. Further, all candidates shall 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 (Section VI F 2).

### D. Guidelines for District Officer Campaigns and Elections

(Ref Policies and Procedures Sections VI E 9 and VI F 2)

The following shall serve as guidelines for the district governor in conducting the Annual Election of Officers.

1. Prior to the election, the district governor shall ensure that all candidates receive a copy of Procedural Rules for Campaigns for District Office and The Elections of District Officers (Section VI E 9) in addition to the District 2 Procedures Manual.

## 2009-2010 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, shall focus on the candidate's Toastmasters accomplishments and personal qualifications for office (Section VI F 2).
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 (Section VI F 2).
5. All candidates may distribute campaign material at area and division speech contests. All candidates shall 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 (Section VI E 9).
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 shall 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 council recommends two minutes as an appropriate length for a campaign speech (Section VI E 9).
7. The district shall 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. This form may be included on the district webpage, in the district newsletter or in the mailing announcing the meeting. 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.

## 2009-2010 DISTRICT 2 Procedures Manual

### E. Guidelines for Appointment of District Officers (Ref District Administrative Bylaws Article VII C)

The district governor-elect shall appoint the following officers: public relations officer, secretary, treasurer, and area governors. These appointed positions shall be subject to prior 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 shall 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 shall 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 shall 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, shall be incorporated into the minutes of the executive committee at which it is considered and shall be presented to the district council at the annual meeting for approval. Such realignment will become effective July 1<sup>st</sup> following the annual meeting.
2. The realignment committee shall consult with members of the district council representing all divisions and shall 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. District 2 Publications and Electronic Distribution

1. District Website  
(Ref Policies and Procedures VI H 4)
  - a. The district will maintain a website where information important to the members and the public may be displayed. This shall include club meeting information, district-sponsored events, and the current District Procedures Manual.
  - b. Advertising shall be authorized by the district executive committee in accordance with Toastmasters International policy.
2. District Directory
  - a. The district shall publish a directory a minimum of two times annually. The directory shall be made available to all members of the district executive committee.

## 2009-2010 DISTRICT 2 Procedures Manual

- b. The directory should include a list of the following minimum information: club name, club number, meeting date, time, and place, contact name and number, and a copy of the district club alignment. It is recommended that the names and contact information for all district officers be included as well.
- c. At the discretion of the district governor, the directory may be printed, published in a secure area on the district website, or both.

### 3. District Mailing Lists (Ref Policies and Procedures VI A 19)

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

### 4. The Sounder

District 2 may publish an electronic or written newsletter known as “The Sounder” on a schedule established by the district governor and The Sounder editor. The Sounder, if published, shall be distributed to all members of record of clubs within District 2, to all district governors of the Region, to International Directors of the Region, and any other officers and Directors of Toastmasters International as time and funds allow.

### 5. District E-mail Newsletter

The district will strive to maintain a weekly 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.

### 6. Toastmasters International Copyrights (Ref Policies and Procedures VI A 18)

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

## H. Financial Guidelines

- 1. 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 shall be in writing whenever possible. Any non-budgeted item over \$250.00, or budgeted item exceeding \$250.00 of the budgeted amount, shall require prior approval by the district governor. Failure to obtain proper authorization could be cause for non-reimbursement by the district to the district officer or individual Toastmaster (Ref Policies and Procedures VI D 6).

## 2009-2010 DISTRICT 2 Procedures Manual

2. Where the district contributes to district officers' expenses and where funds allow, registration shall be paid as early as possible for mid-winter training and the Toastmasters International convention.
3. The district shall comply with Toastmasters International policies regarding conflicts of interest (Ref Policies and Procedures VI B 3).
4. The district shall have in place financial controls that, at a minimum, meet the requirements of Toastmasters International (Ref Policies and Procedures VI D 6).
5. The district shall comply with Toastmasters International policies regarding expenses for International Speech contestants participating in the semifinal level at the International Convention (Ref Policies and Procedures Section VI D 6).
6. The district shall follow the District Travel Reimbursement policy of Toastmasters International (Ref Policies and Procedures Section VI D 6).

### I. District Educational Events

(Ref Policies and Procedures VI B 7)

1. It is intended that all district educational events, such as the fall and spring conferences, shall be self-sustaining and shall adhere to the following guidelines:
  - a. Approval – all aspects of the event shall 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 shall retain any profits and absorb any deficits on budgeted expenses of the event.
  - d. Accounting – the Event Committee shall give a full accounting of revenue and expenses to the district treasurer. The records shall become a part of the district's permanent records.

