



# Minutes of the 2022-2023 Board of Directors Videoconference

December 5, 2022

The 2022-2023 Toastmasters International Board of Directors met on December 5, 2022, with International President, Matt Kinsey, DTM presiding. The other officers and directors present were: Morag Mathieson, DTM; Radhi Spear, DTM; Aletta Rochat, DTM; Richard E. Peck, DTM; Anwasha Banerjee, DTM; Louisa Davis, DTM; Dawn Frail, DTM; Jean Gamester, DTM; Helen He, DTM; Elmer Hill, DTM; Michael J. Holian, DTM; Benjamin McCormick, DTM; Kimberly Myers, DTM; Jesse Oakley III, DTM; Monnica B. Rose, DTM; Gauri Seshadri, DTM; Ali Shahbaz Ali Shah, DTM; Jeff Sobel, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Chief Information Officer Heidi Hollenbeck, Legal Director and Corporate Counsel Aaron Charrouf, District Growth and Support Director Jonathan Lam, Club and Member Engagement Director Danielle Mitchell, Board Support Director Mona Shah, Education Programs and Training Director Kate Wingrove, Executive Assistant to the Chief Executive Officer Amber Villa, Education Development Manager Jessie Lester, and Secretary Kristen Kyriazis were also present. No Board Members were absent.

1. The agenda was adopted as presented.
2. **HIGHLY CONFIDENTIAL**
3. The Board received the report (attached) of the November 6-7, 2022, Strategic Planning Committee hybrid meeting as presented by Immediate Past International President Peck. The Board adopted the Committee's recommendations as presented in items #1, 2, 3, and 4.
4. The Board received the report (attached) of the November 6-8, 2022, Executive Committee meeting as presented by International President-Elect Mathieson. The Board adopted the Committee's recommendations as presented in items #1, 2, 3, 4, 6, 7, 8, 10, 11, 12, 13, 14, and 17.

Item #5 was adopted.

Item #9 was adopted. **HIGHLY CONFIDENTIAL**

Item #15 was adopted.

Item #16 was adopted.

5. **HIGHLY CONFIDENTIAL**
6. **HIGHLY CONFIDENTIAL**
7. The Board received an update on the organization's performance.

8. The Board received an update on the financial position of the organization.

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.”



Kristen Kyriazis  
Secretary

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



# Minutes of the 2022-2023 Strategic Planning Committee Hybrid Meeting

November 6-7, 2022

The 2022-2023 Strategic Planning Committee met on November 6-7, 2022, with Immediate Past International President Richard E. Peck, DTM, presiding. The other officers present were: International President Matt Kinsey, DTM; International President-Elect Morag Mathieson, DTM; First Vice President Radhi Spear, DTM; Second Vice President Aletta Rochat, DTM; and Chief Executive Officer Daniel Rex. Marketing Communications Director John Lurquin, Board Support Director Mona Shah, Education Programs and Training Director Kate Wingrove, Research and Analysis Manager Holly Kelly, Design Team Manager Bianca Montoya, and Secretary Kristen Kyriazis were also present. No Committee members were absent.

1. The Committee reviewed the 2022-2024 Strategic Plan and Organizational Goals. The Committee discussed communication of the Strategic Plan to members and leaders at all levels of the organization to highlight the individual's role in making the plan a success.
2. The Committee discussed the future of speech contests in the organization. The Committee considered the benefits and impacts of speech contests at all levels at which they are held. They reflected on the opportunities and challenges for conducting the speech contests onsite, online, and hybrid. The Committee will continue their discussion at a future meeting.
3. The Committee received a report on the outcome of the Listening Groups held in June and October 2022 which included information on the attendance rates, as well as identification of common themes and ideas.
4. **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."



Kristen Kyriazis  
Secretary

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



# Minutes of the 2022-2023 Executive Committee Hybrid Meeting

November 6-8, 2022

The 2022-2023 Toastmasters International Executive Committee met on November 6-8, 2022, with International President Matt Kinsey, DTM, presiding. The other officers present were: International President-Elect Morag Mathieson, DTM; First Vice President Radhi Spear, DTM; Second Vice President Aletta Rochat, DTM; Immediate Past International President Richard E. Peck, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, District Growth and Support Director Jonathan Lam, Board Support Director Mona Shah, Education Programs and Training Director Kate Wingrove, Education Development Manager Jessie Lester, Region Advisor Program Coordinator Katie Welsh, and Secretary Kristen Kyriazis were also present. No Committee members were absent.

1. The agenda was adopted as presented.
2. The Committee received an update on the financial performance of the organization during the 2022 year.
3. The Committee conducted an event for members and leaders in and around Baltimore, Maryland, United States. During the event, the Committee shared their Toastmasters leadership experiences and discussed aspects of importance to the organization, clubs, and members.
4. **HIGHLY CONFIDENTIAL**
5. The Committee reviewed a proposed exception to Policy 6.1: Accredited Speaker Program, regarding the terms of service for the current Accredited Speaker Program Council Chairs, in order to facilitate a transition period to the new term of service that will take effect on January 2023. The Committee recommends that the Board adopt the exception to Policy 6.1: Accredited Speaker Program as presented.
6. The International President and each International Officer presented a report of their experiences and observations since taking office in August 2022. The reports included their aspirational vision for the future of the organization, reflections on the key challenges of their International Officer roles, and identification of areas for improvement in the Board.
7. Chief Executive Officer (CEO) Daniel Rex provided an update on the status of the organization. The CEO reflected on the core value of excellence and requested that future discussions focus on what is the most important thing for the organization to move forward.

