



Minutes of the 2016-2017 Board of Directors Teleconference December 14, 2016

The 2016-2017 Toastmasters International Board of Directors met on December 14, 2016, with International President Mike Storkey, DTM, presiding. The other officers and directors present were: Balraj Arunasalam, DTM; Lark Doley, DTM; Deepak Menon, DTM; Jim Kokocki, DTM; Steven Chen, DTM; Russell L. Drake, DTM; Teresa S. Dukes, DTM; David Fisher, DTM; Magnus Jansson, DTM; Vera Johnson, DTM; Matt Kinsey, DTM; Jim Kohli, DTM; Monique Levesque-Pharoah, DTM; David McCallister, DTM; Michael Osur, DTM; Margaret Page, DTM; Nagaraja Rao, DTM; Elisa Tay, DTM. Chief Executive Officer Daniel Rex, Chief Operations Officer Sally Newell Cohen and Secretary/Treasurer Jennifer Quinn were also present. No directors were absent.

BOARD OF DIRECTORS

The Board reviewed and unanimously voted to accept the agenda for the teleconference.

EXECUTIVE COMMITTEE

The 2016-2017 Toastmasters International Executive Committee met on November 29-30, 2016, with International President Mike Storkey, DTM, presiding. The other officers present were: Lark Doley, DTM; Deepak Menon, DTM; and Jim Kokocki, DTM. Chief Executive Officer Daniel Rex, Chief Operations Officer Sally Newell Cohen and Secretary/Treasurer Jennifer Quinn were also present. International President-Elect Balraj Arunasalam, DTM was absent.

1. The Committee received reports from International President Mike Storkey, DTM and Chief Executive Officer Daniel Rex on the status of the organization.
2. The Committee discussed and reviewed the proposed 2017 Toastmasters International budget. The information presented in support of the proposed budget and to summarize ongoing operations and work in progress included a Strategic Initiatives Roadmap, project summaries and timelines, and departmental service overviews. The Committee recommends that the Board approve the 2017 Toastmasters International budget.
3. The Committee reviewed a status and history of district income and account balances. The Board makes available 25 percent of membership dues income to each district for district activities that support the district mission. The Committee directed World Headquarters to monitor the district account balances and to present an analysis of the use of funds at the March 2017 Board of Directors meeting.
4. The Advisory Committee of Past Presidents (ACPP) Chair Kokocki presented potential modifications to Policy 11.4: Board of Directors Committees (attached) to clarify and strengthen the relationship between the ACPP and the Board of Directors. The Committee recommends that the Board approve these policy modifications.



5. The Committee reviewed the status of reformations that will take effect on July 1, 2017: Founder's District (South Orange County, California) and District 100 (North Orange County and Southeast Los Angeles County, California), District 20 (Bahrain, Kuwait and Qatar) and District 105 (Oman, United Arab Emirates, Jordan and Lebanon), and District 79 (East Saudi Arabia) and District 104 (West Saudi Arabia).

The Committee also discussed the future joint reformation of Districts 59 and 95 and confirms the assignment of district numbers to the following countries:

Result of Reformation	District Number Assignment
Belgium, France, Luxembourg, Monaco, Netherlands	59
Denmark, Germany, Norway, Sweden	95
Andorra, Spain, Portugal	107
Estonia, Finland, Latvia, Lithuania, Poland	108
Austria, Bulgaria, Cyprus, Greece, Italy, Lichtenstein, Republic of Macedonia, San Marino, Switzerland, Vatican City	109
Croatia, Czech Republic, Hungary, Republic of Moldova, Romania, Slovakia, Ukraine	110

The Committee also discussed boundaries created as a result of the recent reformation of Districts 51 and 102 (Peninsular Malaysia). The Committee confirms the organization's long-standing policy that the assignment of clubs to districts is governed by geographic boundaries and not by language or any other factors.

6. The Committee received a project status update on the Toastmasters Pathways learning experience and a demonstration of the new Base Camp learning management system. The Committee looks forward to a successful rollout beginning in the first quarter of 2017.
7. The Committee reviewed and discussed modifications to the Speech Contest Rulebook (attached), which is protocol. These modifications relate to eligibility requirements for all contestants, speech contest officials and test speakers. In addition, language has been clarified to address the level of originality for Table Topics and Evaluation contest speeches. These rulebook changes take effect with the speech contest cycle that begins July 1, 2017.
8. The Committee discussed the Board's decision to discontinue October and November district conferences beginning in 2018. The Committee acknowledges requests by several district leaders for additional detail related to this decision and guidance on how to proceed. It anticipates that the Board will provide the requested direction no later than the second quarter of 2017.