### J. Toastmasters Week

1. Toastmasters Week in District 2 is typically observed annually during the first week of February. The district shall 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.)

## 2009-2010 DISTRICT 2 Procedures Manual

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.

### K. District Conferences

(Ref Policies and Procedures VI B 7)

1. It is recommended that the district conference chairperson shall have served on a prior conference committee.
2. The district governor shall 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 shall sign contracts committing the district to arrangements for conference facilities, food, and/or lodging during the next district year.

### L. District Speech and Evaluation Contests

1. A maximum of four district contests may be held annually.
2. The district shall 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 shall follow International Contest Guidelines as described in the International Speech Contest Rulebook.
5. Contestants shall 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.

## 2009-2010 DISTRICT 2 Procedures Manual

### M. Contest Judges

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

### N. District Awards

1. These awards shall be presented using the guidelines listed in the Toastmasters International Advanced Manual for Specialty Speeches for the project "Presenting the Award." The presenter shall explain why the trophy is named after a particular District 2 Toastmaster, what the Trophy is presented for, 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<sup>st</sup>.) 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 chairperson deems necessary. Area governors who served during the year for which the awards are being selected shall 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 shall 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 shall 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. Similar award is encouraged at club, area, and division levels. At all

## 2009-2010 DISTRICT 2 Procedures Manual

levels, award is based on the current Toastmaster year (July 1<sup>st</sup> to June 30<sup>th</sup>). For the District Toastmaster of the Year award, forms shall be submitted to the district governor by June 30<sup>th</sup> 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 shall 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 selected in accordance with district criteria, in recognition of Franklin McCrillis, District 2 member who was International President, 1945-46, who continued as an active club member until the 1980's when his health no longer permitted attendance.

5. Club President of the Year: The "Club President of the Year" award shall be based upon the form provided in Appendix E of this document, and other criteria as deemed appropriate by the selection committee. Submission will be sent to the district governor by June 30<sup>th</sup> of the current district year. Any club president may submit the form to the district governor on his/her own 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 the time of his death in 1993, Jack was the holder of the award and had just completed a very successful year as area governor and had been elected Division E Governor. Awarded Toastmaster of the Year posthumously, he personified the individual who joins seeking growth and becomes an example to emulate.

6. Club Vice President Education of the Year: The "Club Vice President Education of the Year" award shall 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 to the district governor on his/her own behalf, or any member may submit on behalf of any club vice president education. Submissions will be sent to the district governor by June 30<sup>th</sup> 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 benefit from his presentation of Success Leadership Modules year after year. District 2 Governor 1980-81 and International Director, 1983-85, Ed continues to serve, providing support to District 2, and to the Toastmasters of tomorrow.

7. Area Governor of the Year: the "Area Governor of the Year" award shall be based upon the form shown in the District Leadership Handbook and other criteria as deemed appropriate by the selection committee. Forms shall be submitted to the

## 2009-2010 DISTRICT 2 Procedures Manual

district governor by June 30<sup>th</sup> 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, selected in accordance with district criteria, in recognition of John H. Lee, District 2 Governor 1960-61, and International Director, 1963-65.

8. Division Governor of the Year: the "Division Governor of the Year" award shall be based on the form shown in the District Leadership Handbook and other criteria as deemed appropriate by the selection committee. Forms shall be submitted to the district governor by June 30<sup>th</sup> 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 accordance with district criteria, in recognition of Dennis Ham, District 2 Governor, 1983-84.

9. Inspirational Club of the Year Award: awarded to the most inspirational club for exceptional activities during the district year. Executive committee members may submit nominations no later than June 30<sup>th</sup> 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 his life and service as district governor from July 1972 to April 1973, when he died in 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. Executive committee members may submit nominations no later than June 30<sup>th</sup> 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. Donna served as a Select Distinguished District Governor in 1988-1989 and received the Division Governor with the Most Spirit award in 1985-1986.

11. Best Club Website Award will be based upon the following:
- a. Design
  - b. Content
  - c. User-friendly navigation
  - d. Compliance with Policies and Procedures Section VI H 4

Executive committee members may submit nominations no later than June 30<sup>th</sup> of the current district year.