8. The Committee discussed the current Region Advisor term and the number of Region Advisors supporting each region. The Committee asked World Headquarters to conduct additional research and provide the results to the Committee no later than March 2023.
9. **HIGHLY CONFIDENTIAL**
10. **HIGHLY CONFIDENTIAL**
11. **RESTRICTED**
12. The Committee reviewed the region boundaries to determine if any modifications are necessary to maintain compliance with the Bylaws of Toastmasters International, Article V, Section 4.i. The Committee recommends no modifications at this time.
13. The Committee reviewed and considered the current awards presented at the Hall of Fame event at the International Convention. The Committee discussed several additional changes and recommends that the Board adopt the amended list of awards to be presented at the Hall of Fame.
14. The Committee reviewed and discussed requests from Districts for exceptions to Protocol 8.4: District Fiscal Management, regarding their budgets for the 2022-2023 program year. The volume of requests has increased from previous years. To assist in the timely evaluation of these requests, the International President and the Chief Executive Officer, with the concurrence of the International President-Elect, approved an exception to Protocol 8.4, to allow the CEO to approve requests from Districts to exceed the percentages in the table in Protocol 8.4, Section 5.G, for the 2022-2023 program year. This exception will be revisited in August 2023 for further consideration. Additionally, the International President and the Chief Executive Officer, with the concurrence of the International President-Elect, approved an exception to Protocol 8.4, to allow the CEO to review the 24 requests from Districts to budget for a net loss and authorize the use of District reserves by these Districts for the 2022-2023 program year as appropriate.
15. The Committee received an update on the research into the feasibility of the recommendations from the Speech Contest Working Groups. The Committee also reviewed proposed amendments to the *Speech Contest Rulebook* (attached) and the District Administrative Bylaws, Article VII (attached), to better clarify existing rules. Changes to the *Speech Contest Rulebook* for the 2023-2024 speech contest cycle were adopted by the joint authority of the International President and Chief Executive Officer, with the concurrence of the International President-Elect, contingent on the adoption of the amendments to the District Administrative Bylaws, Article VII, by the Board.
16. **RESTRICTED**

The Committee recommends that the Board approve amendments to Policy 3.0: Ethics and Conduct (attached) as presented, effective immediately.
17. The Committee reviewed the annual Conflict of Interest Policy: Acknowledgment and Financial Disclosure Statements 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 voted unanimously to adopt the statements.

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

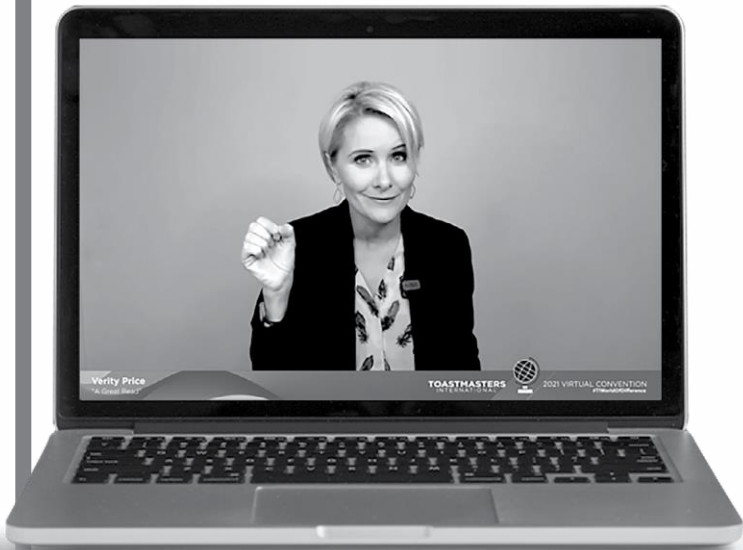
Pursuant to Protocol 11.3: Board of Directors Confidentiality, items contained in the minutes of this meeting were classified as “unrestricted” upon distribution of the minutes by World Headquarters, not to include any matters marked “restricted” or “highly confidential.”



Kristen Kyriazis  
Secretary

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

**TOASTMASTERS**  
INTERNATIONAL



# SPEECH CONTEST RULEBOOK

JULY 1, 2022 TO JUNE 30, 2023



**WHERE LEADERS ARE MADE**



**TOASTMASTERS INTERNATIONAL**  
**[www.toastmasters.org](http://www.toastmasters.org)**

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# Introduction

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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 (3) 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.
- **Speech Contest Materials and Additional Resources.** In this section, you'll find a list of Web pages and other helpful materials related to Toastmasters Speech Contests.

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

# SPEECH CONTEST RULES

## General Rules for All Toastmasters Speech Contests

Unless otherwise stated, these rules apply to all speech contests conducted by Toastmasters International clubs, Areas, Divisions, and Districts, as well as all contests conducted at the International Convention.

### 1. Speech Contest Policy

- ◆ A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including Provisional Districts). No other contest types, showcases, etc., can be conducted by Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions).
  1. Districts (including Areas and Divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.
- ◆ a) Provisional Districts (including Areas and Divisions) may conduct a speech contest in English using the rules of the International Speech Contest. This contest does not proceed beyond the District level. A contest using the rules of the International Speech Contest must be titled Provisional Speech Contest.
- ◆ 2. Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions) may conduct up to three (3) additional English speech contests each year.
- ◆ 3. Districts (including Areas and Divisions) including Provisional Districts (including Areas and Divisions) may also conduct up to four (4) 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) Non-English contests are optional and may be conducted using the rules of the corresponding English speech contest.
  - c) If the non-English contest is being conducted using the rules of the International Speech Contest, such contest must be titled using the name of the language. For example: Chinese Speech Contest.
  - d) Non-English contests must not continue beyond the District level.
- B. All District-level speech contests are conducted only at the annual District Conference.
- C. Contests must originate at the club level and proceed through the Area, Division, and District levels, respectively. Only contests following this progression are permitted at the Area, Division, and District levels. All clubs are eligible to advance contestants to the Area level in all contests, regardless of the contest language or the primary language of the club.
- ◆ 1. Contests conducted by Provisional Districts must follow this same progression, with the exception of the Video Speech Contest.

- D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of District leaders.
- E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- F. Individual admission fees to a contest may be charged to audience attendees and contest officials. However, contestants shall never be charged a fee to compete in a to compete in a contests. Clubs, shall never be charged a fee to send a contestant to a contest.

