



Minutes of the 2021-2022 Board of Directors Videoconference

October 25, 2021

The 2021-2022 Toastmasters International Board of Directors met on October 25, 2021, with International President, Margaret Page, DTM, presiding. The other officers and directors present were: Matt Kinsey, DTM; Morag Mathieson, DTM; Radhi Spear, DTM; Richard E. Peck, DTM; Louisa Davis, DTM; Dorothy Isa Du, DTM; Roy Ganga, DTM; Elmer Hill, DTM; Michael J. Holian, DTM; Karen Lucas, DTM; Melissa McGavick, DTM; Elizabeth Nostedt, DTM; Harold Osmundson, DTM; Monnica B. Rose, DTM; Gauri Seshadri, DTM; Ali Shahbaz Shah, DTM; Jeff Sobel, DTM; Lesley Storkey, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Chief Information Officer Heidi Hollenbeck, Legal Director and Corporate Counsel Aaron Charrouf, Director of Partnerships and Development Angela Cunningham, District Growth and Support Director Jonathan Lam, Marketing Communications Director John Lurquin, Club Quality and Member Support Director Danielle Mitchell, Board Support Director Mona Shah, Executive Assistant to the Chief Executive Officer Amber Villa, Records Management Administrator Kristen Kyriazis, and Secretary Kate Wingrove were also present.

1. The Board reviewed and adopted the agenda as presented.
2. The Board received the report (attached) of the September 27, 2021 Executive Committee Videoconference as presented by International President-Elect Kinsey. The Board adopted the Committee's recommendations as presented in items #1, 2, 3, 4, 6, 7, and 8.

Item #5 was related to several Smedley Fund subsidy applications and was discussed subsequently.

The Board adopted item #9.

3. The Board received the report (attached) of the October 11, 2021 Executive Committee Videoconference as presented by International President-Elect Kinsey. The Board adopted the Committee's recommendations as presented in items #1, 2, 3, 4, 5, and 9.

Item #6 was related to several Smedley Fund subsidy applications and was discussed subsequently.

The Board adopted item #7.

The Board adopted item #8.

4. The Board received the report (attached) of the October 21, 2021 Executive Committee Electronic Vote as presented by International President-Elect Kinsey.

The item in the report was related to a Smedley Fund subsidy application and was discussed subsequently.

5. The Board reviewed the Smedley Fund subsidy applications reviewed by the Executive Committee on September 27, 2021; October 11, 2021; and October 21, 2021. The Board adopted the Committee's recommendations as presented in the September 27, 2021 Executive Committee Videoconference report, item #5; the October 11, 2021 Executive Committee Videoconference report, item #6; and the October 21, 2021 Executive Committee Electronic Vote report.
6. The Board received an update on the organization's performance.
7. The Board received an update on the financial position of the organization.
8. **HIGHLY CONFIDENTIAL**
9. **HIGHLY CONFIDENTIAL**
10. The Board voted to postpone the updates from the chairs of the following committees to the December 20, 2021 Board of Directors videoconference: Region Advisor Selection Committee; Governing Documents Review Committee; and Incentives Committee.

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

Pursuant to Protocol 11.3: Board of Directors Confidentiality, 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."



Kate Wingrove
Secretary

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



Minutes of the 2021-2022 Executive Committee Videoconference

September 27, 2021

The 2021-2022 Toastmasters International Executive Committee met September 27, 2021, with International President, Margaret Page, DTM presiding. The other officers present were: International President-Elect Matt Kinsey, DTM; First Vice President Morag Mathieson, DTM; Second Vice President Radhi Spear, DTM; Immediate Past International President Richard E. Peck, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Legal Director and Corporate Counsel Aaron Charrouf, District Growth and Support Director Jonathan Lam, Board Support Director Mona Shah, Executive Assistant to the Chief Executive Officer Amber Villa, Records Management Administrator Kristen Kyriazis, Fundraising and Compliance Specialist Keith Shaller, Accounting Supervisor – Districts Greg Wingrove, and Secretary Kate Wingrove were also present. No Committee members were absent.

