



Pre-work for Session 5A: District Director Role Breakout 1

Introduction

This pre-work provides knowledge that supports the experiential learning that will take place during the live sessions at District Leader Training. By completing it, you will be prepared to participate in discussions and activities with fellow District Directors. This information will not be presented in the session.

Time Investment

- 30 to 35 minutes

Instructions

1. Review the steps involved in the preparation for the virtual (online) District Council meeting on pages 2 and 3.
 - Consider your experiences at past District Council meetings and list two (2) things you can do as District Director to prepare for your first District Council meeting.
2. Review the [Virtual District Council Meeting Agenda](#) and [Virtual District Council Meeting Script](#).
 - Download and save both documents.
 - (Optional) Update both documents by filling in the names and titles of all individuals with roles.
 - Bring the *Agenda* and *Script* to District Leader Training.
3. (Optional) Review the additional resources on page 4 of this document.

Preparation Steps for the Virtual (Online) District Council Meeting

Review the seven (7) steps below and then respond to the prompt on page 3.

Step 1. Communicate about The Meeting

- Notify District Council members of the meeting four (4) weeks prior to the meeting.
- Post the agenda and supporting materials two weeks prior to the meeting.
- You may want to emphasize how a virtual (online) meeting is more accessible than an in-person meeting; attendance is important as proxies are not allowed.
- Educate District leaders on the importance of participating in the meeting to reach quorum.

Step 2. Find a Team

- Evaluate your team to determine who has the necessary skills.
- Your team should include someone who is comfortable with technology, e-voting, and virtual (online) meetings.

Step 3. Select a Virtual (Online) Meeting and Voting Platform

- Be clear on the criteria for evaluating each software.
- The virtual (online) meeting software must allow all District Council members to speak.
- The e-voting software must allow for weighted voting by delegates.

Step 4. Register Voters and Process Credentials

- Use pre-registration to establish a quorum.
- When you have a quorum, you will need a majority of the quorum to elect a position or to approve an agenda item.
- Without a quorum, the action shall be deemed as valid as if a quorum were present and will then need to be approved by a majority of all clubs on the basis of two (2) votes per club.

Step 5. Create the Script and Ballots

- Use the script template to create the script for your meeting, matching the agenda that was posted.
- The script template is for guidance only. The Toastmasters International governing documents always take precedence in any situation, which may affect what is stated in the script. If questions arise, refer to [Policy and Protocol](#).
- Create ballots for motions that will occur during the meeting.
- You may want to create generic ballots for Motion 1, Motion 2, and Motion 3 that can be assigned during the meeting itself (this will be useful in managing modifications to any item that needs to be voted on).

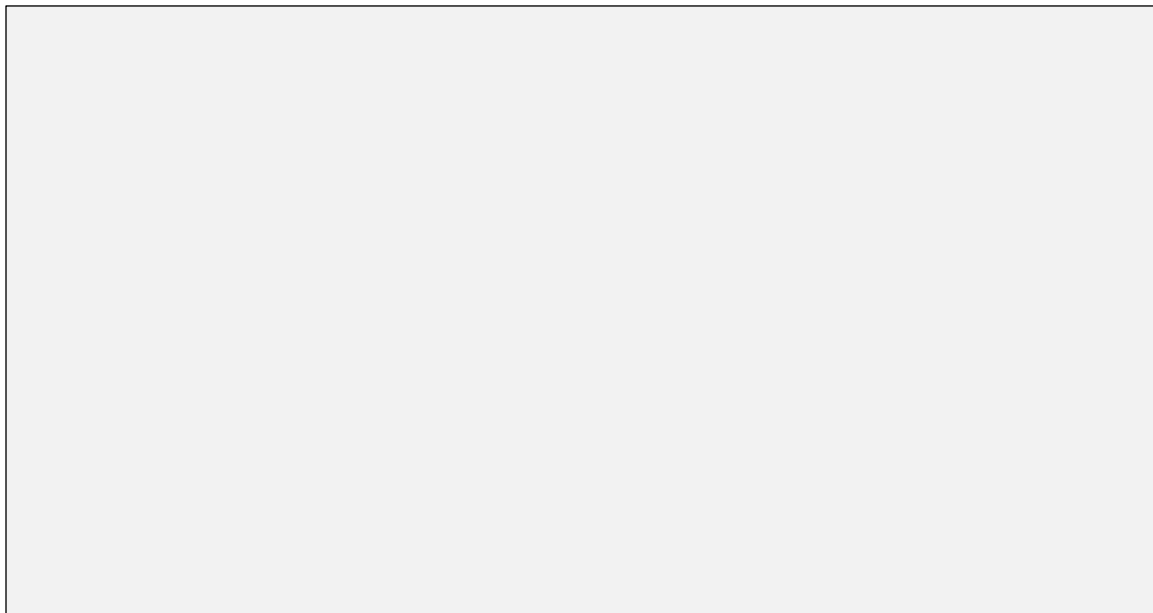
Step 6. Practice the Meeting

- Practice conducting the meeting with your team several times.
- Test the e-voting software prior to the meeting.

Step 7. Conduct the Virtual (Online) Meeting and Electronic Voting

- Conduct the meeting.

Consider your experiences at past District Council meetings and list two (2) things you can do as District Director to prepare for your first District Council meeting.



Resources

[*Virtual District Council Meeting Agenda*](#)

[*Virtual District Council Meeting Script*](#)

[Elections Toolkit](#)

[Protocol 9.0: District Campaigns and Elections](#)

[Virtual Meeting and Voting](#)

[District Council Meeting](#)

[District Administrative Bylaws](#)

[District Leadership Handbook](#)