



**Minutes of the 2018-2019 Board of Directors Meeting
Denver, Colorado
August 17-20, 2019**

The 2018-2019 Toastmasters International Board of Directors convened from August 17-20, 2019, with International President Lark Doley, DTM, presiding. The officers and directors present were: Deepak Menon, DTM; Richard E. Peck, DTM; Margaret Page, DTM; Balraj Arunasalam, DTM; Don Bittick, DTM; Reginald Darnell Ford, DTM; Joan Lewis, DTM; Anthony J. Longley, DTM; Larry Marik, DTM; Morag Mathieson, DTM; Mary Morrison, DTM; Carol Prahinski, DTM; Radhi Spear, DTM; David Templeman, DTM; Tracy Thomason, DTM; Tuire Vuolasvirta, DTM; Derek Wong, DTM; Susan Zhou, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Chief Digital and Information Officer Sam Farajian, Chief Member Engagement and Support Officer Darci Maenpa, Secretary-Treasurer Angela Mennenga and Executive Services Manager Mona Shah were also present. No Board members were absent.

BOARD OF DIRECTORS

1. The Board reviewed and accepted the agenda as presented.
2. The Board received the report (attached) of the August 14-16, 2019 Executive Committee meeting as presented by International President-Elect Deepak Menon. The Board discussed and adopted the Committee's recommendations as presented in items #1, 2, 4, 6, 8, 9, and 10. The other items were considered subsequently and separately by the Board.
3. The Board received reports from International President Lark Doley and Chief Executive Officer Daniel Rex on the status of the organization.
4. The Board participated in a review of the work accomplished to date in the development of the organization's 2020 Strategic Plan. The Board also participated in an exercise that identified the potential strategies that will ultimately form the foundation of the actions in the 2020 Strategic Plan. The plan will continue to be developed at future Board meetings. It is anticipated that the Board will present the completed plan at the August 2020 meeting.
5. The Board received and adopted the report (attached) from the Strategic Planning Committee's August 13, 2019 meeting as presented by Strategic Planning Committee Chair Balraj Arunasalam.
6. The Board continued its discussion of potential future programs to support opportunities in youth and college/university age markets. The Board confirmed that the primary organizational purpose of such programs is to support and extend the Toastmasters brand, provide membership and club growth opportunities, and provide club members with personal growth opportunities outside of the club meeting.
7. The Board received an update on the digital advertising program pilot that was conducted in California and Florida in early 2019. The pilot delivered a total of 25,048,115 impressions during the three-month period. Overall, it achieved the program's objectives of increasing brand awareness, driving traffic to the Toastmasters website, and setting initial baselines for comparison against future initiatives.



The next phase is to broaden the geographic scope and refine targeting methods. Several districts from around the world will be invited to participate. The preparation stage of the next phase will begin October 2019, with the participation and cooperation of the invited districts and clubs.

8. The Board received reports from the following three committees:

a. District Fiscal Effectiveness Committee

The Committee was tasked with reviewing bylaws, policies, and protocols to recommend changes and ensure that district leaders spend district funds in a manner that maximizes the fulfillment of the district mission.

Through the governing documents, the Board of Directors provides district leaders with guidelines that direct and control spending. The Committee conducted an extensive review of district spending patterns for the past five years and of district reserve fund balances for the past eight years. The Committee also reviewed policies and protocols that guide, among other things, the development of district budgets and the utilization of district reserve funds.

The Committee made several recommendations to the Board to clarify procedures and to implement more detailed budgetary, audit, and district reserve fund guidelines. The Board approved these policy and protocol changes to enhance the effectiveness of district spending and promote sound fiscal policies, effective July 1, 2020. Additional information and the updated policy and protocol documents will be communicated beginning January 2020.

Policy and Protocol That Remain Unchanged

The committee did not change:

- the 25% District Membership Dues Allocation
- the 5% District Contribution of the 25% District Membership Dues Allocation
- or the 25% Required Retention

b. District Leader Success Plans Committee

The District Leader Success Plans Committee was tasked with creating specific, measurable, strategic, and tactical plans for the district director and program quality director, that support the achievement of the goals in the Distinguished District Program.

The Committee developed detailed District Success, District Director, and Program Quality Director plans that are seamlessly connected and updated the marketing and communication plans for consistency. The result allows each role to create the necessary strategies and tactics to achieve district goals, plan the corresponding communications and financial needs, as well as providing a way to monitor progress throughout the year. Each district leader will be able to customize their plan to fit their needs, while having insight into all of the strategies and tactics being implemented in the district.

The Committee envisions a fully automated, web-enabled District Success Planning System in the future that will provide for guided plan creation, approval, evaluation, modification, and updates from year to year.



The Board voted to accept the Committee's recommendations as amended during the presentation.

c. Club Leadership Roles and Responsibilities Committee

The Committee began its work in mid-March 2019 and soon realized that the four-month timeframe, from March to July, provided to complete the assignment was not sufficient. Accurately assessing the current state of club leadership throughout the organization and potentially making recommendations to streamline and modernize the roles with an eye on improving the leadership experience is an enormous task that cannot be rushed. Additionally, some club leaders will move on to district leadership and beyond so developing an evaluation tool that provides feedback to strengthen and develop their skills could prove valuable to them and the organization. Identifying the tasks, skills, and competencies that would set the foundation for the development of an evaluation tool that functions across the spectrum of our leadership roles will take time, more time than was allotted.

As a result of concerns regarding the short timeframe and the amount of work necessary, the committee requested, and was granted by the Board, an extension to complete the assignment.

9. The Board reviewed and discussed the calendars relating to district leader service credit and club officer service credit and made no changes to policy and protocol.
10. The Board discussed potential opportunities to grow members and clubs through existing and future corporate and strategic alliances. The Board directed World Headquarters to draft additional parameters to enable future Boards to analyze, engage in, and leverage appropriate opportunities.
11. The Board reviewed and discussed proposed modifications regarding guests and the participation of guests in club meetings. Changes to Protocol 2.0: Club and Membership Eligibility (attached) were adopted by the joint authority of the International President and Chief Executive Officer with the concurrence of the International President-Elect.
12. **HIGHLY CONFIDENTIAL**
13. The Board reviewed the Value Prioritization Methodology, a process to evaluate and prioritize the implementation of Board and committee recommendations and decisions. The Board voted to accept and implement these new processes effective immediately.

As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted" or "highly confidential."



Angela Mennenga

Angela Mennenga
Secretary-Treasurer

Distribution: Board of Directors
Nonprofit General Counsel
Chief Executive Officer
Past International Presidents
Past International Directors



**Minutes of the 2018-2019 Executive Committee Meeting
Denver, Colorado
August 14-16, 2019**

The 2018-2019 Executive Committee met August 14-16, 2019, with International President Lark Doley, DTM, presiding. The other officers present were: International President-Elect Deepak Menon, DTM; First Vice President Richard E. Peck, DTM; Second Vice President Margaret Page, DTM; Immediate Past International President Balraj Arunasalam, DTM, and Chief Executive Officer Daniel Rex. Secretary-Treasurer Angela Mennenga and Executive Services Manager Mona Shah also were present. No Committee members were absent.

EXECUTIVE COMMITTEE

1. The Committee received an update from the Disciplinary Committee. This Committee is tasked with reviewing materials related to potential disciplinary actions and conducting disciplinary hearings, when necessary, on behalf of the Board and presenting recommendations to the Board based on the results of the hearings. The Disciplinary Committee report contained recommended amendments to Policy 3.0: Ethics and Conduct. The Executive Committee agreed with the potential amendments and recommends that the Board adopts amendments to Policy 3.0: Ethics and Conduct (attached), effective immediately.
2. The Committee reviewed and discussed a feasibility study related to potential changes to the club and district recognition programs. The study included an analysis of the recommendations of the Club and District Recognition Programs Committee report from August 2018. The Executive Committee recommends that the Board adopt the changes to the District Recognition Program as described in the feasibility study and that the changes be effective as early as the 2021-2022 program year. The Committee recommends that World Headquarters continue to assess the feasibility of the club recognition recommendations, begin to develop the necessary infrastructure to implement the program, and report back to the Board no later than August 2021.
3. The Committee discussed a new methodology for the prioritization of Board recommendations and decisions. They reviewed a Prioritization Flow Chart and Priority Score Module that map a potential new method to provide a consistent process for evaluation and prioritization.
4. The Committee reviewed and discussed the report of the 2018-2019 International Leadership Committee (ILC) which included recommended improvements to international campaigning and election processes. The Committee reviewed draft amendments to Policy 9.1: International Campaigns and Elections (attached) and recommends that the Board of Directors adopt the proposed recommendations, effective September 1, 2019.
5. The Committee received a report from the Advisory Committee of Past Presidents Chair, Immediate Past International President, Balraj Arunasalam. The Committee appreciates the



many contributions of Past Presidents for serving on committees and task forces during the 2018-2019 program year and at the 2019 International Convention.

6. The Committee reviewed proposed amendments to Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct that would establish a code of conduct for region advisors. The Committee recommends that the Board adopt the amendments to Policy 3.0: Ethics and Conduct (attached). Amendments to Protocol 3.0: Ethics and Conduct (attached) and Protocol 10.1: Region Advisor Visits (attached) were adopted by the joint authority of the International President and the Chief Executive Officer with the concurrence of the International President-Elect, subject to the Board's adoption of the amendments to Policy 3.0: Ethics and Conduct.
7. The Committee discussed the conflict among district leaders and acknowledges that conflict has increased in recent years. The Committee decided to assemble a task force, chaired by Past International President Chris Ford, DTM, to develop a process, curriculum, methodology, and mediation plan to address district conflict.
8. In March 2019, the Committee decided that the requirements for floor candidates at the district-level should be modified to strengthen the annual candidate pool for district leadership. In addition, the Committee reviewed potential amendments to strengthen the District Leadership Committee. The Committee recommends that the Board adopt amendments to the District Administrative Bylaws, Article VII: Officers (attached) and Article XI: Committees (attached). Amendments to Protocol 9.0: District Campaign and Elections (attached) were adopted by the joint authority of the International President and the Chief Executive Officer with the concurrence of the International President-Elect, subject to the Board's adoption of the amendments to District Administrative Bylaws, Article VII: Officers and Article XI: Committees. These changes would be effective September 1, 2019.
9. The Committee reviewed the District Reformations that will take place on July 1, 2020: District 37 (Western North Carolina) and District 117 (Eastern North Carolina); District 46 (Bronx, Manhattan [North of 34th St.], Westchester County) and District 119 (Brooklyn, Manhattan [South of 34th St.], Nassau, Queens, Suffolk County); District 82 (Sri Lanka) and District 120 (Tamil Nadu, India); District 121 (Karnataka [Mangalore, Mysore, Central Bangalore, South Bangalore, West Bangalore], and Kerala), and District 92 (Karnataka [Belgaum, Hubli, East Bangalore and North Bangalore]).

The Committee recommends that the Board approve these changes in district status:

- Provisional District 116 (Qatar) progress to full district status, effective July 1, 2019
 - East Africa Territorial Council (Ethiopia, Kenya, Rwanda, Tanzania and Uganda), progress to provisional district status, as District 114P, effective July 1, 2019
10. The Committee reviewed and discussed proposed enhancements to the Accredited Speaker Program. These changes are designed to provide guidance and parameters for Accredited Speakers and applicants. After discussion, the Committee recommends that the Board adopt Policy 6.1: Accredited Speaker Program (attached), effective September 1, 2019.



11. The Committee reviewed proposed modifications to the Speech Contest Rulebook, Section 5, General Procedure, that would clarify the number of judges required at area contests. It was decided that the wording of Section 5, General Procedure of the 2019-2020 Speech Contest Rulebook (attached) revert to the wording of the 2018-2019 Speech Contest Rulebook. This change was adopted by the joint authority of the International President and the Chief Executive Officer with the concurrence of the International President-Elect, effective September 1, 2019.
12. In March 2019, the Committee directed World Headquarters to implement a campaign informing members of their choice to opt-out of receiving a print edition of Toastmaster Magazine. The campaign also promoted use of the online edition of the magazine. The Committee reviewed the campaign's results and requested World Headquarters to continue this approach periodically in the future. In addition, the Committee directed World Headquarters to study the feasibility of modifying new member joining processes to require new members to opt-in to receive a print version of the magazine.
13. The Committee conducted a review of the Chief Executive Officer's performance for the 2018-2019 year and commended Chief Executive Officer Rex for his efforts and contributions. The Committee recommends to the Board a compensation package for the Chief Executive Officer for the 2018-2019 year. The compensation recommendation and performance appraisal is developed each year based on comparative compensation information obtained from a human resource consulting firm, the Committee members' own observations and experiences, and performance expectations developed each year. While the Chief Executive Officer was excused from the room, the Committee reviewed confidential advice regarding compliance with Section 4958 of the United States Internal Revenue Code, made factual findings and adopted extended resolutions as appropriate. Also, in accordance with the California Nonprofit Integrity Act (NIA) of 2004, the Committee determined that the compensation of the Chief Executive Officer is just and reasonable compared to similar organizations.

As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted" or "highly confidential."

Angela Mennenga
Secretary-Treasurer

Distribution: Board of Directors



Nonprofit General Counsel
Chief Executive Officer
Past International Presidents
Past International Directors

Ethics and Conduct

1. Standards

- A. All programs, activities, communications, and conduct of Toastmasters clubs and members shall be represented in an ethical manner, consistent with Toastmasters International's governing documents, mission, and values.
- B. Each club is responsible for the actions of its members.
- C. If the actions of any club are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any Toastmasters club, Area, Division, District or other official group violates ethics and conduct standards, they may be subject to disciplinary action up to and including suspension, and/or other appropriate action.
- D. If the actions of any individual member are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any individual member, at any level violates ethics and conduct standards, the individual member may be subject to disciplinary action up to and including removal from good standing with Toastmasters International and/or other appropriate action.
- E. Members shall not conduct or condone programs, activities, or communications which are defamatory, malicious, offensive, derogatory, damaging, false, libelous, or otherwise detrimental to the best interests of Toastmasters International. Members shall not assist, support, aid, facilitate, invite, or condone anyone or anything that interferes with or is detrimental to the programs, proceedings, or affairs of Toastmasters International or its clubs.
- F. Each club, not Toastmasters International, is legally and practically responsible for resolving personal conduct issues within the club. Clubs are not liable for claims against Toastmasters International and Toastmasters International is not liable for claims against the clubs.
- G. Members in leadership roles above the club level are subject to the ultimate authority of the Board of Directors. The Board may remove a member from good standing or expel a club, under Article III, Sections 4, 8, and 13 of the Bylaws of Toastmasters International. Removal of district officers is governed by Article VII, Section (g) of the District Administrative Bylaws and discipline of Board members is governed by Policy 11.12.
- H. Matters of personal conduct within Districts outside the club level are resolved by District officers when possible, with assistance from World Headquarters to the extent necessary and practically possible. The Chief Executive Officer is notified of incidents occurring outside the club level and may initiate independent action to assure that proper corrective steps are being taken.
- I. When contacting World Headquarters for advice, members shall not intentionally provide misleading or inaccurate information, nor shall they intentionally withhold information relevant to the discussion.

J. World Champions of Public Speaking and Accredited Speakers

- I. World Champions of Public Speaking and Accredited Speakers are expected to act in accordance with Toastmasters International's core values and exhibit conduct that meets or exceeds Toastmasters policy.
- II. Each individual is expected to act in a manner that enhances the reputation of the program they have participated in and title that they have received.
- III. When presenting, in-person or remotely, World Champions of Public Speaking and Accredited Speakers may not sell or promote products, merchandise, or services from the platform at Toastmasters events. Products, merchandise, or services may be sold prior to or subsequent to a presentation. The availability or sale of such items may be announced by the emcee or Toastmaster of the event. The speaker and the leader responsible for the event will work together to determine a mutually acceptable sales process and range of products.
- IV. World Champions of Public Speaking and Accredited Speakers do not request or accept engagement fees for speaking at Toastmasters events, whether in-person or remotely. Reasonable travel, meals, lodging, and event registration expenses may be requested and received. The speaker and the leader responsible for the event will work together to determine reasonability.
- V. World Champions of Public Speaking and Accredited Speakers may collect contact information from members and leaders to use for future communications. World Champions of Public Speaking and Accredited Speakers must not contact Toastmasters members or leaders with unsolicited communication offering any type of service or product.

2. **Nondiscrimination, Background, and Character**

- A. Nondiscrimination is defined in Article III, Section 7 of the Bylaws of Toastmasters International.
- B. When voting on the admission of a member or the election of an officer, members are entitled to consider any information about the person's background or character of which they are aware, but the prospective member is not required to make any affirmative disclosures about such matters.
- C. Toastmasters International, clubs, Districts, or any officer is not responsible for the background or character of any person admitted to club membership or elected or appointed to a leadership role.

3. **Harassment and Bullying**

Toastmasters International prohibits all types of harassment and bullying. This includes, but is not limited to, sexual, verbal, physical, and visual harassment and bullying (including electronically).

- A. Creating an intimidating, offensive, or hostile environment, which includes conduct, comments, or conditions of an offensive, unwelcome, or sexual nature altering the conditions under which an individual experiences the Toastmasters program is prohibited. Specifically:

- I. Persistent singling out of individuals.
 - II. Shouting or raising one's voice at individuals in public or private.
 - III. Not allowing individuals to speak or express themselves.
 - IV. Personal insults and use of offensive nicknames.
 - V. Repeated criticism of personal matters.
 - VI. Ignoring or interrupting individuals at meetings.
 - VII. Spreading rumors and gossip regarding individuals.
- B. Unwelcome physical contact or physical abuse such as pushing, fighting, kicking, hitting, or shoving, and threats of physical abuse, are prohibited.
 - C. Inappropriate touching, lewd jokes, displaying or writing explicit or sexually suggestive material, and repeated unwelcome requests for a sexual or dating relationship are prohibited.
 - D. Unwelcome advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct, including obscene gestures, are prohibited.
 - E. Making the submission to or the rejection of such conduct the basis of participation or advancement decisions is prohibited.
 - F. Retaliating or discriminating against any member for reporting harassment is prohibited.

4. Code of Conduct

Toastmasters International's core values are integrity, respect, service and excellence. These are values worthy of a great organization, and we will incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future.

The following are Rules of Conduct that apply to any form of communication, including within the Toastmasters online platform and community, as well as any and all club, Area, Division and District online platforms and communities.

- A. Maintain Professional Decorum and Integrity
 - I. The Toastmasters International Code of Ethics and Conduct applies to social media participation, including standards for communications.
 - II. As a Toastmaster, it is important that all members conduct themselves in a professional manner at all times in accordance with the core values. This includes the use of social media. Accordingly, it is important that Toastmasters members, Toastmasters leaders, World Headquarters staff, and site visitors be treated with respect at all times. Never engage in personal attacks – threatening, insulting, or intimidating other users;

“flaming” (berating another user); or “trolling” (posting derogatory, inflammatory, or provocative content attempting to bait others into responding). This includes any attacks against moderators or fellow Toastmasters.

- III. Disagreements can and will occur. The proper focus of any conflict should be on the issue at hand and not on the individual. Please remember to be courteous when disagreeing with others. Debate and differing opinions may be appropriate. Personal attacks against others, however, are not allowed.
- IV. Never act dishonestly or unprofessionally by engaging in behavior that is detrimental to the best interests of Toastmasters International by posting inappropriate, inaccurate, objectionable or misleading content.
- V. Do not, under any circumstance, harass, threaten, abuse, bully or harm another person, including sending unwelcome communications to others.
- VI. Never upload, post, email, transmit or otherwise make available or initiate any content, photos and video that:
 - a. Is unlawful, racist, sexist, homophobic, hateful, damaging, false, libelous, defamatory, malicious, vulgar, obscene or discriminatory, contains religious or ethnic bias, or is otherwise objectionable.
 - b. Includes information that invades another’s privacy or that you do not have the right to disclose or make available under any law or under contractual or fiduciary relationships.
 - c. Infringes upon patents, trademarks, trade secrets, copyrights or other proprietary rights.
 - d. Includes any unsolicited or unauthorized advertising, promotional materials, “junk mail,” “spam,” “chain letters,” “pyramid schemes,” surveys or any other form of solicitation. This includes any content soliciting customers, clients, donors or others on behalf of your business, profession or any organization or cause other than Toastmasters International.
 - e. Includes any private communication between members, moderators or volunteer leaders of Toastmasters International on these pages or anywhere else without express written permission from the individual you are quoting.
 - f. Impersonates any person or entity, or falsely represents your affiliation with any person or entity, or misrepresents the opinions held by your group.
 - g. Supports or opposes any political party, candidate for public office, ballot measure to be voted upon by the public or legislative proposal.
 - h. Harvests, collects, or discloses information about another user without express written consent.