1. The agenda was adopted as presented.
2. The Committee received an update on the organization's performance.
3. The Committee received an update on the financial performance of the organization.
4. The Committee received an update from the chairs of the following: Region Advisor Selection Committee; Governing Documents Review Committee; and Incentives Committee.
5. The Committee reviewed and discussed several Smedley Fund subsidy applications requesting disbursements from the Smedley Fund. A short description of the requests and the decision of the Committee are listed below:
 - The first request relates to supporting a club with the funding and operation of a Youth Leadership Program in cooperation with a local community center and non-profit organization. The Committee recommends that the Board approve this request.
 - The remaining requests relate to supporting clubs by providing disaster-related dues assistance in the wake of Hurricane Ida. The Committee recommends that the Board approve these requests for one dues renewal period.
6. **HIGHLY CONFIDENTIAL**
7. **HIGHLY CONFIDENTIAL**
8. **RESTRICTED**

9. HIGHLY CONFIDENTIAL

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

Pursuant to Protocol 11.3: Board of Directors Confidentiality, 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.”



Kate Wingrove
Secretary

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



Minutes of the 2021-2022 Executive Committee Videoconference

October 11, 2021

The 2021-2022 Toastmasters International Executive Committee met October 11, 2021, with International President, Margaret Page, DTM presiding. The other officers present were: International President-Elect Matt Kinsey, DTM; First Vice President Morag Mathieson, DTM; Second Vice President Radhi Spear, DTM; Immediate Past International President Richard E. Peck, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Legal Director and Corporate Counsel Aaron Charrouf, District Growth and Support Director Jonathan Lam, Board Support Director Mona Shah, Executive Assistant to the Chief Executive Officer Amber Villa, Records Management Administrator Kristen Kyriazis, Education Development Manager Jessie Lester, Fundraising and Compliance Specialist Keith Shaller, Region Advisor Program Coordinator Katie Welsh, Accounting Supervisor – Districts Greg Wingrove, and Secretary Kate Wingrove were also present. No Committee members were absent.

1. The agenda was adopted as presented.
2. The Committee received an update on the organization's performance.
3. The Committee received an update on the financial performance of the organization.
4. The Committee reviewed the annual Conflict of Interest Policy: Acknowledgment and Financial Disclosure Statement submitted by Board Members and key employees as required by Policy 11.11: Board of Directors Conflict of Interest. While possible conflicts of interest were disclosed, the Committee determined that these were not conflicts and the Committee voted unanimously to adopt the statements.

5. The Committee reviewed and approved the signers on District bank accounts as submitted by each District below on the District Signature Form, retroactive to July 1, 2021. These signers are authorized to use corporate funds at the District, Division, and Area levels and in this capacity act on behalf of Toastmasters International:

F	25	48	71	93
1	28	49	72	96
3	29	50	73	97
4	30	51	74	98
5	32	53	75	99
7	35	54	76	102
10	37	55	80	103
13	38	56	82	111
14	40	57	83	112
17	41	60	85	114
18	42	61	86	115
21	44	64	87	116
22	45	68	90	118
24	47	69	92	120

Signature forms not yet submitted by the following Districts will be submitted to the Committee upon receipt at a future meeting:

8	31	67	91	119
11	33	70	94	121
16	43	78	100	
19	58	79	101	
20	62	88	104	
23	66	89	105	

The following Districts do not operate a local bank account and a signature form is not required:

2	27	59	106	117
6	34	63	107	122
9	36	65	108	123
12	39	77	109	
15	46	81	110	
26	52	84	113	

6. The Committee reviewed and discussed several Smedley Fund subsidy applications requesting disbursements from the Smedley Fund. A short description of the requests and the decision of the Committee are listed below:
- The first request relates to providing support to a club in the wake of the recent man-made and natural disasters in Haiti by providing disaster-related dues assistance. The Committee recommends that the Board approve this request.
 - The next requests relate to providing support to additional clubs in the wake of Hurricane Ida by providing disaster-related dues assistance. The Committee recommends that the Board approve these requests.