## 2. Eligibility

- A. To be eligible to compete in any official Toastmasters speech contest, a member must:
  - 1. Be a paid member of a club in the Area, Division, and District in which they are 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. 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.
- B. In addition, to be eligible to compete in the International Speech Contest, a member must:
  - 1. Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
    - ◆ a) However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.
- C. The following are ineligible to compete in any Toastmasters speech contest:
  - 1. Incumbent International Officers and Directors
  - 2. Region Advisors or Region Advisor applicants
  - 3. District officers whose terms expire June 30:
    - a) District Director
    - b) Program Quality Director
    - c) Club Growth Director
    - d) Administration Manager
    - e) Finance Manager
    - f) ) Public Relations Manager
    - g) Division Director
    - h) Area Director

4. International Officer and Director candidates
5. Immediate Past District Directors
6. ~~District officers or e-~~Candidates for ~~elected-District~~ positions **elected by the District Council** for the term beginning the upcoming July 1
7. Members who are serving in contest official or presenter roles that meet the following criteria:
  - a) Voting judge, tiebreaking judge or chief judge at the same contest type in which they would be competing beyond the club level, in any District.
  - b) Timer, ballot counter (counter), Sergeant at Arms, or other contest official role for the same contest in which they would be competing.
  - ◆ c) Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.
8. 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.
9. The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.
10. Toastmasters who are members in more than one (1) club and who meet all eligibility requirements are permitted to compete in the club contest(s) in each club in which they hold paid membership.
  - a) No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts.
11. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and Video Speech Contest.)
- D. 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 (6) months.
    - b) Have completed a minimum of six (6) speech projects in *Competent Communication* or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
      1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.
    - 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 (6) months.
      1. The club must also be in good standing.

- ◆ b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one (1) path in the Toastmasters Pathways learning experience.
  1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.
- c) Have previously judged a Toastmasters speech contest at the Area, Division, District, or semifinal level.
- E. All other contest officials and the Evaluation Contest test speaker must be paid members.
- F. Candidates for elected District leader positions for the term beginning the subsequent July 1 are ineligible to serve as a contest official or as a test speaker at the Area, Division, or District level.
- ◆

### 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 club contest is held, it must comply with the rules in this rulebook, and the contest result is final. Contests must be held at the Area, Division, and District levels. The Area speech contest winner then proceeds to the Division contest. The Division winner then proceeds to the District contest.
  1. In those Districts with 10 or more Divisions, two (2) separate runoff competitions among Division winners may be held before the District contest finals.
    - a) Insofar as is practical, the number of Divisions competing in each runoff will be the same.
    - b) The three (3) highest-placed available contestants from each runoff competition will then advance to the District contest. Placement in the runoff competitions will not be announced.
  2. Should a club, Area, or Division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
  3. The International Speech Contest is the only contest that proceeds beyond the District level to region quarterfinals, semifinals, and the World Championship of Public Speaking.
  4. Should a District-level contest winner be unable to participate in region quarterfinals, the next highest-placed contestant will advance to that level.
- ◆ 5. If a region quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight (8) weeks prior to the Area contest, if an Area has four (4) assigned clubs or fewer in good standing, Districts have the option to allow two (2) contestants from each club to compete in the Area contest.
  1. Should additional clubs charter prior to the Area contest, two (2) contestants from each club are permitted to compete.
  2. In those Divisions with four (4) assigned Areas or fewer, Districts have the option to allow the two (2) highest-placed available contestants from each Area to compete.

3. In Districts with four (4) assigned Divisions or fewer, Districts have the option to allow the two (2) highest-placed available contestants from each Division to participate in the District contest.
4. The decision whether or not to allow two (2) 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 (2) 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.
5. Occasionally, a contest will be held with only one (1) contestant. In such cases, a contest must still be held, and the contestant must be disqualified if they do not meet the timing, originality, and eligibility requirements.

#### **4. Speech Subject and Preparation**

- A. The subject of all International, Humorous, and Tall Tales contest speeches must be selected by the contestant.
- B. The subject of Table Topics Contest speeches must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.
  1. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
  2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
- E. Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing.
- ◆ F. All contestants will speak from the same platform or area designated by the contest chair.
  1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.
  2. A lectern/podium will be available. However, use of the lectern/podium is optional.
  3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.
  4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.



## 5. General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
  1. At club contests, a contest chair, chief judge, at least five (5) voting judges, a tiebreaking judge, two (2) counters, and two (2) timers are appointed, unless impractical.
  2. At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.
  3. At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
  4. At District contests, there must be an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed. The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member.
  5. For the International Speech Contest Region Quarterfinals, there must be a minimum of nine (9) voting judges and one (1) tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all region quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same region in which a contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.
  6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each District, or a minimum of nine (9) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers are appointed. No chief judge, voting judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
  7. At the World Championship of Public Speaking, there must be one (1) voting judge representing each region. In addition to these judges, a contest chair, five (5) qualifying judges, a tiebreaking judge, three (3) counters, and two (2) timers are appointed. The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
  8. Voting judges at all levels must remain anonymous when practical.
- ◆ 9. The contest chair may appoint a contest Toastmaster. In such cases, the term, "contest Toastmaster" should be used for the member supporting the contest chair. A contest Toastmaster is also ineligible to compete in the contest at which they are serving.

10. Contest officials must not serve in more than one (1) role for the same contest at the Area (when practical), Division, District, region quarterfinal, semifinal, and final levels.
- B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
  1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
  2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
    - a) Reports to the contest chair upon his/her arrival.
    - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
    - c) Waives the opportunity of a briefing.
- D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.
  1. Each voting judge receives the appropriate ballot for the contest.
    - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
    - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
    - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
    - d) Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).
    - e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
    - f) ) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.
  2. Timers receive the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.
  3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive instruction in the gathering of ballots and the counting room procedure (described below).
- E. Before the contest, the chief judge selects a member to act as tiebreaking judge.
  1. The identity of the tiebreaking judge is secret, and known only to the chief judge.
  2. The tiebreaking judge does not attend the judges' briefing.
  3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.
    - a) International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).