- i. Transmits any harmful, invasive, or disruptive code or other materials (such as viruses, worms, or web bugs).
- VII. Social media and official Toastmasters online platforms involve many participants and are not the best place for members to express frustrations with fellow Toastmasters in leadership. Communications that contain criticism, complaints, accusations, allegations, etc., are not permitted and may be subject to disciplinary action. Rather than broadcast via social media and online platforms, differences are more properly directed through official channels established to address such problems, including personal conversations, phone calls, and emails. The goodwill and social fabric of Toastmasters International must be maintained in all communications.
- VIII. You are solely responsible for your content. You may not indicate that your content is anything other than your own observations or opinions. You may not represent that your statements are made on behalf of or are endorsed by Toastmasters International unless you are specifically authorized to do so in writing.
- IX. Any behavior that is patently offensive is forbidden, whether specifically identified on this list or not.
- X. Social media enables opportunities for immediate and easy transmission of information. Users shall always obtain prior written permission before posting the comments, photos, video or work of another. Posting information about other individuals requires prior written consent; examples include but are not limited to: re-posting letters, re-using recommendations solicited using another social medium, videos and photographs.
- B. Comply with all applicable local, state, national, and international laws, including, without limitation, privacy laws, intellectual property laws, export control laws, tax laws, and regulatory requirements.
- C. Comply with all Toastmasters International governing documents (Bylaws of Toastmasters International, District Administrative Bylaws, Club Constitution for Clubs of Toastmasters International and Policy and Protocol)

Toastmasters International (inclusive of clubs, Areas, Divisions and Districts) has the right, but not the obligation, to modify or remove any content that appears on any official Toastmasters forum, and to restrict, suspend or terminate the access of any user, that violates this User Agreement, and to take appropriate disciplinary action under the Bylaws, and Policy and Protocol of Toastmasters International.

5. Whistle-blower Protection

A whistle-blower is any individual member of Toastmasters International who reasonably believes that Toastmasters' Policies have been violated, or that any Toastmasters' activities, Policies or practices are illegal (i.e., in violation of any applicable law, regulation or rule), that person is encouraged to follow the procedure below. An individual member may only make a report in good faith that is objectively reasonable, and not for the purpose of harassing, disrupting or interfering with the affairs of the organization or the participation of other members. An individual member who wishes to express concern about any Toastmasters

Policy violation, activity, Policy, or practice may:

- A. Submit a written complaint containing reasonably credible information to the responsible volunteer leader at the next level. (For example, a club member would complain to the Club President, a Club President to an Area Director, etc.)
 - I. If the individual is not satisfied with the response received, or if the next-level volunteer leader to whom the issue would be reported is the subject of the individual's concern, or the individual is otherwise uncomfortable speaking with the next-level volunteer leader, the individual may then make the complaint in writing to the Chief Executive Officer.
 - II. If the complaint is about the Chief Executive Officer, the individual may submit the complaint to the International President.
- B. Board Members should submit their complaint in writing directly to the International President, and if the International President is the subject of the complaint, to the Chief Executive Officer.

No individual who has submitted a complaint in good faith shall be subject to retaliation. Moreover, an individual who retaliates against someone who has submitted a complaint is subject to discipline up to and including removal from good standing with Toastmasters International.

Reports of complaints and related investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Criminal matters should be reported to law enforcement.

Complaints not resolved to the satisfaction of the individual may be reported promptly to the Chief Executive Officer or International President. The Chief Executive Officer or International President will determine if further investigation is warranted and may recommend corrective action.

A whistle-blower who makes a report that is not in good faith may be subject to discipline, up to and including removal from good standing with Toastmasters International, or other appropriate action less than removal, to protect the best interests of Toastmasters International and its members.

6. Political Ethics

- A. No action shall be taken—written, verbal, or otherwise—which interferes with the right of every qualified member to seek and achieve election to office at any level.
- B. No action shall be taken that interferes with the right and duty of every delegate and of every proxy holder to vote according to their best judgment.
 - I. No individual member, club, District, or other group shall engage in any activity or campaign by use of threats, restrictions, intimidations, deals, candidate slates, pressures, or other unethical means which might prevent or dissuade any member from competing in an election process or from exercising their best judgment.
 - II. No person or entity shall publish or distribute any material which contains defamatory remarks, malicious or derogatory charges, or false or libelous statements.

- III. Except for District conferences and the International Convention, all meetings of District officers and Board Members shall be confined to such activities as assist the District officers in fulfilling their responsibilities and shall not be used for political purposes.
- C. All communications and activities endorsing a candidate, either by the candidate or by supporters of the candidate, shall focus on the candidate's Toastmasters accomplishments and personal qualifications for office. Endorsements shall not be used without the permission of the endorser.
- D. No negative information about candidates is allowed in distributed written communications or in communications at an official Toastmasters meeting.
- E. All activities, publications, letters, speeches, and conduct of campaign participants shall reflect Toastmasters International's core values.
- F. Only the club officer who assigns the proxy may instruct the proxyholder how the club wishes to vote at any election. Credentials team members may only provide information on the logistics of voting and may not direct the votes of any delegate or proxyholder.

7. Disciplinary Standards

- A. For the protection of Toastmasters International, its Districts, Divisions, Areas, and clubs (hereafter referred to as "affiliates") and individual club members, certain standards of conduct shall be observed. Violation of these standards may be addressed by appropriate corrective, preventive, and disciplinary action, which may include removal, suspension, or progressive disciplinary action relating to the good standing of an individual member, in the good faith discretion of the Board.
- B. In determining the appropriate corrective, preventative, or disciplinary action, the Board may consider all circumstances it deems relevant including, but not limited to, the following:
 - I. The intentional misrepresentation, distortion, or misleading omission by the member in dealings with or under the auspices of Toastmasters International, or any of its affiliates.
 - II. The unauthorized use of Toastmasters International property, including copyrights, trademarks, and trade names.
 - III. Threats, intimidation, coercion, or other interference with the activities of other Toastmasters individual members.
 - IV. Conduct which is disorderly or endangers the well-being of others, willful damage to property, or the illegal or improper use of Toastmasters funds while participating in activities sponsored or sanctioned by Toastmasters International or any of its affiliates.
 - V. The violation of Toastmasters International's governing documents.
- C. Violation of this Ethics and Conduct Policy subjects the offending club to suspension or expulsion under Article III, Sections 4 and 13 of the Bylaws of Toastmasters International, which may be mitigated if the club expels an offending

member and/or removes the person from any club office or ends the club's own violations.

- D. Violation of this Ethics and Conduct Policy subjects the individual member to suspension or removal from good standing, or other appropriate action, under Article III, Sections 8 and 13 of the Bylaws of Toastmasters International.

8. Disciplinary Actions by the Board of Directors

- A. The Board may take disciplinary actions relating to the good standing of individual members of clubs under Article III, Section 8 of the Bylaws of Toastmasters International, of Delegates at Large under Article III, Section 4(b) of the Bylaws, and of clubs under Article III, Section 4(a) of the Bylaws.
- B. Only the Board is authorized to suspend or expel a member or club from Toastmasters International. Disciplinary proceedings are governed by Article III, Section 13 of the Bylaws of Toastmasters International.
- I. The Board has discretion to decide the amount of evidence warranting issuance of a resolution and the level of detail in the resolution.
 - II. The initial resolution adopted by the Board may be modified as the Board sees fit so long as the charged member is notified of material changes to the resolution not less than 20 days before the hearing date.
 - III. The Board may accommodate reasonable changes to the hearing date if requested by the charged member.
 - IV. If the charged member does not respond to the notice and does not appear at the hearing or provide a statement, the Board may take the proposed action as of the proposed effective date.
 - V. Whether the charged member appears at the hearing or provides a statement, the charged member may present written statement(s) from witnesses regarding the charge(s) only. These statements are to be considered testimony, which is a form of evidence that is obtained from a witness who makes a solemn statement or declaration of fact.
 - VI. The Board may choose to receive certain information from witnesses confidentially and not permit the charged member to know the identity of such witnesses or to cross-examine them.
 - VII. The Board decides the scope of participation allowed to any attorney representing the charged member and the extent to which detailed information and documents pertaining to the charges and evidence are shared with the charged member prior to and during the hearing.
 - VIII. Toastmasters International is responsible for its own hearing costs. Translation costs are the responsibility of the charged member, unless the Board decides otherwise.
 - IX. Once the hearing ends, the charged member and any representative(s) are excused from the **meeting room**. The Board then deliberates and votes. Toastmasters International staff and legal counsel may be present if needed. The Board may decide to impose a different disciplinary action from that

proposed.

- X. Disciplinary action is effective on the proposed effective date, and continues for the period specified by the Board or until the Board restores the status of the charged member.
- XI. The Board may, by a majority vote, reinstate a club that has been suspended or terminated for disciplinary reasons.
- XII. In the event of a disciplinary proceeding relating to the good standing of an individual member of a club (and/or the individual's status as a Delegate at Large), the charged member's club shall have the opportunity to participate as follows:
 - a. The charged member's club shall be entitled to the same written notice as the charged member, including any modified notice.
 - b. The charged member's club may choose to appear at the hearing or make a statement to the Board at its own cost and may present testimony of witnesses within the limits stated above.
- XIII. The Board may waive or alter provisions of this Policy relating to timing, by a three-fourths vote after determining that the waiver or alteration is necessary to prevent imminent harm to Toastmasters International or any of its affiliates.
- XIV. If the charged member is a voting member of Toastmasters International as a Delegate at Large, under Article III, Section 4(b) of the Bylaws the Board may, by following the above procedure, terminate, suspend, or otherwise affect the individual's voting membership.

International Campaigns and Elections

1. Schedule

Date	Action
September 1	Call for candidate declarations.
October 1	Deadline for International Officer and Director candidates to declare intent.
October 15	Officer and Director Candidate Assessment conducted for declared candidates. Subsequent assessments shall be conducted for candidates sought by the ILC.
April 15	ILC announces International Officer and Director candidates by this date, when practicable. Floor candidates, who have completed the ILC evaluation process, for Officer or Director positions may declare intent after ILC results have been announced.
At least 60 days prior to Annual Business Meeting	ILC nominations are published in the <i>Toastmaster</i> magazine and on the Toastmasters International website.

2. International Leadership Committee

- A. The International Leadership Committee (ILC) is defined and described in Article VII, Section 3, nominations are governed by Article VIII, and elections are governed by Article IX, of the Bylaws of Toastmasters International.
- B. The ILC evaluates the organization's internal leadership development program and provides recommendations for improvement to the Executive Committee.
- C. ILC members are appointed by the International President-Elect in February for a term of service beginning in August of the same year. International Officers and Directors may recommend appointees.
- D. Three (3) members of the ILC are Past International Presidents:
 - I. The Past International President whose term as International President was completed two (2) terms prior to the February appointment serves as chair for one (1) year.
 - II. The Past International President whose term as International President was completed the term prior to the February appointment serves as co-chair for one (1) year and chair the following year.
 - III. One (1) additional Past International President is appointed by the International President-Elect to serve as a committee member for one (1) year.
- E. Vacancies in offices held by Past International Presidents may be filled by any Past International President, except by the Immediate Past International President.
- F. One (1) member from each region serves a two-year term on the ILC. **The committee member shall represent the geographic region for which they were**

appointed and shall be considered unchanged notwithstanding any change of residence or boundary revision made during the two-year term. The member is a Past International Director or, if a Past International Director who is willing and able to serve cannot reasonably be found, a Past District Director from that region may serve.

- G. Subject to Executive Committee approval, the International President-Elect may remove a committee member (the Executive Committee may also remove a committee member), grant a committee member a leave of absence, and fill a vacancy.
- H. Region Advisors, District leaders (including the Immediate Past District Director), and campaign managers or other lead members of an International Officer or Director candidate campaign team do not serve on the committee.
- I. A committee member may not be a candidate for international office for one (1) year after leaving the ILC nor serve two (2) consecutive terms.
- J. Committee members may be reappointed only after a two-year absence from the committee, with the exception that a vacancy of one (1) year or less may be filled by a committee member whose full term expired within the prior two (2) years.
- K. The ILC nominates at least one (1) and no more than two (2) candidates for International President-Elect, First Vice President, and International President if there is no one to succeed to that position.
- L. The ILC nominates at least two (2) candidates for Second Vice President.
- M. The ILC nominates at least two (2) candidates for the open International Director positions with the exception that one (1) candidate may be nominated if another willing and able candidate cannot reasonably be found.
- N. The chair of the ILC has the following duties and responsibilities:
 - I. The chair schedules committee meetings; orients new committee members; develops and communicates meeting agendas and the meeting calendar; sets expectations for communication among committee members; and ensures that committee activities are carried out in a timely and appropriate way.
 - II. The chair organizes communication with candidates, ensures candidates are given full and fair consideration, and develops the timetable and expectations for candidate interviews.
 - III. The ILC Chair upholds leadership attributes and provides feedback to the Executive Committee, through the International President, regarding the ILC process and leadership development.
- O. ILC members are fair and open-minded.
 - I. Their responsibilities are to actively participate in meetings, keep all committee discussions and information confidential, study candidate materials, review

assessment results, conduct candidate interviews, review Policy violations by candidates, listen to reports from other committee members, make informed decisions, suggest or recruit qualified candidates until nominations are announced, and seek ways to improve leadership development.

- II. ILC members request reimbursement for telephone calls or other reasonable expenses within 30 days after the end of their term.
- P. International Officer and Director candidates may be self-declared candidates. The committee may receive names of qualified candidates or seek them out.
- Q. If a nominated candidate withdraws, the committee may nominate a replacement.

3. Candidate Assessment

- A. Each year the ILC Chair solicits feedback about International Officer and Director candidates from ILC members and Board Members.
- B. Each International Officer and Director candidate's competencies will be assessed by leaders whose dues are paid and who served with them in previous Toastmasters roles. The assessment will be administered each November by a professional assessment firm.
 - I. All candidates must complete a self-assessment on or before a date determined by the ILC Chair. Candidates who do not comply with this requirement will not be evaluated by the ILC.
 - II. An assessment will be administered each time a candidate is considered for any role.
 - III. The results will be provided to the ILC and each respective candidate. Candidates must, before receiving the assessment results, **sign a confidentiality form**, agreeing in writing to keep them completely confidential.

Candidates may designate up to three individuals to also receive their assessment results. Candidates may not share their results with these individuals directly. World Headquarters will provide any individual designated by a candidate with a confidentiality form. Once World Headquarters has received a signed form from the individual, the results will be provided to that individual directly.

IV. Breaches of assessment confidentiality by anyone are subject to appropriate disciplinary action as a level-three campaign violation.

- ~~IV~~ V. The ILC Chair may discuss candidates and assessment results as appropriate with the chair of the Region Advisor Selection Committee and Chief Executive Officer.
- C. For Second Vice President candidates, the assessment tool is sent to:
 - I. International Officers who served while the candidate was International Director

- II. International Directors who served while the candidate was an International Director
 - III. The Region Advisor(s) from the same region who served while the candidate was an International Director
 - IV. The candidate
- D. For First Vice President and International President-Elect candidates, the assessment tool is sent to:
- I. International Officers who served while the candidate was an International Officer and International Director.
 - II. International Directors who served while the candidate was an International Officer and International Director.
 - III. The Region Advisor(s) from the same region who served while the candidate was an International Director.
 - IV. The candidate.
- E. For International Director candidates, the assessment tool is sent to:
- I. The Region Advisor, International Director, Program Quality Director (PQD), Club Growth Director (CGD), Immediate Past District Director (IPDD), District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the candidate was District Director (DD).
 - II. The Region Advisor, the International Director, DD, CGD, IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the candidate was PQD.
 - III. The Region Advisor, the International Director, DD, PQD, IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the candidate was CGD.
 - IV. The District Directors, Program Quality Directors, and Club Growth Directors who served in the region while the candidate was a Region Advisor.
 - V. The current District Director, Program Quality Director, and Club Growth Director of the candidate's home district.**
 - VI** √. The candidate.

4. Nominee Selection

- A. Candidate interviews follow the timing, quantity, and schedule determined by the chair. Interviews are based on consistent interview questions developed by the committee.

- B. Candidates must maintain confidentiality of all ILC interview questions and discussions until the release of the International Officer and Director ILC nominations on the Toastmasters International website.
- C. Committee members take into account assessment results, interviews, input from current and past leaders and other Toastmasters members, candidate materials during their selection process, and Policy violations by candidates.
- D. Each ILC member votes to nominate one (1) candidate for International President-Elect, First Vice President, and International President (if necessary) and two (2) different candidates for Second Vice President.
- E. If at least one-third of the committee members requests that a second or third candidate be nominated, each committee member may vote for as many candidates as are nominated.
- F. Committee member votes are confirmed in writing.
- G. To be nominated, a candidate must receive votes from at least a majority of the committee members.
- H. The chair participates in discussions about candidates and votes for each nomination.

5. Nomination Results

- A. Once the candidates have been selected for nomination, the chair or a co-chair notifies nominated candidates and confirms their acceptance of the nomination. Candidates must verify their acceptance in writing to the chair.
- B. Candidates may not run for, be elected to, or appointed to any District-level (including Area and Division) role or apply for, or be selected as, a Region Advisor after being nominated by the ILC.
- C. The chair or a co-chair notifies candidates who are not nominated and provides specific feedback related to the competencies required to be a nominated International Officer or Director. The chair or a co-chair may provide feedback to nominated candidates upon request.
- D. All other candidate interview information is confidential, and the entire deliberative process of the ILC is confidential. Breaches of ILC confidentiality by anyone are subject to appropriate disciplinary action.
- E. All documentation, files, and reports are kept by World Headquarters for five (5) years.

6. Announcement of Candidacy and Distribution of Campaign Materials

- A. International Officer and Director qualifications are defined in the Bylaws of Toastmasters International, Article IX, Section 2.
- B. Candidates may submit a Letter of Intent to World Headquarters confirming their intention to run for office, on or after September 1 of that election cycle. World Headquarters provides all Letters of Intent to the ILC Chair and Co-Chairs.

- I. The ILC Chair and Co-Chairs review each Letter of Intent to evaluate potential conflicts of interest. The ILC, by a two-thirds vote of the Chair and Co-Chairs, may reject a Letter of Intent due to disclosed conflicts of interest. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any potential International Officer or Director.
- II. A Letter of Intent must be accepted by the ILC before a candidate may engage in public campaign activities.
- III. By signing the Letter of Intent, the candidate acknowledges having read and understood the campaign policies and takes responsibility for the conduct of supporters. Furthermore, the candidate acknowledges that all actual, apparent, or potential conflicts of interest have been disclosed.
- IV. A Letter of Intent, biographical information, and a photograph must be received at World Headquarters no later than October 1 for International Officer and Director candidates.
- V. Once the ILC accepts a candidate's Letter of Intent, the candidate may not run for, apply to, be elected to, or appointed to any District-level (including Area and Division) role. Candidates serving in an elected or appointed District-level (including Area and Division) role must resign immediately. If candidates remove themselves from the ILC evaluation process, or are not nominated by the ILC and choose not to continue as a candidate, they are eligible to serve in a District-level (including Area and Division) role.
- VI. After the ILC accepts a candidate's Letter of Intent, the candidate will be provided contact information of the Board, current and past Region Advisors, Past International Presidents, Past International Directors, Immediate Past District Directors, District Directors, Program Quality Directors, and Club Growth Directors. The contact information shall only be used for campaign purposes.
- VII. Candidates must provide World Headquarters with a copy of or link to all distributed or published campaign materials upon or before delivery.
- C. Eligible candidates who have not been nominated by the ILC may run from the floor at the Annual Business Meeting as defined in the Bylaws of Toastmasters International, Article VIII, Section 3.
 - I. A Letter of Intent for the candidate must be on file with World Headquarters.
 - II. If a Letter of Intent for a floor candidate is on file, a competing nominated candidate shall be considered opposed.

7. International Candidate Campaigning

- A. Candidates for Second Vice President and International Director may only visit clubs, Districts, and District leaders within their declared home region.
- B. Candidates may produce, distribute, post, and make available for download educational and/or informational print, audio, video, and electronic materials, but may not play them at District conferences or at the International Convention. Only the

candidate and the candidate's representatives may distribute such materials. Candidates may not produce or distribute any campaign items (such as, but not limited to, buttons, pins, USB drives, apparel, and gifts).

