

DISTRICT 2 TOASTMASTERS

Procedures Manual

2018-2019

District 2 Procedures Manual 2018-2019

2018-2019 District 2 Procedures Committee

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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 many of the procedures of particular relevance to District 2 Leadership. 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 among the district council regarding the content is 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. The District 2 procedures committee will be chaired by the immediate past district director or, in his or her absence, an active past district governor or past district director of District 2. The members of the committee will be at least three (3) active past district or council governors/directors and three (3) members-at-large, totaling at least 6 members.
- B. The District 2 procedures 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.
- C. The District 2 Procedures 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.
- D. It is the responsibility of the District 2 procedures chair to provide timely notification to all committee members of meeting dates, times, and places.
- E. Members of the District 2 procedures committee will observe current district operations and develop new procedures to implement the spirit and intent of the district's administrative bylaws.
- F. The District 2 procedures committee will make every effort to insure the publication of all recommended changes for the *District 2 Procedures Manual* on the district website at least thirty (30) days prior to the spring conference council meeting at which they will be considered. Notification to club members is made through the district newsletter.
- G. The district director will request the procedures committee chair to provide a report of recommended changes to the district executive committee. If the chair is unable to attend the executive committee meeting, then a member of the District 2 procedures committee will be invited to report. After presentation to, and approval by, the district council at the annual meeting, the district director 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 director 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 director, program quality director, club growth director, immediate past district director, administration manager, finance manager, public relations manager, division directors, and area directors. Assistants to area and division directors generally have standing invitations to attend, at the discretion of the district director, but are not voting members. Others who have business before the district executive committee may attend committee meetings only when invited by the district director.
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 director 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 the 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 held 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 the meeting
 - f. Adoption of the meeting agenda
 - g. Appointments for the meeting
 - h. Approval of the previous meeting minutes, if not already approved by the minutes committee
 - i. Confirmation of appointed officers
 - j. Approval of district director recommendations to fill vacancies
 - k. Review of the audit committee report (year-end audit)
 - l. Approval of the district budget (district executive committee budget recommendations)
 - m. Review of the finance manager's report
 - n. Review of reports by the district executive committee members:
 - 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
 - d. Approval of the credentials committee report (certification of a quorum)
 - e. Adoption of standing rules for the meeting

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- f. Adoption of the meeting agenda
 - g. Appointments for the meeting
 - h. Approval of the previous meeting minutes, if not already approved by the minutes committee
 - i. Confirmation of appointed officers for the current year
 - j. Approval of district director recommendations to fill vacancies
 - k. Adoption of the procedures committee recommendations
 - l. Adoption of the district alignment committee recommendations
 - m. Review of the nominating committee report
 - n. Nominations from the floor and the election of district officers
 - o. Speech by the district director-elect; ratification of his/her appointees for incoming district officers (if any)
 - p. Review of the audit committee report (mid-year audit)
 - q. Review of the finance manager's report
 - r. Review of reports by the district executive committee members:
 - 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. 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 director no later than 30 days prior to either the fall or spring district council business meetings and published in the meeting agenda. The district director may waive this requirement. Motions of incidental business from the floor during a meeting may be accepted at the discretion of the district director. 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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5. Credentials Committee: The credentials committee is appointed by the district director. If possible, the chair in charge of the credentials desk should be a past district governor/director.
6. 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 (1/3) of the presidents and vice-presidents education (or proxies) from member clubs in the district. District officers are not 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 education or hold the proxy for either of these two club officers.)
7. Reports by District Executive Committee: It is recommended that in addition to the other members of the district executive committee, the division directors be given two (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 director and nominating committee of District 2. The district director will instruct the committee to review the rules.
2. The committee will be chaired by the immediate past district director or, in his or her absence, an active past district governor or past district director of District 2. The committee will have a minimum of 2 past district governors/directors.
3. 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

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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.

4. 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 Toastmasters International on political and campaign ethics.

D. Guidelines for District Officer Campaigns and Elections

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

1. 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. 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 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.

2. Prior to the election, the district director 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.
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.

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4. 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. At the annual meeting, timing of nominating speeches for candidates will be as follows: The candidate is entitled to two minutes for a campaign speech. (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.
7. 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 director, provided that all candidates are given an equal opportunity and are properly notified.

E. Guidelines for Appointment of District Officers

The district director-elect will appoint the following officers: public relations manager, administration manager, finance manager, and area directors. 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 director. Appointees serve at the pleasure of the district director.

