



# District 100

Serving San Gabriel Valley & Mountains, North Orange County and Gateway Cities

Southern California, United States

## 1 District Meeting Ground Rules

### 1.1 Purpose

- 1.1.1 Established to ensure a time efficient and productive meeting.

### 1.2 Rules

- 1.2.1 Once the Credentials Desk is closed at the designated time and a quorum exists, the Credentials Desk will not be reopened for late-arriving members unless two-thirds of the Council members in attendance (or their proxies) vote to open the Credentials Desk.
- 1.2.2 Resolutions, lengthy motions (defined as over 12 words, excluding the phrase, “I move that...”) or a single motion combining two or more subjects shall be submitted in writing in triplicate to the District Administration Manager before the start of the business meeting. Copies will be distributed to the Administration Manager, Presiding Officer, and District Parliamentarian.
- 1.2.3 Recognition by the Presiding Officer shall be handled as follows:
  - 1.2.3.1 Stand and address the Presiding Officer; wait for acknowledgement by the Presiding Officer.
  - 1.2.3.2 When acknowledged, state name, club name and number, and status (show ballot), then proceed with business.
- 1.2.4 There will be limited debate on each item of business. Each speaker shall have a maximum of 2 minutes to address the question. Only members of the District Council (or their proxies holding ballots) have the right to debate. The maximum time for debating any particular motion (including amendments) shall be 10 minutes unless two-thirds of the Council members vote in favor of a motion to change the time limits for debates. The Council will immediately vote on the pending question if the 10-minute limit is reached.
- 1.2.5 For best use of time, business items will be interspersed between counting of ballots and election results.
- 1.2.6 Candidate speeches will be limited to 2 minutes. In the event there is only one candidate, no speech will be given. In the event the candidate is not present, a seconding speech may be given and will be limited to the amount of time allocated for the candidate's speech.