1. **Order of Precedence**

All proceedings shall be conducted in accordance with the Articles of Incorporation, Bylaws, and published policies of Toastmasters International for this Convention. *Robert’s Rules of Order, Newly Revised (12th ed.)*, shall be the final authority, as to parliamentary procedure, insofar as it does not conflict with the Articles of Incorporation, Bylaws, and published policies of Toastmasters International, with their order of precedence as indicated above.

2. **Credentials Committee Report**

The Credentials Committee shall report at the beginning of the Annual Business Meeting the total number of delegates registered, in person and by proxies. During the Credentials report, the committee will confirm that the Annual Business Meeting has a quorum, as defined in the Bylaws of Toastmasters International, Article XI: Quorum, Section 1: Annual Business Meeting, Special Meetings, Mail Votes.

3. **Credential Requirements**

Each club in good standing with Toastmasters International on the record date for the Annual Business Meeting is entitled to two (2) votes. Any club, if unrepresented at the Convention by a delegate from its own membership, may designate as the proxyholder any active member of any other club in good standing. The authority of each delegate to vote as well as each proxyholder shall be evidenced by a certificate signed by the president or secretary of the club in a form furnished by World Headquarters. The authority of each Delegate at Large to vote shall also be evidenced by certification furnished by World Headquarters.

4. **Participation Authority**

Only authorized delegates and Delegates at Large may make motions or participate in discussion on motions. Before addressing the assembly onsite, state your name, club number, and show your delegate badge to be recognized. Voting delegates participating online, send a message in the Q&A with your name, club number, and what you wish to speak on. During debate or discussion, speakers will alternate between onsite and online participants.

5. **Timer**

The Chair shall appoint an official timer(s) who shall applaud when the time authorized for each two-minute candidate speech has expired.

6. **Proposals**

A member of the Executive Committee presents each proposal on behalf of the Board of Directors. The Chair will call for discussion, and pros and cons, from interested parties who will speak on an alternate basis. Speakers will assemble at the designated microphone or follow the instructions for online participation outlined in Rule #4. Both onsite and online speakers will be limited to the times indicated in Rule #9.

7. **Amendments to Proposals**

Per the Bylaws, Article XIV, Section 1.c, no amendments to the proposed amendment(s) may be made during the meeting, nor at any time after 60 days prior to the meeting.
8. Time Limitation for Agenda Items
Debate or discussion on any item on the agenda shall be limited to a maximum of six minutes. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires.

9. Time Limitations for Speakers
No delegate shall speak more than once on the same question or longer than one (1) minute. Delegates are responsible to manage their own time. Debate may be extended at the discretion of the Chair to allow additional discussion, if fairness so requires.

10. Voting Authorization
In addition to delegates from clubs, elected International Officers, International Directors, Past International Presidents, Past International Directors, and District Directors of Toastmasters International, as Delegates at Large, shall be entitled to one (1) vote when present at the Convention.

11. Voting Procedure
Voting may be by electronic or paper ballot or by unanimous consent.

12. Balloting Procedures for Elections
The International President-Elect, the First and Second Vice Presidents, and the International Directors shall be elected by a majority vote of all ballots cast. In the event no candidate for a particular office receives a majority vote, the candidate having the lowest vote for that office and any nominee receiving less than 10% of the votes cast shall be dropped from the succeeding tabulation. The succeeding tabulation will use preferential voting to determine the candidate elected. In the case of a tie vote, the choice shall be decided by lot.

13. Implementation of Secret Ballot Requirement
Election of International Officers and International Directors shall be by secret ballot unless a secret ballot is dispensed with by unanimous consent. If there is only one (1) candidate for a particular office, the Chair, with unanimous consent, shall dispense with the secret ballot, instruct the Secretary to cast a single ballot for the nominee, and declare the nominee elected.

14. Enforcement of Rules and Appeal
The Chair shall enforce the rules, but a member may appeal a ruling of the Chair. Following a brief statement by the challenging member(s) and a response by the Chair, the Chair shall state the question to the voting membership, restate the Chair's position, and put the question to the voting membership. A majority vote in favor (or a tie) shall uphold the ruling of the Chair.

15. Motions
All decisions of the meeting are to be made by means of a motion made by the Board of Directors or a voting delegate, seconded by another voting delegate, stated by the Chair, offered for debate, and then put to a vote by the Chair. Motions shall be stated in the positive, not in the negative.

16. Minutes
The Secretary shall maintain a set of minutes, which shall be made available to the Board of Directors, Past International Presidents in good standing, and Past International Directors in good standing. These minutes shall be approved by the Board of Directors, and later posted to the Toastmasters International website.