- C. A candidate may use Toastmasters trademarks on campaign materials and websites, only after the candidate's Letter of Intent and biographical information has been received by World Headquarters. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- D. Unsolicited subscriptions to information by or about a candidate are not permitted.
- E. District publications and websites that include information written by or about candidates must not be distributed beyond their regular distribution list. District publications and websites may not contain advertisements about candidates and may not contain articles or notices about candidates from outside the District.
- F. Candidates shall only send campaign messaging that articulates the candidate's qualifications, vision for the organization, and strategies to accomplish that vision. This messaging may be sent in writing or delivered verbally.
 - I. Campaign Messaging Recipients are current Board members, current and past Region Advisors, Past International Presidents, Past International Directors, Immediate Past District Directors, District Directors, Program Quality Directors, and Club Growth Directors. Candidates may not send campaign messaging to club officers and District leaders other than those specified here.
- G. Candidates shall only use the following types of campaign communications:
 - I. Physical Mailing: any tangible item that is sent by the candidate or on the candidate's behalf to a Campaign Messaging Recipient.
 - a. International Officer and Director candidates, for whom World Headquarters has a Letter of Intent on file, may send one (1) Physical Mailing after the ILC's nomination results have been posted on the Toastmasters International website.
 - II. Electronic Mailing: any type of electronic message that is sent by the candidate or on the candidate's behalf to a Campaign Messaging Recipient.
 - a. International Officer and Director candidates, for whom World Headquarters has a Letter of Intent on file, may send one (1) Electronic Mailing after the ILC's nomination results have been posted on the Toastmasters International website.
 - III. Voice/Video Conversation: any type of live communication that includes voice and/or video between a candidate or a candidate's representative and a Campaign Messaging Recipient. This shall occur only after the ILC's nomination results have been posted on the Toastmasters International website.
 - a. International Officer and Director candidates may conduct one (1) Voice/Video Conversation with each Campaign Messaging Recipient.

- b. Candidates or their representatives may communicate with Campaign Messaging Recipients no more than two (2) times to set an appointment for a Voice/Video Conversation.
 - c. No candidate for Second Vice President or International Director (nor their representatives) may initiate unsolicited communications to District Directors, Program Quality Directors, or Club Growth Directors outside the candidate's District during the month of June. Communications among campaign team members are permitted.
- IV. Presentation: any message delivered in person and/or by video by the candidate and/or a candidate's representative to a Campaign Messaging Recipient. A Presentation includes but is not limited to an educational session, keynote speech, or campaign speech.
 - a. International Officer candidates, or their representatives, shall not deliver a campaign speech at District events. Unopposed International Officer candidates may present an educational session and deliver a keynote speech. International Officer candidates may participate in other home District activities but may not serve in any District-level (including Area and Division) role.
 - b. International Director candidates, or their representatives, may deliver a presentation at District events (including Area and Division events) only within their region. Candidates shall receive equal opportunity, with allotted time defined by the District (Area and Division) Director. International Director candidates may participate in other home District activities but may not serve in any District-level (including Area and Division) role.
 - c. Communications by the District in connection with a candidate's presentation at a District conference and internal communications among campaign team members are not considered campaign communications.
- V. Electronic Campaign Places: any online location where a candidate creates a page or profile to self-promote for an International Officer or Director candidacy.
 - a. A Candidate Corner shall be included on the Toastmasters International website. Candidate information may include a photograph, profile, website address, email address, and telephone number for contact purposes. Candidate information will be placed on the Toastmasters International website Candidate Corner by November 1.
 - i. Information about International Officer and Director candidates who are sought by the ILC is placed on the website as soon as practicable after receipt of the information.
 - ii. Only nominated candidates as determined by the ILC remain on the Candidate Corner after the committee's report has been published on the Toastmasters International website.

- iii. Floor candidates are not included in the Candidate Corner after the Committee's report has been published on the Toastmasters International website. Floor candidates have the same opportunities as nominated candidates with the exception of inclusion in the *Toastmaster* magazine, the Candidate Corner on the Toastmasters International website and in the Candidate Brochure.
- b. A candidate's campaign website:
 - i. Must stand alone and have a unique URL each election cycle.
 - ii. A candidate may link or reference their website only on the website of the declared home club as stated on their Letter of Intent, the Candidate Corner on the Toastmasters International website, the candidate's campaign social media profiles, and in campaign communications made by the candidate.
 - iii. May include a blog with automatic notices and must have an opt-in/out option.
- c. A candidate's campaign social media profiles:
 - i. Are the only social media profiles the candidate may use to campaign.
 - ii. Must be separate from existing social media profiles that the candidate has.
 - iii. May contain reciprocal links to the candidate's other social media profiles and campaign website.
- d. Online and social media participation
 - i. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites including social media sites using any profile.
 - ii. Candidates are prohibited from commenting on discussions or posts or from liking discussions or posts using their candidate campaign profiles.
- e. Candidates' campaign websites and campaign social media profiles must be removed within 10 days after:
 - i. The announcement by the ILC of nominated candidates if the candidate has not been nominated and has not informed Toastmasters International of an intent to run from the floor, or
 - ii. The Annual Business Meeting.

- VI. Physical Campaign Places: any authorized location where a candidate's materials are displayed. Campaign materials may not be distributed at any other location. Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- a. A Physical Campaign Place is provided to International Officer and Director candidates or their representatives at the Candidate Corner at the International Convention.
 - b. Districts may provide a Physical Campaign Place to International Officer and Director candidates or their representatives at the Candidate Corner at District conferences and other District (including Area and Division) events.
 - c. All International Officer and Director candidates or their representatives should be provided the same opportunity to participate in any Candidate Corner.
 - d. No candidate or their representative may host a hospitality suite. A hospitality suite is defined as a location where refreshments are provided and attendance is open to any individual member.
 - i. A candidate may have a room for storing material and meeting with campaign team members, but the room may not be used for solicitation of votes.
 - ii. If at any event, there is a hospitality suite, no candidate or their representative, may give contributions or engage in political activities in the suite.

8. Campaign Team Members

- A. Candidates must provide a list of all campaign team members and those who provide services related to the candidate's campaign (paid or unpaid). Services include but are not limited to creating a website, verbal or written campaign coaching, and digital marketing. Individuals or companies that are providing services and wish to use the Toastmasters trademarks, must obtain prior written authorization from the Chief Executive Officer.
- B. Candidates are responsible for the acts and omissions of their campaign team members and those who provide services related to the candidate's campaign (paid or unpaid).
- C. Campaign team members and individuals who provide services to the candidate must follow the same rules as the candidate as defined in this policy, other governing documents, and the International Officer and Director Candidate Handbook (such as, but not limited to, not using personal social media profiles for campaigning, sending campaign communications at other times than permitted).
- D. Campaign team members and individuals who provide services to the candidate must sign and submit to World Headquarters an Acknowledgement of Campaign

Responsibilities form prior to active service on the campaign team. Candidates must notify World Headquarters of any changes to their campaign team within 24 hours.

9. International Candidate Endorsements

- A. Photographs, audio, video, and electronic representations in all campaign material and displays, the candidate's website, and the candidate's campaign social media profiles may be of the candidate only; no other persons are permitted. All quotes and testimonials in candidate campaign materials, displays, and on websites must have the written permission of those being quoted.
- B. District Directors, Program Quality Directors, Club Growth Directors, Region Advisors, and International Officers and Directors must not take any action to endorse or to officially support any International Officer or Director candidate, including with photographs or quotes, or by placing a candidate's name in nomination. They are permitted to complete the candidate assessment and respond to questions from the ILC.
- C. The spouse, partner, or any family member of any International Officer or Director may not take any action to endorse or to officially support other candidates, including with photographs or quotes, or by placing a candidate's name in nomination.

10. International Campaign Violations

- A. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies and understand that violation of Policy subjects candidates to ramifications:
 - I. A level-one violation is a correctable, minor infraction (for example: posting a photo of someone other than the candidate on the candidate's website)
 - a. The violation is investigated by the Chief Executive Officer. If the Chief Executive Officer cannot resolve the matter, it is turned over to the Executive Committee.
 - b. The candidate is educated and informed. When the matter is resolved, there are no further ramifications.
 - II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future board action in exchange for votes)
 - a. The Executive Committee investigates a level-two violation or assigns the investigation to Chief Executive Officer.
 - b. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place as determined by the Executive Committee or on the Toastmasters International website. A letter of censure may be issued to the candidate by the Executive Committee.
 - III. A level-three violation is one of campaign ethics (for example: candidate actively promoting the violation of Toastmasters Bylaws, Policy or Protocol)

- a. A level-three violation is investigated by the Executive Committee, which may delegate it to the Chief Executive Officer.
 - b. Ramifications may include any or all penalties for level-two violations, a request for the candidate to withdraw from the race, and, in the most severe cases, removal from good standing or other disciplinary action which may disqualify the candidate.
- B. The Executive Committee's decisions are final. A candidate may not request that the Board modify or overturn the Executive Committee's decision, nor may the candidate contact Board Members for the purpose of appealing that decision.

11. International Candidate Showcase

- A. At the International Convention, a Candidate Showcase occurs before the Annual Business Meeting for presentations by all International Officer and Director candidates.
- B. Prior to the International Convention, the International President appoints International Directors to serve as chair and co-chair of the Candidate Showcase. Other International Directors are assigned as needed.
- C. Opposed International Officer and all International Director candidates are limited to a six-minute interview. Unopposed International Officer candidates are limited to a three-minute interview. District leaders and the Board of Directors submit questions to be asked.
- D. The presentation schedule, with the names of all nominated and known floor candidates for international office, is prepared by World Headquarters.
- E. There is no census or poll taken of the delegates at a Candidate Showcase.

12. International Proxies and Credentials

- A. Proxies are defined in Article X, Section 2 of the Bylaws of Toastmasters International.
- B. Annual Business Meeting proxies are available to Member Clubs no later than July 10.
- C. When amendments to the Bylaws are to be voted on, there is a method in the proxy process for a Member Club to indicate how it wishes its votes to be cast.
- D. A Credentials Chair and two (2) Co-Chairs are appointed by the International President:
 - I. The appointees are current or past Board Members.
 - II. A person may be reappointed as chair after a three-year interval.
 - III. Appointees are responsible for the operation of the Credentials process preceding the Annual Business Meeting.

13. Voting by Mail

- A. The circumstances for holding an election by mail vote are stated in Article IX, Section 4 of the Bylaws of Toastmasters International.
- B. The tentative process for conducting an election by mail vote is described in Protocol, and such Protocol shall be modified as needed and adopted as Policy by the Board of Directors at such time as a mail vote is held.

Ethics and Conduct

1. Standards

- A. All programs, activities, communications, and conduct of Toastmasters clubs and members shall be represented in an ethical manner, consistent with Toastmasters International's governing documents, mission, and values.
- B. Each club is responsible for the actions of its members.
- C. If the actions of any club are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any Toastmasters club, Area, Division, District or other official group violates ethics and conduct standards, they may be subject to disciplinary action up to and including suspension, and/or other appropriate action.
- D. If the actions of any individual member are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any individual member, at any level violates ethics and conduct standards, the individual member may be subject to disciplinary action up to and including removal from good standing with Toastmasters International and/or other appropriate action.
- E. Members shall not conduct or condone programs, activities, or communications which are defamatory, malicious, offensive, derogatory, damaging, false, libelous, or otherwise detrimental to the best interests of Toastmasters International. Members shall not assist, support, aid, facilitate, invite, or condone anyone or anything that interferes with or is detrimental to the programs, proceedings, or affairs of Toastmasters International or its clubs.
- F. Each club, not Toastmasters International, is legally and practically responsible for resolving personal conduct issues within the club. Clubs are not liable for claims against Toastmasters International and Toastmasters International is not liable for claims against the clubs.
- G. Members in leadership roles outside the club level are subject to the ultimate authority of the Board of Directors. The Board may remove a member from good standing or expel a club, under Article III, Sections 4, 8, and 13 of the Bylaws of Toastmasters International. Removal of District officers is governed by Article VII, Section (g) of the District Administrative Bylaws and discipline of Board members is governed by Policy 11.12.
- H. Matters of personal conduct within Districts outside the club level are resolved by District officers when possible, with assistance from World Headquarters to the extent necessary and practically possible. The Chief Executive Officer is notified of incidents occurring outside the club level and may initiate independent action to assure that proper corrective steps are being taken.
- I. When contacting World Headquarters for advice, members shall not intentionally provide misleading or inaccurate information, nor shall they intentionally withhold information relevant to the discussion.

J. World Champions of Public Speaking and Accredited Speakers

- I. World Champions of Public Speaking and Accredited Speakers are expected to act in accordance with Toastmasters International's core values and exhibit conduct that meets or exceeds Toastmasters Policy.
- II. Each individual is expected to act in a manner that enhances the reputation of the program they have participated in and title that they have received.
- III. When presenting, in-person or remotely, World Champions of Public Speaking and Accredited Speakers may not sell or promote products, merchandise, or services from the platform at Toastmasters events. Products, merchandise, or services may be sold prior to or subsequent to a presentation. The availability or sale of such items may be announced by the emcee or Toastmaster of the event. The speaker and the leader responsible for the event will work together to determine a mutually acceptable sales process and range of products.
- IV. World Champions of Public Speaking and Accredited Speakers do not request or accept engagement fees for speaking at Toastmasters events, whether in-person or remotely. Reasonable travel, meals, lodging, and event registration expenses may be requested and received. The speaker and the leader responsible for the event will work together to determine reasonability.
- V. World Champions of Public Speaking and Accredited Speakers may collect contact information from members and leaders to use for future communications. World Champions of Public Speaking and Accredited Speakers must not contact Toastmasters members or leaders with unsolicited communication offering any type of service or product.

K. Region Advisors

- I. Region Advisors are expected to act in accordance with Toastmasters International's core values and exhibit conduct that meets or exceeds Toastmasters Policy.**
- II. Each individual is expected to act in a manner that enhances the reputation of the program they have participated in and title that they have received.**
- III. When presenting, in-person or remotely at Toastmasters events, Region Advisors must not engage in activities from which they may derive personal or financial gain. These activities include, but are not limited to, sale of any products, merchandise, or services, promotion of non-Toastmasters programs, requesting or receiving fees or donations for speaking at Toastmasters events.**
- IV. Region Advisors may not collect contact information from members and leaders to use for non-Toastmasters communications. Region Advisors must not contact Toastmasters members or leaders with unsolicited communication offering any type of service or product.**

2. Nondiscrimination, Background, and Character

- A. Nondiscrimination is defined in Article III, Section 7 of the Bylaws of Toastmasters International.
- B. When voting on the admission of a member or the election of an officer, members are entitled to consider any information about the person's background or character of which they are aware, but the prospective member is not required to make any affirmative disclosures about such matters.
- C. Toastmasters International, clubs, Districts, or any officer is not responsible for the background or character of any person admitted to club membership or elected or appointed to a leadership role.

3. Harassment and Bullying

Toastmasters International prohibits all types of harassment and bullying. This includes, but is not limited to, sexual, verbal, physical, and visual harassment and bullying (including electronically).

- A. Creating an intimidating, offensive, or hostile environment, which includes conduct, comments, or conditions of an offensive, unwelcome, or sexual nature altering the conditions under which an individual experiences the Toastmasters program is prohibited. Specifically:
 - I. Persistent singling out of individuals.
 - II. Shouting or raising one's voice at individuals in public or private.
 - III. Not allowing individuals to speak or express themselves.
 - IV. Personal insults and use of offensive nicknames.
 - V. Repeated criticism of personal matters.
 - VI. Ignoring or interrupting individuals at meetings.
 - VII. Spreading rumors and gossip regarding individuals.
- B. Unwelcome physical contact or physical abuse such as pushing, fighting, kicking, hitting, or shoving, and threats of physical abuse, are prohibited.
- C. Inappropriate touching, lewd jokes, displaying or writing explicit or sexually suggestive material, and repeated unwelcome requests for a sexual or dating relationship are prohibited.
- D. Unwelcome advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct, including obscene gestures, are prohibited.
- E. Making the submission to, or the rejection of, such conduct the basis of participation or advancement decisions is prohibited.
- F. Retaliating or discriminating against any member for reporting harassment is prohibited.

4. Code of Conduct

Toastmasters International's core values are integrity, respect, service and excellence. These are values worthy of a great organization, and we will incorporate them as anchor points in every decision we make. Our core values provide us with a means of not only guiding but also evaluating our operations, our planning, and our vision for the future.

The following are Rules of Conduct that apply to any form of communication, including within the Toastmasters online platform and community, as well as any and all club, Area, Division and District online platforms and communities.

A. Maintain Professional Decorum and Integrity

- I. The Toastmasters International Code of Ethics and Conduct applies to social media participation, including standards for communications.
- II. As a Toastmaster, it is important that all members conduct themselves in a professional manner at all times in accordance with the core values. This includes the use of social media. Accordingly, it is important that Toastmasters members, Toastmasters leaders, World Headquarters staff, and site visitors be treated with respect at all times. Never engage in personal attacks – threatening, insulting, or intimidating other users; “flaming” (berating another user); or “trolling” (posting derogatory, inflammatory, or provocative content attempting to bait others into responding). This includes any attacks against moderators or fellow Toastmasters.
- III. Disagreements can and will occur. The proper focus of any conflict should be on the issue at hand and not on the individual. Please remember to be courteous when disagreeing with others. Debate and differing opinions may be appropriate. Personal attacks against others, however, are not allowed.
- IV. Never act dishonestly or unprofessionally by engaging in behavior that is detrimental to the best interests of Toastmasters International by posting inappropriate, inaccurate, objectionable or misleading content.
- V. Do not, under any circumstance, harass, threaten, abuse, bully or harm another person, including sending unwelcome communications to others.
- VI. Never upload, post, email, transmit or otherwise make available or initiate any content, photos and video that:
 - a. Is unlawful, racist, sexist, homophobic, hateful, damaging, false, libelous, defamatory, malicious, vulgar, obscene or discriminatory, contains religious or ethnic bias, or is otherwise objectionable.
 - b. Includes information that invades another's privacy or that you do not have the right to disclose or make available under any law or under contractual or fiduciary relationships.
 - c. Infringes upon patents, trademarks, trade secrets, copyrights or other proprietary rights.

- d. Includes any unsolicited or unauthorized advertising, promotional materials, “junk mail,” “spam,” “chain letters,” “pyramid schemes,” surveys or any other form of solicitation. This includes any content soliciting customers, clients, donors or others on behalf of your business, profession or any organization or cause other than Toastmasters International.
 - e. Includes any private communication between members, moderators or volunteer leaders of Toastmasters International on these pages or anywhere else without express written permission from the individual you are quoting.
 - f. Impersonates any person or entity, or falsely represents your affiliation with any person or entity, or misrepresents the opinions held by your group.
 - g. Supports or opposes any political party, candidate for public office, ballot measure to be voted upon by the public or legislative proposal.
 - h. Harvests, collects, or discloses information about another user without express written consent.
 - i. Transmits any harmful, invasive, or disruptive code or other materials (such as viruses, worms, or web bugs).
- VII. Social media and official Toastmasters online platforms involve many participants and are not the best place for members to express frustrations with fellow Toastmasters in leadership. Communications that contain criticism, complaints, accusations, allegations, etc., are not permitted and may be subject to disciplinary action. Rather than broadcast via social media and online platforms, differences are more properly directed through official channels established to address such problems, including personal conversations, phone calls, and emails. The goodwill and social fabric of Toastmasters International must be maintained in all communications.
- VIII. You are solely responsible for your content. You may not indicate that your content is anything other than your own observations or opinions. You may not represent that your statements are made on behalf of or are endorsed by Toastmasters International unless you are specifically authorized to do so in writing.
- IX. Any behavior that is patently offensive is forbidden, whether specifically identified on this list or not.
- X. Social media enables opportunities for immediate and easy transmission of information. Users shall always obtain prior written permission before posting the comments, photos, video or work of another. Posting information about other individuals requires prior written consent; examples include but are not limited to: re-posting letters, re-using recommendations solicited using another social medium, videos and photographs.

- B. Comply with all applicable local, state, national, and international laws, including, without limitation, privacy laws, intellectual property laws, export control laws, tax laws, and regulatory requirements.
- C. Comply with all Toastmasters International governing documents (Bylaws of Toastmasters International, District Administrative Bylaws, Club Constitution for Clubs of Toastmasters International and Policy and Protocol)

Toastmasters International (inclusive of clubs, Areas, Divisions and Districts) has the right, but not the obligation, to modify or remove any content that appears on any official Toastmasters forum, and to restrict, suspend or terminate the access of any user, that violates this User Agreement, and to take appropriate disciplinary action under the Bylaws and Policy and Protocol of Toastmasters International.

