



PROCEDURES FOR A VIRTUAL DISTRICT EXECUTIVE MEETING

District officers complying with these procedures will improve the quality and length of the meeting.

1. Insert your officer role before your name when entering Zoom. The abbreviations to use are:

DD	District Director	PQD	Program Quality Director
CGD	Club Growth Director	AM	District Administration Manager
FM	District Finance Manager	PRM	District Public Relations Manager
IPDD	Immediate Past District Director	DP	District Parliamentarian
WM	Webmaster	TIME	Timer
DivD	Division Director	AD	Area Director

- 2 The District Director will call on officers to speak. If you wish to speak to a matter raise your hand – both physically and by using the Zoom option.
- 3 For the enjoyment of all, please keep your microphones on mute until you are called on to speak. This will reduce the background noise for the meeting.
- 4 When you have questions, please type your name into the chat box and wait to be acknowledged.
- 5 [DP 5.9.2] At a Virtual Meeting the chair will put a motion and then ask if there is any opposition to it. If no member objects to the motion, the motion is carried. If there is any opposition then there is a vote using the polling option in Zoom. The poll is open for two minutes. Either the chair or any ten district officers can request a formal vote, in which case each district officer is asked to give a spoken vote of Aye No or Present. (Present means they did not vote). This can be very time consuming.