## 2009-2010 DISTRICT 2 Procedures Manual

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. 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 shall 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*: awarded to recipient of the District Governor's Award. This trophy is named after Betty Eisenzimmer, DTM, PID, in recognition and honor of her outstanding service to District 2 and Toastmasters International. She continues to serve the organization with great distinction, devotion and dedication. Her many accolades include Distinguished District Governor, Area Governor of the Year, Division Governor of the Year, Toastmaster of the Year, President's Citation Recipient, District Governor's Award Recipient and Distinguished Toastmaster. Betty served as Region I International Director from 2001-2003. (Comprehensive list to be updated yearly in Appendix F)
  
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-

## 2009-2010 DISTRICT 2 Procedures Manual

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: shall be given to each area that reaches goals as set forth in the Distinguished Area Program by Toastmasters International. Awards will be presented by the immediate past district governor at the fall conference for the preceding district year.
19. Distinguished Division Awards: shall 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, 1966-67.

*Jack D. Howard Trophy*: awarded to the Evaluation contest winner in the name of Jack Howard, District 2 Governor, 1974-75, winner of two Evaluation contests, including the first District Evaluation Contest.

*Johnny Carver Trophy*: awarded to the International Speech Contest winner in the name of the 1961 International Speech Contest Winner from District 2 and is the actual trophy presented to Johnny Carver when he won the International Contest at the convention in Seattle.

*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.

O. 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.

## 2009-2010 DISTRICT 2 Procedures Manual

### Conference    Awards Presented in Fall

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)  
(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

### Conference    Awards Presented in Spring

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

#### P.    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.

#### Q.    District Historian

The Historian's term of office shall be from July 1<sup>st</sup> to September 30<sup>th</sup> of the following year, thus overlapping the next Historian's term by three (3) months. The Historian may be appointed for successive terms.

## 2009-2010 DISTRICT 2 Procedures Manual

### R. District Parliamentarian

The Parliamentarian is encouraged to be a member of District 2 Toastmasters. He or she shall be encouraged to also be a member of the Association of Parliamentarians or be completely familiar with the basics of Parliamentary Procedures and Roberts Rules of Order. If the Parliamentarian is a member of District 2 Toastmasters, he or she shall have the privilege of speaking for or against issues at the Executive and Council Meetings.

### S. District Procedures

(Ref District Administrative Bylaws Article VII Section C)

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.

### T. Past District Governors

A comprehensive list of the Past District 2 Governors shall be maintained in the appendices of the District 2 Procedures Manual.