9. The Committee discussed international officer, director and region advisor district visits and the correlation to a district's success. The Committee directed World Headquarters to re-evaluate the materials shipped to districts and enhance the District Visit Report form to better elicit observations about current district challenges and achievements. In addition, World Headquarters was tasked with preparing an evaluation instrument to be completed by district leaders following a Board member or region advisor visit.
10. The Committee discussed the status of Toastmasters International and its clubs in the People's Republic of China. The Committee reaffirmed the organization's commitment to the clubs, members and leaders in China and authorized World Headquarters to proceed with the formation of a legal entity to better ensure the organization's future stability in China.
11. The Committee discussed and is concerned with continuing disregard for Toastmasters' core values and governing documents by some current and former members. The Committee reviewed potential modifications to Policy 2.0: Club and Membership Eligibility and recommends that the Board approve these modifications.
12. The Committee discussed and voted to modify the following protocols:
 - a. Protocol 10.0: Region Advisor Expenses (attached) includes modifications that more accurately address the actual costs incurred by a region advisor when traveling on Toastmasters business.
 - b. Protocol 11.2: Board of Directors Expenses (attached) includes modifications to allow Toastmasters International to issue each Board member a credit card for use when traveling on Toastmasters business. The Protocol was also modified to clarify certain expenses that may be incurred by the International President.
 - c. Protocol 11.3: Board of Directors Confidentiality (attached) includes a modification to send an annual notice only to former Board members whose dues are paid.
13. The Committee held a question-and-answer session with members and leaders from clubs in and around New Orleans, Louisiana in District 68. Committee members shared their leadership journeys and experiences, and provided those present with encouragement and an opportunity to learn more about the organization.

The Board voted to accept and approve the Executive Committee's recommendations and actions 1, 3 and 5-10. Separately, the Board voted by the required two-thirds majority to approve item 2, the recommendation to approve the 2017 budget and item 4, the recommendation to approve modifications to Policy 11.4: Board of Directors Committees.

The Board recommended that item 11, the recommendation to approve modifications to Policy 2.0: Club and Membership Eligibility, be referred back to World Headquarters to consult with legal counsel and bring forward additional modifications for presentation at a future Board meeting. Item 12 did not require a Board vote as Protocol is adopted by the joint, written authorization of the International President and the Chief Executive Officer, with the concurrence of the International President-Elect. Item 13 did not require Board approval.



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

A handwritten signature in black ink, appearing to be "Jennifer Quinn", is located to the right of the distribution list.

Jennifer Quinn
Secretary/Treasurer

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

Board of Directors Committees

1. Executive Committee

- A. The Executive Committee is comprised and its powers and duties are stated in Article V, Section 6, of the Bylaws of Toastmasters International.
- B. The Executive Committee answers to the Board, is subject to its general direction, and has additional powers as the Board delegates.
 - I. The Executive Committee reviews the proposed annual budget and submits a final budget document to the Board and reviews financial reports and recommendations concerning major expenditures and presidential travel.
 - II. The Executive Committee reviews operations and policies that are to be carried out by the Chief Executive Officer and supervises the performance and position of the Chief Executive Officer.
 - III. The Executive Committee serves as the Strategic Planning Committee.
- C. The Board reserves unto itself, from the Executive Committee, all powers and authority except the following:
 - I. The Executive Committee has authority essential to the performance of duties imposed upon it by the Bylaws or assigned to it by the Board.
 - II. The Executive Committee has authority over those processes expressly delegated to it by the Board. Where authority to act on a matter is expressly delegated to the Executive Committee in policy adopted under Article V, Section 4(f) of the Bylaws of Toastmasters International, the phrase “subject to the approval of the Board” in Article V, Section 6(c) of the Bylaws shall mean that the Executive Committee has full corporate authority to act on the matter in a timely manner and need not seek Board approval prior to taking such action. However, the Board may, upon learning of the Executive Committee’s action at the Board’s next meeting or otherwise, decide to modify, overrule, or reverse the Executive Committee’s action to the extent the Board can do so without harm to the best interests of Toastmasters International.
 - III. The Executive Committee has such authority as is necessary in the conduct of the ordinary business operations of the corporation while the Board is not in session.
- D. Meetings may be called by the International President or any other voting member of the Committee by giving reasonable notice of the date, time, and place of the meeting to all members of the Committee.

