

MOTION TO ESTABLISH RULES FOR SPEECH LENGTH

November, 2004

The rules are:

- 1) A speaker MAY NOT designate time limits different from those given in the Toastmasters manuals if they wish to receive education credit for the speech project. The Education VP is responsible for enforcing this rule and signing the speaker's manual.
- 2) A speaker MAY give a speech of up to 10 minutes on any topic, often referred to as a Holman Manual Speech. This is in reference to long-standing Austin Toastmasters member Michael Holman, ATM, who is well known for his interesting speeches. Such speeches are not eligible for education credit.
- 3) A speaker is eligible to win a ribbon if they stay within the time limits. "Green Light" is the minimum time and "Red Light" is the maximum time. TI allows a 30 second grace period after Red Light.
- 4) Advanced manual projects:
Many speech projects in the Advanced Manuals are longer and will require signing up for more than one 10-minute speaking slot. The Education VP is responsible for coordinating scheduling using the following guidelines:
 - a. Up to 10 min = 1 slot (all the basic C&L and some Advanced speeches)
 - b. 11 to 30 min = 2 slots (most long Advanced speeches)
 - c. 31 to 40 min = 3 slots (very rare extra long Advanced speeches)
 - d. We do not accomodate speech projects longer than 40 min.

Verbal evaluations of Advanced Manual projects are the same 2 to 3 minutes as non-Advanced projects, however the written evaluations are much more extensive. The Education VP is responsible for ensuring appropriate written evaluations are completed and signing the speaker's manual.

Sample Meeting Agenda

This is a *guideline* for a meeting with all 4 speaking slots taking the maximum 10 minutes each. The Toastmaster is responsible for managing the progress of the meeting and ensuring timely transitions to end by 7:45 PM.

6:00-6:05 PM Presiding Officer calls meeting to order.

6:06-6:10 Supporting Roles Introduced

6:11-6:25 Table Topics (4 to 8 speakers)

6:26-7:16 Prepared Speeches (includes 1-min transition time & 5-min break)

6:27-6:37 Speaking Slot #1

6:38-6:48 Speaking Slot #2

6:49-6:53 BREAK

6:54-7:04 Speaking Slot #3

7:05-7:15 Speaking Slot #4

7:16-7:16 VOTE

7:17-7:36 Evaluations (4 2-3 min evals + 1-2 min meeting eval + AH & GRAMM + Enthus)

7:37-7:38 Ribbon Awards

7:39-7:45 Presiding Officer concludes meeting (schedule, announcements, pick PMS)

7:45-??? Post-Meeting Social Informal socializing over libations at a nearby eatery!