# 2009-2010 DISTRICT 2 Procedures Manual

## **ARTICLE IV**

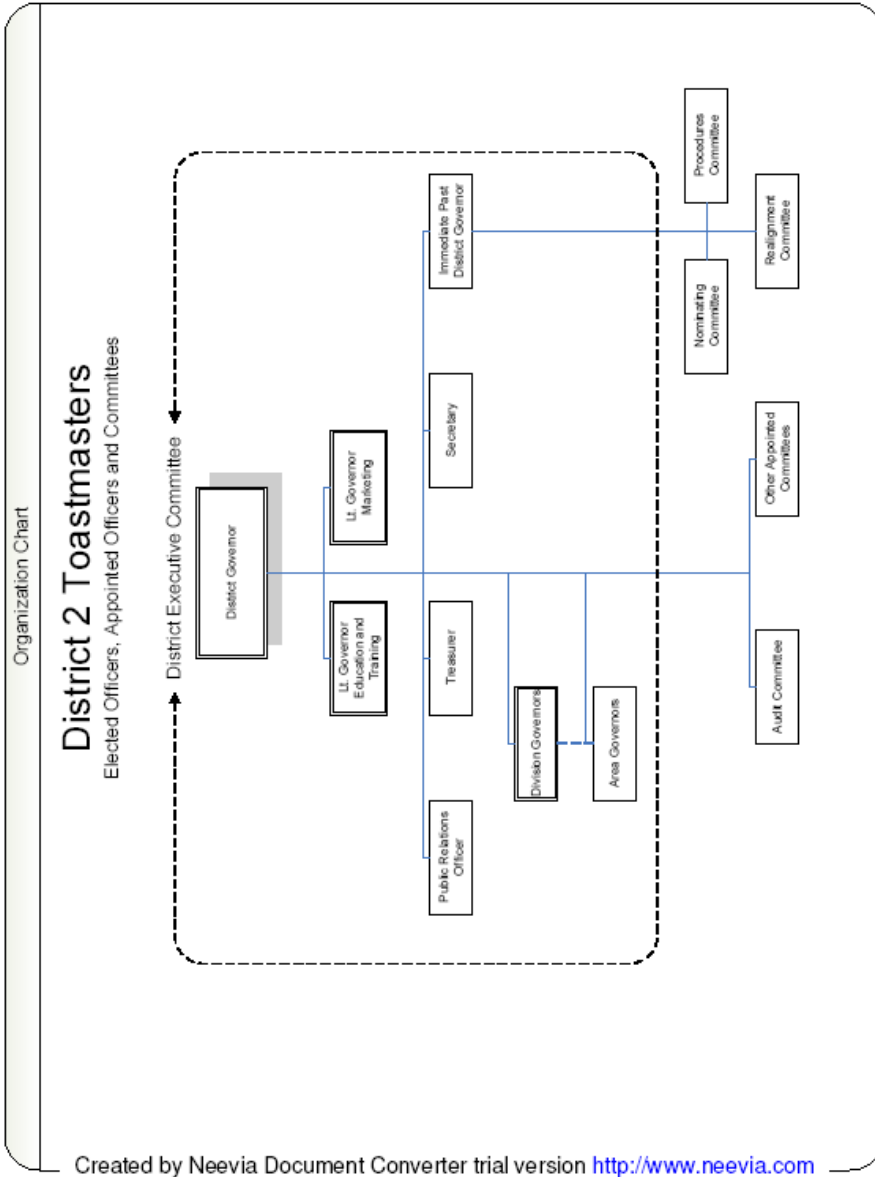
### AMENDMENTS

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

# 2009-2010 DISTRICT 2 Procedures Manual

## **APPENDIX A**

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



# 2009-2010 DISTRICT 2 Procedures Manual

## **APPENDIX B**

### Standing Rules for District Council Meetings

# 2009-2010 DISTRICT 2 Procedures Manual

## STANDING RULES FOR DISTRICT 2 COUNCIL MEETINGS

### 1. Order of Precedence

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

### 2. Credentials Committee Report

The Credentials Committee shall report at the beginning of the Council Meeting, 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 shall be signed by the President or the Vice President of Education and shall use a form similar to that shown in the District 2 Procedure manual. Timely notice shall 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 Council meeting begins. (Sample proxy in Appendix C)

### 4. Authority to Participate

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

### 5. Timing

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

## 2009-2010 DISTRICT 2 Procedures Manual

### **6. Time Limitations for Agenda Items**

Debate or discussion on any agenda item or motion on the floor shall 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 shall 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 shall be clearly written down and given to the district secretary immediately. Motions shall 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 TMI 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 shall 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 shall then put the question of the Chair's ruling to a vote of the assembly and a majority vote (or tie vote) shall uphold the Chair's ruling. The Chairperson may vote on an appeal.

### **10. Adoption of Standing Rules**

These rules shall be adopted by a two-thirds (2/3) vote of the voting members at either the Spring or Fall Business 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.

# 2009-2010 DISTRICT 2 Procedures Manual

## APPENDIX C

### Credential/Proxy Form Template for District Council Meetings

2009-2010 DISTRICT 2 Procedures Manual

**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

2009-2010 DISTRICT 2 Procedures Manual

**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 10<sup>th</sup> day of January, 2006

*Christine Gregoire*  
Governor Christine O. Gregoire

**APPENDIX E**

Nomination Forms for  
Toastmaster of the Year  
Club President of the Year  
Club Vice President Education of the Year

# 2009-2010 DISTRICT 2 Procedures Manual

## 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

## 2009-2010 DISTRICT 2 Procedures Manual

<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"/> Chairperson of District Committee	
<input type="checkbox"/> Serves on District Committee	
<input type="checkbox"/> Assistant to Division Governor	
<input type="checkbox"/> Chairperson 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"/> Chairperson 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"/>

## 2009-2010 DISTRICT 2 Procedures Manual

_____ 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 Chairperson/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 Chairperson/Convener	
_____ Other Conference or District Event Chairperson/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 Chairperson/Coordinator	
_____ Area Speech Contest Winner	
_____ Area Speech Contest Participant	
_____ Area Speech Contest Judge	
_____ Area Speech Contest Toastmaster	
_____ Area Speech Contest Chairperson/Coordinator	