- E. Minutes of all Executive Committee meetings are provided to all Board members within 30 days after each meeting.
- F. The Executive Committee reviews the proposed budget for the ensuing fiscal year every November, conducts the Chief Executive Officer Performance Appraisal annually every August, reviews district formation and reformation every three years, reviews member dues at least every three years, and reviews the Toastmasters International Reserves policy annually.
- G. All signatories on Toastmasters International's corporate bank accounts, including district bank accounts, must be approved by the Executive Committee, or by unanimous written consent.
 - I. At an Executive Committee meeting, or by unanimous written consent, the committee reviews and approves a list showing, for each account, the district involved, the name and location of the financial institution, and the names of the persons to be added or removed as signatories since the prior committee meeting.
 - II. If necessary, the International President approves the addition or removal of bank signatories between Executive Committee meetings, subject to ratification by the committee at its subsequent meeting.
 - III. Replacement of a previously approved signatory is not effective until the replacement is approved by the International President, whose approval is subject to ratification by the Executive Committee.
- H. The Chief Executive Officer, Chief Operations Officer and Controller, collectively, have authority to establish and maintain Toastmasters International district bank accounts as necessary to enable districts to conduct Toastmasters business. All Board members must be notified within 30 days of the establishment of these accounts.

2. Strategic Planning Committee

- A. The members of the Executive Committee comprise the Strategic Planning Committee.
- B. The Strategic Planning Committee strategically analyzes Toastmasters International's place in the future, including opportunities and threats that might affect the organization; determines goals and strategies for achieving those goals; reviews the purpose, core values, and mission of the organization; develops strategic goals for growth in line with Toastmasters International's mission; updates and produces a Strategic Plan for use by the organization; and identifies broad approaches for achieving strategic goals; and recommends operational objectives to the Board, including, but not limited to, the adoption of appropriate organizational policies and programs.
- C. The Committee gives an official report at the Board meeting concerning all functions referred to above.

- D. The Committee meets at such times as considered in the best interest of the organization, as determined by the International President.
- E. Strategic plans for Toastmasters International and any recommendations for action on programs proposed by the Strategic Planning Committee are reviewed annually by the Board.

3. Board Committees

- A. Committees are established by the Board as needed under the Bylaws of Toastmasters International, Article VII, Section 2.
- B. The Board establishes committees as needed, which are subject to the general direction of the International President and the Board and are accountable to the Board through the committee chair.
- C. The name, strategic purpose, composition, presiding officer and duration of each committee shall be determined by the International President, subject to the approval of the Executive Committee and Board, unless otherwise stated in the Bylaws of Toastmasters International or in the policies of Toastmasters International.
- D. These committees may be assigned special projects outside the scope of responsibility of a standing committee and continue to act until their stated functions are completed or until they are discharged from their responsibilities by the Board.
- E. All committees are subject to the general direction of the International President and the Board.
- F. Committees are accountable only to the Board and report through the committee chair.
- G. Board committees may appoint sub-committees as needed.

4. Advisory Committee of Past International Presidents

- A. The Advisory Committee of Past International Presidents (ACPP) is established in the Bylaws of Toastmasters International, Article VII, Section 4. The purpose of the Advisory Committee of Past International Presidents is to submit comments and recommendations for consideration of the Board.
- B. All Past International Presidents who maintain membership in good standing are ex-officio officers of Toastmasters International and remain members of the Committee until their resignation, death, or removal from the Committee.
- C. The Immediate Past International President is the chair of this committee. Each year, the Committee chair briefs the International President on the duties of the chair and the role and processes of the Committee.
- D. The Chief Executive Officer is the liaison to the Committee.
- E. From time to time, the International President may seek feedback from the Committee or assign a topic to the Committee or selected Committee members

for consideration and feedback to the Board.