5. Whistle-blower Protection

A whistle-blower is any individual member of Toastmasters International who reasonably believes that Toastmasters' Policies have been violated, or that any Toastmasters' activities, Policies or practices are illegal (i.e., in violation of any applicable law, regulation or rule), that person is encouraged to follow the procedure below. An individual member may only make a report in good faith that is objectively reasonable, and not for the purpose of harassing, disrupting or interfering with the affairs of the organization or the participation of other members. An individual member who wishes to express concern about any Toastmasters Policy violation, activity, Policy, or practice may:

- A. Submit a written complaint containing reasonably credible information to the responsible volunteer leader at the next level. (For example, a club member would complain to the Club President, a Club President to an Area Director, etc.)
 - I. If the individual is not satisfied with the response received, or if the next-level volunteer leader to whom the issue would be reported is the subject of the individual's concern, or the individual is otherwise uncomfortable speaking with the next-level volunteer leader, the individual may then make the complaint in writing to the Chief Executive Officer.
 - II. If the complaint is about the Chief Executive Officer, the individual may submit the complaint to the International President.
- B. Board Members should submit their complaint in writing directly to the International President, and if the International President is the subject of the complaint, to the Chief Executive Officer.

No individual who has submitted a complaint in good faith shall be subject to retaliation. Moreover, an individual who retaliates against someone who has submitted a complaint is subject to discipline up to and including removal from good standing with Toastmasters International.

Reports of complaints and related investigations shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Criminal matters should be reported to law enforcement.

Complaints not resolved to the satisfaction of the individual may be reported promptly to the Chief Executive Officer or International President. The Chief Executive Officer or International President will determine if further investigation is warranted and may

recommend corrective action.

A whistle-blower who makes a report that is not in good faith may be subject to discipline, up to and including removal from good standing with Toastmasters International, or other appropriate action less than removal, to protect the best interests of Toastmasters International and its members.

6. Political Ethics

- A. No action shall be taken—written, verbal, or otherwise—which interferes with the right of every qualified member to seek and achieve election to office at any level.
- B. No action shall be taken that interferes with the right and duty of every delegate and of every proxyholder to vote according to their best judgment.
 - I. No individual member, club, District, or other group shall engage in any activity or campaign by use of threats, restrictions, intimidations, deals, candidate slates, pressures, or other unethical means which might prevent or dissuade any member from competing in an election process or from exercising their best judgment.
 - II. No person or entity shall publish or distribute any material which contains defamatory remarks, malicious or derogatory charges, or false or libelous statements.
 - III. Except for District conferences and the International Convention, all meetings of District officers and Board Members shall be confined to such activities as assist the District officers in fulfilling their responsibilities and shall not be used for political purposes.
- C. All communications and activities endorsing a candidate, either by the candidate or by supporters of the candidate, shall focus on the candidate's Toastmasters accomplishments and personal qualifications for office. Endorsements shall not be used without the permission of the endorser.
- D. No negative information about candidates is allowed in distributed written communications or in communications at an official Toastmasters meeting.
- E. All activities, publications, letters, speeches, and conduct of campaign participants shall reflect Toastmasters International's core values.
- F. Only the club officer who assigns the proxy may instruct the proxyholder how the club wishes to vote at any election. Credentials team members may only provide information on the logistics of voting and may not direct the votes of any delegate or proxyholder.

7. Disciplinary Standards

- A. For the protection of Toastmasters International, its Districts, Divisions, Areas, and clubs (hereafter referred to as "affiliates") and individual club members, certain standards of conduct shall be observed. Violation of these standards may be addressed by appropriate corrective, preventive, and disciplinary action, which may include removal, suspension, or progressive disciplinary action relating to the good standing of an individual member, in the good faith discretion of the Board.
- B. In determining the appropriate corrective, preventative, or disciplinary action, the

Board may consider all circumstances it deems relevant including, but not limited to, the following:

- I. The intentional misrepresentation, distortion, or misleading omission by the member in dealings with or under the auspices of Toastmasters International, or any of its affiliates.
 - II. The unauthorized use of Toastmasters International property, including copyrights, trademarks, and trade names.
 - III. Threats, intimidation, coercion, or other interference with the activities of other Toastmasters individual members.
 - IV. Conduct which is disorderly or endangers the well-being of others, willful damage to property, or the illegal or improper use of Toastmasters funds while participating in activities sponsored or sanctioned by Toastmasters International or any of its affiliates.
 - V. The violation of Toastmasters International's governing documents.
- C. Violation of this Ethics and Conduct Policy subjects the offending club to suspension or expulsion under Article III, Sections 4 and 13 of the Bylaws of Toastmasters International, which may be mitigated if the club expels an offending member and/or removes the person from any club office or ends the club's own violations.
- D. Violation of this Ethics and Conduct Policy subjects the individual member to suspension or removal from good standing, or other appropriate action, under Article III, Sections 8 and 13 of the Bylaws of Toastmasters International.

8. Disciplinary Actions by the Board of Directors

- A. The Board may take disciplinary actions relating to the good standing of individual members of clubs under Article III, Section 8 of the Bylaws of Toastmasters International, of Delegates at Large under Article III, Section 4(b) of the Bylaws, and of clubs under Article III, Section 4(a) of the Bylaws.
- B. Only the Board is authorized to suspend or expel a member or club from Toastmasters International. Disciplinary proceedings are governed by Article III, Section 13 of the Bylaws of Toastmasters International.
 - I. The Board has discretion to decide the amount of evidence warranting issuance of a resolution and the level of detail in the resolution.
 - II. The initial resolution adopted by the Board may be modified as the Board sees fit so long as the charged member is notified of material changes to the resolution not less than 20 days before the hearing date.
 - III. The Board may accommodate reasonable changes to the hearing date if requested by the charged member.
 - IV. If the charged member does not respond to the notice and does not appear at the hearing or provide a statement, the Board may take the proposed action as of the proposed effective date.

- V. Whether the charged member appears at the hearing or provides a statement, the charged member may present written statement(s) from witnesses regarding the charge(s) only. These statements are to be considered testimony, which is a form of evidence that is obtained from a witness who makes a solemn statement or declaration of fact.
- VI. The Board may choose to receive certain information from witnesses confidentially and not permit the charged member to know the identity of such witnesses or to cross-examine them.
- VII. The Board decides the scope of participation allowed to any attorney representing the charged member and the extent to which detailed information and documents pertaining to the charges and evidence are shared with the charged member prior to and during the hearing.
- VIII. Toastmasters International is responsible for its own hearing costs. Translation costs are the responsibility of the charged member, unless the Board decides otherwise.
- IX. Once the hearing ends, the charged member and any representative(s) are excused from the room. The Board then deliberates and votes. Toastmasters International staff and legal counsel may be present if needed. The Board may decide to impose a different disciplinary action from that proposed.
- X. Disciplinary action is effective on the proposed effective date, and continues for the period specified by the Board or until the Board restores the status of the charged member.
- XI. The Board may, by a majority vote, reinstate a club that has been suspended or terminated for disciplinary reasons.
- XII. In the event of a disciplinary proceeding relating to the good standing of an individual member of a club (and/or the individual's status as a Delegate at Large), the charged member's club shall have the opportunity to participate as follows:
 - a. The charged member's club shall be entitled to the same written notice as the charged member, including any modified notice.
 - b. The charged member's club may choose to appear at the hearing or make a statement to the Board at its own cost and may present testimony of witnesses within the limits stated above.
- XIII. The Board may waive or alter provisions of this Policy relating to timing, by a three-fourths vote after determining that the waiver or alteration is necessary to prevent imminent harm to Toastmasters International or any of its affiliates.
- XIV. If the charged member is a voting member of Toastmasters International as a Delegate at Large, under Article III, Section 4(b) of the Bylaws the Board may, by following the above procedure, terminate, suspend, or otherwise affect the individual's voting membership.

Protocol 3.0
Ethics and Conduct

1. Violation Reporting

- A. If an ethics or conduct violation arises, it is to be handled initially at the closest practical level to the incident.
- B. If the resolution of a violation is not satisfactory, the matter may be safely reported to the next level. Club-level matters not resolved at the club level are reported to World Headquarters.
- C. If the matter is not reported, the next level is not to be held responsible for the situation.
- D. The person receiving the report shall conduct a confidential investigation and shall initiate appropriate action to resolve the matter.
- E. Regardless of the level at which an incident occurs, if any person involved in the matter believes it was not resolved in accordance with the governing documents of Toastmasters International, or if the process is not feasible, such person may promptly report the situation to the Chief Executive Officer or to the International President if the Chief Executive Officer is charged with a violation.
- F. Any claim, threat of lawsuit, or lawsuit involving an ethics violation occurring outside the club level must be reported promptly to the Chief Executive Officer.
- G. In jurisdictions where laws are stricter than the Toastmasters International governing documents, members and clubs are required to observe the stricter standards.
- H. Suspected violations of criminal law, such as embezzlement, theft, assault, or trespass should be reported to the appropriate law enforcement authorities in the jurisdiction. Any such violation occurring outside the club level must be reported to World Headquarters.

2. Club Procedure to Discipline a Member

- A. Disciplinary actions conducted by a club relating to an individual member are addressed in Article II, Section 6 of the Club Constitution. Each club is responsible for handling its own disciplinary matters following Toastmasters Policy and Protocol. District leaders have no club-level authority and shall not be involved in club-level disciplinary matters. World Headquarters, at the request of club officers, provides counsel and direction in matters of process.
- B. The process set forth below in C through K applies if a club considers disciplining an individual member. This includes, but is not limited to, situations in which the International President requests that the club initiate proceedings against a particular member.
- C. An individual member who wishes to express concern about any ethics and conduct or other violations involving a member of the Club Executive Committee or club may submit a complaint containing reasonably credible information to the

Club President, who becomes the investigative officer. If the Club President is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking club officer replaces the Club President throughout the remainder of the proceedings. A conflict of interest occurs when the Club President has a business or personal relationship with the charged member. In such cases, the Club President must not participate in the investigation.

- D. If the investigative officer believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The investigative officer discusses the findings from the investigation with the complaining member and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- E. If a resolution is not reached, the investigative officer refers the matter to the Club Executive Committee. The Club Executive Committee determines, by a majority vote, whether:
 - I. Sufficient evidence of alleged violations exists
 - II. A disciplinary hearing takes place.
 - III. The disciplinary hearing is conducted by the Club Executive Committee or the club members.
- F. The following disciplinary actions are available to the club:
 - I. Request a public apology
 - II. Letter of censure
 - III. Suspension of up to 90 days
 - IV. Decline to renew membership
 - V. Terminate membership in the club
 - VI. Refer the matter to World Headquarters for further investigation
- G. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Location, date and time of the hearing
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
 - IV. The potential disciplinary actions available to the club, as listed above
- H. This is the disciplinary hearing procedure when conducted by the Club Executive Committee.
 - I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.

- II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- III. The Club Executive Committee distributes copies of the Notice of Hearing and any response from the charged member to all members of the Club Executive Committee no fewer than seven (7) days prior to the disciplinary hearing.
- IV. After the 15-day response time, the Club Executive Committee holds the disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past Club President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The Club Executive Committee must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the Club Executive Committee.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the committee to address the charges.
 - e. Club Executive Committee members may ask clarifying questions of the investigative officer and charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The Club Executive Committee, by majority vote, determines if the charges are substantiated.
 - h. If the charges are substantiated, the Club Executive Committee, by majority vote, determines the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership, two-thirds of the Club Executive Committee present and voting must vote in favor of termination.
- V. The charged member and club members are notified of the action taken.
- VI. The charged member may appeal the Club Executive Committee's decision to the club within 15 days of the date of notice. Below is the procedure to hold an appeal hearing:
 - a. The Club Executive Committee sends notice of a special business meeting to all club members to conduct the appeal hearing, along with a copy of the original Notice of Hearing, no fewer than seven (7) days prior to the appeal hearing.
 - b. The chair of the appeal hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.

- c. The club must have a quorum present (majority).
 - d. At the appeal hearing, the investigative officer will present the list of charges to the club members.
 - e. If the charged member requests, the charged member will be given the opportunity to address the charges.
 - f. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - g. The charged member is excused for discussion and voting.
 - h. A majority of members present and voting is required to overturn the Club Executive Committee's decision.
- I. Below is the disciplinary hearing procedure when conducted by the club members.
- I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.
 - II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
 - III. The Club Executive Committee distributes copies of the Notice of Hearing, and any response from the charged member, to all members of the club no fewer than seven (7) days prior to the disciplinary hearing.
 - IV. After the 15-day response time, the club members hold a disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The club must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the club members.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the club to address the charges.
 - e. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The club members, by majority vote, determine if the charges are substantiated.

- h. If the charges are substantiated, the club members, by majority vote, determine the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership in the club, two-thirds of the club members present and voting must vote in favor of termination.
 - V. The charged member and club members are notified of the action taken.
 - VI. There is no appeal of a decision made by the club members.
- J. When an individual is removed from membership in a club, the Club President must notify World Headquarters within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.
- K. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters within seven (7) days.

3. District Procedure to Discipline a Member

- A. Resignation or removal of a District officer is addressed in Article VII, Section(g) of the District Administrative Bylaws.
- B. An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the District Executive Committee, other appointed District leader, or an individual Toastmasters member participating in District activities, may submit a complaint to the District Director. If the District Director is the charged member, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings.
- C. The District Director completes a confidential investigation within seven (7) days. The District Director discusses the findings from the investigation with the complaining member (complainant) and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- D. If a resolution is not reached, the District Director or the next highest-ranking District officer replacing the District Director appoints a District Disciplinary Committee and informs World Headquarters. World Headquarters provides counsel and direction in matters of process.
- E. The District Disciplinary Committee has five (5) members: the Immediate Past District Director (chair), a Past District Director (co-chair), and three (3) DEC members, selected for their impartiality. If the Immediate Past District Director (IPDD) is involved in the complaint, a Past District Director chairs the committee and the IPDD is excused. Where there is no IPDD or insufficient PDDs, the District Director may invite other past District leaders to serve on the committee.
- F. The committee receives copies of the original complaint, the charged member's response and the results of the District Director's confidential investigation and carries out further investigations at its discretion.
- G. If the committee determines that sufficient evidence of alleged violations exists, charges are developed, and the member is notified that a hearing will take

place. The hearing may be in person or by teleconference. All discussion and materials are subject to confidentiality.

- H. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Date, time and location, including in-person address or teleconference information
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
- I. The charged member's club shall have the opportunity to participate as follows:
 - I. The charged member's club shall be entitled to the same written notice as the charged member, including any modified notice.
 - II. The charged member's club may choose to appear at the hearing or make a statement as a witness to the committee at its own cost only to present testimony within the limits stated below.
- J. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- K. After the 15-day response time, the committee holds the disciplinary hearing.
- L. The complainant and the charged member have the opportunity to participate in the hearing. The committee determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
- M. The charged member provides any written, physical, or other evidence (other than oral testimony) to the committee no later than 48 hours prior to the hearing.
- N. The hearing is a closed hearing. The only people permitted in attendance are the District Disciplinary Committee members, the complainant, the charged member, and witnesses. Witnesses may be suggested by the complainant, the charged member and the committee. If witnesses are in attendance, they speak only to the charges and evidence presented.
- O. At the hearing, the co-chairs:
 - I. Confirm that a quorum is present.
 - II. Indicate the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.
 - III. Advise participants that recording of the hearing is prohibited.
 - IV. State that all discussion is limited to the charges and evidence presented.

- V. Present findings from the investigation. The findings may contain sensitive and confidential information. The committee may keep the source of information confidential.
- VI. Provide the charged member with a predetermined amount of time to speak and respond to the charges.
- VII. Provide any witnesses who are speaking a predetermined amount of time to speak.
- VIII. Excuse all parties present except the committee to discuss the charges, evidence and response of the charged member.
 - a. The committee discusses, and determines, by majority vote, whether the charges were substantiated.
 - b. If the charges are substantiated, the committee discusses disciplinary action and determines, by majority vote, the proposed disciplinary action.
- IX. Disciplinary actions may include one (1) or more of the following:
 - a. Private written censure of the member by the District Executive Committee
 - b. Public written censure of the member by the District Executive Committee
 - c. Suspension from participation in District activities – not to exceed 18 months
 - d. Suspension or removal from District office
 - e. Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months
 - f. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.
- X. The committee makes a motion setting out the proposed disciplinary action to the District Executive Committee. The District Executive Committee may ask clarifying questions, and proceed to vote on the proposed disciplinary action. Voting may take place in person or in a virtual meeting, following the voting procedures outlined in Protocol 7.1: District Events.
- XI. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by a majority vote of those present and voting.
- P. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action.
- Q. The disciplinary process and the outcome must be kept confidential, except in the following circumstances. The District Director or next highest-ranking District

officer replacing the District Director communicates the information, after consultation with World Headquarters.

- I. If the charged member or the complainant has made the matter public
 - II. If club officers or District leaders should be notified in order to minimize potential harm to other members
 - III. In other appropriate situations, when the best interest of Toastmasters International may require discreet communications to others
- R. If the District Executive Committee approves disciplinary action, the charged member may appeal to the Board of Directors within 15 days.
- S. The Board of Directors may, on its own initiative, review the District Executive Committee's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs and individual members.

4. Procedure to Discipline Accredited Speakers, ~~and~~ World Champions of Public Speaking, and Region Advisors

- A. An individual member who wishes to express concern about any ethics and conduct or other violation involving an Accredited Speaker, ~~or~~ World Champion of Public Speaking **or Region Advisor**, may submit a written complaint containing reasonably credible information to World Headquarters. If the complaint is deemed to be reasonably credible, a disciplinary review following the steps in this protocol may be conducted.
- B. Violations include, but are not limited to, harassment; discrimination; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; failure to uphold Toastmasters International's Bylaws, Policies or Protocols.
- C. Disciplinary actions may include, but are not limited to:
- A warning or reprimand
 - A requirement to acknowledge the infraction or violation
 - A requirement to correct the infraction
 - A commitment to non-recurrence
 - An apology to affected parties
 - Provision of financial restitution to persons affected or to the organization for costs of the disciplinary process
 - Suspension of title for a specific time or permanently
 - Removal from good standing with Toastmasters International for a specific time or permanently
- D. Disciplinary review and action are based on the severity of the potential violation:
- I. A level-one violation is a minor infraction (for example: inappropriate or disrespectful behavior with individual Toastmasters members or staff. Inappropriate or disrespectful behavior at Toastmasters events.)
 - a. The International President reviews the information, conducts an investigation and consults with the Executive Committee and others as needed, and engages in disciplinary communication (orally and/or in writing) to the Accredited Speaker, ~~or~~ World Champion of Public

Speaking **or Region Advisor**.

- b. If correctable, the individual acknowledges the infraction and corrects it.
 - c. If not correctable, the individual acknowledges the infraction and commits in writing to non-recurrence.
 - d. The International President informs the Board of Directors.
- II. A level-two violation is a severe violation (for example: excessive, inappropriate, or disrespectful behavior at a Toastmasters event, or relating to World Headquarters; consistently missing or being unprepared for Toastmasters-related speaking engagements; promoting the violation of Toastmasters Bylaws, Policies or Protocol; deliberately misusing the Accredited Speaker, **or World Champion of Public Speaking or Region Advisor** title, embarrassing the organization, tarnishing the reputation of the program).
- a. The International President reviews the information, conducts an investigation and consults with the Board of Directors and others as needed.
 - b. The Board of Directors determines the appropriate disciplinary measure, up to and including a hearing to consider revocation of the Accredited Speaker, **or World Champion of Public Speaking or Region Advisor**.
 - c. The Board may assign the matter to the Disciplinary Committee. The Disciplinary Committee and the Board of Directors must follow all required disciplinary processes.
 - d. If the Board decides to proceed with the Disciplinary Committee's recommendation, appropriate procedures are followed.
 - e. There is no appeal of the Board's decision.

5. Recognition Program Violations

- A. The Chief Executive Officer is authorized to delay, deny, or withdraw the granting of any recognition award, or the acceptance at World Headquarters of any documentation in support of any such award, if it appears that there were misrepresentations by or on behalf of the individual, club, Area, Division, or District seeking the award.
 - I. The final decision to deny or withdraw an award is the responsibility of and must be confirmed by the International President.
 - II. There is no right of appeal beyond the International President.
- B. If there are misrepresentations in the submission of a club's renewals, charter fees, or membership applications, that club shall be suspended from all performance results for the remainder of the program year.
 - I. The District Director, Program Quality Director, and Club Growth Director shall be immediately notified of the action and provided the reasons for suspension.

- II. If all three (3) officers, or a majority of the officers and the Immediate Past District Director, or a majority of the District Executive Committee, certify in writing that, in their judgment, there was no misrepresentation, then the club can be reinstated to the performance results.
 - III. Clubs suspended from a District's year-end performance results must be reinstated before July 15 in order to receive credit for recognition as a Distinguished Club, Distinguished Area, Distinguished Division, and Distinguished District.
- C. Districts shall not create, administer, or promote any recognition programs which compete with official Toastmasters International recognition programs.