- The final requests relate to providing additional support to clubs in the wake of the warehouse explosions that claimed much of the port in Beirut in August 2020 by providing additional disaster-related dues assistance. Due to already providing disaster-related dues assistance for two dues renewal periods, the Committee recommends that the Board not approve these requests.
7. The Committee reviewed and discussed proposed modifications to Policy 6.1: Accredited Speaker Program and Policy 10.0: Region Advisors that create consistency in addressing how Council Member vacancies are filled on the Accredited Speaker Program Council and the Past Region Advisor Council. The Committee recommends that the Board approve amendments to Policy 6.1: Accredited Speaker Program (attached) and Policy 10.0: Region Advisors (attached), effective upon the approval of the Board.
 8. The Committee reviewed and discussed proposed modifications to the District Administrative Bylaws, Article VII: Officers and Protocol 9.0: District Campaigns and Elections related to District-level floor candidates. These amendments support the recommendations made by the Policy Review Committee regarding Hybrid Meetings and Elections. The Committee recommends that the Board approve amendments to the District Administrative Bylaws, Article VII: Officers (attached), effective December 1, 2021. The amendments to Protocol 9.0: District Campaigns and Elections (attached) were adopted by the joint authority of the International President and Chief Executive Officer with the concurrence of the International President-Elect, contingent upon the Board approval of the amendments to the District Administrative Bylaws, Article VII: Officers.
 9. The Committee received an update from the chairs of the following: Region Advisor Selection Committee; Governing Documents Review Committee; and Incentives Committee.

10. **HIGHLY CONFIDENTIAL**

11. **HIGHLY CONFIDENTIAL**

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

Pursuant to Protocol 11.3: Board of Directors Confidentiality, 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.”



Kate Wingrove
Secretary

Distribution: Board of Directors
Nonprofit General Counsel
Chief Executive Officer

Past International Presidents
Past International Directors

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 fee.
 - b. Virtual presentations qualify, as long as the audience of 20 or more viewed the presentation in real time.
 - c. The speaker must be the principal author/owner of a substantial portion of the content used. Content owned by an outside source and used as the major portion of a presentation does not qualify.
 - i. These speaking engagements must not have been presented as part of the speaker's regular employment, unless self-employed.
- 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
 - a. Virtual presentations qualify, as long as the audience of 20 or more viewed the presentation in real time.
 - b. A copy of any presentation slides included in the video submission must be included with the application.
- 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 and/or social media profiles 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 or social media profile(s).
- 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. Eligible applicants who submit a completed application in January 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 four (4) out of five (5) council members (Level 1 judges).
 - a. All applicants who receive a passing score from four (4) out of five (5) judges will advance to Level 2.
 - b. All applicants who do not receive a passing score from four (4) out of five (5) 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, spoken in English, 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 basic information and context regarding area of expertise as submitted at Level 1.
 - a. Additional application information, including candidate video submissions, list of speaking engagements, recommendation forms, and details regarding education and awards will not be provided to Level 2 judges.
- 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 four (4) out of five (5) 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 four (4) out of five (5) judges receive the Accredited Speaker designation.
 - b. Level 2 candidates who do not receive a passing score from four (4) out of five (5) 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. Accredited Speakers must not charge fees for assisting Toastmasters members in pursuing the Accredited Speaker designation. However, if an Accredited Speaker offers other professional services as part of their business, and a Toastmasters member pursuing the Accredited Speaker designation wishes to utilize that service, the Accredited Speaker may charge the corresponding fee for the service.
- D. 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 are
 - a. Toastmasters members who hold the Accredited Speaker designation
 - i. Professional websites (must include a link to the Toastmasters International Accredited Speaker page)
 - ii. Presentation slides
 - iii. Speaker one-sheets
 - iv. Social media profiles (e.g., Facebook, LinkedIn)
 - v. Email signatures
 - vi. Stationery
 - vii. The back of business cards
 - b. Promotion of the Accredited Speaker program by Toastmasters Clubs, Areas, Divisions, and Districts.
 - c. To promote the participation of Accredited Speakers at Toastmasters events.
 - II. Unauthorized uses of the Accredited Speaker logo
 - a. The front of 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
 - 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 council members appointed in multiples of five (5), as determined by the number of applicants.
 - I. Council chairs must be appointed by the First Vice President, subject to ratification by the Executive Committee.
 - a. Council chairs serve a two-year term.
 - i. Council chair terms are staggered, with one (1) council chair appointed each year.
 - ii. Should a council chair be unable to complete the two-year term for any reason, the vacancy is filled by an Accredited Speaker who meets all council chair requirements. The individual filling the less-than-two-year vacancy is appointed by the First Vice President, subject to ratification by the Executive Committee. At the discretion of the First Vice President, the individual may be appointed to serve a full two-year term following the less-than-two-year time of service.
 - 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 eight (8) 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. Should a member of the council be unable to complete their role at Level 1 or Level 2 for any reason, the vacancy is filled by an Accredited Speaker or another Toastmasters member who meets the requirements. The individual filling the vacancy is appointed by the council chairs with the approval of the First Vice President, subject to ratification by the Executive Committee.**
- C. Council chairs must be Accredited Speakers who are active Toastmasters members of clubs in good standing.
- D. Council members must be, in order of preference:
 - I. Accredited Speakers who are active Toastmasters members of clubs in good standing
 - II. World Champions of Public Speaking
 - III. Past International Presidents
 - IV. Past International Directors
 - V. Past educational or keynote speakers at the International Convention.
- 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 online 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
- C. Council members must disclose all potential conflicts of interest, including mentoring and coaching relationships with candidates, before serving as a judge at either Level 1 or 2.