- b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).
  - c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).
  - d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).
  - e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).
- F. For the International, Humorous, and Tall Tales contests, the contest chair must introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
1. For Table Topics contests, the contest chair must introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.
  2. For Evaluation contests, the contest chair must 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 their response to the topic, as outlined in the Table Topics Contest section of this rulebook.
- J. There will be one (1) 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. The chief judge will notify the contest chair when all ballots have been collected. The contest must only resume once this notification is received.
    1. In order for a ballot to be valid, judges shall:
      - a) Complete their ballots by entering their choices for first, second, and third place.
      - b) Sign and print their names on the ballot.
    2. When voting judges have finished marking their ballots, they must tear off the bottom portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.
      - a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
    3. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
      - a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
  - ◆ 4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timer with the stopwatch completes the Time Record Sheet, places it in the provided envelope, and hands 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 (3) points are scored for each first-place ranking.
      - 2. Two (2) points are scored for each second-place ranking.
      - 3. One (1) 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 the number of points scored.
    - c) In the event of a tie, the chief judge will consult the tiebreaking judge's ballot.
    - d) The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
  - 2. Once the results have been tabulated and verified, the chief judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level. The chief judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the contest chair.
    - a) All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
    - b) After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.
- M. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest.
  - 1. In contests with three (3) or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order.
  - 2. In contests with fewer than three (3) participants, a second place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order.
  - 3. Winners must be announced prior to the end of the event.
    - a) If the contest is the only event taking place, winners must be announced before the contest adjourns.
    - b) If multiple contests are taking place as part of a larger conference or event, winners from all contests must be announced before the end of the conference or event.

4. If there are multiple contests taking place at one event, each contest must be officially adjourned prior to the beginning of the next contest, even if winners have not yet been announced.
5. For the International Speech Contest Region Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. Placement will not be announced.
6. For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. Placement will not be announced.
7. 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 (2) 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). This constitutes the official time.
- 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 contest speeches must be from five (5) to seven (7) minutes. A contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches four (4) minutes and 30 seconds and is not disqualified until their time reaches seven (7) minutes and 31 seconds.
- ◆ 2. Table Topics Contest speeches must be from one (1) minute to two (2) minutes. A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches one (1) minute and is not disqualified until their time reaches two (2) minutes and 31 seconds.
- ◆ 3. Evaluation Contest speeches must be from two (2) to three (3) minutes. A contestant will be disqualified if the speech is less than one (1) minute 30 seconds or more than three (3) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches one (1) minute and 30 seconds and is not disqualified until their time reaches three (3) minutes and 31 seconds.
- ◆ 4. Tall Tales Contest speeches must be from three (3) to five (5) minutes. A contestant will be disqualified if the speech is less than two (2) minutes 30 seconds or more than five (5) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches two (2) minutes and 30 seconds and is not disqualified until their time reaches five (5) minutes and 31 seconds.

- F. Upon being introduced, the contestant must proceed immediately to the speaking position.
1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
  2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
- G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.
1. For International and Humorous contests:
    - a) The green signal will be displayed at five (5) minutes and remain displayed for one (1) minute.
    - b) The yellow signal will be displayed at six (6) minutes and remain displayed for one (1) minute.
    - c) The red signal will be displayed at seven (7) minutes and will remain on until the conclusion of the speech.
  2. For Evaluation contests:
    - a) The green signal will be displayed at two (2) minutes and remain displayed for 30 seconds.
    - b) The yellow signal will be displayed at two (2) minutes and 30 seconds and remain displayed for 30 seconds.
    - c) The red signal will be displayed at three (3) minutes and remain displayed until the evaluation is concluded.
  3. For Table Topics contests:
    - a) The green signal will be displayed at one (1) minute and remain displayed for 30 seconds.
    - b) The yellow signal will be displayed at one (1) minute 30 seconds and remain displayed for 30 seconds.
    - c) The red signal will be displayed at two (2) minutes and remain displayed until the speech is concluded.
  4. For Tall Tales contests:
    - a) The green signal will be displayed at three (3) minutes and remain displayed for one (1) minute.
    - b) The yellow signal will be displayed at four (4) minutes and remain displayed for one (1) minute.
    - c) The red signal will be displayed at five (5) minutes and remain displayed until the speech is concluded.
  5. In all speech contests, no signal can be given for the overtime period.
  6. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of their 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 (5), six (6), and seven (7) minutes.

- b) If any special device and/or specific instructions for such a signal is/are required, the contestant must provide same.
- 7. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.
- ◆ H. Prior to announcing results, the contest chair must announce the number of time disqualifications, but not name the contestant(s) involved.

## 7. Protests and Disqualifications

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

## 8. Use of Props and Electronic Devices

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

## International Speech Contest Rules

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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, District, region quarterfinal, semifinal, and final levels.
  - A. District-level contest videos that are submitted to World Headquarters to be used in region quarterfinal judging must meet these requirements:

### Audio

- The audio must be clear and without echo, static or other excessive noise.

## Camera

- The camera must record in high definition.
- Only single-camera setup is permitted; use of multiple camera angles is not allowed.
- The camera must be placed on a tripod to maintain stability and prevent unwanted movement.
- The camera must have an unobstructed, in-focus view of the contestants.
- The entire speaking area must be visible throughout the recording.
- The camera must be monitored by a camera operator at all times to ensure it is recording properly.
- Zooming is not permitted.

## Lighting

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

## Video Recording

- The recording must only contain the introduction of the winning contestant's speech by the contest chair and the entire winning speech.
  - The recording may not be edited in any way, such as by adding text, graphics, images, or anything that does not meet the requirements above.
- ◆ B. If a region quarterfinal video fails to meet any of the recording requirements, the contestant will be disqualified by the chief judge. The submitting District will be notified of the disqualification.

## C. District Submission to World Headquarters

1. Following the District-level International Speech Contest, the chief judge ranks all District-level contestants in order of results on the Notification of Contest Winner form (Item 1182) and then submits the form to the Program Quality Director.
2. The Program Quality Director submits the Notification of Contest Winner form, Region Quarterfinals Video Release Form, and video of the first-place winner to World Headquarters in the format and manner requested.