F. Guidelines for Alignment

1. The committee will be chaired by the immediate past district director or, in his or her absence, an active past district governor or past district director of District 2. The district director will appoint a committee made up of the division directors or their representatives 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 alignment, 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 alignment will become effective July 1

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following the annual meeting.

2. The alignment 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

1. The district director 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/directors and two members at large. Having two past district or council governors/directors 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 finance manager 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 31 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 district-sponsored events, and the current *District 2 Procedures Manual*.
 - b. Advertising will be authorized by the district executive committee in accordance with *Toastmasters International Policies and Protocol*.
2. District Directory
 - a. TI provides an electronic directory, which the district director, program quality director, and club growth director can distribute at

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their discretion, with as much or little information as people need.

- b. For the security of District 2 members all lists will be considered confidential for internal use by district officers, and for official Toastmasters business only.

4. District E-mail Newsletter

The district will provide two e-mail newsletters called “The Starburst” and “The District 2 Dispatch” where information relevant and important to district members and/or district officers may be distributed.

The primary purpose of the Starburst is to promote club events such as special programs open houses, etc. District events may also be included in this newsletter. It is not to be used for personal advertising of businesses owned by Toastmasters, or to promote competitors in club, area, division or district competitions, as this might constitute an unfair advantage for some contestants.

The primary purpose of the Dispatch is to communicate district news to the club members in the district. It is not used by clubs or members for promotions of any kind.

5. Toastmasters International Copyrights

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

I. Financial Guidelines

1. The district will have in place financial controls that, at a minimum, meet the requirements of Toastmasters International.
2. Any non-budgeted item over \$250, or budgeted item exceeding \$250 of the budgeted amount, will require prior approval by the district director. Any single expenditure in excess of \$500 must be authorized in writing in advance of obligating the district to the expense by the district director and either the program quality director or the club growth director in consultation with the district finance manager. Advance authorization in writing may be by email. Failure to obtain proper authorization could result in non-reimbursement by the district to the district officer or individual Toastmaster.
3. Where the district contributes to district officers’ expenses and where funds

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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 Toastmasters International Convention. Travel expenses may include costs for registration, lodging, and transportation to the event.

4. The district will comply with Toastmasters International policies regarding conflicts of interest.
5. The district will comply with Toastmasters International policies regarding expenses for International Speech contestants participating in the semifinal level at the Toastmasters International Convention.
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 a budget to adequately estimate the revenue and expense of the event. Ticket prices will not be established until all anticipated costs are compiled and a break-even ticket price calculated. The district director will approve the early bird ticket pricing prior to the opening of ticket sales and publication of ticket pricing, preferably no later than two (2) weeks prior to the preceding district conference.
 - c. Financial Responsibility – The district will retain any profits and absorb any deficits on the budgeted expenses of the event.
 - d. Accounting – The event committee will give a full accounting of revenue and expenses to the district finance manager. The records will become a part of the district 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. It is recommended that this /be done in coordination with leadership from the other Toastmasters districts in /the

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state. Similar proclamations may also be obtained from the state legislature and from local counties and municipalities. (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 Marketing events during Toastmasters Week.

L. Officers Breakfast

1. The district holds an annual breakfast for Club Officers. 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

M. District Conferences

1. It is recommended that the district conference chair has served on a prior conference committee.
2. The district director will sign any contracts committing the district to arrangements for conference facilities, food, and/or lodging during the district director's term of office.
3. The district director will sign contracts after reviewing with the program quality director that commit the district to arrangements for conference facilities, food, and/or lodging during the next district year.

N. District Speech and Evaluation Contests

1. A maximum of four (4) 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. A Tall Tales contest may be substituted for the Table Topics Contest, at the discretion of the district executive committee.
4. All speech contests will follow Toastmasters International contest guidelines as described in the Toastmasters International *Speech Contest Rulebook*.

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5. Contestants will advance from the clubs to the district level for those contests sponsored by the district as described in the Toastmasters International *Speech Contest Rulebook* or other applicable published rulebooks.

O. District Contest Judges

1. All judges of area, division, or district contests will be in compliance with the current Toastmasters International *Speech Contest Rulebook*
2. For district contests, judges will be at least a Competent Communicator and have previously judged above the club level.

P. District Awards

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.