Region Advisor Visits

1. The purpose of a Region Advisor (RA) visit is to provide support, leadership development, skill building, mentoring, and coaching to expand District leaders' capacity to achieve the District mission.
2. Visits should occur primarily between July and October, during Toastmasters Leadership Institutes, District trainings or District Executive Committee meetings when not held during a District conference.
3. RAs shall visit Districts as approved by the International President.
4. RAs request District visits by submitting a proposed visit schedule to World Headquarters for consideration by the International President or International President-Elect (depending on who will be International President at the time the visits will occur). World Headquarters confirms each visit, in writing, to the RA and the appropriate District leaders.
5. Districts must accept visits by an RA.
6. Visits to Toastmasters events may require prior approval of the International President or International President-Elect (depending on who will be International President at the time the visits will occur). The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.
 - A. Visits to club meetings within the RA's home region may be made at any time. Visits to club meetings outside of the RA's home region require prior approval. Reimbursement is not provided.
 - B. Visits to Area and Division events within the RA's home District or home region may be made at any time as an attendee. Visits to such events for purposes of training and support require prior approval. Reimbursement is not provided.

Visits to Area and Division events outside the RA's home region require prior approval. Reimbursement is not provided.
 - C. Visits to District events within the RA's home District may be made at any time as an attendee. Visits to such events for the purposes of training and support require prior approval. Reimbursement may be provided with prior approval.

Visits to District events within the RA's assigned region that are not a part of the approved schedule require prior approval. Reimbursement may be provided with prior approval.
 - D. District visits outside the RA's assigned region require prior approval. Reimbursement is not provided.

7. **When visiting or presenting at any Toastmasters event, in-person or remotely, RAs may not sell or promote products, merchandise, or services.**

District Administrative Bylaws

Article VII: Officers

(a) District Officers

The officers of this District shall be a District Director, a Program Quality Director, a Club Growth Director, a District Public Relations Manager, a District Administration Manager, a District Finance Manager, Area Directors, and Division Directors. In addition to these officers, the District may have such other officers as the District Council may provide, but Toastmasters International credit toward any educational award is limited to service as a District officer named in the preceding sentence.

(b) Elective Officers

The elective officers of this District shall be the District Director, the Program Quality Director, the Club Growth Director, and Division Directors. None of the foregoing District officers may be re-elected to the same office for succeeding terms in which a full year has been served, except that the Division Directors may be re-elected to succeed themselves for one (1) term. The election of officers shall take place at the annual meeting of the District Council. The report of the District Leadership Committee shall be submitted in writing to all members of the District Council at least four (4) weeks prior to the election meeting. Nominations may also be made from the floor by any member of the District Council or their proxyholder **only if the floor candidate meets the requirements set forth in Article VII (e) of these administrative bylaws and has been evaluated by the District Leadership Committee for that specific role in that election cycle.** All elections shall be by secret ballot, unless a secret ballot is dispensed with by unanimous vote. A majority of the votes cast is necessary for an election.

(c) Other Officers

The other officers of this District shall be the District Public Relations Manager, the District Administration Manager, the District Finance Manager, and the Area Director for each Area. These officers may be elected or appointed. The decision to elect or appoint is made by the District Council and the decision remains in effect until changed by the council. Any changes to the decision must be made prior to November 1 of the District program year in which the elections or appointments will occur.

Officers appointed by the District Director are subject to the approval of the District Executive Committee and the District Council by September 30.

The District Public Relations Manager, the District Administration Manager and the District Finance Manager shall be eligible for re-election or re-appointment for one (1) succeeding term only. The offices of District Administration Manager and District Finance Manager may be combined.

Area Directors are elected by the Area Councils or appointed by the District Director taking into account the recommendation of the Area Councils. Area Directors shall be eligible for re-election or re-appointment for one (1) succeeding term only.

(d) Qualifications

At the time of taking office, the District Director shall have served at least six (6) consecutive months as a Club President and at least 12 consecutive months as a Program Quality Director, Club Growth Director or Division Director or a combination thereof. The Program Quality Director and Club Growth Director shall have served at least six (6) consecutive months as Club President and at least 12 consecutive months as a Program Quality Director, a Club Growth Director, a Division Director or an Area Director or a combination thereof. The Division Directors shall have served at least six (6) consecutive months as members of a District Council. Insofar as practicable, the Area Directors shall have served as members of a District Council. All District officers must be active individual members of Member Clubs and must be in good standing with Toastmasters International under Article III, Section 8 of the Bylaws of Toastmasters International.

(e) Nominations from the Floor

Nominations made by the District Leadership Committee shall be effective when officially announced by the District Leadership Committee Chair or District Director. Additional nominations of qualified candidates may also be made from the floor at the annual District Council meeting with the consent of the person(s) nominated. Prior to running from the floor, a candidate for District Director, Program Quality Director, Club Growth Director, or Division Director must have completed the District Leadership Committee's evaluation process in the same election cycle in which the candidate stands for election at the annual District Council meeting for that specific role.

Floor candidates who have not gone through the District Leadership Committee's evaluation process may only be nominated during the annual District Council meeting if the District Leadership Committee's work is invalid.

Floor nominations for roles other than the District Director, Program Quality Director, Club Growth Director, or Division Director may occur even when that individual has not been evaluated by the District Leadership Committee as long as the individual meets all other eligibility requirements.

In the event that there is no candidate(s) elected for District Director, Program Quality Director, Club Growth Director, or Division Director, the position(s) will be considered vacant and will be filled according to Article VII (g) of these administrative bylaws.

(f)(e) Term of Office

The terms of all District officers shall commence at midnight on July 1 and end on the following June 30, at 11:59 p.m.

(g)(f) Vacancies

A vacancy in any elective office shall be filled by the District Executive Committee based upon the recommendation of the District Director, or upon recommendation of the highest elected District officer if the vacancy is in the office of District Director. Individual members who fill vacant roles shall meet all qualifications for the role as defined in Article VII, Section (d) of these administrative bylaws. Such appointment shall become effective

immediately and will run until the next succeeding District Council meeting at which time such appointment shall be confirmed or another individual member elected to the office. If the office of Immediate Past District Director is vacated for any reason, it shall stay vacant for the remainder of the term.

(h)(g) Resignation or Removal

Any officer may resign at any time, provided that any resignation must be in writing, and will be effective on delivery to the District Administration Manager or the District Director, unless the resignation provides for a later effective date. Any member of the District Executive Committee may be removed from office by a two-thirds vote of the District Executive Committee. Any appointed officer may be removed from office by the District Director. Such removal of an appointed officer shall become effective immediately; the replacement officer shall also be appointed. The members of the District Executive Committee are responsible to the Toastmasters International Board of Directors, and may be removed at any time by that Board if it finds it to be in the best interests of Toastmasters International, its Member Clubs and their individual members.

(i)(h) Compensation

No District, Division, or Area officer shall receive a salary or other compensation except a return for expenses incurred for the benefit of the organization and only to the extent provided for in the adopted District budget.

Article XI: Committees

(a) District Executive Committee

The District Director, the Program Quality Director, the Club Growth Director, the District Public Relations Manager, the District Administration Manager, the District Finance Manager, the Area Directors, and Division Directors, together with the Immediate Past District Director, shall be the District Executive Committee, which shall have all functions and powers of the District Council except such powers as may be reserved by the District Council to itself; subject at all times to the general direction and approval of the District Council. A majority of the District Executive Committee shall constitute a quorum. This committee shall recommend the division of the District into Areas and Divisions for approval at the annual meeting. The District Executive Committee shall prepare a budget in the form prescribed by Toastmasters International, covering estimated receipts and expenditures for the ensuing year, and shall submit it to the District Council for approval in order to submit the approved budget to World Headquarters by September 30. This proposed budget shall be acted upon by the District Council at its first meeting. The District Executive Committee shall have such other duties as are delegated to it by the District Council.

(b) District Leadership Committee

The District Director shall appoint the District Leadership Committee Chair no later than ~~November~~~~October~~ 1. The remaining committee members shall be appointed no later than ~~December~~~~November~~ 1 and shall consist of no fewer than five (5) members **with equal representation of all Divisions in the District. No committee member may represent more than one (1) Division.** The committee shall operate under the procedural rules adopted by the Toastmasters International Board of Directors for the selection of

candidates for the elective District offices. The committee's results shall be reported in writing to the District Director no fewer than six (6) weeks before the District Council's annual meeting. The District Director shall submit the District Leadership Committee report to the members of the District Council at least four (4) weeks prior to the annual meeting.

(c) Audit Committee

Each year the District Director shall appoint an Audit Committee consisting of at least three (3) individual members who are not members of the District Executive Committee. The reports of this committee shall contain information in the format required by Toastmasters International. The committee shall submit an interim mid-year audit report no later than February 15. The committee shall then complete a year-end audit report for the fiscal year ending June 30. The outgoing and incoming District Directors are jointly responsible for submitting this report to the Member Clubs and to World Headquarters by August 31.

(d) Other Committees

Other committees may be appointed as may be deemed advisable by the District Director or the District Council. Such committees may include, among others, the following special committees: District Program Quality, District Club Growth, District Public Relations, Youth Leadership Program, Speechcraft, Administrative Policies, Awards, Speakers Bureau, District Newsletter, and Past District Directors Committee.

District Campaigns and Elections

1. Schedule

Date	Action
No later than November 1 October 1	District Director appoints District Leadership Committee (DLC) Chair.
No later than December 1 November 1	DLC members are recommended by the DLC Chair and approved by the District Director.
No later than January 15 November 30	Call for candidate declarations.
Determined by the DLC Chair and announced to the members of the clubs in the District December 15	Deadline for candidates to declare intent to run.
March 15 – June 1	District Council annual meetings occur (actual dates set by each District).
Six (6) weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four (4) weeks prior to the election date	DLC report and biographical forms are emailed to all members of the District Council and posted publishes nominations on the District website. Eligible Floor candidates shall may declare their intent to run in writing to the DLC Chair after the DLC report has been published and at least one (1) week prior to the annual District Council meeting results have been announced.
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

2. District Leadership Committee

A. The District Leadership Committee (DLC) is defined and governed by Article XI, Section (b) of the District Administrative Bylaws.

B. Members of the DLC acknowledge and agree to the following guidelines:

I. Abide by the timeline provided in Article XI of the District Administrative Bylaws.

II. Identify and seek qualified candidates for each elected position.

- III. **Commit to meet on a regular basis to conduct candidate assessments and to complete the selection process.**

DLC meetings and deliberations are confidential and may not be attended by or shared with those who are not DLC members. A DLC candidate interview is attended only by the DLC members and the candidate.

- ~~IV.B. The DLC ensures~~ **Confirm** that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.

- V. **Ensure that there is a minimum of one (1) candidate each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.**

- C. ~~The DLC Composition is comprised of:~~

- I. ~~One (1) committee member, preferably a Past District Director, who is appointed as chair by the District Director~~ **The District Director appoints a chair, who is a past District leader, preferably a Past District Director. The DLC Chair shall not hold any other District role (with the exception of the Immediate Past District Director) during the program year in which the report is presented.**
- II. ~~Other c~~Committee members are appointed by the ~~District Leadership Committee~~ **DLC** Chair, subject to the approval of the District Director.
- III. Each committee member **and the DLC Chair** must be **an active and** paid member.
- IV. Each Division in the District must be **equally** represented on the committee.
- V. A member of a club from a different District in the same region may be appointed to the DLC in order to provide outside perspective during deliberations. **This member will not represent a Division.**
- VI. The District Director ~~is not a member of the DLC~~, **Program Quality Director, and Club Growth Director shall not serve as members of the DLC.**
- VII. International Officer and Director candidates, Board Members and Region Advisors may not serve on the DLC.
- VIII. All committee members must complete a Committee Member Agreement and submit it to the DLC Chair before the committee begins its work.**

- D. ~~DLC M~~members serve one (1) year on the DLC and may be reappointed after

a one-year absence from the committee.

- E. ~~Committee members~~**Communication** may ~~be participate~~ by conference call, email, or other means ~~of communication~~ when geographic distance and other factors impede in-person participation.
- F. ~~Committee~~ **DLC** members shall not participate in any campaign or endorse any candidate for District office.
- G. ~~No committee member may be nominated or run from the floor for a District office in the election at which the committee's report is presented~~ **No DLC member may be nominated or run from the floor for any District office for the program year following the election at which the committee's report is presented.**
- H. ~~Committee~~ **DLC** members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting **or as soon as the conflict is identified**. They must also abstain from **the interviews**, discussion, and voting regarding that candidate in the context of the Committee.

3. Candidate Assessment and Selection

- A. **Before candidate assessment begins, the DLC verifies that each candidate meets the qualifications listed in Article VII of the District Administrative Bylaws.**
- BA. The DLC interviews and evaluates all known candidates for each elected position. **The DLC reviews, in detail, the duties of the position as defined in Article VIII of the District Administrative Bylaws with each candidate.** Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The Chair provides these documents to the DLC members.
- CB. All candidates are interviewed by at least two (2) committee members jointly or individually. **Candidates for the same position are interviewed by the same interviewers.**
- DE. The DLC members, including the Chair:
 - I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
 - II. Exercise independent judgment during the selection process.
 - III. Consider the experience, abilities, and qualifications of each candidate.
 - IV. Keep in mind the best interests of Toastmasters International, its Member Clubs, individual members and the District.
 - V. ~~Take into consideration all candidates for each district office~~ **Discuss each candidate for each elective District office.**

- ~~ED.~~ The DLC Chair **is a non-voting member of the committee and casts a vote along with the other members of the committee for each nomination, unless precluded from doing so by Section 2-H above, but** does not attempt to influence the other members of the committee.
- ~~FE.~~ Committee members cast their votes in written form, and the committee nominates **a minimum of one (1) or two** candidate each for the offices of District Director and Program Quality Director; ~~and one two (2)~~ or more candidates for the office of Club Growth Director; and **a minimum of one (1) candidate for** all other elective district offices.
- ~~GF.~~ **Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.**
- ~~HG.~~ To be nominated, a candidate must receive a majority vote of the DLC.
- ~~IH.~~ DLC deliberations and votes are confidential and may be shared only with the District Director, World Headquarters, and the Toastmasters International Board of Directors.

4. **Nomination Results**

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The ~~committee~~ **DLC** Chair or the District Director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.
- C. ~~The committee report, distributed to the District Council includes the Candidate Biography Form for each candidate~~ **The District Director distributes the committee report and the Candidate Biographical Form for each candidate to the District Council.**
- D. The ~~committee~~ **DLC** Chair or District Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.
- E. Any nomination reported by the DLC is invalid if any DLC requirement, process, or deadline is not complied with.**
- F. It is recommended that the DLC Chair or designated committee member provide feedback to all candidates for leadership development.**

5. **Announcement of Candidacy**

- A. Members, including current members of the District Executive Committee, may self-nominate for District office, be sought out by the DLC, or be nominated by an individual ~~paid~~ member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.

- C. To be nominated, elected or appointed, or run from the floor for any District officer position, candidates must:
 - I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.
- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email, social media, and facsimile), unsolicited by the recipient that promotes or publicizes a candidate.
- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social media profiles, related to this campaign may be of the candidate only; no other persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites, and on social media profiles. Proof of written permission may be requested for review by the District Director.
- C. Unsolicited subscriptions to information by or about a candidate, such as a newsletter or blog, are not permitted.
- D. Communications by the District in connection with a candidate's presentation at a District conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The District Director provides contact information to nominated candidates and floor candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only District Council members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two (2) campaign communications. These communications may only be sent to members of the District Council:
 - I. The first communication may be sent between January 1 and March 15.
 - II. The second communication may be sent between the announcement of the DLC results and the District Council's annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No District or club social media sites or websites may be used to

promote any individual candidate. District and club websites may list the nominated candidates.

- H. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- I. District candidates may use the Toastmasters trademarks, including the logo and the names “Toastmasters” and “Toastmasters International,” on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- K. At District conferences and District non-election meetings (such as Area and Division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidate Corner (if there is a Candidate Corner). Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- L. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- M. Candidates may not host hospitality suites at any District event or contribute to a District hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. Candidates may speak and give educational presentations at District conferences, at a time other than during the District Council’s annual meeting, at the discretion of the District Director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the District Director.
- O. Candidates may not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- P. Advertisements in District publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for District office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other District publication.

7. Candidate Endorsements

- A. District Executive Committee members shall not take any action to endorse or officially support any candidate; however, District Executive Committee members who are running for District office may campaign on their own behalf.
- B. International Officer and Director candidates, members of the Toastmasters International Board of Directors and Region Advisors may not take any action to endorse or support any candidate for District office.
- C. All candidates must obtain written permission for any endorsements (i.e., quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the District Director.

8. Campaign Violations

- A. **All actions by individual members must comply with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct.**

BA. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies. Candidates acknowledge that violation of Policies and Protocols may result in consequences.

- I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).
 - a. The violation is reported to the District Director, who investigates the matter. If the District Director cannot resolve the matter, it is turned over to the District Executive Committee.
 - b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.
- II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future District Executive Committee action in exchange for votes).
 - a. The violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the District's website as determined by the District Executive Committee.
 - 2. A letter of censure may be issued to the candidate by the District Executive Committee.

- III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters Bylaws, Policy or Protocol).
 - a. A violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. Any or all penalties for level-two violations.
 - 2. Request that a candidate withdraw from candidacy.
 - 3. Engage in further discipline following the processes outlined in Protocol 3.0.

CB. Discipline, related to campaign violations, that is administered by the District Executive Committee may be appealed to the District Council. The District Council's decision is final. Such decisions may not be appealed to the Toastmasters International Board of Directors or World Headquarters. However, the Board of Directors may, on its own initiative, review the District's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs or individual members.

DE. After the nominations are published, any proven candidate Policy violations must be shared with the District Leadership Committee Chair. Such violations may be disclosed at the District Council's annual meeting by the DLC chair or District Director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidate Showcase

- A. At the District conference, it is recommended that a Candidate Showcase occur before the District Council's annual meeting.
- B. Prior to the District conference, the District Director appoints members to serve as chair and co-chair of the Candidate Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the District mission.
- D. The presentation schedule, with the names of all nominated candidates and known floor candidates for District office, is prepared by the District's Administration Manager.
- E. There is no census or poll taken of the delegates at a Candidate Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the District Administrative Bylaws, Article X, Sections (d) and (e).
- B. The District Director sends a credential or proxy form to each Club President and Vice President Education 30 days before a District Council annual meeting in the District newsletter or in a separate mailing.
- C. Prior to the District Council annual meeting, the District Director appoints a Credentials Chair to supervise the credentials, voting, and ballot counting processes. The Credentials Chair may select members to form a Credentials Committee.
- D. The Credentials Chair is, when practicable, a Past District Director.
- E. The Credentials Chair obtains a list of paid clubs and a list of current District Council members (Club Presidents, Vice Presidents Education, and District officers eligible to vote). The Credentials Chair ensures that ballots are only issued to current District Council members or their authorized proxyholders and are signed for upon distribution.
- F. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- G. The Credentials Committee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The District Director or a person designated by the District Director explains the election rules and procedures to the delegates.
- B. The DLC Chair shall present the committee's report. In the chair's absence, the District Director designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of District Director, Program Quality Director, Club Growth Director and Division Directors. The Area Directors, District Public Relations Manager, District Administration Manager, and District Finance Manager are also announced, if elected.
- C. If any **proven** level-two or -three Policy violation(s) by a candidate have occurred, **according to Section 8 of this Protocol**, the District Executive Committee may disclose that violation and **its consequences prior to the election** ~~may announce whether the violation could have affected the candidate's nomination.~~
- D. For each office, the District Director inquires whether there are additional nominations from the floor.
 - I. **Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director who have completed**

the evaluation process conducted by the DLC are eligible to run from the floor at the annual District Council meeting, according to Article VII, Section (e) of the District Administrative Bylaws.

- II. If the DLC report is invalid, candidates for District Director, Program Quality Director, Club Growth Director, and Division Director may be nominated as floor candidates without going through the DLC evaluation process.**
- III.** Floor candidates must be nominated by a member of the District Council or their proxyholder. Floor candidates may self-nominate when they are a member of the District Council or a proxyholder.
- IV.** Floor candidates or, in their absence, their representatives state their eligibility qualifications.
- V.** Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director must sign the Officer Agreement and Release Statement prior to the election. Only the Officer Agreement and Release Statements of those elected are sent to World Headquarters.
- VI.** The District Director may declare any proven level-two or -three Policy violations by floor candidates to the District Council.
- VII.** When nominations are complete, the District Director declares the nominations for that office closed.
- E. After nominations are closed, candidate speeches are given. Candidates speak on their own behalves. If a candidate is not present, an authorized representative may speak for the candidate. If there is only one (1) candidate nominated, no speech is given.
- F. A candidate's representative may not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
- G. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by Article X, Section (e) of the District Administrative Bylaws.
- H. After nominations for an office are closed, if there is only one (1) candidate for the office, the District Director may entertain a motion to dispense with the secret ballot for the uncontested office or instruct the District Administration Manager to cast a single ballot for the candidate.
- I. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- J. Each election is completed and the winner announced before moving to the subsequent election.