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

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Submitted by: \_\_\_\_\_

Phone: \_\_\_\_\_ Club Name and Number: \_\_\_\_\_

## 2009-2010 DISTRICT 2 Procedures Manual

### 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: \_\_\_\_\_*

<b>Name:</b>	<b>Club Name and Number:</b>	<b>Area #:</b>

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

Criteria	Check Here	Point Value	Points Earned
<b>1. President attended Club Officer Training</b>	_____	<b>15</b>	
<b>2. President attended District Conference (Spring or Fall)</b>	_____	<b>10</b>	
<b>3. Semi-annual per capita dues mailed to TI by 04/1 or 10/1</b>	_____	<b>10</b>	
<b>4. New club officers list mailed to TI &amp; District Governor prior to the start of Officer's term (June 30 and December 31)</b>	_____	<b>10</b>	
<b>5. International Proxies mailed to District Governor by April 30</b>	_____	<b>10</b>	

*Hint: Check TMI website for your club statistics*

2009-2010 DISTRICT 2 Procedures Manual

---

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: \_\_\_\_\_

## 2009-2010 DISTRICT 2 Procedures Manual

### District 2 Toastmasters Club Vice President Education of the Year for \_\_\_\_\_

*Who can nominate a candidate? Anyone can submit a nomination for the honor, including the VP Education.*

*Submission due date:* \_\_\_\_\_

<b>Name:</b>	<b>Club Name and Number:</b>	<b>Area #:</b>

\_\_\_ **Semi-Annual (Jan 1 – June 30)** \_\_\_ **Semi-Annual (July 1 – Dec 31)** \_\_\_ **Annual** \_\_\_  
**Other (specify)** \_\_\_\_\_

<b>Criteria</b>	<b>Number Here</b>	<b>Point Value</b>	<b>Points Earned</b>
<b>1. Attended Club Officer Training</b>	___	<b>10</b>	
<b>2. Number of CCs &amp; ACs (any kind) completed &amp; registered to the club</b>	___	<b>20</b>	
<b>3. Number of CLs, ALs, &amp; DTMs completed &amp; registered to the Club</b>	___	<b>15</b>	
<b>4. Attend District Conference (Spring or Fall)</b>	___	<b>10</b>	
<b>5. Number of Speechcrafts completed &amp; registered</b>	___	<b>5</b>	

*Hint: Check TMI website for your club statistics*

2009-2010 DISTRICT 2 Procedures Manual

**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:** \_\_\_\_\_

**APPENDIX F**

Comprehensive Lists for:

District Governor's Trophy

The Phoenix Trophy

The Inspirational Club Award Trophy

Club Vice President of the Year Trophy

Club President of the Year Trophy

Area Governor of the Year Trophy

Division Governor of the Year Trophy

Toastmaster of the Year

## 2009-2010 DISTRICT 2 Procedures Manual

### DISTRICT GOVERNOR'S TROPHY

Named for Betty Eisenzimmer, DTM, PID in 2002

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
*	

## 2009-2010 DISTRICT 2 Procedures Manual

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
*	
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

## 2009-2010 DISTRICT 2 Procedures Manual

### THE PHOENIX AWARD The Donna Seamon Trophy

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

## 2009-2010 DISTRICT 2 Procedures Manual

### INSPIRATIONAL CLUB AWARD

In Memory of  
EDGAR B. MERCY

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

## 2009-2010 DISTRICT 2 Procedures Manual

### VICE PRESIDENT EDUCATION OF THE YEAR Edwyn Buzard III Trophy

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 Birkhoz, CC, ALB
2007-08	Roleta Batiste, ACB, CL
2008-09	Jacob Shepard, ACS, CL

## 2009-2010 DISTRICT 2 Procedures Manual

### CLUB PRESIDENT OF THE YEAR

#### Jack Allen Memorial Trophy

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	Duwaine 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