The recipients of the “Of the Year” awards will be selected by a committee which will be chaired by the district director who served during the year for which the awards are being selected (the immediate past district director as of July 1). The chair will choose a selection committee which will include the program quality director, and club growth director 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 directors who served during the year for which the awards are being selected will not be members of the committee to select Area Director of the Year. Area directors and division directors who served during the year for which the awards are being selected will not be members of the committee to select Division Director 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 Education of the Year, the Area Director of the Year, the Division Director of the Year, the Inspirational Club of the Year, and the Phoenix Club of the Year.

3. District Toastmaster of the Year: the District Toastmaster of the Year award will be based upon the form on the Toastmasters International website and other criteria as deemed appropriate by the selection committee. Each member in good standing, other than voting members of the executive committee (area director 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-director is June 30 of the year being considered. The call for nominations is published by May 31 via

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the District Newsletters. The district director can extend these deadlines at his or her discretion. Members are encouraged to submit the application form on his/her behalf, or on behalf of another member. Area directors 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 [mac-krill-as] *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.

4. 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-director is June 30 of the year being considered. The call for nominations is published by May 31 via the District Newsletters. The district director can extend these deadlines at his or her discretion. Any club president may submit the form on his/her behalf or any member may submit the form to the district director on behalf of any club president. (Comprehensive list to be updated yearly in Appendix F)

Robert "Jack" Allen [āl -len] *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.

5. 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-director is June 30 of the year being considered. The call for nominations is published by May 31 via the District Newsletters. The district director can extend these deadlines at his or her discretion (Comprehensive list to be updated yearly in Appendix F)

Edwyn Buzard [buzz -árd] *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.

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He served Toastmasters International as International Director, 1983-1985.

6. Area Director of the Year: the Area-Director 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 director is June 30 of the year being considered. (Comprehensive list to be updated yearly in Appendix F)

John H. Lee [lee] Trophy: awarded to the Area Director 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.

7. Division Director of the Year: the Division Director of the Year award will be based on the form on the Toastmasters International website and other criteria as deemed appropriate by the selection committee. The deadline for submitting the forms to the district-director is June 30 of the year being considered. The call for nominations is published by May 31 via the District Newsletters. The district director can extend these deadlines at his or her discretion (Comprehensive list to be updated yearly in Appendix F.)

Dennis Ham [ham] Trophy: awarded to the Division Director 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.

8. Inspirational Club of the Year Award: awarded to the most inspirational club for exceptional activities during the district year. The deadline for submitting the forms to the district-director is June 30 of the year being considered. The call for nominations is published by May 31 via the District Newsletters. The district director can extend these deadlines at his or her discretion (Comprehensive list to be updated yearly in Appendix F)

Edgar Mercy [mer –see] 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.

9. 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 submitting the forms to the district-director is June 30 of the year being considered. The call for nominations is published by May 31 via the District Newsletters. The district director can extend these deadlines at his or her discretion (Comprehensive list to be updated yearly in Appendix

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F)

Donna Seamon [se –moan] *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.

10. 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 director. Nominees may not be members of the executive committee. Written nominations must be submitted to the district director by the last executive committee meeting prior to the spring conference. The top district officers (district director, program quality director, and club growth director and immediate past district director) will then select no more than ten of the nominees to be recognized at the district conference with these awards. It is recommended that those recognized be in attendance.
11. The Shining Star Award is awarded to individuals that really stood out and helped make a difference in the success of the District and it’s mission throughout the year.
12. The Rising Star Award is awarded to those individuals that are recognized as climbing the ladder of leadership.
Note: The nominations for these awards, comes from the same pool as the Sparkplug Award nominations
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 director.
14. The Division Directors Choice Award is to be awarded at the Spring Conference. Each Division Director has the ability to recognize an individual in their Division that went above and beyond the call of duty in support of the Division and the Divisions Mission. Each Division has a Perpetual Trophy for this award as well as supplying the recipient with a

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plaque highlighting the recognition that the recipient will keep.

15. District-Director's Award: awarded to a Toastmaster of the district director's choice.

Betty W. Eisenzimmer [i-zen-zimmer] *Trophy*: also known as the District Director'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 1988-1989, Toastmaster of the Year 1994-1995, District Governor's Award Recipient 1989- 1990, and recipient of the Toastmasters International Presidential Citation Award. Betty served as Region I International Director from 2001-2003.

16. 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 program quality director presents these awards publicly during a general session at a district conference, while at the same time acknowledging all Distinguished Toastmasters in attendance.
17. 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.)
18. Education Award: given to recognize clubs that had 100% officers trained for the current six-month period.
19. Distinguished Area Awards: will 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 director at the fall conference for the preceding district year.
20. 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 director at the fall conference for the preceding district year.
21. Contest Trophies:

Dr. Chin T. Hung [hung] *Trophy*: awarded to the Humorous Speech Contest winner in the name of Chin Hung, who introduced the contest in District 2

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while District Governor, 1966-1967.

