



Minutes of the 2017-2018 Board of Directors Teleconference December 12, 2017

The 2017-2018 Toastmasters International Board of Directors convened on December 12, 2017, with International President Balraj Arunasalam, DTM, presiding. The other officers and directors present were: Lark Doley, DTM; Deepak Menon, DTM; Richard Peck, DTM; Mike Storkey, DTM; Don Bittick, DTM; David Fisher, DTM; Reginald Darnell Ford, DTM; Vera Johnson, DTM; Matt Kinsey, DTM; Jim Kohli, DTM; Monique Levesque-Pharoah, DTM; Morag Mathieson, DTM; Mary Morrison, DTM; Michael Osur, DTM; Daniel Rex, Radhi Spear, DTM; Elisa Tay, DTM; Tracy Thomason, DTM and Derek Wong, DTM. Chief Financial Officer John Bond, Chief Operations Officer Sally Newell Cohen and Secretary/Treasurer Jennifer Quinn were also present. No Board members were absent.

BOARD OF DIRECTORS

1. The Board reviewed and unanimously voted to accept the agenda as presented.
2. The Board discussed the Executive Committee's recommendation to modify Policy 8.4: District Fiscal Management as presented in the November 18-19, 2017 Executive Committee minutes. The Board voted to modify the Committee's proposed recommendation to Policy 8.4 and further review Protocol 8.4: District Fiscal Management at a future Board meeting.
3. The Board reappointed Jennifer Quinn-Barr to serve as Secretary/Treasurer of the corporation for the 2017-2018 program year in accordance with the Bylaws of Toastmasters International, Article VI, Section 7: Secretary-Treasurer.
4. The Board reviewed and approved the Executive Committee's recommendations as presented in the October 17, 2017 minutes (attached).

EXECUTIVE COMMITTEE

The 2017-2018 Executive Committee also convened November 18-19, 2017, with International President Balraj Arunasalam, DTM, presiding. The other officers present were: International President-Elect Lark Doley, DTM; First Vice President Deepak Menon, DTM; Second Vice President Richard Peck, DTM; Chief Executive Officer Daniel Rex and Immediate Past International President Mike Storkey, DTM. Chief Operations Officer Sally Newell Cohen and Secretary/Treasurer Jennifer Quinn-Barr were also present. No Committee members were absent. The report of the Executive Committee was presented by International President-Elect Lark Doley, DTM and covered the following items:



1. The Committee reviewed the proposed 2018 Toastmasters International budget. The information presented in support of the proposed budget, summarizing ongoing operations and work in progress, included the Strategic Initiatives Roadmap, project summaries and timelines, and departmental service overviews. The Committee recommends that the Board approve the 2018 Toastmasters International budget.
2. The Committee continued its discussion on district account balances and the appropriate amount districts should carry year to year. It also reviewed the increasing investments Toastmasters International makes into district activities. Policy 8.4: District Fiscal Management (attached) was modified to clarify appropriate use of district funds, as well as a percentage that will be collected from each district's reserve account evenly throughout the year on a monthly basis. The Committee recommends that the Board approve the modifications to Policy 8.4 effective July 1, 2018, as presented.
3. Chief Financial Officer John Bond provided an update on the planned transition of Toastmasters' inventoried items to a third party. The transition is scheduled to begin in mid-December and be fully operational by January 4, 2018.
4. **HIGHLY CONFIDENTIAL**
5. For a member to earn an advanced leader silver award, they must serve in a district leadership role, unless they are a member of an undistricted club and are unable to serve in a district position. It was brought to the Executive Committee's attention that some individuals who are members of both online undistricted clubs and districted clubs have used this exception to bypass the requirement. The Committee is concerned that this creates a loophole whereby members can earn a leadership award without serving as a district leader. As a result, the leadership requirement will be waived only for members in territorial councils and online clubs only if they are not members of districted clubs.
6. Chief Executive Officer Daniel Rex provided an update on the status of the organization. Performance is moving in a positive direction and new club and new member growth are returning to healthy levels. The Committee will continue to monitor the organization's performance.
7. Advisory Committee of Past Presidents (ACPP) Chair Mike Storkey discussed the challenge the ACPP is experiencing in meeting quorum requirements to conduct business. The Executive Committee discussed the quorum requirements as defined in the Bylaws of Toastmasters International and determined that the Board should consider alternatives, which will be presented during a future meeting.



