

Agenda Item: Restoration and Review of District 50 Operating Procedures

Submitted by: District Director / District Process Committee

Meeting: District 50 District Council

Date: September 26, 2026

Action Requested: Approval of motion

Background

District 50 has Operating Guidelines that were approved by the District Executive Committee on June 6, 2015, effective July 1, 2015. Over subsequent administrative transitions, these guidelines were not consistently carried forward as part of the District's annual transition and operating records.

The purpose of this agenda item is **not to create a new set of District policies**. It is to restore the District's historical operating procedures to the District's governance record, review them against the current Toastmasters International governing documents, identify provisions that remain applicable, and recommend revisions or removal of provisions that are obsolete, duplicative, inconsistent, or no longer applicable.

The current Toastmasters International governing documents provide that District procedures must comply with Toastmasters International governing documents and may not duplicate, contradict, or be more restrictive than those requirements. The District Council is the administrative governing body of the District and conducts District business.

Proposed Motion

I move that the District Council authorize the District Process Committee, chaired by Charlene Burroughs, DTM, PRA, to conduct a comprehensive review of the District 50 Operating Guidelines approved by the District Executive Committee on June 6, 2015, against the current Toastmasters International governing documents and current District operating requirements, and to submit its findings and recommendations to the District Executive Committee for consideration and appropriate action.

The review shall:

1. Identify provisions that remain consistent with current Toastmasters International governing documents and should be retained.
2. Identify provisions that require modification to conform to current Toastmasters International governing documents or current District operations.
3. Identify provisions that are obsolete, duplicative, superseded, or no longer applicable and should be removed.
4. Identify areas in which a District operating procedure may appropriately be established or clarified.

5. Identify any financial or reimbursement provisions that require coordination with the District Finance Manager and the current District budget and financial requirements.
6. Identify the appropriate governing body and approval process for each recommended change.
7. Prepare a proposed updated District operating-procedures document, including a comparison or disposition matrix showing the treatment of the provisions in the 2015 document.
8. Coordinate with Toastmasters International World Headquarters, as appropriate, to confirm conformity with current governing documents before final adoption of any substantive revisions.
9. Present the completed review and recommendations to the District Executive Committee for consideration no later than March 30, 2027, unless an earlier date is established by the District Executive Committee.

Further Motion: Continuity and Annual Maintenance

I further move that, following approval of the appropriate District governing body, the current District operating procedures be maintained as part of the District's official transition materials, posted on the District website, and reviewed annually by the District Process Committee to ensure continued conformity with current Toastmasters International governing documents.

Effect of the Motion

Approval of these motions **does not amend, replace, or re-adopt the 2015 Operating Guidelines at this meeting.** The motions authorize a formal review and restoration process so that the District can determine which provisions remain valid, which require revision, and which should be removed or replaced.