## D. Region quarterfinals are conducted by video after the submission of District winners.

1. Region quarterfinal judges will view all videos for their assigned region in the order provided by the chief judge.
2. Region quarterfinal judges must view all videos in one (1) sitting.
3. Region quarterfinal judges may only view each video once. Pausing or rewinding is prohibited.
4. After region quarterfinal results are announced, information about the semifinal contest is provided to the winners by World Headquarters.

## E. Semifinals are to be held at the International Convention, and will include the top two (2) winners from each region quarterfinal contest, randomly assigned to four (4) 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.
- F. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.
1. Winners advancing to the semifinal level at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal speech. If they have previously competed at the semifinal or final levels, contestants will provide World Headquarters with outlines from all speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judges' briefing for the World Championship of Public Speaking.
  2. Qualifying judges will also be given a qualification sheet. 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 or any previous year's semifinal and final-round contests.
  3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the 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 (3) of the five (5) qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.
2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

## Evaluation Contest Rules

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

1. At the beginning of this contest, a five (5)- to seven (7)-minute test speech will be presented.
  - A. The test speech must be a contest-type speech or a project speech from the Toastmasters Pathways learning experience.
  - B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one (1) sheet may be used.
  - C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech not be a member of the same club as any one of the contestants.
  - D. The test speaker must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
  - E. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.

2. At the conclusion of the test speech, all contestants must leave the room. They then have five (5) minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
  - A. Timing and preparation supervision must be under the control of the contest Sergeant at Arms.
  - B. Where it is not practical for contestants to leave the room, contestants will complete their five (5)-minute preparation in the same room under the control of the contest Sergeant at Arms.
  - C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
3. After five (5) minutes have elapsed, no further preparation is allowed and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest Sergeant at Arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard "name, speech title, speech title, name," format 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 Contest speech must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.
2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

## **Table Topics Contest Rules**

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

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

## Tall Tales Contest Rules

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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

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- ◆ 1. Members of undistricted clubs (including Provisional Districts) are invited to participate in the Video Speech Contest. Videos must be in English.
  - A. Members of undistricted clubs may not compete in the Video Speech Contest if they also belong to a club assigned to a District.
- 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 (1) speech per club may be submitted.
  - A. Video Speech Contest entries must meet these requirements:
    - The audio must be clear and without echo, static, or other excessive noise.
    - Only single-camera setup is permitted; use of multiple camera angles is not allowed.
    - The camera must have an unobstructed, in-focus view of the contestant.
    - The camera must be mounted or secured to avoid unwanted movement.
    - Zooming is not permitted.
    - 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 too dark; the speaker should remain in frame through the entire speech.
    - No lighting, artificial or natural, should point directly at the camera.
    - 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. Video Speech Contest entries must be submitted using a Video Speech Contest Entry Form (Item 1178) that includes a live URL linking to a video submission.
  - C. Video Speech Contest entries must include a completed Speaker's Certification of Eligibility and Originality (Item 1183) with the entry form.
  - D. Entry forms must be emailed to [videospeechcontest@toastmasters.org](mailto:videospeechcontest@toastmasters.org) and received at World Headquarters on or before 5 p.m. Mountain Time, March 31, to be eligible for competition.

4. Should more than 10 eligible video submissions be received in a given contest cycle, separate run-off competitions can be held.
  - A. Each run-off competition will have no more than 10 contestants.
  - B. Insofar as practical, the number of contestants competing in each runoff competition will be the same.
  - C. The three (3) highest-placed contestants from each run-off competition will advance to the next level of the contest.
5. For each run-off competition and the final level of the contest, a minimum of five (5) voting judges and one (1) tiebreaking judge will be appointed.
  - A. Voting judges and tiebreaking judges must meet the eligibility requirements for judging the International Speech Contest.
    1. Voting judges and tiebreaking judge will not be physically present for the Video Speech Contest.
    2. The Immediate Past International President twice removed will be the chief judge for all Video Speech Contest competitions.
      - a) If the Immediate Past International President twice removed is unable to serve as chief judge, the First Vice President will appoint another Past International President.
  - B. Timers are not appointed for the Video Speech Contest.
    1. Speeches will be timed at the club level and verified when videos are reviewed for eligibility.
      - a) Speeches that do not meet the timing requirements will be reviewed by the chief judge. If the chief judge determines the contestant went overtime or undertime, the video submission will not be accepted.

# 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

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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 to attend 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](http://www.toastmasters.org):

Speaker's Certification of Eligibility and Originality (Item 1183)

Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)

Judge's Guide and Ballot

Judge's Certification of Eligibility 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. Appoint any supporting roles needed for the contest including Sergeant at Arms, test speaker, or other roles.

◆ A. Meet with members serving in supporting roles and brief them on their responsibilities.

9. 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.)

10. Notify the contestants of the time and place of the contest and pre-contest briefing two (2) to six (6) 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)

11. Promote the contest in your community by sending news releases to the media.

12. Ensure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. To check contestants' eligibility:

- ◆  Verify membership status: Club officers and District leaders can use the Eligibility Assistant available in Leadership Central of [www.toastmasters.org](http://www.toastmasters.org) to determine if a contestant is a paid member of a paid club, or a current District leader.
- ◆  Verify education: If the member is competing in the International Speech Contest, confirm that they have completed Levels 1 and 2 of any path in the Toastmasters Pathways learning experience. Contact the Speech Contests team at World Headquarters by email at [speechcontests@toastmasters.org](mailto: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 after all ballots are collected.
2. Review the speech contest rules with speakers.
3. Review Speaker's Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.
4. Review timing protocol with speakers.
5. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.
6. Draw for speaking positions.

## During the Contest

1. Open the contest with a brief introduction. Inform the audience:
  - The rules have been reviewed with the chief judge and contestants.
  - The contestants have been informed of the location of the timing lights.
  - The taking of photographs during the speeches is not permitted.
  - Each contestant selects their own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject of their speech, or mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly.
3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges' ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge's ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.
  - All ballots, Counter's Tally Sheet forms, and Time Record Sheets are considered confidential.
  - Give all forms to the chief judge for disposal.
  - Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.