8. The Committee received an update on the International Leadership Committee's progress in interviewing and selecting international officer and director candidates for election at the 2018 Annual Business Meeting.
9. When Pathways rolls out in a new region, all members who join on the day of, or after the rollout, must enroll in Pathways rather than the traditional educational program. There is a two-year transition in place intended solely to allow current members already working through the traditional program to achieve their goals. Unfortunately, some Pathways-enabled clubs have chosen to encourage new members to begin their Competent Communicator (CC) instead. To encourage Pathways adoption, the Committee recommends that a CC application not be accepted for any new member in a district where Pathways has been rolled out. The Committee recommends that the Board adopt this recommendation effective immediately.
10. The Committee reviewed the status of reformatations that will take effect on July 1, 2018: District 6 (Southern Minnesota) and District 106 (Northern Minnesota and Southern Ontario, Canada); District 34 (Southern Mexico, including Cancun, Colima, Guadalajara, Mexico City, Morelia, Puebla, Queretaro, Toluca and Xalapa) and District 113 (Northern Mexico, including Aguascalientes, Baja California, Chihuahua, Culiacan, Durango, Guanajuato, Matamoros, Mazatlán, Monterrey, Saltillo, San Luis Potosi and Turreon); District 72 (South of Manawatu-Wanganui region, South New Zealand) and District 112 (North of Wellington region, North New Zealand); District 59 (Belgium, France, Luxembourg, Monaco and Netherlands); District 95 (Denmark, Germany, Norway and Sweden); District 107 (Andorra, Portugal and Spain); District 108 (Estonia, Finland, Latvia, Lithuania and Poland); District 109 (Austria, Bulgaria, Cyprus, Greece, Italy, Lichtenstein, Republic of Macedonia, San Marino, Switzerland and Vatican City) and District 110 (Croatia, Czech Republic, Hungary, Republic of Moldova, Romania, Slovakia and Ukraine).

The Committee also reviewed the status of the reformation that will take effect on July 1, 2019: District 33 (Central California) and District 115 (South Nevada).

The Committee recommends to the Board the following:

- **RESTRICTED**
- Approve a request from District 46 (Southeast New York) to establish a reformation committee.
- **RESTRICTED**
- Require District 82 (India and Sri Lanka) and District 92 (Southwest India) to establish a joint reformation committee.



RESTRICTED

- Approve a request from Districts 38 (East Pennsylvania, South and Central New Jersey) and 65 (West and Central New York) to realign the borough of Sayre, Pennsylvania to District 65.
- Approve a request from District 37 (North Carolina) to establish a reformation committee.

11. The Committee reviewed and discussed modifications to the Speech Contest Rulebook (attached), which is protocol. These modifications relate to the addition of region quarterfinals. These rulebook changes take effect with the speech contest cycle that begins July 1, 2018.
12. The Committee was briefed on potential locations for the 2020 and 2021 International Convention. Protocol 11.8: Chief Executive Officer (CEO) stipulates that the CEO selects the site for the International Convention, in consultation with the Executive Committee. The Committee supports the CEO's selection of Paris, France, as the location for the 2020 Toastmasters International Convention and Nashville, Tennessee, United States as the 2021 convention location.
13. With the discontinuation of the October/November district conferences, international directors will no longer be able to visit every district in their region during their term. Because of this, the Committee contemplated the effect of these visits on a district's success. To ensure that the districts that most need the support of their international directors receive it, the Committee reviewed and modified Protocol 11.5: Board of Directors Visits (attached).
14. The Committee held a question-and-answer session with members and leaders from clubs in and around Bozeman, Montana in District 78. Committee members shared their leadership journeys and experiences, and provided those present with encouragement and an opportunity to learn more about Toastmasters.
15. The Committee met with Jim Finkelstein of FutureSense to discuss criteria for a Chief Executive Officer compensation package. The committee commended Chief Executive Officer Rex for his efforts and exceptional contribution.

On a December 6, 2017 teleconference, the Board discussed and voted to adopt the Executive Committee's recommendation to approve the 2018 Toastmaster International budget (Item 1).

The Board voted to adopt the Committee's recommendation in Item 9.