## 2009-2010 DISTRICT 2 Procedures Manual

### AREA GOVERNOR OF THE YEAR

In memory of John H. Lee, ATM, PDG, PID

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

## 2009-2010 DISTRICT 2 Procedures Manual

### THE DIVISION GOVERNOR OF THE YEAR The Dennis Ham Trophy

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	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	
2000-01	Dr. Lynn Bamberger, DTM	Northern Division
2001-02	Kyle Hall, ATMS	
2002-03	Ray Roman, ATM-B, CL	
2003-04	Dennis Boyd, ATM-S	
2004-05	Paul Yarbrough, ATM-B	
2005-06	Michael Sun, DTM	Division E
2006-07	Clyde Jones, DTM	
2007-08	Ramon Nash, ACB	
2008-09	Mike Hayden, CTM, CL	

## 2009-2010 DISTRICT 2 Procedures Manual

### DISTRICT 2 TOASTMASTER OF THE YEAR

In memory of Franklin McCrillis, DTM, PDG, PIP

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

**Appendix G**

**Comprehensive List: Past District Governors**

## 2009-2010 DISTRICT 2 Procedures Manual

### Past District Governors:

2008-09	Michael Sun, DTM	Distinguished District
2007-08	Sherry Tuckett, DTM	Distinguished District
2006-07	Ray Roman, DTM	Select Distinguished District
2005-06	Christopher Harner, DTM	
2004-05	Emmy Hager, DTM	Select Distinguished District
2003-04	Walter Carlisle	
2002-03	Steve Kennedy, DTM	Distinguished District
2001-02	Larry Hussey, ATMG	Distinguished District
2000-01	Jerry Weltner, DTM	Distinguished District
1999-2000	Bradley D. Craig, DTM	
1998-99	Karen Evons, DTM	Distinguished District
1997-98	Jack Buce III, DTM	
1996-97	Arlene Donnebrink, DTM	
1995-96	Diann Hitzel, DTM	
1994-95	Bruce F. Meaker, DTM	
1993-94	Carolyn Wisebart	
1992-93	Betty Eisenzimmer, DTM	Distinguished District
1991-92	Brian Donnebrink, DTM	Distinguished District
1990-91	Arlietha Reed, DTM	Distinguished District
1989-90	Paula L. Huls	
1988-89	Donna Seamon, DTM	Distinguished District
1987-88	Ralph Pehrson, DTM	Distinguished District
1986-87	Wallace Smith, DTM	
1985-86	Robert Cochran	
1984-85	Linda Smith	
1983-84	Dennis Ham, DTM	Distinguished District
1982-83	Kenneth Marsh	
1981-82	William Strong, DTM	Select Distinguished District
1980-81	Edwyn Buzard III, DTM, PID	President's Distinguished District
1979-80	Remy Van Hout, DTM	
1978-79	Dennis Eldridge	

## 2009-2010 DISTRICT 2 Procedures Manual

1977-78	Harry Wolfe, DTM	
1976-77	Eugene Park	Distinguished District
1975-76	Harold Frye, DTM	Distinguished District
1974-75	Jack D. Howard, DTM	
1973-74	George C. Tostevin	
1972-73	Edgar Mercy	
1971-72	James E. Bell	
1970-71	William V. Shumate	
1969-70	Daniel S. Johnson	
1968-69	Angelo K. Geary	
1967-68	Louis Christen	
1966-67	Chin T. Hung	
1965-66	Harold E. Stratemeyer	
1964-65	Robert White	
1963-64	Warren Lawless	
1962-63	Paul Barlow	
1961-62	Robert Murray	
1960-61	John H. Lee, PID	
1959-60	Les Bridges	
1958-59	W.N. Grabill	
1957-58	Morris Plumber	
1956-57	Harvey Gangon	
1955-56	Myrgle Scott	
1954-55	Joe DeLeon	
1953-54	M.B. Jewell	
1952-53	H. Berglund	
1951-52	Bert Johnson	
1950-51	Glenn Holsinger, PID	
1949-50	George Montgomery	
1948-49	Charles Griffith	
1947-48	Robert Crawford	
1946-47	John Harms	
1945-46	Burton B. Pierce	

## 2009-2010 DISTRICT 2 Procedures Manual

1943-45	Nick Jorgensen, PIP
1942-43	Franklin McCrillis, DTM, PIP
1941-42	Ray Guisti
1940-41	John Jewett, PID
1939-40	Ernest Davis, PIP
1938-39	William Butchard, PID
1937-38	Clarence Bailey
1936-37	Ray Gruhike
1935-36	Raymond J. Huff, PIP