Region Advisors

1. Role and Responsibility

- A. The purpose of a Region Advisor (RA) is to provide support, leadership development, skill building, mentoring, and coaching to expand District leaders' capacity to achieve the District mission through frequent communication and approved District visits.
- B. RAs report to the International President through World Headquarters. RAs provide monthly reporting to the International President using a format provided by World Headquarters.
- C. An RA may not campaign for, be elected to, or be appointed to any District office or role while serving as an RA.
- D. An RA may not be, or campaign on behalf of, an International Officer or Director candidate while serving as an RA. An RA may not stand for election at the Annual Business Meeting in the same year in which their RA term ends.
- E. RA participation in social media must be in accordance with the RA Social Media Participation Chart and RA Social Media Best Practices included in the *Region Advisor Handbook*.

2. Qualifications

- A. Individuals who apply for or who are appointed to be RAs are paid members who have served 12 months as Immediate Past District Director (IPDD), 12 months as District Director (DD), and who have served 12 months in one (1) of the following two (2) roles: Program Quality Director (PQD) or Club Growth Director (CGD), or a combination thereof.
- B. Individuals who are serving in an elected or appointed District-level (including Area and Division) role may not apply in the same program year in which they are completing their term.
- C. Individuals for whom an International Officer or Director Letter of Intent is on file at World Headquarters may not apply for or be selected as an RA.

3. Term of Service

- A. The RA term lasts for 15 months: April 1 through June 30 of the following year. RAs must apply for each term and may serve no more than two (2) consecutive terms. There is no limit on nonconsecutive terms.
- B. RA vacancies are filled by the International President, with ratification by the Executive Committee, to complete the remainder of the term. The International President may grant a temporary leave of absence in appropriate circumstances.
- C. An RA may resign in writing to the International President.
- D. An RA may be removed from service at any time, with or without cause, by the

Executive Committee.

4. Confidentiality

- A. An RA may receive organizational communication which must be kept confidential unless otherwise instructed. Such items may not be copied, shown to, or discussed with anyone except as authorized by the International President or Chief Executive Officer. The same restrictions are applicable when such communication is also sent to Past Region Advisors.

Once a year, the Chief Executive Officer sends a notice to all Past Region Advisors whose dues payments are current, giving them the option to continue receiving organizational communication which they must agree to keep confidential. Only those Past Region Advisors responding in writing that they wish to receive such materials subject to the confidentiality restriction, by signing the Confidentiality Statement, are sent such materials, until the following annual notice is sent to them.

- B. A breach of confidentiality must be immediately reported to the Chief Executive Officer, who reports it to the International President. Violators may be subject to further disciplinary action.

5. Region Advisor Selection Committee

- A. The RA Selection Committee is composed of:
 - I. One (1) International Officer, who serves as chair, appointed by the International President.
 - II. At least two (2) International Directors appointed by the International President. Each member will serve a two-year term when practicable. For each year, one (1) member will be a first-year International Director and one (1) will be a second-year International Director.
 - III. No fewer than eight (8) members representing a combination of past RAs or Past International Directors appointed by the International President-Elect with the approval of the Executive Committee. Potential committee members may either self-identify or be identified by the International President-Elect.
 - a. District leader evaluations of each RA's service are used when selecting past RAs to serve on the committee.
- B. RA Selection Committee members are fair and open-minded.
 - I. All committee members must complete a confidentiality form and submit it to World Headquarters.
 - II. Committee members with a conflict of interest, such as a business or personal relationship with an applicant that creates a reasonable doubt as to the ability of the committee member to be impartial, must declare to the chair as soon as the conflict is identified. They must also abstain from discussion and voting regarding that applicant in context of the Committee.