Jack D. Howard [how – word] *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 [car-ver] *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).

22. Additional Categories:

The district 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*.

Q. District Awards Schedule

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

<u>Conference</u>	<u>Awards Presented</u>
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-Director of the Year (John H. Lee Trophy)

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Division Director 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 Director's Award (Betty Eisenzimmer Trophy)
 New Distinguished Toastmasters
 Membership Awards
 Education Awards

R. Toastmasters International Presidential Citation

Each year the district director 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.

S. District Historian

The historian's term of office is 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.

T. 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 *Robert's Rules of Order Newly Revised*. 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 committee, and council meetings.

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U. District Chief Judge

The district chief judge or his/or her designee will perform the following: (1) serves as contest chief judge at all division and district contests; (2) procures judges and other contest role players as required for the fall and spring conferences; (3) trains current and future judges.

1. It is recommended that Judges workshops 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.

V. District Procedures

District 2 procedures and standing rules are 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 of Directors reserves the right to review, disapprove or modify any such procedure or standing rule.

W. Past District Governors/Directors

A comprehensive list of the past district governors/directors is maintained in the appendices of the *District 2 Procedures Manual*.

X. District Leadership Transition

Preparation for Change-Over Meeting: Incoming District Director responsibilities:

- Purchase a past district director pin, the district director plaque from Toastmasters International, and a gift on behalf of the outgoing leadership team for the outgoing district director.
- Obtain area and division director packets from Toastmasters International for training.

Outgoing District Director responsibilities:

- Purchase an engraved gavel and stand from Toastmasters International for the incoming district director
- 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 Toastmasters International Convention
- Ask the immediate past district director to officiate the change-over ceremony

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- Typical agenda for Change-Over Meeting:

Outgoing District Director:

- Recognize Distinguished or better area and division directors
- Recognize the district performance and status relating to the *District Success Plan*
- Present gifts to the outgoing district team. Traditionally, gifts for the program quality director and club growth director are given last.

Other Transitions:

Outgoing District Director:

- Communicates the election results of the incoming district director, program quality director, and club growth director to Toastmasters International
- Ensures that financial and district records are transitioned to the incoming district finance manager and administration manager
- Ensures that year-end audit is done **and turned into TI** before August 31
- Prepares for "Of the Year" Awards program at fall conference
- Presides over the alignment, procedures and nomination committees

Immediate Past District Director:

- Discharges the outgoing district team, whose term ends at midnight June 30
- Installs the area and - division directors, administration manager, public relations manager, and finance manager
- Installs the incoming district director, program quality director, and the club growth director, using the incoming district director's gavel and *District Leader Installment Ceremony* script found in Appendix H.
- Officiates the exchange of pins ceremony
- Presents plaque and past district director pin to outgoing district director

Incoming District Director:

- Presents parting gift to the outgoing district director
- Addresses the outgoing and incoming district teams
- Calls for a recess to let the outgoing district team leave
- Conducts training for the incoming district team

Other Transitions:

Outgoing District Director:

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- Communicates the election results of the incoming district director, program quality director, and club growth director to Toastmasters International
- Ensures that financial and district records are transitioned to the incoming district finance manager and administration manager
- Ensures that signature cards are updated
- Ensures that year-end audit is done before August 31
- Prepares for "Of the Year" Awards program at fall conference
- Presides over the alignment, procedures and nomination committees

Incoming District Director:

- Works with the incoming program quality and club growth directors to train division directors 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 abide by Toastmasters International policies.