BOARD OF DIRECTORS

The Board received the report of the Strategic Planning Committee from its November 17, 2017 meeting (attached).

As no other business was conducted, the teleconference 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."

A handwritten signature in black ink, appearing to read "Jennifer Quinn-Barr", is centered on the page.

Jennifer Quinn-Barr
Secretary/Treasurer

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



**Minutes of the 2017-2018 Executive Committee Teleconference
October 17, 2017**

The 2017-2018 Executive Committee convened on October 17, 2017, with International President Balraj Arunasalam, DTM, presiding. The other officers present were: International President-Elect Lark Doley, DTM; First Vice President Deepak Menon, DTM; Second Vice President Richard Peck, DTM; Immediate Past International President Mike Storkey, DTM and Chief Executive Officer Daniel Rex. Chief Operations Officer Sally Newell Cohen and Secretary/Treasurer Jennifer Quinn were also present. No Committee members were absent.

1. The Executive Committee discussed the policy changes approved in August 2017 as part of the report of the 2016 Developing Markets Committee and recommends to the Board that these changes not take effect until October 2018 at the earliest so that the necessary underlying support systems and processes can be properly implemented.
2. The Committee reviewed Article VII, section g of the District Administrative Bylaws, with a focus on the following sentence:

“Any member of the district executive committee may be removed from office by a two-thirds vote of the district executive committee.”

The Committee discussed potential situations that could cause a District Executive Committee to take such action and how frequently this provision is used. The Committee also discussed Protocol 3.0: Ethics and Conduct, Section 3, District Procedure to Discipline a Member, which provides an alternative process. This topic was discussed because an individual member expressed concern about the removal of an officer by the District Executive Committee in their district. After deliberation, the Committee does not recommend any changes to the policy or protocol.

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.”

Jennifer Quinn
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.
 - A. These funds include the amounts available in the respective district reserve accounts.
 - I. For each member for whom membership dues are received within the district, \$22.50 is deposited in the district reserve account in semiannual payments of \$11.25.
 - II. For each member from whom prorated membership dues are received within the district, funds are deposited in the district reserve account according to the following table:

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

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. **Toastmasters International also funds district activities that support the district mission. These include, but are not limited to, training events for district officers, software systems to support financial management and club building, district support functions, and marketing programs.**

To support these activities, each district will contribute five percent of its previous year’s membership income annually. The amount will be collected from each district’s reserve account evenly throughout the year on a monthly basis.
- 3.4. The district director, either the program quality director or club growth director, and 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.
- 4.5. 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).

- 5.6.** 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.
- 6.7.** The Chief Executive Officer withholds district funds as needed and, with the approval of the Executive Committee, assumes financial control of a district.

Speech Contest Rulebook

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). No other contest types, showcases, etc., shall be conducted by districts.

1. Districts must conduct the International Speech Contest. The International Speech Contest shall only be conducted in English.

2. Districts may conduct up to three additional English speech contests each year.

3. Districts 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 shall be titled using the name of the language. For example: Chinese Speech contest.

c) Non-English contests shall not continue beyond the district level.

B. All district-level speech contests are conducted only at the annual district conference.

C.B 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 each level. 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.E 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.D 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 shall not be permitted.

F.E 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 the club, 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 a minimum of two levels 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 chief judge, voting judge or tiebreaking judge beyond the club level for a contest 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 at 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. 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.

8. Each contestant must be physically present to compete beyond the club level. Participation by audio, ~~tape~~, video ~~tape~~, ~~teleconference~~, ~~webcam~~, ~~streaming audio~~, or other remote technology is not permitted beyond the club level. (Exceptions: participants in **the International Speech Contest Region Quarterfinals and Video Speech Contest** ~~are required to submit their entries as video recordings, as outlined in the Video Speech Contest section of this rulebook.~~)
- 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 a minimum of two levels 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.** ~~Following the district-level International Speech Contest, the chief judge ranks all district-level contestants in order of results, and then submits this list to World~~

~~Headquarters. Detailed information concerning the semifinal contest is then provided to the winner by World Headquarters.~~