In the event that the chair has a conflict of interest, as specified above, the chair must submit their resignation to the International President as soon as the conflict is identified.

- III. Committee members' responsibilities are to actively participate in meetings, keep all committee discussions and information confidential, study applicants' applications, watch applicants' training videos, review assessment results, conduct applicant interviews, consider any additional information available, make informed decisions, suggest or recommend qualified applicants to the chair, and seek ways to improve selection process.

C. Applicant Assessment

- I. Each RA applicant'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 by a professional assessment firm after the application process has closed. The results will be provided to the RA Selection Committee and to each respective applicant. Applicants must, before receiving the assessment results, agree in writing to keep them completely confidential.

Applicants may designate up to three (3) individuals to also receive their assessment results. Applicants may not share their results with these individuals directly. World Headquarters will provide any individual designated by an applicant with a confidentiality form. Once World Headquarters has received a signed form from the individual, the results will be provided to that individual directly.

Breaches of assessment confidentiality by anyone are subject to appropriate disciplinary action.

- II. The RA Selection Committee Chair may discuss applicants and assessment results as appropriate with the Board of Directors, International Leadership Committee Chair and Chief Executive Officer.

- III. The assessment tool is sent to:

- a. The International Director, RA, PQD, CGD, IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the applicant was DD.
- b. The International Director, RA, DD, CGD, IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the applicant was PQD.
- c. The International Director, RA, DD, PQD, IPDD, District Finance Manager, District Administration Manager, District Public Relations

Manager, and Division Directors who served while the applicant was CGD.

- d. The DD, PQD, CGD and District Public Relations Manager of Districts the applicant served as an RA.
 - e. The International Officers and Directors who served while the applicant was International Officer and/or Director.
 - f. The International Officers and Directors who served while the applicant served as an RA.
 - g. RAs who served with the applicant while the applicant served as an RA.
 - h. The DD, PQD, and CGD of Districts in which the applicant has been a member during each of the last five (5) years.
 - i. The applicant.
- D. Each year, the Board of Directors appoints RAs after considering applicants recommended by the RA Selection Committee.
- I. The Committee recommends one (1) RA for regions with eight (8) or fewer Districts.
 - II. The Committee recommends two (2) RAs for regions with nine (9) or more Districts. The Committee recommends District assignments to RAs.
 - III. The Committee may recommend the appointment of an additional RA for any region in order to meet region-specific needs and further the interests of Toastmasters International.

6. Past Region Advisors Council

- A. Each program year a Past Region Advisors Council (PRAC) will be established to submit Region Advisor Program recommendations, through World Headquarters, for consideration by the Board of Directors.
- B. The council consists of two (2) council chairs and no fewer than 14 members with equal representation of all Toastmasters International regions.
 - I. Council chairs and council members are paid members who have served as an RA and must conduct themselves in accordance with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct and maintain confidentiality about the council's work.
 - II. Council chairs are appointed for each program year by the First Vice President, subject to ratification by the Executive Committee.
 - a. Council chairs serve a two-year term.

- i. Council chair terms are staggered, with one (1) council chair appointed each year.
 - ii. Should a council chair be unable to complete the two-year term for any reason, the vacancy is filled by a Past Region Advisor who meets all council chair requirements. The individual filling the less-than-two-year vacancy is appointed by the First Vice President, subject to ratification by the Executive Committee. At the discretion of the First Vice President, the individual may be appointed to serve a full two-year term following the less-than-two-year time of service.
- III. Council members are appointed by the council chairs with the approval of the First Vice President, subject to ratification by the Executive Committee.
 - a. Council members serve a one-year term from July 1 to June 30. At the discretion of the First Vice President, a council member may be appointed to serve a succeeding year.
 - b. Should a member of the council be unable to complete their term for any reason, the vacancy is filled by a Past Region Advisor who meets the requirements. The individual filling the vacancy is appointed by the council chairs with the approval of the First Vice President, subject to ratification by the Executive Committee.**
- IV. Past Region Advisors who are serving in an elected or appointed District-level (including Area and Division) role or on the Board of Directors may not serve as a PRAC member in the same program year.
- V. Past Region Advisors for whom an International Officer and Director Letter of Intent is on file at World Headquarters may not serve as a PRAC member.