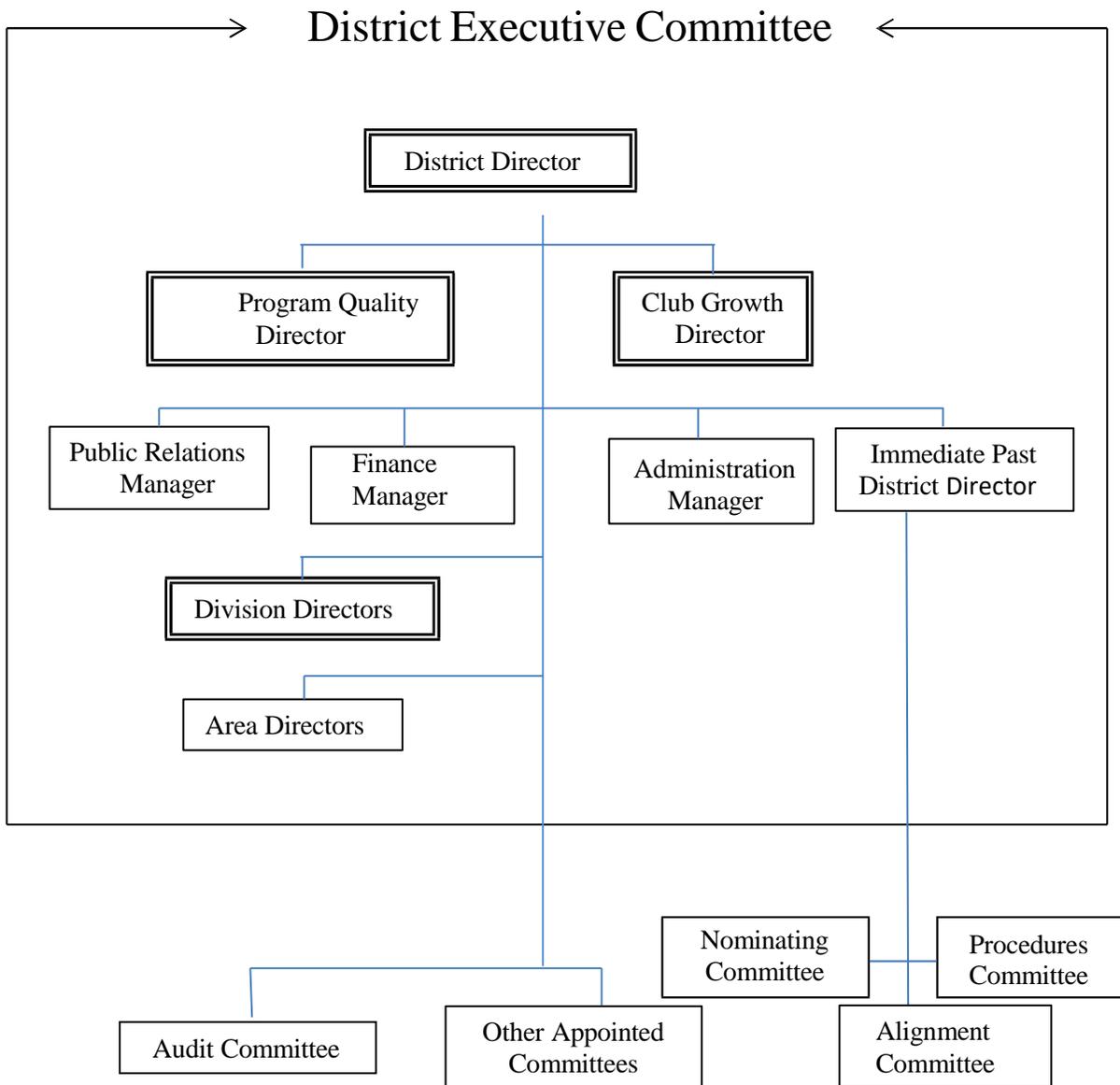
APPENDIX A

Organization Chart/District 2 Toastmasters

Elected Officers, Appointed Officers and Committees

District 2 Toastmasters

Elected Officers, Appointed Officers and Committees



APPENDIX B

Standing Rules for District Council Meetings

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. *Robert's Rules / of Order Newly Revised* will be the final authority for parliamentary procedure insofar as it does not conflict with the above mentioned articles, bylaws, policies, and/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.

Timely notice will be given to all members attending of when the credentials desk is open, and when it is to be closed. Members of the district council, or those with authorized proxies, must register at the credentials desk before the district council meeting begins. Proxies will be signed by the club president or the club vice president education and will use a form similar to that shown in the *District 2 Procedures Manual*. (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 director 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 legibly written and given to the district administration manager. 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 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 the /spring or fall district council meeting. They may be suspended by a majority vote of the assembly at any district council meeting.

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

APPENDIX D

Sample Toastmasters Week Proclamation

Reminder: Most recent proclamation should be used as the template for submission to the Governor's office each year.