- K. Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices.
- L. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots ~~and without the name of the candidate receiving the fewest votes.~~ **Prior to the second ballot, the nominee having the lowest vote on the first ballot and any nominee receiving less than 10% of the votes cast shall be dropped, and on such succeeding ballots the same procedure shall be followed until a nominee has received a majority of all votes cast. In case of a tie between two (2) remaining nominees, the election shall be decided by lot. Such a procedure continues until one (1) of the candidates receives a majority of the votes cast.**
- M. Upon adjournment of the District Council's annual meeting, all election results are final. Results of the election ~~are~~ **must be** displayed on the District website **and may also be announced in other public forums** as soon as possible following adjournment of the meeting.
- N. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the District Director or District Credentials Chair, as necessary, and immediately thereafter destroyed by the District Director or District Credentials Chair.

Policy 6.1

Accredited Speaker Program

1. Eligibility

- A. Active members of a club in good standing, who meet all requirements outlined here, are eligible to apply for the Accredited Speaker Program.**
 - I. Have completed all levels in a single path in the Toastmasters Pathways learning experience, or have earned Advanced Communicator Bronze or Advanced Toastmaster Bronze**
 - II. Have presented a minimum of 25 eligible speaking engagements to non-Toastmasters audiences within the past three (3) years (from the date of application)**
 - a. 15 of the 25 speaking engagements must have been paid engagements.**
 - i. Travel or expense reimbursements, gifts, donations, or per diems qualify for a maximum of seven (7) of the 15 paid speaking engagements.**
 - ii. At least eight (8) of the 15 paid speaking engagements must have been speeches or presentations for which the speaker was directly compensated a pre-arranged amount.**
 - b. These speaking engagements must not have been presented as part of the speaker's regular employment.**
 - c. The speaker must be the principal author/owner of a substantial portion of the content used.**
- B. International Officers or Directors, candidates for International Officer or Director, Region Advisors and applicants for Region Advisor are not eligible to apply to the Accredited Speaker Program.**

2. Application Process

- A. World Headquarters accepts Accredited Speaker Program applications between January 1 and February 1 each year.**
 - I. Applications submitted after February 1 and before January 1 are not considered.**
- B. Those who meet eligibility requirements and submit a complete application as outlined here are eligible to become candidates for the Accredited Speaker designation.**
 - I. A completed Accredited Speaker Application Form (the official Accredited Speaker Application Form must be used)**
 - a. Must include a list of 25 eligible speaking engagements, as outlined in Section 1.A.II**

- II. A link to a video presentation that is 20 to 60 minutes in length, spoken in English, and recorded before a live, non-Toastmasters audience
- III. Five (5) recommendations from five (5) different clients for paid speaking engagements
- IV. A Level 1 application fee of \$100 USD
 - a. This fee is non-refundable and non-transferable.
- V. Links to any applicable websites dedicated to the applicant's professional speaking career
 - a. Applicants cannot be denied from the program solely because they do not have a professional website.
- C. In February, World Headquarters reviews all eligible applications to ensure they are complete and meet outlined requirements.
- D. If an application is incomplete or missing information, or the video does not meet outlined requirements, the applicant will be notified and permitted seven (7) days to correct the error.
- E. If the applicant does not, or is unable to, correct the error within seven (7) days, they will not be considered for Level 1 that year and must re-submit a complete application during a new application cycle if they would like to re-apply.
 - I. Their \$100 USD application fee will not be refunded or applied to a future application.
- 3. Accredited Speaker Program Process
 - A. The Accredited Speaker Program consists of Level 1 and Level 2.
 - B. Applicants who submit a complete application between January 1 and February 1 advance to Level 1.
 - C. Level 1 of the Accredited Speaker Program follows the below progression.
 - I. Complete applications submitted to World Headquarters are shared with Level 1 judges.
 - a. Level 1 judges are Accredited Speaker Program Council members, as selected by the council chairs, with approval of the First Vice President.
 - II. The Accredited Speaker Program Council members (Level 1 judges) thoroughly review all elements of each application.
 - a. All components of the application may be taken into consideration when determining whether to give the applicant a passing score.
 - b. When viewing applicant videos, council members use the Accredited Speaker Program Judge's Guide and Ballot to score the video presentation and provide the applicant with written feedback.

- III. After reviewing all the application materials and using the Judge's Guide and Ballot to score the video presentation, council members provide the applicant with a final score out of 100.
 - a. 80 or above is a passing score.
 - IV. To advance to Level 2, candidates must receive a passing score from a majority of council members (Level 1 judges).
 - a. All applicants who receive a passing score from a majority of judges will advance to Level 2.
 - b. All applicants who do not receive a passing score from a majority of judges will not advance to Level 2 and must re-submit a complete application during a new application cycle if they would like to apply again.
 - i. Their \$100 USD application fee will not be refunded or applied to a future application.
- D. Level 2 of the Accredited Speaker Program follows the below progression:
- I. All applicants who advance become Level 2 candidates and are invited to give a live presentation during the Accredited Speaker Program at the Toastmasters International Convention in front of a panel of judges.
 - a. Candidates who accept the invitation to present at the Accredited Speaker Program must submit a Level 2 application fee of \$150 USD.
 - i. This fee is nonrefundable and nontransferable.
 - b. Candidates who are unable to accept the invitation to present at the Accredited Speaker Program the same year they passed Level 1 may present at Level 2 any year within three (3) years of their original application.
 - i. Candidates participating in Level 2 in a different year than when they passed Level 1 must inform World Headquarters of their intent by May 1 of the year they plan to participate.
 - ii. Upon informing World Headquarters, these candidates will be required to pay the \$150 USD Level 2 application fee.
 - II. Based on the number of Level 2 candidates in a given year, World Headquarters may conduct the Accredited Speaker Program in multiple groups during the International Convention.
 - a. Each group will have its own panel of judges.
 - III. Level 2 judges are Accredited Speaker Program Council members, as selected by council chairs, with the approval of the First Vice President.
 - IV. Council members are provided with each candidate's complete application, as submitted at Level 1.

- a. All components of the application may be taken into consideration when determining whether to give the applicant a passing score.
 - V. Council members (Level 2 judges) use the Accredited Speaker Program Judge's Guide and Ballot to score candidates' live presentations and provide written feedback during the Accredited Speaker Program.
 - VI. Following the live presentations, council members (Level 2 judges) assign each candidate a score out of 100.
 - a. 80 or above is a passing score.
 - VII. For a candidate to receive the Accredited Speaker designation, they must receive a passing score from a majority of council members (Level 2 judges).
 - VIII. Council chairs serve as chief judges for the Accredited Speaker Program and review results to determine which candidates received the designation. They inform all candidates of results before they are announced.
 - a. All Level 2 candidates who receive a passing score from a majority of judges receive the Accredited Speaker designation.
 - b. Level 2 candidates who do not receive a passing score from a majority of judges do not receive the Accredited Speaker designation.
 - i. Candidates who present at Level 2 but do not receive the designation may reapply beginning at Level 2 and present again at the International Convention (must be within three [3] years of the original attempt).
 - ii. Returning candidates must inform World Headquarters of their intent by May 1 of the year they plan to participate.
 - iii. Candidates who return at Level 2 must pay the \$150 USD Level 2 application fee each time they return.
 - iv. The number of times a candidate may return and attempt beginning at Level 2 is twice. Following this, the candidate must re-apply at Level 1 with a complete application.
4. Accredited Speakers
- A. Accredited Speaker applicants and Accredited Speakers agree to adhere to all Toastmasters International governing documents, including Policy 3.0: Ethics and Conduct, Protocol 3:0: Ethics and Conduct, and this policy.
 - B. Accredited Speakers must not damage the Toastmasters International or Accredited Speaker brands in any way.
 - I. When presenting at Toastmasters events or about Toastmasters, Accredited Speakers must use materials in presentations that

accurately reflect the Accredited Speaker Program and the Toastmasters International brand.

C. All Accredited Speakers are encouraged to use the Accredited Speaker logo and must abide by the guidelines regarding its authorized and unauthorized uses.

I. Authorized uses of the Accredited Speaker logo

- a. Professional websites (must include a link to the Toastmasters International Accredited Speaker page)**
- b. Presentation slides**
- c. Speaker one-sheets**
- d. Social media accounts (e.g., Facebook, LinkedIn)**
- e. Email signatures**
- f. Stationery**

II. Unauthorized uses of the Accredited Speaker logo

- a. Business cards**
- b. Logos or visual representations for a club, Area, Division, or District, including those that specifically support members who strive to achieve the Accredited Speaker designation**
 - i. Only Toastmasters International World Headquarters and Accredited Speakers are authorized to use the Accredited Speaker logo.**
- c. On articles such as trophies, ribbons, banners, certificates, clothing, or other items, except with specific, written approval and authorization from the Chief Executive Officer.**

5. Accredited Speaker Program Council

A. The Accredited Speaker Program Council works in conjunction with World Headquarters to oversee the Accredited Speaker Program, judge each level of the program, provide onboarding and support to new Accredited Speakers, report any known violations of conduct regarding an Accredited Speaker to World Headquarters, and suggest potential program improvements to World Headquarters.

B. The Accredited Speaker Program Council consists of two (2) council chairs and a minimum of five (5) council members for each level of the Accredited Speaker Program.

I. Council chairs must be appointed by the First Vice President, subject to ratification by the Executive Committee.

II. Council members must be appointed by the council chairs with the approval of the First Vice President, subject to ratification by the Executive Committee.

a. For Level 1, five (5) council members are appointed for every 15 applicants each year.

b. For Level 2, an additional five (5) council members are appointed for each Accredited Speaker Program segment that will be held at the International Convention.

- C. Council chairs must be Accredited Speakers who are active Toastmasters members of clubs in good standing.
- D. Council members must be Accredited Speakers who are active Toastmasters members of clubs in good standing, Past International Directors, past World Champions of Public Speaking, or past educational or keynote speakers at the International Convention.
 - I. Preference will be given to Accredited Speakers.
- E. Council chairs and council members must conduct themselves in accordance with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct, and maintain confidentiality about the Accredited Speaker Program Council's work.

6. Council Chair Responsibilities

- A. The responsibilities of the Accredited Speaker Program Council chairs include:
 - I. Inviting council members to serve at both Level 1 and Level 2, with the approval of the First Vice President
 - II. Conducting a judges' orientation during both Level 1 and Level 2 of the Accredited Speaker Program
 - a. Council chairs must be physically present for the Accredited Speaker Program at the International Convention; no travel allowances will be provided by World Headquarters.
 - III. Conducting virtual orientation(s) for new Accredited Speakers, using materials and resources provided or approved by World Headquarters
 - a. Council chairs must coordinate with World Headquarters to determine the timing for the orientation.
 - b. Council chairs may request assistance from council members in the orientation and support of new Accredited Speakers.
 - IV. Supporting all new and existing Accredited Speakers
 - a. Be available and willing to answer questions about use of the logo, use of the Accredited Speaker title, speaking at District conferences, representing the Accredited Speaker Program, and adhering to Policy 3.0.
 - b. Connect Accredited Speakers with World Headquarters for questions that are outside of the council chairs' purview or expertise.
 - V. Reporting any known violations of conduct regarding an Accredited Speaker to World Headquarters
 - VI. Serving as Chief Judge for both Levels 1 and 2 of the Accredited Speaker Program

VII. Providing feedback on their experience to World Headquarters, including proposed rule changes

7. Council Member Responsibilities

A. For Level 1, the responsibilities of Accredited Speaker Program Council members include:

- I. Judging Level 1 of the Accredited Speaker Program using the Accredited Speaker Program Judge's Guide and Ballot**
- II. Providing program feedback to World Headquarters, including proposed rule changes**
- III. Assisting council chairs in the orientation for new Accredited Speakers, upon request**
- IV. Reporting any known violations of conduct involving an Accredited Speaker to World Headquarters**

B. For Level 2, the responsibilities of Accredited Speaker Program Council members include:

- I. Judging Level 2 of the Accredited Speaker Program at the International Convention using the Accredited Speaker Program Judge's Guide and Ballot**
 - a. Level 2 Accredited Speaker Program Council members will each be provided with two (2) complimentary tickets to the Accredited Speaker Program at the Toastmasters International Convention.**
 - b. Accredited Speaker Program Council members are responsible for all other costs incurred for attending the International Convention, including travel, lodging, and event registration.**
- II. Providing program feedback to World Headquarters, including proposed rule changes**
- III. Assisting council chairs in the orientation for new Accredited Speakers, upon request**
- IV. Reporting any known violations of conduct involving an Accredited Speaker to World Headquarters**

TOASTMASTERS
INTERNATIONAL



SPEECH CONTEST RULEBOOK

JULY 1, 2019 TO JUNE 30, 2020



**WHERE LEADERS
ARE MADE**

TOASTMASTERS INTERNATIONAL

www.toastmasters.org

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Introduction

Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

This booklet contains the rules and standard procedures for conducting the International, Evaluation, Humorous, Table Topics, and Tall Tales speech contests. If you are involved in conducting or competing in a speech contest, please read these rules carefully and follow them. By doing so, you will ensure a fair speech contest and an enjoyable event for everyone.

The book consists of three parts:

- ▶ **Speech Contest Rules.** Here you will find the General Rules governing all Toastmasters speech contests, as well as the specific rules covering the International, Evaluation, Humorous, Table Topics, and Tall Tales contests.
- ▶ **Contest Checklists.** This section describes some of the common steps required for contest chairs, chief judges, and contestants to prepare for a speech contest.
- ▶ **Additional Resources.** In this section, you'll find a list of additional manuals, articles, Web pages, and other helpful materials related to Toastmasters speech contests.

Note: Rule changes are made once a year by administrative protocol with the approval of the International President, the International President-Elect, and the Chief Executive Officer. Changes are highlighted by a mark (◆) in the left margin.

SPEECH CONTEST RULES

General Rules for All Toastmasters Speech Contests

Unless otherwise stated, these rules apply to all speech contests conducted by Toastmasters International clubs, areas, divisions, and districts, as well as all contests conducted at the International Convention.

1. Speech Contest Policy

- ◆ A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including territorial councils and provisional districts). No other contest types, showcases, etc., can be conducted by districts (including areas and divisions).
 - ◆ 1. Districts (including areas and divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.
 - ◆ 2. Districts (including areas and divisions) may conduct up to three additional English speech contests each year.
 - ◆ 3. Districts (including areas and divisions) may also conduct up to four non-English speech contests each year.
 - a) Each of these contests is conducted in a language selected by the district director and approved by the district executive committee.
 - ◆ b) A non-English contest may be conducted using the rules of the International Speech Contest. Such a contest must be titled using the name of the language. For example: Chinese Speech contest.
 - ◆ c) Non-English contests must not continue beyond the district level.
- ◆ B. All district-level speech contests are conducted only at the annual district conference.
- ◆ C. Contests must originate at the club level and proceed through the area, division, and district levels, respectively; only contests following this progression are permitted at the area, division, and district levels. All clubs are eligible to advance contestants to the area level in all contests, regardless of the contest language or the primary language of the club..
- ◆ D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of district leaders.
- ◆ E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- ◆ F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants may never be charged a fee to compete in a contest, and clubs may never be charged a fee to send a contestant to a contest.

2. Eligibility

A. To be eligible to compete in any official Toastmasters speech contest, a member must:

- ◆ 1. Be a paid member of a club in the area, division, and district in which he or she is competing.
 - a) The club must also be in good standing.
 - b) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
- 2. In addition, to be eligible to compete in the International Speech Contest, a member must:
 - ◆ a) Have completed six speech projects in the *Competent Communication* manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
 - 1. However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest.
 - 3. Maintain eligibility at all levels of any contest.
 - a) If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.
 - 4. The following are ineligible to compete in any Toastmasters speech contest:
 - ◆ a) A member serving as a voting judge or tiebreaking judge beyond the club level for a contest type in which the member is still competing or intends to compete
 - b) Incumbent international officers and directors
 - c) Region advisors or region advisor applicants
 - d) District officers whose terms expire June 30:
 - 1. District director
 - 2. Program quality director
 - 3. Club growth director
 - 4. Administration manager
 - 5. Finance manager
 - 6. Public relations manager
 - 7. Division director
 - 8. Area director
 - e) International officer and director candidates
 - f) Immediate past district directors
 - g) District officers or candidates campaigning for elected positions for the term beginning the upcoming July 1
 - ◆ h) Presenters of education sessions, contest chairs, contest Toastmasters, chief judges and event committee chairs for the event at which the contest will be held, including area, division, and district events, as well as the International Convention

5. Contest chairs, chief judges, voting judges, tiebreaking judges, timers, counters, sergeants at arms, and test speakers may not compete in the contest at which they are serving.
6. The winner of the World Championship of Public Speaking® held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.
- ◆ 7. The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.
8. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which paid membership is held.
 - a) No contestant can compete in more than one area speech contest of a given type, even if the two areas are in different divisions or districts.
9. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and Video Speech Contest.)
- B. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below.
 1. At a club contest, be a paid member.
 2. At an area, division, or district contest:
 - a) Be a paid member for a minimum of six months.
 - ◆ b) Have completed a minimum of six speech projects in *Competent Communication* or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
 - c) Be physically present at the contest for which you are serving.
 3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:
 - a) Be a paid member for a minimum of six months.
 - b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one path in the Toastmasters Pathways learning experience.
 - c) Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.
- C. All other contest officials and the Evaluation contest test speaker must be paid members.

3. Selection Sequence

- A. Club, area, division, district. Each club in good standing is permitted to choose its contestant for each area speech contest by whatever means the club desires. If a contest is held, it must comply with the rules in this manual, and the contest result

is final. The area speech contest winner then proceeds to the division contest, if applicable. The division winner then proceeds to the district contest.

1. In those districts with 10 or more divisions, two separate run-off competitions among division winners may be held before the district contest finals.
 - a) Insofar as practical, the number of divisions competing in each run-off will be the same.
 - b) The three highest-placed available contestants from each run-off competition will then advance to the district contest.
 2. Should a club, area, or division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
 3. The International Speech Contest is the only contest that proceeds beyond the district level to Region Quarterfinals, Semifinals, and the World Championship of Public Speaking.
 4. If a Region Quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer in good standing, districts have the option to allow two contestants from each club to compete in the area contest.
1. Should additional clubs charter prior to the area contest, two contestants from each club are permitted to compete.
 2. In those divisions with four assigned areas or less, districts have the option to allow the two highest-placed available contestants from each area to compete.
 3. In districts with four assigned divisions or less, districts have the option to allow the two highest-placed available contestants from each division to participate in the district contest.
 4. The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle, i.e., prior to any club contests being held.
 - a) Once the decision is made, it must be implemented consistently throughout the district in all clubs, areas, and divisions affected.
 - b) If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

4. Speech Subject and Preparation

- ◆ A. The subject of all International, Humorous, and Tall Tales contest speeches must be selected by the contestant.
- ◆ B. The subject of Table Topics Contest must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- ◆ C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.

1. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
 2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
- E. All contestants will speak from the same platform or area designated by the contest chair.
1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.
 2. A lectern/podium will be available. However, use of the lectern/podium is optional.
- ◆ 3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.
 - ◆ 4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

5. General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
- ◆ 1. At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, two counters, and two timers are appointed, unless impractical.
 - ◆ 2. At area contests, there must be an equal number of voting judges from each club in the area, **subject to or** a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters, and two timers must be appointed..
 - ◆ 3. At division contests, there must be an equal number of voting judges from each area in the division, **subject to or** a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters and two timers must be appointed. No chief judge, voting judge, or tiebreaking judge must be a member of any club in which a contestant is a member.
 - ◆ 4. At district contests, there must be an equal number of voting judges from each division in the district, **subject to or** a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers must be appointed. No chief judge, voting judge, or tiebreaking judge must be a member of any club in which a contestant is a member.
 - ◆ 5. For the International Speech Contest, Region Quarterfinals, there must be a minimum of nine voting judges and one tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all Region Quarterfinals. No voting judge or tiebreaking judge can be a member in the same region in which a contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.
 - ◆ 6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each district, **subject to or** a minimum of nine voting judges.

In addition to these voting judges, a contest chair, chief judge, a tiebreaking judge, three counters, and two timers are appointed. No chief judge, voting judge, or tiebreaking judge can be a member of any club in which a contestant is a member.