- F. The Committee meets annually during the International Convention. Special meetings are called with the written approval of the International President.
- G. At the August ACPP meeting, the International President and Chief Executive Officer present a briefing on strategic and significant issues.
- H. The committee chair presents a report of the August meeting each February—and, at the International President’s discretion, provides a report in August—for consideration by the Board.
- I. Upon request, as surveyed each year, Committee members for whom World Headquarters has a current Confidentiality Statement on file receive:
 - I. Board meeting and Executive Committee meeting minutes after the minutes have been finalized by the Secretary/Treasurer and the Board and before being made public on the Toastmasters website.
 - II. A briefing document consisting of agenda items to be considered by the Board, Executive Committee and Strategic Planning Committee at its meetings. This briefing does not include personnel issues, highly confidential topics and other highly sensitive items that are excluded at the discretion of the International President.
 - a. The briefing document is distributed prior to each meeting.
 - b. Members of the committee provide individual feedback to the committee chair.
 - c. ~~Individual members of the Committee do not provide feedback on items contained in the briefing document to Board members individually or the Board collectively. Individual members of the Committee may also communicate with the Board in support of the collective ACPP feedback and provide personal perspective.~~
 - d. **Individual members of the Committee shall not speak on behalf of the ACPP when communicating with members of the Board individually or collectively.**
 - e. The chair, with the written approval of the International President, may call a meeting of the Committee to discuss the feedback.
 - f. The chair presents a summary of the feedback to the International President before each meeting and to the Board at each meeting.
 - g. Feedback on topics being addressed by the Board may be submitted from the Committee to the Board periodically.

- J. All Committee members receive:
 - I. Links to significant updates on the Toastmasters International website including, but not limited to, newsletters and other new or updated publications.
 - II. Selected new printed materials that may be distributed to the Committee members at the August meeting.
 - III. The Chief Executive Officer's Report after it has been distributed to the Board and before it has been made public on the Toastmasters website.
 - IV. A document containing selected talking points used by the Board of Directors during district conference visits.
- K. The role and processes of the Advisory Committee of Past International Presidents are addressed annually at Board member orientation by the Immediate Past International President.

5. Audit Committee

- A. The Toastmasters International Audit Committee acts in accordance with the California Nonprofit Integrity Act of 2004(NIA) and any subsequent or superseding statutes.
- B. The two-person Audit Committee is responsible for engaging an auditing firm according to the requirements of the NIA and upon recommendation of the Chief Executive Officer.
- C. In order to be appointed to the Audit Committee, one must be qualified to serve on the Committee based on the requirements of the NIA.
- D. When selecting Committee members, first preference is given to past international presidents.
- E. Appointments to the Committee are made between January and August of each year by the International President and are subject to the approval of the Executive Committee.
- F. Committee members are appointed to two-year terms.
- G. The first-year Committee member serves as co-chair; the second-year Committee member serves as chair.
- H. Any vacancy is filled by the International President in office when the vacancy occurs, subject to the approval of the Executive Committee.

6. International Disciplinary Committee

- A. A Toastmasters International Disciplinary Committee may be appointed by the Board of Directors in accordance with Article III, Section 13(h) of the Bylaws of Toastmasters International, if the disciplinary matter is complex or difficult.
- B. The Committee follows Article III, Section 13(h) of the Bylaws of Toastmasters International and Policy 3.0: Ethics and Conduct while conducting some or all of the aspects of the disciplinary process with authority delegated to it by the Board of Directors.
- C. The Committee reports the results of its work and any interim steps taken to the Board of Directors promptly in writing.
- D. The Board of Directors reviews the Committee's work product and determines any appropriate action after receipt of the Committee's report(s) as soon as is reasonably feasible under the circumstances. A final decision to take disciplinary action must be made or confirmed by a three-fourths majority vote of the Board.
- E. Appointments to the Committee are made by the International President and are subject to the approval of the Board of Directors.

Introduction

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

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

The book consists of three parts:

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

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

SPEECH CONTEST RULES

General Rules for All Toastmasters Speech Contests

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

1. Speech Contest Policy

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

2. Eligibility

- A. To be eligible to compete in any official Toastmasters speech contest, a member must:
 - 1. Be a paid member of the club, area, division, and district in which he or she is competing.
 - a) The club must also be in good standing.
 - b) A new, dual, or reinstated member must have dues and membership application

current with World Headquarters.