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APPENDIX E

Nomination Forms

Club President of the Year

Club Vice President Education of the Year

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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):

Criteria	Check Here	Point Value	Points Earned
1. President attended club officer training	<input type="checkbox"/>	15	
2. President attended district conference (spring or fall)	<input type="checkbox"/>	10	
3. Semi-annual per capita dues submitted - to TI by 04/1 or	<input type="checkbox"/>	10	
4. New club officers list submitted to TI & district director prior to the start of officer's term (June 30 and	<input type="checkbox"/>	10	
5. International Proxies submitted to district director by	<input type="checkbox"/>	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 Education of the Year for _

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

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 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 of Awards and Recipients

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

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Presidential Citation Recipients

1984 Harry Wolfe
1988 Dick Hendrix
1988 Frank Allen
1988 Ray Wells
1996 Betty Eisenzimmer
2003 Karen Cottrell
2006 Ralph Pehrson
2009 Steve Kennedy

2017 Emmy Meaker, DTM, PID

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THE DISTRICT GOVERNOR'S/DIRECTOR'S AWARD

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

1959-60	Bill Marzolf
1960-61	Warren Lawless
1961-62	Joe Ussery
1962-63	George Woods
1963-64	Mike Moore
1964-65	Ted Hacker
1965-66	Robert Sims
1966-67	Lou Christen
1967-68	Dan Johnson
1968-69	Bill Peterson Charles Monk
1969-70	John H. Lee
1970-71	Frank I. Allen
1971-72	Harold E. Frye
1972-73	Delbert Rychter
1973-74	Jack Howard, DTM
1974-75	Jim Akiyama, ATM
1975-76	Henry K. Wolfe, ATM
1976-77	Dennis Eldridge, ATM Zeke Belanger, ATM
1977-78	Paul Irwin
1978-79	Bob Raymond, CTM
1979-80	Don Pulver, CTM
1980-81	Orlando Johnson
1981-82	Dennis Ham
1982-83	Charlotte Brame, ATM
1983-84	Don Mack, ATM
1984-85	Les Chin, CTM
1985-86	Linda Tilmont
1986-87	Carolyn Bell
1987-88	Bob Cochran
1988-89	Wallace Smith, ATM
1989-90	Betty Eisenzimmer, DTM
1990-91	Stephanie Boone, CTM
1991-92	Karen Cottrell, ATM
1992-93	Larry Westbrook, ATM

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1993-94	Michael Sweeney, ATM
1994-95	Twila Meaker, DTM
1995-96	Brian Branagan, DTM
1996-97	Jan Hesness, ATM
1997-98	Doug Cullen, ATMG
1998-99	Diann Hitzel, DTM
1999-00	Wayne Rivers, ATMG
2000-01	Emmy Hager, ATMS
2001-02	Jon Lee, ATMG
2002-03	Jerry Weltner, DTM, PDG Karen Evons, DTM, PDG
2003-04	Aliya Nylander, DTM
2004-05	Steve Kennedy, DTM, PDG
2005-06	Dennis Boyd, ATMS
2006-07	Susan Eilers, ACS
2007-08	Theresa Frasch, ACG, CL
2008-09	Theresa Frasch, ACG, ALB
2009-10	John Bridge, ACB, ALB
2010-11	Susan Swift, DTM
2011-12	Jerry Weltner, DTM, PDG
2012-13	Ann deMarrais, DTM
2013-14	Deborah Ferguson, DTM
2014-15	Michelle White, DTM
2015-16	Jane Hunt, ACB, ALB
2016-17	Patrick McGinty, DTM

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Best Club Website Award

2013-2014 WRY Toastmasters Club 4723

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THE PHOENIX AWARD

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

2002-03	Soundwaves 5777
2003-04	Port Gardner 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
2012-13	Create Wow! 1458124
2013-14	Birch Bay Toastmasters 590628
2014-15	A Talk on the Beach 2557266
2015-16	Speakeasy Toastmasters 01591686
2016-17	Leading Ladies 3074640

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THE INSPIRATIONAL CLUB AWARD

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

1973-74	Oak Harbor
1974-75	Overlake
1975-76	University
1976-77	Overlake
1977-78	Leading Knights
1978-79	Redmond 2828
1979-80	Bellingham 60
1980-81	Seattle General 277
1981-83	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
2012-13	Wordwise Toastmasters 2325467
2013-14	Conservatively Speaking 3567608
2015-15	Bellingham Evening 4470
2015-16	Redmond Nights 1587992
2016-17	Microsoft Speakeasy 1591686

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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
2012-13	Tammie English, ACB, ALB
2013-14	Bobbie L. Kahklen, CC, ALB
2014-15	Bob Meltzer, ACB, ALB
2015-16	Marc Hagedorn, DTM
2016-17	Tommy Price, CC, ALB