- ◆ 7. At the World Championship of Public Speaking, there must be one voting judge representing each region. In addition to these judges, a contest chair, chief judge, five qualifying judges, tiebreaking judge, three counters, and two timers are appointed. No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
 - ◆ 8. Voting judges at all levels must remain anonymous when practical.
 - ◆ 9. The contest chair may appoint a contest Toastmaster to perform any of the chair's duties. In such cases, the term, "contest Toastmaster" should be considered synonymous with "contest chair." A contest Toastmaster is also ineligible to compete in the contest at which they are serving.
- B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
 2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - a) Reports to the contest chair upon his/her arrival.
 - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
 - c) Waives the opportunity of a briefing.
- D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.
1. Each voting judge receives the appropriate ballot for the contest.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
 - d) Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).
 - e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
 - f) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.

2. Timers receive the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.
 3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive instruction in the gathering of ballots and the counting room procedure (described below).
- E. Before the contest, the chief judge selects a member to act as tiebreaking judge.
1. The identity of the tiebreaking judge is secret, and known only to the chief judge.
 2. The tiebreaking judge does not attend the judges' briefing.
- ◆ 3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.
- a) International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).
 - b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).
 - c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).
 - d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).
 - e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).
- F. For the International, Humorous, and Tall Tales contests, introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
1. For Table Topics contests, introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.
 2. For Evaluation contests, introduce each contestant by announcing the contestant's name twice.
- G. Contestants in the International, Humorous, and Tall Tales contests are permitted to remain in the same room throughout the duration of the contest.
- H. Evaluation Contest participants are required to leave the room after the test speech has been delivered, as outlined in the Evaluation Contest section of this rulebook.
- I. Table Topics Contest contestants must stay out of the room until the preceding speaker has completed his or her response to the topic, as outlined in the Table Topics Contest section of this rulebook.
- J. There will be one minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots. All voting judges and the tiebreaking judge will judge all contestants; the chief judge does not judge contestants.
- K. When the last contestant finishes speaking, the contest chair will ask for silence until the ballot counters have collected all ballots.
1. In order for a ballot to be valid, judges shall:
 - a) Complete their ballots by entering their choices for first, second, and third place.
 - b) Sign and print their names on the ballot.

- ◆ 2. When voting judges have finished marking their ballots, they must tear off the bottom portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.
 - a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
- 3. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
 - a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
- 4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timers complete the timing record sheet, place it in the provided envelope, and hand it to the chief judge.
- L. Once all of the ballots have been collected, the ballot counters and the chief judge will leave the contest area and proceed to the counting room.
 - 1. In the counting room, the ballot counters will tabulate the results of the contest using the Counter's Tally Sheet (Item 1176).
 - a) On the Counter's Tally Sheet, each contestant receives points for being ranked first, second, or third place on a voting judge's ballot.
 - 1. Three points are scored for each first-place ranking.
 - 2. Two points are scored for each second-place ranking.
 - 3. One point is scored for each third-place ranking.
 - b) Once all points are entered, the ballot counters compute the total points for each contestant and enter the totals on the bottom of the tally sheet.
 - 1. Point totals must be verified by all ballot counters before results are entered on the sheet.
 - 2. Contestants are then ranked on the bottom of the tally sheet according to number of points scored.
 - c) In the event of a tie, the chief judge will consult the tiebreaking judge's ballot.
 - d) The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
 - 2. Once the results have been tabulated and verified, the chief judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the district level. The chief judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the contest chair.
 - a) All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
 - b) After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.
- M. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest in reverse order.

1. In contests with three or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced.
2. In contests with less than three participants, a second-place winner (if applicable) and a first-place winner will be announced.
3. Occasionally, a contest will be held with only one contestant. In such cases, a contest must still be held, and the contestant must be disqualified if he or she does not meet the timing, originality, and eligibility requirements.
4. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

6. Timing of the Speeches

- A. Two timers are appointed by the chief judge. One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors.
- B. The signaling device must be in full view of each contestant.
- C. The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).
- D. The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- E. All speeches delivered by contestants must conform to the timing guidelines for the contest.
 - ◆ 1. International and Humorous speeches must be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.
 - ◆ 2. Table Topics speeches must be from one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds.
 - ◆ 3. Evaluation speeches must be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds.
 - ◆ 4. Tall Tales speeches must be from three to five minutes. A contestant will be disqualified if the speech is less than two minutes 30 seconds or more than five minutes 30 seconds.
- F. Upon being introduced, the contestant must proceed immediately to the speaking position.
 1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
 2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
- ◆ G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.

1. For International and Humorous contests:
 - a) A green signal will be displayed at five minutes and remain displayed for one minute.
 - b) A yellow signal will be displayed at six minutes and remain displayed for one minute.
 - c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.
2. For Evaluation contests:
 - a) The green signal will be displayed at two minutes and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at two minutes and 30 seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded.
3. For Table Topics contests:
 - a) The green signal will be displayed at one minute and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded.
4. For Tall Tales contests:
 - a) The green signal will be displayed at three minutes and remain displayed for one minute.
 - b) The yellow signal will be displayed at four minutes and remain displayed for one minute.
 - c) The red signal will be displayed at five minutes and remain displayed until the speech is concluded.
- ◆ 5. In all speech contests, no signal can be given for the overtime period.
6. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
 - a) Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes.
 - b) If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
7. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.
- ◆ H. Prior to announcing results, the contest chair must announce if time disqualifications occurred, but not name the contestant(s) involved.

7. Protests and Disqualifications

- ◆ A. Protests are limited to eligibility and originality and must only be lodged by voting judges and contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).
- ◆ B. The chief judge, contest chair, voting judges and contestants must not consider protests from audience members.
- C. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
- D. The contest chair can disqualify a contestant on the basis of eligibility.
- E. All decisions of the voting judges and qualifying judges are final.

8. Use of Props and Electronic Devices

- A. Contestants who plan to use props (including any sort of electronic devices) must notify the contest chair prior to the contest.
- B. Contestants must abide by any venue restrictions on the use of props.
- C. All props must be set up during the minute of silence prior to the contestant's speech and removed from the stage in the minute of silence following the speech.
 - 1. Contestants may enlist someone to help them with props, but it is not the responsibility of the contest chair or any other contest official to do so.
 - 2. Contestants must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times.
 - a) If a contestant is unable to demonstrate this, the props cannot be used during the contest.

International Speech Contest Rules

The International Speech Contest, which must be conducted in English only, follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. The International Speech Contest begins at the club level, and proceeds through the area, division (if applicable), district, region quarterfinal, semifinal, and final levels.
 - A. District-level contest videos that are submitted to World Headquarters to be used in region quarterfinal judging must meet these requirements:
 - Audio
 - ▶ The audio must be clear and without echo, static or other excessive noise.
 - Camera
 - ▶ The camera must record in high definition.
 - ▶ Only single-camera setup is permitted; use of multiple camera angles is not allowed.
 - ▶ The camera must be placed on a tripod to maintain stability and prevent unwanted movement.

- ▶ The camera must have an unobstructed, in-focus view of the contestants.
- ▶ The entire speaking area must be visible throughout the recording.
- ▶ The camera must be monitored by a camera operator at all times to ensure it is recording properly.
- ▶ Zooming is not permitted.

Lighting

- ▶ The speaking area must be fully lit.
- ▶ The speaker's facial expressions must be visible throughout the speech; the image should not be too bright or dark.
- ▶ No lighting, artificial or natural, should point directly at the camera.

Video Recording

- ▶ The recording must only contain the introduction of the winning contestant's speech by the contest chair and the entire winning speech.
- ▶ The recording may not be edited in any way, such as by adding text, graphics, images, or anything that does not meet the requirements above.

B. District Submission to World Headquarters

1. Following the district-level International Speech Contest, the chief judge ranks all district-level contestants in order of results on the Notification of District Winner form and then submits the form to the program quality director.
2. The program quality director submits the Notification of District Winner form, Region Quarterfinal Video Release form, and video of the first-place winner to World Headquarters in the format and manner requested.
3. After region quarterfinal results are announced, detailed information concerning the semifinal contest is then provided to the winners by World Headquarters.

C. Semifinals are to be held at the International Convention, and will include all district region quarterfinal winners randomly assigned to two separate contests.

1. All contestants' briefings for the semifinal speech contests will be conducted simultaneously by World Headquarters staff.
2. All judges' briefings for the semifinal speech contests will also be conducted simultaneously by World Headquarters staff.

D. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.

1. Winners of each semifinal contest at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal-winning speech, which will be given to qualifying judges before the judge's briefing for the World Championship of Public Speaking.
2. Qualifying judges will also be given a Speaker Qualification Sheet (Item 1186). On this sheet, qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest.
3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the Speaker Qualification Sheet, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.

4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three of the five qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.
2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

Evaluation Contest Rules

The Evaluation Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

1. At the beginning of this contest, a five- to seven-minute test speech will be presented.
 - ◆ A. The test speech must be either a contest-type speech, a speech from one of the assignments in the *Competent Communication* manual, or a project speech from the Toastmasters Pathways learning experience.
 - B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one sheet may be used.
 - C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants.
 - ◆ D. The test speaker must be introduced by announcing the speaker's name, speech title, and the speaker's name.
 - ◆ E. Neither the manual project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- ◆ 2. At the conclusion of the test speech, all contestants must leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - ◆ A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
 - B. Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of the contest sergeant at arms.
 - ◆ C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five minutes have elapsed, no further preparation is allowed and with the exception of the first contestant, who is called back as first evaluator, all others must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard name, speech title, speech title, name, because Evaluation speeches do not have titles.

Humorous Speech Contest Rules

The Humorous Speech Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. The subject for the Humorous speech must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.
- 2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

Table Topics Contest Rules

The Table Topics Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. All contestants must receive the same topic, which must be of a general nature.
 - A. The topic is selected by the contest chair.
- ◆ 2. The topic must be of reasonable length, must not require a detailed knowledge, and must lead to an opinion or conclusion.
- 3. Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.
- 4. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 5. When the contest begins, all contestants except the first must leave the room and remain under the supervision of the contest sergeant at arms.
- 6. Introduce each contestant by announcing the contestant's name, the topic, the topic, the contestant's name.
- ◆ 7. At the conclusion of each speech, the next speaker is invited into the room.

Tall Tales Contest Rules

The Tall Tales Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

1. The subject for the Tall Tales speech must be of a highly exaggerated, improbable nature and have a theme or plot.
2. Humor and props may be used to support or illustrate the speech.

Video Speech Contest

- ◆ 1. Members of undistricted clubs (including territorial councils and provisional districts) are invited to participate in the Video Speech Contest. Videos must be in English.
- 2. The Toastmasters International Speech Contest Rules are to be followed as far as they are applicable.
 - A. There is no area, division, district, or semifinal competition for the Video Speech Contest, nor are there any travel allowances.
 - B. To enter, clubs conduct a speech contest and submit a video recording of the winning speech.
- ◆ 3. Only one speech per club may be submitted. The video must be made using the following procedures:
 - A. Complete and submit a Video Speech Contest Entry Form that includes a live URL linking to a video submission.
 - B. Include the entire speech on the video, including the introduction. Speeches that have been edited will not be accepted.
 - C. Time the speech carefully to comply with the International Speech Contest Rules.
 - D. Submit a completed Speaker's Certification of Eligibility and Originality (Item 1183) with the entry form.
- ◆ E. Entry forms must be emailed to videospoachcontest@toastmasters.org and received at World Headquarters on or before 5 p.m. Mountain Time, March 31, to be eligible for competition.

SPEECH CONTEST CHECKLISTS

Speech contests should be planned carefully and conducted professionally. Use of these checklists is not required but is strongly recommended.

Contest Chair's Checklist

As contest chair, you must plan the contest budget, make room and audio arrangements, conduct a pre- and post-contest publicity program, and see that all bills for the event are promptly paid. You must make sure each speaker is eligible to compete and is familiar with the contest rules, that audiovisual equipment is working, that the chief judge, voting judges, timers, and counters are briefed on their duties, that ballots are counted carefully, and that awards are presented to the winners in a ceremony that will make them proud.

Although you may have a committee to help you with these tasks, it is still your responsibility to make sure they are done.

Preparation

1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, printing, postage, etc.

Note: If there is an entry fee for the contest, that fee must be waived for contestants.

Contestants cannot be charged a fee to compete.

2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.
3. Determine the agenda for the contest.
4. Arrange for the supplies and services required for the event.
5. Order certificates of participation for all contest speakers, and order trophies from World Headquarters for the winners.

Note: It is a trademark violation to put the Toastmasters logo, or the words "Toastmasters" or "Toastmasters International," on speech contest awards not purchased from World Headquarters.

6. Toastmasters International speech contest materials are available for free download at www.toastmasters.org:

- ▶ Speaker's Certification of Eligibility and Originality (Item 1183)
- ▶ Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
- ▶ Judge's Guide and Ballot
- ▶ Judge's Certification and Code of Ethics (Item 1170)
- ▶ Counter's Tally Sheet (Item 1176)
- ▶ Tiebreaking Judge's Guide and Ballot
- ▶ Speech Contestant Profile (Item 1189)
- ▶ Results Form (Item 1168)

7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge.
8. Notify the contest officials of the time and place of the contest and pre-contest briefings. (Allow ample time, e.g. two weeks for club contest.)
9. Notify the contestants of the time and place of the contest and pre-contest briefing two to six weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:
 - ▶ *Speech Contest Rulebook* (Item 1171)
 - ▶ Speech Contestant Profile (Item 1189)
 - ▶ Speaker's Certification of Eligibility and Originality (Item 1183)
10. Promote the contest in your community by sending news releases to the media.
11. Ensure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. To check contestants' eligibility:
 - ▶ Club officers and district leaders can use the Eligibility Assistant available in Leadership Central of www.toastmasters.org to determine if a contestant is a paid member of a paid club, or a current district leader.
 - ▶ Contact the Speech Contests team at World Headquarters by email at speechcontests@toastmasters.org.

Contestants' Briefing

1. Verify the presence of all contestants and pronunciation of their names.
Note: You also will conduct a brief informal interview with each contestant at the conclusion of the contest.
2. Review the speech contest rules with speakers.
3. Review Speaker's Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.
4. Review timing protocol with speakers.
- ◆ 5. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.
6. Draw for speaking positions.

During the Contest

1. Open the contest with a brief introduction. Inform the audience:
 - ▶ The rules have been reviewed with the chief judge and contestants.
 - ▶ The contestants have been informed of the location of the timing lights.
 - ▶ The taking of photographs during the speeches is not permitted.
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly.

3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges' ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge's ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.
 - ▶ All ballots, Counter's Tally Sheet Forms, and Time Record Sheets are considered confidential.
 - ▶ Give all forms to the chief judge for disposal.
 - ▶ Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.
 - ▶ At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, area, and district they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
5. When the interviews are completed, collect the contest results from the chief judge.
- ◆ 6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges and contestants must not consider potential protests from audience members. Any protest will be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.
- ◆ 7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).
8. In closing, thank all who helped make the contest a success.

After the Contest

1. Provide the contact details for all contestants to the chief judge so he or she can complete the Notification of Contest Winner form (Item 1182). Confirm that the chief judge gives this form to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the district level.
2. Send news releases (and photographs, if possible) to each winner's community newspaper and company publication, if applicable.
3. Make sure all bills pertaining to the contest are paid promptly.

Chief Judge's Checklist

Before the Contest

1. Appoints and counsels voting judges, counters, timers, and a secret tiebreaking judge.
2. Acting as chief counter, appoints three assistant counters, and provides each of them with the Counter's Tally Sheet (Item 1176).
3. Encourages all speech contest officials to view the online Speech Contest training at www.toastmasters.org/tlc.
4. Conducts the judges' briefing for voting judges, counters, and timers.

Judges' Briefing Checklist

1. Distribute the following to each voting judge:
 - ▶ List of contestants in speaking order
 - ▶ Judge's Guide and Ballot
 - ▶ *Speech Contest Rulebook* (Item 1171)
 - ▶ Judge's Certification of Eligibility and Code of Ethics (Item 1170)
2. Instruct voting judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.
3. Review the Judge's Guide and Ballot and speaking area.
4. Brief the ballot counters in the use of the Counter's Tally Sheet (Item 1176).
5. Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) with the timers.
6. Provide a stopwatch to timer.
7. Brief the timers in the proper use of the timing equipment, if necessary.

During the Contest

1. Collect the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) from the timers.
2. Collect the Tiebreaking Judge's Guide and Ballot from the tiebreaking judge.
3. Resolve any eligibility or originality protests that may arise.
4. Oversee the counting process. Sees that all ballots are counted twice to ensure accuracy.
5. Provide a list to the contest chair showing placement of all contestants.

Contestant's Checklist

Before the Contest

1. For International, Humorous, and Tall Tales contests, select a topic and prepare your own substantially original speech.
2. Attend the Contestant's Briefing.
3. Inform the contest chair of any props you plan to use.

4. Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.
5. Attend the Speaker's Rehearsal and take note of the speaking area.

During the Contest

1. In the one minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.
2. After your introduction, proceed immediately to the speaking area and begin your speech.
3. Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you're not finished with your speech yet.
4. Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.

SPEECH CONTEST MATERIALS

Speech contest materials are available to order in hard copy or to download as free digital content at www.toastmasters.org/speechcontestkits.

For all contests

ROLE	ITEM	ITEM NUMBER
All participants	Speech Contest Rulebook	(Item 1171)
Chief judge	Notification of Contest Winner	(Item 1182)
	Results Form	(Item 1168)
Voting and tiebreaking judges	Judge's Certification of Eligibility and Code of Ethics	(Item 1170)
Counters	Counter's Tally Sheet	(Item 1176)
Timers	Speech Contest Time Record Sheet and Instructions for Timers	(Item 1175)
Contestants	Speaker's Certification of Eligibility and Originality	(Item 1183)
	Speech Contestant Profile	(Item 1189)

International Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	International Speech Contest Judge's Guide and Ballot	(Item 1172)
Tiebreaking judge	International Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1188)
Contestants	Region Quarterfinal Video Release Form	(Item 1193)

Evaluation Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Evaluation Contest Judge's Guide and Ballot	(Item 1179)
Tiebreaking judge	Evaluation Contest Tiebreaking Judge's Guide and Ballot	(Item 1179A)
Contestants	Evaluation Contestant Notes	(Item 1177)

Humorous Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Humorous Speech Contest Judge's Guide and Ballot	(Item 1191)
Tiebreaking judge	Humorous Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1191A)

Table Topics Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Table Topics Contest Judge's Guide and Ballot	(Item 1180)
Tiebreaking judge	Table Topics Contest Tiebreaking Judge's Guide and Ballot	(Item 1180A)

Tall Tales Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Tall Tales Contest Judge's Guide and Ballot	(Item 1181)
Tiebreaking judge	Tall Tales Contest Tiebreaking Judge's Guide and Ballot	(Item 1181A)

ADDITIONAL RESOURCES

Speech Contests Frequently Asked Questions

www.toastmasters.org/speechcontestFAQ

Speech Contest Tutorials

<http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials>

Policy 6.0: Speech Contests

www.toastmasters.org/Leadership-Central/Governing-Documents

TOASTMASTERS
INTERNATIONAL

Item 1171



**Minutes of the 2018-2019 Strategic Planning Committee Meeting
Denver, Colorado
August 13, 2019**

The 2018-2019 Strategic Planning Committee convened on August 13, 2019, with Immediate Past International President Balraj Arunasalam, DTM, presiding. The other officers present were: International President Lark Doley, DTM; International President-Elect Deepak Menon, DTM; First Vice President Richard E. Peck, DTM; Second Vice President Margaret Page, DTM, and Chief Executive Officer Daniel Rex. Secretary-Treasurer Angela Mennenga and Executive Services Manager Mona Shah also were present. No Committee members were absent.

STRATEGIC PLANNING COMMITTEE

1. The Committee received an update from the Future Board Competencies and Experience Task Force Chair Past International President Jim Kokocki, DTM. This Task Force was established by the Executive Committee to research and develop a list of desirable competencies and experience for future board members. The Committee commends the Task Force for its diligent work and excellent report.
2. The Committee discussed the need for an organization-wide accountability matrix. The Committee will continue the development of this accountability matrix at a future meeting. The Committee concluded that region advisors are accountable to the international president and the district leaders are accountable to the region advisors for the successful achievement of the district mission.
3. The Committee discussed a draft plan for a potential district officer structure for the future. The committee directs World Headquarters to continue the development of this plan and report to the Strategic Planning Committee at its next meeting.
4. In March 2019, the Committee discussed alternative methods for nominating candidates to run for the role of International Director. In reviewing the research, it was determined that there is a pattern showing that some regions have fewer candidates than other regions. After much deliberation, the Committee agreed that modifying the region structure would create a more expansive pool of candidates to strengthen the Board of Directors. The Committee recommends that the Board present the needed amendments to the Bylaws of Toastmasters International for a vote of the membership at the 2020 Annual Business Meeting.
5. The Committee continued the initial development of the 2020 Strategic Plan and will continue discussions with the Board on this topic at the August 2019 meeting.