- At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, Area, and District they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
- 5. When the interviews are completed, collect the contest results from the chief judge.
- ◆ 6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges, and contestants must not consider potential protests from audience members. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.
- 7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).
- 8. In closing, thank all who helped make the contest a success.

### **After the Contest**

1. Provide the contact details for all contestants to the chief judge so the judge 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**

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### **Before the Contest**

1. Appoint and counsel voting judges, counters, timers, and a secret tiebreaking judge.
2. Act as chief counter and provide each counter with a copy of the Counter's Tally Sheet (Item 1176).
3. Encourage all speech contest officials to view the online Speech Contest training at [www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials](http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials).
- ◆ 4. Conduct the judge's briefing for voting judges, counters, and timers. The judge's briefing may be conducted in person or online at the discretion of the chief judge. Online briefings are allowed in order to facilitate more scheduling opportunities for a thorough briefing.

### **Judge's 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 all 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**

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### **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 (1) 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 download as free digital content at [www.toastmasters.org/Speech-Contest-Kits](http://www.toastmasters.org/Speech-Contest-Kits).

## For all contests

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

## International Speech Contest

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 Quarterfinals Video Release Form	(Item 1193)

## Evaluation Contest

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

### **Humorous Speech Contest**

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

### **Table Topics Contest**

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

### **Tall Tales Contest**

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

## **ADDITIONAL RESOURCES**

### **Speech Contests Frequently Asked Questions**

[www.toastmasters.org/SpeechContestFAQ](https://www.toastmasters.org/SpeechContestFAQ)

### **Speech Contest Tutorials**

<https://www.toastmasters.org/SpeechContestTutorials>

### **Policy 6.0: Speech Contests**

[www.toastmasters.org/SpeechContestGoverningDocuments](https://www.toastmasters.org/SpeechContestGoverningDocuments)

**TOASTMASTERS**  
INTERNATIONAL

# District Administrative Bylaws

## Article VII: Officers

### (a) District Officers

The officers of the 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, Division Directors, and Area 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

1. The elective officers of this District shall be the District Director, the Program Quality Director, the Club Growth Director, and Division Directors.
  - a. Except for Division Directors, none of the previously stated District officers may be re-elected to the same office, in any District, for succeeding terms in which a full year has been served.
  - b. Division Directors may be re-elected to succeed themselves for one (1) term.
2. The election of officers shall take place at the Annual Meeting of the District Council.
  - a. 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 Annual Meeting of the District Council.
  - b. Nominations may also be made from the floor by any member of the District Council 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.
  - c. 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

1. 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.
  - a. These officers may be elected or appointed.
  - b. The decision to elect or appoint is made by the District Council and remains in effect until changed by the council.
  - c. 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.

2. Officers appointed by the District Director are subject to the approval of the District Executive Committee and the District Council by September 30.
3. 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, regardless of District.
4. Area Directors are elected by the Area Councils or appointed by the District Director considering the recommendation of the Area Councils.
5. Area Directors shall be eligible for re-election or re-appointment for one (1) succeeding term, regardless of District.

**(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, Division Director, or a combination of the preceding.
  - 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, an Area Director, or a combination of the preceding.
  - d. The Division Directors shall have served at least six (6) consecutive months as members of a District Council.
  - e. To the degree 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.
4. **A member may not be a candidate for District positions elected by the District Council while actively competing in a current Toastmasters speech contest cycle.**

**(e) Nominations from the Floor**

1. Nominations made by the District Leadership Committee shall be effective when officially announced by the District Leadership Committee Chair or District Director.
2. Additional nominations of qualified and eligible candidates may also be made from the floor at the Annual Meeting of the District Council with the consent of the person(s) nominated.
  - a. To be eligible as a floor candidate, 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 Meeting of the District Council for that specific role.
  - b. All eligible floor candidates must declare their intent to run to the District Director at least seven (7) days prior to the elections.
  - c. Floor candidates who have not completed the District Leadership Committee's evaluation process may only be nominated during the Annual Meeting of the District Council if the District Leadership Committee's work is invalid. The individual must meet all other qualifications.
  - d. 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 completed the District Leadership Committee's evaluation process, provided the individual meets all other qualifications.
3. 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 Annual Meeting of the District Council.

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 Annual Meeting of the District Council.

4. If 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**

1. 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.
  - a. Individual members who fill vacant roles shall meet all qualifications for the role as defined in Article VII, Section (d), of these administrative bylaws.
  - b. Such appointment shall become effective immediately and will run until the next succeeding District Council meeting. At that District Council meeting, the appointment shall be confirmed or another individual member elected to the office.
2. 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.
  - a. The resignation must be in writing.
  - b. The resignation 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. The District Director may extend the time as needed.
3. Any officer may be removed from office by the District Director unless the officer was elected by the District Council. Removal of the officer shall become effective immediately.
4. The members of the District Executive Committee are responsible to the Toastmasters International Board of Directors. They 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.
5. Replacement officers shall be appointed by the District Director. The appointment of replacement officers is subject to the ratification by the District Executive Committee.