4. If a **Region Quarterfinal** ~~district~~ 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 shall be selected by the contestant.
 - B. The subject of Table Topics **Contest** speeches shall be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
 - C. The subject of Evaluation Contest speeches shall 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 shall be made available.
4. All equipment shall 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, three counters, and two timers are appointed, unless impractical.
 2. At area contests, there shall be an equal number of voting judges from each club in the area, or a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers shall be appointed.
 3. At division contests, there shall be an equal number of voting judges from each area in the division, 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 shall be appointed. No chief judge, voting judge or tiebreaking judge shall be a member of any club in which a contestant is a member.
 4. At district contests, there shall be an equal number of voting judges from each division in the district, 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 shall be appointed. No chief judge, voting judge or tiebreaking judge shall be a member of any club in which a contestant is a member.
 5. **For the International Speech Contest, Region Quarterfinals, there shall be a minimum of nine voting judges and one tiebreaking judge for each contest. One chief judge shall be appointed for each Region Quarterfinal. No voting judge or tiebreaking judge shall be a member in the same region in which a contestant is a member. No chief judge, voting judge or tiebreaking judge shall be a member in the same club in which a contestant is a member.**
56. At the semifinals for the International Speech Contest, there shall be an equal number of voting judges from each district, 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 shall be a member of any club in which a contestant is a member.
67. At the World Championship of Public Speaking, there shall 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 shall be a member of any club in which a contestant is a member.
78. Voting judges at all levels shall remain anonymous when practical.
89. 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 and an envelope.
 - 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 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 shall 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 shall 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 ~~timeing~~ 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 **five three** or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced.
 - 2. In contests with ~~four or fewer~~ **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 shall 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 ~~contest~~ speeches shall 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 ~~contest~~ speeches shall 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 shall 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 shall 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 shall provide warning signals to the contestants, which shall 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 thirty~~ 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 shall 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 shall 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 shall only be lodged by voting judges and contestants. Any protest shall be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).
 - B. 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.
 - C. The contest chair can disqualify a contestant on the basis of eligibility.
 - D. 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 international 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

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.

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.

After region quarterfinal results are announced, detailed information concerning the semifinal contest is then provided to the winners by World Headquarters.

- AC.** 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.
- BD.** 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-the participant'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 judges' 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 the 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 fourteen** 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 shall be either a contest-type speech, or taken from one of the assignments in the *Competent Communication* manual.
 - 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 shall be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
 - E. Neither the manual project nor any objectives that the speaker may have shall be made known to the contestants, chief judge, voting judges, tiebreaking judge or audience.
2. At the conclusion of the test speech, all contestants shall leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - A. Timing and preparation supervision shall 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 may not use digital or other devices during the contest to gain an unfair advantage.
3. After five minutes have elapsed, no further preparation shall be allowed and with the exception of the first contestant, who shall be called back as first evaluator, all others shall hand all written material to the contest sergeant at arms. The Evaluation Contestant Notes Sheets shall 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, 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 shall be selected by the contestant. The speaker shall 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 shall receive the same topic, which shall be of a general nature.
 - A. The topic is selected by the contest chair.
2. The topic shall be of reasonable length, shall not require a detailed knowledge, and shall 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 may not use digital or other devices during the contest to gain an unfair advantage.
5. When the contest begins, all contestants except the first shall 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 shall be 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 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 shall 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, including the introduction.
 1. Edited (e. g., prerecorded introduction or music) or incomplete speeches 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 videosppeechcontest@toastmasters.org or received at World Headquarters on or before 5 p.m. Pacific 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
 - Judges' 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 shall 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. 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 shall 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 should 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. See 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 Contestants' 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

<u>ROLE</u>	<u>ITEM</u>	<u>ITEM NUMBER</u>
All participants	➤ Speech Contest Rulebook	(Item 1171)
Chief judge	➤ Notification of Contest Winner	(Item 1182)
	➤ Results Form Sheet	(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

<u>ROLE</u>	<u>ITEM</u>	<u>ITEM NUMBER</u>
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 From	(Item 1193)

Evaluation Contest

<u>ROLE</u>	<u>ITEM</u>	<u>ITEM NUMBER</u>
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 Sheet	(Item TBD)

Humorous Speech Contest

ROLE

Voting judges

ITEM

- Humorous Speech Contest Judge's Guide and Ballot

ITEM NUMBER

(Item 1191)

Tiebreaking judge

- Humorous Speech Contest Tiebreaking Judge's Guide and Ballot

(Item 1191A)