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

1. At the time of taking office,

- a. An elective officer must have been an active member of a Toastmasters club in good standing for the entire preceding 12 months, or has been a member for 12 consecutive months within that past three (3) years, in the District in which the officer shall serve.
 - b. The District Director shall have served
 - i. at least six (6) consecutive months as a Club President and
 - ii. at least 12 consecutive months as a Program Quality Director, Club Growth Director or Division Director or a combination thereof.
 - c. The Program Quality Director and Club Growth Director shall have served
 - i. at least six (6) consecutive months as Club President and
 - ii. 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.
 - d. The Division Directors shall have served at least six (6) consecutive months as members of a District Council.
 - e. Insofar as practicable, the Area Directors shall have served as members of a District Council.
 - f. All District officers must be active individual members of Member Clubs in good standing within the District where they are elected or appointed to serve and must be in good standing with Toastmasters International under Article III, Section 8 of the Bylaws of Toastmasters International.
2. A member may only be a candidate for elective office in one (1) District at any given time.
 3. A member may only serve in one (1) position within any District Executive Committee, as specified in Article XI (a), at any given time.

(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 and eligible 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 to be considered eligible. All eligible floor candidates must declare their intent to run to the District Director at least seven (7) days prior to the elections.

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.

A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the District Council's annual meeting.

A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the District Council's annual meeting.

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) 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) 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) Resignation or Removal

1. 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.
2. Any member of the District Executive Committee may be removed from office by a two-thirds vote, **excluding the member and any members who have been recused due to a conflict of interest**, of the District Executive Committee. **The member must be given the opportunity to make a statement of up to 10 minutes to the District Executive Committee prior to the vote. In the interest of fairness, the District Director may extend the time.**

3. Any ~~appointed~~ officer may be removed from office by the District Director, **unless the officer was elected by the District Council**. Such removal of an ~~appointed~~ officer shall become effective immediately.;
4. ~~the~~ **Replacement officers** shall ~~also~~ be appointed **by the District Director**. **The appointment of replacement officers is subject to ratification by the District Executive Committee.**
5. 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) **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.

Amendments in blue were approved, effective no later than July 1, 2022.

Protocol 9.0

District Campaigns and Elections

1. Schedule

Date	Action
No later than November 1	District Director appoints District Leadership Committee (DLC) Chair.
No later than December 1	DLC members are recommended by the DLC Chair and approved by the District Director.
No Later than January 15	Call for candidate declarations.
Determined by the DLC Chair and announced to the members of the clubs in the District	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 on the District website. Eligible floor candidates shall 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.
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 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. 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. DLC composition:
- I. 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. Committee members are appointed by 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 from a different District in the same region may be appointed to the DLC by the District Director, as a voting member or non-voting member, to provide outside perspective and to enhance the DLC process during deliberations. This member will not represent a Division.
 - VI. The District Director, 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 members serve one (1) year on the DLC and may be reappointed after a one-year absence from the committee.
- E. Communication may be by conference call, email, or other means when geographic distance and other factors impede in-person participation.
- F. DLC members shall not participate in any campaign or endorse any candidate for District office.
- G. 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. 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.
- B. 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.
- C. 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 except for the Division Director position.
 - I. Candidates for the same Division Director position (i.e., Division A, Division B, etc.) are interviewed by the same interviewers.
 - II. Division Director candidates who have completed the DLC interview process for any Division(s) are eligible as a floor candidate and may run for any Division Director position.
 - III. If a DLC member resigns or is replaced after interviews have begun, candidates who have completed their interviews do not need to be interviewed again by the newly appointed DLC member in order to meet the requirement as defined under Section 3.C. of this protocol.
- D. Online participation options for interviews must be made available if needed.
- E. 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. Discuss each candidate for each elective District office.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.