**(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.

**1. Standards**

- A. All programs, activities, communications, and conduct of Toastmasters clubs and members shall be represented in an ethical manner, consistent with Toastmasters International's governing documents, mission, and values.
- B. If the actions of any Toastmasters Area, Division, District, or other official group are in conflict with the basic principles, ideals, or standards of Toastmasters, or violate ethics and conduct standards, they may be subject to disciplinary action up to and including suspension, and/or other appropriate action as determined by the Board of Directors.
- C. If the actions of any club are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any Toastmasters club violates ethics and conduct standards, it may be subject to disciplinary action up to and including suspension, and/or other appropriate action as determined by the Board of Directors.
- D. Each club is responsible for the actions of its members.
- E. If the actions of any individual member are in conflict with the basic principles, ideals, or standards of Toastmasters International, or if any individual member, at any level violates ethics and conduct standards, the individual member may be subject to disciplinary action up to and including removal from good standing with Toastmasters International and/or other appropriate action as determined by the Board of Directors.
- F. Members shall not conduct or condone programs, activities, or communications which are defamatory, malicious, offensive, derogatory, damaging, false, libelous, or otherwise detrimental to the best interests of Toastmasters International. Members shall not assist, support, aid, facilitate, invite, or condone anyone or anything that interferes with or is detrimental to the programs, proceedings, or affairs of Toastmasters International or its clubs.
- G. Each club, not Toastmasters International, is legally and practically responsible for resolving personal conduct issues within the club. Clubs are not liable for claims against Toastmasters International and Toastmasters International is not liable for claims against the clubs.
- H. Members in leadership roles above the club level are subject to the ultimate authority of the Board of Directors. The Board may remove a member from good standing, under Article III, Sections 4, 8, and 13 of the Bylaws of Toastmasters International. Removal of District officers is governed by Article VII, Section (g) of the District Administrative Bylaws and discipline of Board members is governed by Policy 11.12.
- I. The Board may expel a club under Article III, Sections 4, 9, and 13 of the Bylaws of Toastmasters International.
- J. Matters of personal conduct within Districts outside the club level are resolved by District officers when possible, with assistance from World Headquarters to the extent necessary and practically possible. The Chief Executive Officer is



notified of incidents occurring outside the club level and may initiate independent action to assure that proper corrective steps are being taken.

K. When contacting World Headquarters for advice, or when submitting an allegation of a violation of Toastmasters Bylaws, Policy, or Protocol, members shall not knowingly provide misleading or inaccurate information, nor shall they knowingly withhold information relevant to the discussion.

L. World Champions of Public Speaking and Accredited Speakers

I. World Champions of Public Speaking and Accredited Speakers are expected to act in accordance with Toastmasters International's core values and exhibit conduct that meets or exceeds Toastmasters policy.

II. Each individual is expected to act in a manner that enhances the reputation of the program they participated in and title that they received.

III. When presenting, in-person or remotely, World Champions of Public Speaking and Accredited Speakers may not sell or promote products, merchandise, or services from the platform at Toastmasters events at any level: club, Area, Division, or District. Products, merchandise, or services may be sold prior to or subsequent to a presentation. The availability or sale of such items may be announced by the emcee or Toastmaster of the event. The speaker and the leader responsible for the event will work together to determine a mutually acceptable sales process and range of products.

IV. World Champions of Public Speaking and Accredited Speakers do not request or accept engagement fees for speaking at Toastmasters events, whether in-person or remotely. Reasonable travel, meals, lodging, and event registration expenses may be requested and received. The speaker and the leader responsible for the event will work together to determine reasonability.

V. World Champions of Public Speaking and Accredited Speakers may collect contact information from members and leaders to use for future communications. World Champions of Public Speaking and Accredited Speakers must not contact Toastmasters members or leaders with unsolicited communication offering any type of service or product.

M. Region Advisors

I. Region Advisors are expected to act in accordance with Toastmasters International's core values and exhibit conduct that meets or exceeds Toastmasters Policy.

II. Each individual is expected to act in a manner that enhances the reputation of the program they have participated in and title that they have received.

III. When presenting, in-person or remotely at Toastmasters Events, Region Advisors must not engage in activities from which they may derive personal or financial gain. These activities include, but are not limited to, sale of any products, merchandise, or services, promotion of non-

Toastmasters programs, requesting or receiving fees or donations for speaking at Toastmasters events at any level: club, Area, Division, or District.

- IV. Region Advisors may not collect contact information from members and leaders to use for non-Toastmasters communications. Region Advisors must not contact Toastmasters members or leaders with unsolicited communication offering any type of service or product.

N. Past Board Members and Past Region Advisors

- I. Past Board Members and Past Region Advisors are role models and ambassadors. Therefore, all past Board Members and Past Region Advisors are expected to:
  - a. Support and promote the best interests of Toastmasters International at all times.
  - b. Uphold the core values of Toastmasters International.
  - c. Be well informed and support current Toastmasters Policies, Protocols, and governing documents.
  - d. Respect confidentiality of assignments when serving on Board Committees or Working Groups.
  - e. Share their opinions and communicate any disagreements in a respectful manner using the appropriate channels as set out in Policy.
  - f. Maintain professional decorum.
- II. Past Board Members and Past Region Advisors should respect and support current leaders at each level of the organization. Past Board Members and Past Region Advisors must not act in a manner that undermines the efforts of current leaders.
- III. Past Board Members and Past Region Advisors are encouraged to serve in mentor roles for leaders at all levels of the organization, when asked.
- IV. If past Board Members and Past Region Advisors are voting delegates, they hold the same rights and responsibilities as any other voting delegate.
- V. When presenting, onsite or online, at Toastmasters events, past Board Members and Past Region Advisors:
  - ~~a. Do not engage in activities from which they may derive personal or financial gain. These activities include, but are not limited to, the sale of any products, merchandise, or services; the promotion of non-Toastmasters programs; and requesting or receiving fees or donations for speaking at Toastmasters events at any level: club, Area, Division, or District.~~

**a. May not sell or promote products, merchandise, or services from the platform. Products, merchandise, or services may be sold prior to or subsequent to a presentation. The availability or sale of such items may be announced by the emcee or Toastmaster of the event. The speaker and the leader responsible for the event will work together to determine a mutually acceptable sales process and range of products.**

**b. Do not request or accept engagement fees for speaking. Reasonable travel meals, lodging, and event registration expenses may be requested and received. The speaker and the leader responsible for the event will work together to determine reasonability.**

~~b-c~~. Maintain an awareness of current organizational Policies, Protocols, and methods.

~~c-d~~. Uphold and promote the decisions of the current Board of Directors.

VI. Past Board Members and Past Region Advisors must not collect contact information from members to use for non-Toastmasters communications.

VII. Past Board Members and Past Region Advisors must not contact Toastmasters members, including the current Board of Directors, with unsolicited communication offering any type of service or product.

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

A. Nondiscrimination is defined in Article III, Section 7 of the Bylaws of Toastmasters International.

B. When voting on the admission of a member or the election of an officer, members are entitled to consider any information about the person's background or character of which they are aware, but the prospective member is not required to make any affirmative disclosures about such matters.