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

1987-88	Bill Kaufman, ATM 2138
1988-89	
1989-90	Arlene Donnebrink, ATM 5030
1990-91	Larry Snyder Jr., CTM 3491
1991-92	Bill Szymanski, ATM-B 6404
1992-93	Jack Allen, ATM 3491
1993-94	Richard Dyer, ATM 7137
1994-95	Diane Murphy, ATM 6404
1995-96	Marilyn Ramirez, CTM 5030
1996-97	Duwayne Lees, ATM-S 9509
1997-98	Shirley Wetzstein, CTM 3666
1998-99	Rosemary Kaholokula, CTM 4470
1999-00	Charlotte Ball, ATM 4470
2000-01	Annette Jensen, CTM 7149
2001-02	Ray Roman, ATM-S 6949
2002-03	Renee Zimmerman, CTM
2003-04	Frank Thomas, ATM
2004-05	Sam Wilder, CTM, CL
2005-06	Don Doud, ATMS
2006-07	Taryn Sparacio, CTM
2007-08	Don Sivertsen, ACS, CL
2008-09	Nebojsa "Nick" Milanovich, ACS, CL
2009-10	Jackie Bailey, ACB, ALB
2010-11	Renee Zimmerman, CL
2011-12	Betty Bos, DTM Toast to U.S. Dennis O'Cain, DTM Toast to U.S.
2012-13	Michelle White, CC, ALB
2013-14	Jane R. Hunt, ACB, ALB
2014-15	Laura Grove, CC, CL
2015-16	Patrick McGinty, ACB, ALB
2016-17	Eamon Foley, ACB, ALB

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THE AREA GOVERNOR/DIRECTOR 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
2012-13	Dana Chaffin, DTM
2013-14	Carmen N. Patton, DTM
2014-15	Andrea Hamblin, ACB, ALS
2015-16	Tatiana Teppoeva, ACB, ALB
2016-17	Victor Bloomfield, ACS, ALS

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THE DIVISION GOVERNOR/DIRECTOR 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
2012-13	Vi Duong, DTM	Division E
2013-14	Jeffrey A. Freas ACS, ALS	Division C
2014-15	Michelle White, DTM	Division F
2015-16	Barbara Katz, DTM	Division E
2016-17	Luiz Melchert	Division F

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DISTRICT 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
2006-07	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
2012-13	Samia Reed, ACS, ALS
2013-14	Molly Pachikara, ACB, ALS
2014-15	Kent Breidenstein, DTM
2015-16	Stephanie Hooper, DTM
2016-17	Rebecca Murray, ACB

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Division Directors Choice Award (Each Division has its own perpetual trophy)

2016-17

Div. A – Patrick McGinty, DTM

Div. B – Maryallene Arsanto, ACS, ALS

Div. C – Kent Breidenstein, DTM

Div. D – Ann Piraino, DTM

Div. E – Barbara Visser

Div. F – Charlene Jenkins

Div. G – Don Zwink, DTM

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Appendix G

Comprehensive List of Past District 2 Governors/Directors

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Past District 2 Governors/Directors:

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	
2012-13	Jackie Bailey, DTM	
2013-14	Sandy Malone, DTM	
2014-15	Sandy Marshall, DTM	
2015-16	Ann deMarrais, DTM	

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Appendix H

District Leader Installation Ceremony

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District Leader Installation Ceremony

Inducting Officer:

Fellow Toastmasters and guests, the district is the service arm of Toastmasters International. Our organization grows and is successful because of the hard work of our district leaders. These leaders are dedicated to making sure every club, area and division is Distinguished. These volunteers are committed to ensuring that the district achieves its district mission and becomes a Distinguished District. When a district accomplishes these goals, more people reap the benefits of Toastmasters.

Would all those currently serving as appointed or elected district leaders for the [current district year] please rise?

[Inducting officer waits for all appointed and elected district leaders to rise.]

Inducting officer:

Although your duties and responsibilities for the current Toastmasters year continue until midnight June 30, we offer you special tribute now in grateful recognition of all your hard work and contributions this year.

[Inducting officer leads applause.]

Inducting officer:

I remind you to keep working for the accomplishment of all District 2's goals until the end of your term.

Please be seated.

The mission of this district is, "We build new clubs and support all clubs in achieving excellence."

Would those who have been appointed area director for [upcoming district year] please rise?

[Inducting officer waits for all appointed area directors to rise.]