Table Topics Speech Contest

ROLE

Voting judges

ITEM

- Table Topics Contest Judge's Guide and Ballot

ITEM NUMBER

(Item 1180)

Tiebreaking judge

- Table Topics Contest Tiebreaking Judge's Guide and Ballot

(Item 1180A)

Tall Tales Contest

ROLE

Voting judges

ITEM

- Tall Tales Contest Judge's Guide and Ballot

ITEM NUMBER

(Item 1181)

Tiebreaking judge

- Tall Tales Contest Tiebreaking Judge's Guide and Ballot

(Item 1181A)

Board of Directors Visits

1. The purposes of international officer and director visits are to meet with Toastmasters members and leaders and with business and community leaders, represent the organization at district events, and publicize Toastmasters International through media.
2. International directors are expected to visit ~~each~~ districts as assigned by the International President ~~within their region during their term~~.
3. International officer visits to districts are scheduled every ~~six~~ **seven** years, or more frequently, if deemed necessary by the International President.
4. World Headquarters prepares a proposed district visit schedule and submits it to the International President **and International President-Elect** for review and approval. After the schedule is approved, World Headquarters collaborates with district leaders and international directors to finalize the schedule. International officers or directors, World Headquarters, and district leaders participate jointly in conference calls to plan and discuss expectations for each visit.
5. Districts must accept visits by either an international officer or director.
6. Visits to club meetings within the officer's/director's region may be made at any time. Visits to club meetings outside of the officer's/director's region may be made with ~~seven days advance notification to~~ the International President's **prior approval and the director from that region**. Reimbursement is not provided.
7. Visits to area and division events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

Visits to area and division events within the officer's/director's region may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

Visits to area and division events outside the officer's/director's region may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

8. Visits to district events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement may be provided with the International President's **prior** approval.

Visits to district events within the officer's/director's region that are not part of the approved schedule may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement may be provided with the International President's **prior** approval.

9. District visits outside the officer's/director's region may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.



**Minutes of the 2017-2018 Strategic Planning Committee Meeting
Bozeman, Montana
November 17, 2017**

The 2017-2018 Strategic Planning Committee convened on November 17, 2017, with Immediate Past International President Mike Storkey, DTM presiding. The other officers present were: International President Balraj Arunasalam, DTM; International President-Elect Lark Doley, DTM; First Vice President Deepak Menon, DTM; Second Vice President Richard Peck, DTM and Chief Executive Officer Daniel Rex. Chief Operations Officer Sally Newell Cohen and Secretary/Treasurer Jennifer Quinn were also present. No Committee members were absent.

1. The Pathways learning experience is one of the most important strategic initiatives for the future of the organization. In an effort to further awareness and understanding, the Committee asks all region advisors and Board members to share updates on the implementation of Pathways on monthly calls with the district leaders. The Board should specifically share the district's anticipated rollout date, the Pathways Guides role, benefits of the program, ideas to raise awareness in the district and increase adoption rates in districts that have already rolled out.
2. The Committee reviewed the results of the recent in-person interviews with immediate past district directors from districts that did not achieve Distinguished status and an online club officer survey conducted in September 2017 to understand what differentiates districts and clubs on the basis of new member growth. The results helped the Committee further understand district performance drivers, individual district leader performance and accountability to incorporate into future district leader training.
3. The Committee reviewed the current models Toastmasters uses to distribute the education program. It recognizes that the market has evolved and the demand for more specialized programming for youth, colleges, universities, prisons and other organizations has expanded and there is an opportunity to make stronger inroads into these markets. World Headquarters presented a potential model for consideration and the Committee requested that World Headquarters continue its work and present its proposal during a future meeting.
4. The Committee continued its discussion on Board composition. It discussed the readiness of candidates and elected board members to adequately fill the roles. The committee discussed several approaches and has agreed that the first step is to review the International Officer and Director Candidate Assessments competencies.
5. The Committee reviewed the results of the Long-Term Member research conducted in August 2017. The online focus group and survey helped to identify the personalities, behaviors and motivations of long-term members. The organization values and acknowledges its long-term members for their commitment to the organization.



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.”

A handwritten signature in black ink, appearing to read "J. Quinn", is centered on a white rectangular background.

Jennifer Quinn
Secretary/Treasurer

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