C. Toastmasters International, clubs, Districts, or any officer is not responsible for the background or character of any person admitted to club membership or elected or appointed to a leadership role.

## **3. Harassment and Bullying**

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

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

I. Persistent singling out of individuals.

II. Shouting or raising one's voice at individuals in public or private.

III. Not allowing individuals to speak or express themselves.

- IV. Personal insults and use of offensive nicknames.
  - V. Repeated criticism of personal matters.
  - VI. Ignoring or interrupting individuals at meetings.
  - VII. Spreading rumors and gossip regarding individuals.
- B. Unwelcome physical contact or physical abuse such as pushing, fighting, kicking, hitting, or shoving, and threats of physical abuse, are prohibited.
  - C. Inappropriate touching, lewd jokes, displaying or writing explicit or sexually suggestive material, and repeated unwelcome requests for a sexual or dating relationship are prohibited.
  - D. Unwelcome advances, requests for sexual favors, and other unwelcome verbal, written, or physical conduct, including obscene gestures, are prohibited.
  - E. Making the submission to or the rejection of such conduct the basis of participation or advancement decisions is prohibited.
  - F. Retaliating or discriminating against any member for reporting harassment is prohibited.

#### **4. Code of Conduct**

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

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

- A. Maintain Professional Decorum and Integrity
  - I. The Toastmasters International Code of Ethics and Conduct applies to social media participation, including standards for communications.
  - II. As a Toastmaster, it is important that all members conduct themselves in a professional manner at all times in accordance with the core values. This includes the use of social media. Accordingly, it is important that Toastmasters members, Toastmasters leaders, World Headquarters staff, and site visitors be treated with respect at all times. Never engage in personal attacks – threatening, insulting, or intimidating other users; “flaming” (berating another user); or “trolling” (posting derogatory, inflammatory, or provocative content attempting to bait others into responding). This includes any attacks against moderators or fellow Toastmasters.
  - III. Disagreements can and will occur. The proper focus of any conflict should be on the issue at hand and not on the individual. Please

remember to be courteous when disagreeing with others. Debate and differing opinions may be appropriate. Personal attacks against others, however, are not allowed.

- IV. Never act dishonestly or unprofessionally by engaging in behavior that is detrimental to the best interests of Toastmasters International by posting inappropriate, inaccurate, objectionable or misleading content.
- V. Do not, under any circumstance, harass, threaten, abuse, bully or harm another person, including sending unwelcome communications to others.
- VI. Never upload, post, email, transmit or otherwise make available or initiate any content, photos and video that:
  - a. Is unlawful, racist, sexist, homophobic, hateful, damaging, false, libelous, defamatory, malicious, vulgar, obscene or discriminatory, contains religious or ethnic bias, or is otherwise objectionable.
  - b. Includes information that invades another's privacy or that you do not have the right to disclose or make available under any law or under contractual or fiduciary relationships.
  - c. Infringes upon patents, trademarks, trade secrets, copyrights or other proprietary rights.
  - d. Includes any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," surveys or any other form of solicitation. This includes any content soliciting customers, clients, donors or others on behalf of your business, profession or any organization or cause other than Toastmasters International.
  - e. Includes any private communication between members, moderators or volunteer leaders of Toastmasters International on these pages or anywhere else without express written permission from the individual you are quoting.
  - f. Impersonates any person or entity, or falsely represents your affiliation with any person or entity, or misrepresents the opinions held by your group.
  - g. Supports or opposes any political party, candidate for public office, ballot measure to be voted upon by the public or legislative proposal.
  - h. Harvests, collects, or discloses information about another user without express written consent.
  - i. Transmits any harmful, invasive, or disruptive code or other materials (such as viruses, worms, or web bugs).
- VII. Social media and official Toastmasters online platforms involve many participants and are not the best place for members to express frustrations with fellow Toastmasters in leadership. Communications that

contain criticism, complaints, accusations, allegations, etc., are not permitted and may be subject to disciplinary action. Rather than broadcast via social media and online platforms, differences are more properly directed through official channels established to address such problems, including personal conversations, phone calls, and emails. The goodwill and social fabric of Toastmasters International must be maintained in all communications.

- VIII. You are solely responsible for your content. You may not indicate that your content is anything other than your own observations or opinions. You may not represent that your statements are made on behalf of or are endorsed by Toastmasters International unless you are specifically authorized to do so in writing.
  - IX. Any behavior that is patently offensive is forbidden, whether specifically identified on this list or not.
  - X. Social media enables opportunities for immediate and easy transmission of information. Users shall always obtain prior written permission before posting the comments, photos, video or work of another. Posting information about other individuals requires prior written consent; examples include but are not limited to: re-posting letters, re-using recommendations solicited using another social medium, videos and photographs.
- B. Comply with all applicable local, state, national, and international laws, including, without limitation, privacy laws, intellectual property laws, export control laws, tax laws, and regulatory requirements.
  - C. Comply with all Toastmasters International governing documents (Bylaws of Toastmasters International, District Administrative Bylaws, Club Constitution for Clubs of Toastmasters International and Policy and Protocol)

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

## **5. Whistle-blower Protection**

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

- A. Submit a written complaint containing reasonably credible information to the responsible volunteer leader at the next level. (For example, a club member would complain to the Club President, a Club President to an Area Director, etc.)

- I. If the individual is not satisfied with the response received, or if the next-level volunteer leader to whom the issue would be reported is the subject of the individual's concern, or the individual is otherwise uncomfortable speaking with the next-level volunteer leader, the individual may then make the complaint in writing to the Chief Executive Officer.
  - II. If the complaint is about the Chief Executive Officer, the individual may submit the complaint to the International President.
- B. Board Members should submit their complaint in writing directly to the International President, and if the International President is the subject of the complaint, to the Chief Executive Officer.

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

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

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

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

## **6. Political Ethics**

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

such activities as assist the District officers in fulfilling their responsibilities and shall not be used for political purposes.

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

## **7. Disciplinary Standards**

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



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

## **8. Disciplinary Actions by the Board of Directors**

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

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