- G. Committee members cast their votes in written form, and the committee nominates a minimum of one (1) candidates 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- J. 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 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 District Director distributes the committee report and the Candidate Biographical Form for each candidate to the District Council.
- D. The DLC Chair or District Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.
- E. The DLC report is incomplete if the DLC is unable to nominate the required number of candidates for any individual office(s). The nomination report is invalid if any other DLC requirement, process, or deadline is not complied with.
- F. If the DLC report is incomplete, qualified candidates may run from the floor for any position for which the DLC did not nominate the required number of candidates. Qualified candidates must notify the District Director seven (7) days prior of their intent to run from the floor. Any nominations made by the DLC are valid.
- G. If the DLC report is invalid, qualified candidates may run from the floor for all positions. Any nominations made by the DLC are invalid. The report may be presented to District Council members as an advisory report at the discretion of the District Executive Committee.
- H. Any protest related to the DLC report must be submitted to the District Director two (2) weeks prior to the elections.
- I. 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 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, **and** 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, **or social media page**, 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 declared candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only District Council members' contact information is provided. **The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council.**
 - II. The contact information may only be used for campaign purposes.

- F. District candidates may 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 two (2) weeks prior to the District Council's annual meeting.
 - II. The second communication may be sent two (2) weeks prior to and no later than the date of 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.
 - III. Candidates shall not serve as speech contest officials.

- 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.
- R. Candidates or their representative(s) may not send campaign communications once the District Council annual meeting begins.**

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.
- B. 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, or in violation of Policy 3.0, Section 6.D.).

- a. The violation is reported to the District Director no later than 72 hours before the election. The District Director investigates the matter or assigns the investigation to the District Executive Committee.
- b. The District Director may, at their discretion, investigate violations that occur later than 72 hours prior to the election.
- c. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director investigates the matter or assigns the investigation to the District Executive Committee.
- b. The District Director may, at their discretion, investigate violations that occur later than 72 hours prior to the election.
- c. 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.

C. 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.

- D. 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. When held, a Candidate Showcase must be fully in person or fully online to give each candidate an equal platform. **An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the District Council's annual meeting.**
- E. The presentation schedule, with the names of all nominated candidates and known floor candidates for District office, is prepared by the District Administration Manager. The showcase begins with all candidates for the office of District Director, in alphabetical order by surname, and then proceeds to subsequent offices in order.
- F. 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.
- 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. All eligible floor candidates must declare their intent to run to the District Director at least seven (7) days prior to the elections.
 - 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 declare their intent to run to the District Director and sign the Officer Agreement and Release Statement at least seven (7) days prior to the elections. 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. ~~Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices as follows:~~
- A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the District Council's annual meeting. A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the District Council's annual meeting.**
- I. **Candidates must have completed the DLC interview process for each office.**
 - II. **Candidates must have declared their intent to run at least seven (7) days prior to the elections, for each office.**
 - III. **Upon approval of a new Division or new Divisions, candidates who have gone through the DLC interview process, for any Division, are eligible to run from the floor for the new Division or Divisions.**
- FE.** At the discretion of the District Director, candidate speeches should all be delivered in person or should all be delivered online to give each candidate an equal platform.
- GF.** 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. Candidate speeches shall not contain negative information about other candidates. If there is only one (1) candidate nominated, no speech is given.
- HG.** 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.
- IH.** 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.

- J. 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 and instruct the District Administration Manager to cast a single ballot for the candidate.
- KJ. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- LK. Each election is completed and the winner announced before moving to the subsequent election.
- ~~L. Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices as follows:
 - ~~I. Candidates must have completed the DLC interview process for each office.~~
 - ~~II. Candidates must have declared their intent to run at least seven (7) days prior to the elections, for each office.~~
 - ~~III. Upon approval of a new Division or new Divisions, candidates who have gone through the DLC interview process, for any Division, are eligible to run from the floor for the new Division or Divisions.~~~~
- M. 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. 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.
- N. Upon adjournment of the District Council's annual meeting, all election results are final. Results of the election 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.
- O. 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.



Electronic Vote of the 2021-2022 Executive Committee

October 21, 2021

The 2021-2022 Toastmasters International Executive Committee, International President Margaret Page, DTM; DTM; International President-Elect Matt Kinsey, DTM; First Vice President Morag Mathieson, DTM; Second Vice President Radhi Spear, DTM; Immediate Past International President Richard Peck, DTM by electronic consent culminating on October 21, 2021, recommends that the Board approve a Smedley Fund subsidy application requesting a disbursement to provide support to an additional club in the wake of Hurricane Ida by providing disaster-related dues assistance.

Pursuant to Protocol 11.3: Board of Directors Confidentiality, 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 that reads "Kate Wingrove".

Kate Wingrove
Secretary

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