Inducting officer:

As area director, you are responsible for leading your area by serving the needs of clubs. You provide district contact, support and assistance so clubs may attract and keep members, deliver quality programming and achieve the club mission.

Will you commit to helping the district achieve its mission and fulfill your responsibility as defined in the *District Leadership Handbook*?

If so, answer, "I will."

Incoming area directors:

I will.

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[Inducting officer leads applause.]

Inducting officer:

Please be seated.

The following Toastmasters have been elected division directors for [upcoming district year]. Please come forward as you are introduced.

[Inducting officer introduces each incoming division director by name as he or she comes forward. Then inducting officer addresses division directors as a group.]

Inducting officer:

As division director, you provide motivation, guidance, and supervision to area ~~governors~~ directors to help them fulfill their roles and responsibilities.

Will you commit to helping the district achieve its mission and fulfill your responsibility as defined in the *District Leadership Handbook*?

If so, answer, "I will."

Incoming division directors:

I will.

Inducting officer:

Please be seated.

The following Toastmasters have been appointed district administration manager, district finance manager and public relations manager for [upcoming district year].

Please come forward as you are introduced.

[Inducting officer introduces each incoming district administration manager, district finance manager and public relations manager by name as he or she comes forward. Then inducting officer addresses them as a group.]

Inducting officer:

As administration manager, finance manager, or public relations manager, your primary responsibilities will be to work under the guidance of the district director and to serve and support your fellow district leaders as they strive to achieve the mission of the district.

Will you commit to helping the district achieve its mission and fulfill your responsibility as defined in the *District Leadership Handbook*?

If so, answer, "I will."

Incoming administration manager, finance manager and public relations manager:

I will.

[Inducting officer leads applause.]

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Inducting officer:

Please be seated.

Will the following Toastmasters please come forward as they are introduced?

[Name of club growth director] is the incoming club growth director for [upcoming district year].

[Name of program quality director] is the incoming program quality director for [upcoming district year].

[Name of district director] is the incoming district director for [upcoming district year].

[Inducting officer hands a gavel to incoming club growth director.]

Inducting officer:

This gavel is a symbol of the responsibility and authority of the top leadership of District 2.

[Name of club growth director], as the club growth director, you are responsible for all aspects of marketing, club-building, and member- and club-retention efforts within the district. This includes defining an overall marketing strategy for the district, developing outreach and retention efforts with existing community and corporate clubs, and penetrating new markets. Additionally, the club growth director supports challenged clubs and helps them to become Distinguished clubs

Will you commit to helping the district achieve its mission and fulfill your responsibility as defined in the *District Leadership Handbook*?

If so, answer, "I will."

Incoming club growth director:

I will.

Inducting officer:

Please pass the gavel to the incoming program quality director.

[Incoming club growth director passes the gavel to the incoming program quality director.]

Inducting officer:

[Name of program quality director], as the program quality director, you are responsible for all aspects of education and training within the district. This includes supporting quality club programming efforts, promoting the Distinguished Club Program, and planning and executing the district conference.

Will you commit to helping the district achieve its mission and fulfill your responsibility as defined in the *District Leadership Handbook*?

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If so, answer, “I will.”

Incoming program quality director:

I will.

Inducting officer:

Please pass the gavel to the incoming district director.

[Incoming program quality director passes the gavel to the incoming district director.]

Inducting officer:

[Name of district director], as the district director, you are responsible for directly overseeing and managing the district’s day-to-day operations, finances, and human resources.

Fortunately, you have a team of district leaders to help you fulfill these responsibilities. You must empower your district leadership team to work together toward the district mission, while supporting each leader in his or her development as a leader. Together with the district leadership team, the district director participates in district leader training sessions at the Toastmasters International Convention, Mid-year Training, and online via the Toastmasters Learning Connection.

[Mister or Madam, name of district director], Will you commit to helping the district achieve its mission and fulfill your responsibility as defined in the *District Leadership Handbook*?

If so, answer, “I will.”

Incoming district director:

I will.

[Inducting officer leads applause.]

Inducting officer:

Please be seated.

You, the members of this district, have selected your district leaders for [upcoming district year]. You have placed them in leadership positions and have the responsibility to support them. The success of this district is the responsibility of each member. Will you be part of the district team and help it be successful?

If so, answer, “I will.”

District members in the audience:

I will.

Inducting officer:

Fellow Toastmasters, please join me in giving one more round of applause to welcome our incoming leaders.

[Inducting officer leads applause.]