As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as “unrestricted” upon distribution of the minutes by World Headquarters, not to include any matters marked “restricted” or “highly confidential.”

A handwritten signature in black ink, which appears to read "Angela Mennenga". The signature is fluid and cursive.

Angela Mennenga
Secretary-Treasurer

Distribution: Board of Directors
Nonprofit General Counsel
Chief Executive Officer
Past International Presidents
Past International Directors

District Fiscal Management

1. District financial management is governed by Article XII, Section 2 of the Bylaws of Toastmasters International and by Article XII, Section (a) of the District Administrative Bylaws, which includes requirements for transfers of funds from Toastmasters International to the District. From the membership dues collected by World Headquarters, the Board of Directors makes funds available for District activities. Funds are also collected from undistricted clubs and placed in a separate reserve account for future Territorial Councils.

A. These funds include the amounts available in the appropriate District or Territorial Council reserve account. **For each member for whom membership dues are received, \$22.50 USD 25% is deposited in the appropriate reserve account in semiannual payments of \$11.25 USD. This amount shall be referred to as the District Membership Dues Allocation.**

~~I. For each member for whom membership dues are received, \$22.50 USD is deposited in the appropriate reserve account in semiannual payments of \$11.25 USD.~~

~~II. For each member from whom prorated membership dues are received, funds are deposited in the appropriate reserve account according to the following table, payable in USD:~~

Join Month	Amount
May or November	\$9.38
June or December	\$7.50
July or January	\$5.62
August or February	\$3.75
September or March	\$1.88

B. When a territorial council is established, it receives funds equal to 25 percent of the council's estimated dues income for the next year.

2. All District funds, regardless of source, are Toastmasters International funds and are to be used to carry out the Toastmasters International and District missions.
3. Each District shall adopt all accounting, payment, or similar systems put in place, when instructed, by Toastmasters International.
4. Toastmasters International also funds District activities that support the District mission. These include, but are not limited to, training events for District leaders, software systems to support financial management and club building, district support functions, and marketing programs.

To support these activities, each District will contribute five (5) percent of its previous year's **District Membership Dues Allocation** annually. The amount will be collected from each District's reserve account evenly throughout the year on a monthly basis.

5. The District Director, either the Program Quality Director or Club Growth Director, and District Finance Manager may jointly establish District bank accounts and shall have signatory authority on all accounts established by the District and those established on behalf of the District by Toastmasters International, including any Division, Area, and conference accounts. Alternate signers are permissible only if approved by the Toastmasters International Executive Committee. When District accounts are established by Toastmasters International, Districts will be required to discontinue the use of all other accounts, when instructed by Toastmasters International.
6. Funds in District bank accounts must be available on demand. They may not be placed in any type of investment account (i.e. where the funds are at risk or the account has a maturity date).
7. If authorized by the District and included as part of the District budget, a Division, Area, or conference is allocated funds and has its own budget.
 - A. Division, Area, and conference financial activity is subject to the supervision of the District Director and must be included in the quarterly Profit and Loss Statement, mid-year audit, and year-end audit.
 - B. Monthly Division, Area, and conference financial activity reports, showing variances with explanations, must be provided to the District Director, Program Quality Director, and Club Growth Director within 30 days of the end of the month.
 - C. Funds in Division, Area, and conference bank accounts are owned by the District and by Toastmasters International. The administration of Division, Area and conference funds shall follow the same rules as District funds.
8. The Chief Executive Officer withholds District funds as needed and, with the approval of the Executive Committee, assumes financial control of a District.

District Fiscal Management

1. District Funds

- A. ~~In order of priority, district funds are used for district leader and club officer training; club growth and retention; supporting clubs in their membership growth efforts; the promotion of Toastmasters International educational programs within clubs; district communications; administrative materials, awards, and recognition items; district leader travel; district meetings; and speech contests conducted by the district.~~ **District funds are to be used to support the District mission. District officers are required to use funds effectively according to the District Success Plan, as well as Toastmasters Policy and Protocol. Expenses shall be incurred according to the following priorities:**

- I. **Education and Training**
- II. **Marketing outside Toastmasters**
- III. **Club growth and club retention**
- IV. **Membership growth and membership retention**
- V. **District communication and public relations**

While the above five categories are considered the highest priority, the following expense categories are also considered important to the District mission; however, the level of priority for the categories below is not strictly mandated and may be determined on an annual basis by the District:

- **Recognition**
- **Travel and lodging**
- **Food and meals**
- **Speech contests conducted by the District**
- **Administration and District meetings**

- B. District funds **may be used for the International Convention and Mid-Year Training, but** shall not be used for other **events or** meetings outside the District. ~~nor~~ **District funds will not be used** for membership **payments, or** and club dues or fees. ~~In addition,~~ District funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund®.

- C. **Any noncompliance with regard to District fund usage may result in possible disciplinary actions and/or the withholding of District funds and reimbursements.**

2. District Financial Records

- A. All District funds, bank statements, canceled checks, and other financial records are the property of the District and of Toastmasters International.
- B. Such funds and records are delivered to the new District Finance Manager or new District Director no later than July 1 of the new District program year under Article XII, Section (b) of the District Administrative Bylaws.

- C. The outgoing District Finance Manager and the outgoing District Director retain copies of any records necessary to complete the District year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new District Finance Manager or new District Director.

3. District Reserve Account

- A. ~~During the final months~~ **At the end** of the program year, the District reserve account balance shall remain equal to or greater than 25% of that District's membership dues income for the prior year. **This amount shall be referred to as the Required Retention. If the Required Retention is not met in a particular year, the deficit shall be included in the subsequent year's budget, or otherwise agreed upon with the Chief Executive Officer, to allow the District to regain compliance.**

- B. **If the District reserve exceeds 1.25 times the Required Retention at the end of the program year, 50% of that amount shall be reduced from the District reserve and reallocated to Toastmasters International for purposes related to the organization's mission.**

- ~~B-C.~~ District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed District leaders (along with their signed Officer Agreement and Release Statements), the District signature form for withdrawal of District funds, a bank-provided list of authorized signers for all District accounts, a calendar of District events for the year, and the alignment of clubs into Areas and Divisions are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding District year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
 - III. The District budget is received at World Headquarters by September 30.
 - IV. The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.
 - V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
 - VI. The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
 - VII. A list of assets must be signed by the Immediate Past District Director and current District Director and submitted to World Headquarters by August 31 of each year.
 - VIII. Account reconciliations must be completed in the online District accounting system within 30 days of each month end.

4. Financial Controls

- A. The financial duties of District officers and other financial controls are set forth in Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws.
- ~~B.~~ ~~The estimated district budget must be signed by the district director, program quality director, club growth director, and district finance manager.~~
- B. The annual District Membership Dues Allocation shall be budgeted to equal the actual prior year's District Membership Dues Allocation, or an amount otherwise approved by the Chief Executive Officer.**
- C. A budgeted loss, whereby budgeted expenses exceed budgeted revenues, is not permitted.**
- ~~C.D.~~ District checks must be signed by the District Director and District Finance Manager. Checks made payable to the District Director or District Finance Manager must be signed or approved in advance in writing by the Program Quality Director or Club Growth Director. Alternate signers are permissible only if approved by the Toastmasters International Executive Committee.
- ~~D.E.~~ If District account signers are cohabitants, spouses, children, grandchildren, siblings, and/or spouses of their children, grandchildren, and siblings, their signatures or approvals must always be countersigned or approved by another approved signer who is not one (1) of the above.
- ~~E.F.~~ The District Profit and Loss Statement must be provided at each District Executive Committee and District Council meeting.
- ~~F.G.~~ **Within 30 days of each the relevant month end, the District Finance Manager must submit the District Profit and Loss Statement must be submitted, with narrative explanations:**
- **monthly, to the District Director, Program Quality Director, ~~or~~ and Club Growth Director; and**
 - **quarterly, to World Headquarters.**
- On receipt of these documents, the aforementioned directors shall review them for accuracy and discuss any variance. Concerns or questions should be raised directly with the District Finance Manager within 30 days of receipt or as soon as the director becomes aware.**
- ~~G.H.~~ All District expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.
- ~~H.I.~~ All expense reimbursement claims must be approved by the District Director, **apart from those submitted by the District Director**. The District Director's reimbursement claims must be approved by the Program Quality Director or Club Growth Director.
- ~~I.J.~~ A single expenditure in excess of \$500 USD must be authorized in advance in writing by **both** the District Director, **and the** Program Quality Director or Club Growth Director, ~~in consultation with the district finance manager.~~

~~J.K.~~ Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.

~~K.L.~~ **Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June. Reimbursement by a dDistricts must reimburse requestors be-made** within ~~60~~ **30** days after receipt of an authorized reimbursement request. ~~Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.~~

~~L.M.~~ Commingling of District funds with funds in personal accounts, club accounts, or any other accounts is prohibited.

~~M.N.~~ ~~District audits account for all district income and expenses.~~ All District bank accounts and funds are included in the District budget ~~and audits~~, including any accounts held at the Division, Area, and conference level. ~~All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.~~

5. District Budget

A. The District Director, Program Quality Director, Club Growth Director, and District Finance Manager prepare the District budget between June 1 and August 31.

~~B.~~ **Before signing, the District Finance Manager will send the proposed budget to WHQ for initial review.** The ~~estimated District budget must be signed by the~~ District Director, Program Quality Director, Club Growth Director, and District Finance Manager **must sign the reviewed District budget by September 30, certifying that they have participated in the preparation of the budget.**

~~B.C.~~ Under Article XI, Section (a) of the District Administrative Bylaws, the District Executive Committee gives preliminary approval to the District budget. ~~and t~~The District Director submits the budget to World Headquarters between September 1 and September 30.

~~C.D.~~ The District ~~executive committee provides~~ **Director must distribute** copies of the budget prior to ~~or at~~ the District Council meeting.

~~D.E.~~ **By September 30, at the District Council meeting, Tthe District Finance Manager or another member of the** District Executive Committee presents the District budget ~~to the district council~~ for approval ~~by September 30.~~

~~E.F.~~ A District's budget must ~~match~~ **align with** the District Success Plan.

~~F.G.~~ District budget expenses shall be limited as follows:

Category	Limit
Marketing	no budget limit
Communication and public relations	maximum 25 percent of total budget
Education and training	maximum 30 percent of total budget
Speech contest	maximum 10 percent of total budget
Administration	maximum 20 percent of total budget

Travel	maximum 30 percent of total budget
Other	maximum 10 percent of total budget
Conference	no budget limit*
District Store	no budget limit*
Fundraising	no budget limit**

*This category should break even

**Fundraising revenue should exceed expenses

Category of Expenses	Nature of Expenses	Limit (% of District Membership Dues Allocation)
Education and Training	Training club officers Training District, Division, and Area Directors Training club sponsors, mentors, and coaches Educational workshops	max. 15%
Marketing outside Toastmasters	Marketing the Toastmasters program outside the organization	min. 5%, max. 10% (may be exceeded with prior approval from the Chief Executive Officer)
Club Growth	Building new clubs Rebuilding clubs Membership growth Membership retention Club coaching	max. 15%
Public Relations	Internal and external communications Public relations within the District	max. 10%
Recognition	Acknowledge and honor District, Division, Area, club, and member achievement	max. 20%

Travel	Reimbursement of travel-related expenses incurred by members of the District Executive Committee, keynote speakers, and members in the course of their District-approved duties	max. 25% (may be exceeded with prior approval from the Chief Executive Officer)
Lodging	Reimbursement of lodging-related expenses incurred by members of the District Executive Committee, keynote speakers, and members in the course of their District-approved duties	max. 15%
Food and Meals	Any food items purchased, as approved by the District	max. 15%
Speech Contests	Expenses incurred in support of District-, Division-, and Area-level speech contests	max. 5%
Administration	Items related to the general upkeep of the District and facilitation of District officers' duties	max. 10%

The following items must necessarily break even or turn a profit (revenue earned must be equal to or greater than expenses incurred):

- **Annual Conference**
- **District Store**
- **Fundraising**

Any shortfall or deficit in these three items will be made up by the deduction of the loss from the following year's District Membership Dues Allocation, unless otherwise exempted by the Chief Executive Officer.

Districts may request a one-year increase in the maximum limit for **the categories of travel and marketing outside Toastmasters**. The Chief Executive Officer will only approve the request if it is determined that the increase is the best solution to support the District mission.

6. District Audit

- A. The Audit Committee's composition, functions, and deadlines are described in Article XI, Section (c) of the District Administrative Bylaws.
- B. Between July 1 and November 1, the District Director appoints a District Audit Committee ~~for~~ **prior to** the mid-year audit.
- C. The mid-year audit accounts for all District financial transactions between July 1 and December 31. Between January 1 and January 31, the District Finance Manager provides documents and financial records for the mid-year audit period to the District Audit Committee.**
- D. The year-end audit accounts for all District financial transactions between July 1 and June 30. Between July 1 and August 15 of the new program year, the District Finance Manager provides documents and financial records for the year-end audit period to the District Audit Committee.**
- E. The above-noted audit documents and financial records include:
 - I. The District Profit and Loss Statement, including all District income and expenses**
 - II. All District bank statements and District reserve statements, including those held at the Division, Area, and conference levels**
 - III. Statements of outstanding liabilities and obligations, accruals, and fixed assets**
 - IV. Financial records and supporting documentation associated with District finances, including but not limited to cancelled checks, paid invoices, cash receipts, and disbursement journals.**
- F. The District Audit Committee presents the mid-year audit report to the District Executive Committee by February 15. Once presented to the District Executive Committee, the mid-year audit report and financial records will be submitted by the District Audit Committee or District Finance Manager to World Headquarters by February 15. The District Audit Committee or the District Executive Committee then present the mid-year audit report at the District Council meeting, distributed four weeks prior to the meeting.**
- G. The District Audit Committee presents the year-end audit report to the District Executive Committee by August 31. Once presented to the District Executive Committee, the year-end audit report and financial records will be submitted by the District Audit Committee or District Finance Manager to World Headquarters by August 31. By September 30, the District Audit Committee or District Executive Committee present the year-end audit report at the District Council meeting, distributed prior to the meeting.**
- ~~C. Between January 1 and February 15, the district finance manager provides the mid-year Profit and Loss Statement for the period of July 1 through December 31 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or district finance manager submits the mid-year audit report and financial records to World Headquarters by February 15.~~
- ~~D. Between March 1 and June 1, at the district council meeting, the district executive committee presents the mid-year audit.~~

~~E. Between July 1 and August 31, the district finance manager provides the year-end Profit and Loss Statement for the period of July 1 to June 30 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or district finance manager submits the year-end audit report and financial records to World Headquarters by August 31.~~

~~F. Between August 1 and December 1, at the district council meeting, the district executive committee presents the district audit for the prior twelve months ending June 30.~~

~~G. Financial records include, but are not limited to, canceled checks, bank statements, paid invoices, and cash receipts and disbursement journals.~~

~~H. The district executive committee provides copies of the audit prior to or at the district council meeting.~~

7. Electronic Payments, Cash Advances, and Debit Cards

- A. Checks, debit cards, electronic funds transfers or similar forms of payment are used for District obligations.
- B. Debit cards may be used as a method of payment for District obligations. Only the District Director or District Finance Manager may use such cards. Payments made by the District Director must be authorized in advance in writing by the District Finance Manager and Program Quality Director or Club Growth Director. Payments made by the District Finance Manager must be authorized in advance in writing by the District Director and Program Quality Director or Club Growth Director.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Chief Executive Officer.
- D. Cash advances for budgeted District expenses (limit \$100 USD) may be extended so that members need not spend personal funds on behalf of the District.

All advances must have prior written approval from the District Director and District Finance Manager, or Program Quality Director or Club Growth Director and District Finance Manager if the advance is for the District Director.

Receipts must be submitted to the District Finance Manager and the advance reconciled within five (5) business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy

and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive.

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none">• Thank You cards• Flowers up to \$25 USD• Toastmasters gift certificates• Toastmasters products• Gifts up to \$25 USD
Expressions of Sympathy	<ul style="list-style-type: none">• Sympathy cards• Flowers up to \$25 USD
Incentives	<ul style="list-style-type: none">• Toastmasters products• Toastmasters gift certificates• Registration (i.e. Conference, TLI)

Club and Membership Eligibility

1. Club Reinstatement

- A. Clubs inactive for one (1) full dues renewal period may be reinstated within the following dues renewal period. To do so, the club, or its individual members when verified by a club officer, pay all of the following in full:
 - I. Current renewal dues for a minimum of eight (8) individual members, at least three (3) of whom were individual members of the club immediately prior to its inactive status;
 - II. Any overdue account balance;
 - III. And one of the following fees or dues:
 - a. a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight (8) to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.
 - b. dues for all individual members in the club during the previous reporting period. Membership of individual members continues from the dates they originally joined the club.
- B. Clubs inactive for two (2) or more full dues renewal periods are required to be chartered as new clubs, meeting all chartering requirements.

2. Members with Disabilities

- A. Various external laws apply to facilities and organizations regarding their responsibilities, if any, to provide accommodation to support the participation of persons with disabilities. If no public accommodation is involved, the laws may not apply.
- B. Toastmasters International and each of its subordinate units, including regions, Districts, Divisions, and Areas, shall comply with applicable laws regarding accommodations for persons with disabilities in the jurisdictions in which meetings or other functions are held.
- C. Since Toastmasters Member Clubs are separate legal entities, their legal obligations with respect to persons with disabilities may differ from the obligations of Toastmasters International, depending on national, state, or local regulations and the availability of facilities for meetings in their communities. It may not be reasonable, feasible, or possible to provide accommodation in every instance.
- D. Where disability laws apply, it is the responsibility of the highest-ranking officer at the level for which an event is planned (e.g., the District Director for a District, the Club President for a club) to determine what laws and regulations may apply regarding accommodations for persons with disabilities at the event facility.

- E. If the responsible person determines that an event facility must meet a certain standard of disability accommodation, a written guarantee shall be obtained from the facility owner or operator that the facility complies with that standard and holds Toastmasters International or the club harmless if the facility should violate that standard. If a claim or suit is subsequently brought against Toastmasters International or the club regarding disability accommodation at such event, defense of the claim or suit shall be tendered immediately to the facility owner or operator.
- F. In the case of practical limitations or unforeseen circumstances that could result in some obstacle, hindrance, or other difficulty for a person with a disability at an event, Toastmasters International cannot and does not promise full participation in its programs to persons who are not able to participate through their own efforts.

3. Online Attendance at Club Meetings

- A. Online attendance is defined as any member participating and interacting in a club meeting through the use of live audio and video conferencing tools utilizing an online platform.
 - I. Participants are not in the same physical location as the rest of the club members attending the in-person meeting.
 - II. Participants must be able to communicate with all other members in attendance at the in-person meeting.
 - III. Online participation in a club meeting does not include voice-only teleconferencing, recorded video, or recorded audio.
- B. Clubs that opt to allow online attendance at the regular in-person meeting must specify this in the Addendum of Standard Club Options.
- C. Each club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
- D. Each member participating in online club meetings will provide their own technology at their own expense if there is a fee for use.

4. Online Clubs

- A. Online clubs are defined as having a majority of members attending meetings through the use of live, online video-conferencing tools.
 - I. Each online club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
 - II. Each member participating in an online club will provide their own technology at their own expense if there is a fee for use.
 - III. Voice-only teleconferencing, recorded video, or recorded audio are not acceptable forms of attendance.
- B. Online clubs must begin existence as newly chartered clubs. Existing clubs may not become online clubs, nor may online clubs change their status and become in-person clubs.
- C. Online clubs are undistricted.

- D. Online clubs must self-identify as such in the Addendum of Standard Club Options.

5. Guest Participation at Club Meetings

- A. Participation in any meeting role at a club meeting is limited to individuals who are 18 years of age or older.
- B. By attending, guests agree to conduct themselves in an appropriate manner as described in Policy 3.0: Ethics and Conduct.
- C. Clubs may create club-level rules relating to guest attendance and participation. Such rules shall not contradict the governing documents of Toastmasters International. Examples include but are not limited to:
 - I. Clubs may determine a limited number of meetings a guest may attend before being required to apply for membership.
 - II. Clubs may choose to restrict the attendance of guests who detract from the positive meeting environment.
 - III. Clubs may choose to restrict the attendance of guests who are under 18 years of age.