2. In addition, to be eligible to compete in the International Speech Contest, a member must:
 - a) Have completed six speech projects in the Competent Communication manual **or a minimum of two levels in the Toastmasters Pathways learning experience.**
 1. However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest.
3. Maintain eligibility at all levels of any contest.
 - a) If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.
4. The following are ineligible to compete in any Toastmasters speech contest:
 - a) A member serving as a chief judge, voting judge or tiebreaking judge beyond the club level for a contest in which the member is still competing or intends to compete
 - b) Incumbent international officers and directors
 - c) Region advisors or region advisor applicants
 - d) District officers whose terms expire June 30:
 1. District director
 2. Program quality director
 3. Club growth director
 4. Administration manager
 5. Finance manager
 6. Public relations manager
 7. Division director
 8. Area director
 - e) International officer and director candidates
 - f) Immediate past district directors
 - g) District officers or candidates campaigning for elected positions for the term beginning the upcoming July 1
 - h) Presenters of education sessions at the event at which the contest will be held, including area, division, and district events, as well as the International Convention
5. Contest chairs, chief judges, voting judges, tiebreaking judges, timers, counters, sergeants at arms and test speakers may not compete in the contest at which they are serving.
6. The winner of the World Championship of Public Speaking held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.
7. Toastmasters who are members in more than one club and who meet all other eligibility

requirements are permitted to compete in each club contest in which paid membership is held.

- a) No contestant can compete in more than one area speech contest of a given type, even if the two areas are in different divisions or districts.
8. Each contestant must be physically present to compete beyond the club level. Participation by audio tape, video tape, teleconference, Web cam, streaming audio, or other remote technology is not permitted beyond the club level. (Exception: participants in the Video Speech Contest are required to submit their entries as video recordings, as outlined in the Video Speech Contest section of this rulebook.)
- B. To be a chief judge, voting judge or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below.
 1. At a club contest, be a paid member.
 2. At an area, division, or district contest:
 - a) Be a paid member for a minimum of six months.
 - b) Have completed a minimum of six speech projects in Competent Communication **or a minimum of two levels in the Toastmasters Pathways learning experience.**
 - c) Be physically present at the contest for which you are serving.
 3. At the International Speech Contest Semifinals and the World Championship of Public Speaking:
 - a) Be a paid member for a minimum of six months.
 - b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, **or have completed at least one path in the Toastmasters Pathways learning experience.**
 - c) Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.

C. All other contest officials and the Evaluation contest test speaker must be paid members.

3. Selection Sequence

- A. Club, area, division, district. Each club in good standing is permitted to choose its contestant for each area speech contest by whatever means the club desires. If a contest is held, it must comply with the rules in this manual, and the contest result is final. The area speech contest winner then proceeds to the division contest, if applicable. The division winner then proceeds to the district contest.
 1. In those districts with 10 or more divisions, two separate run-off competitions among division winners may be held before the district contest finals.
 - a) Insofar as practical, the number of divisions competing in each run-off will be the same.
 - b) The three highest-placed available contestants from each run-off competition will then advance to the district contest.

2. Should a club, area or division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
 3. The International Speech Contest is the only contest that proceeds beyond the district level. Following the district-level International Speech Contest, the chief judge ranks all district-level contestants in order of results, and then submits this list to World Headquarters. Detailed information concerning the semifinal contest is then provided to the winner by World Headquarters.
 4. If a district contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer in good standing, districts have the option to allow two contestants from each club to compete in the area contest.
1. Should additional clubs charter prior to the area contest, two contestants from each club are permitted to compete.
 2. In those divisions with four assigned areas or less, districts have the option to allow the two highest-placed available contestants from each area to compete.
 3. In districts with four assigned divisions or less, districts have the option to allow the two highest-placed available contestants from each division to participate in the district contest.
 4. The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle, i.e., prior to any club contests being held.
 - a) Once the decision is made, it must be implemented consistently throughout the district in all clubs, areas, and divisions affected.
 - b) If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

4. Speech Subject and Preparation

- A. The subject of all International, Humorous, and Tall Tales contest speeches shall be selected by the contestant.
- B. The subject of Table Topics speeches shall be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- C. The subject of Evaluation Contest speeches shall be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must **create** ~~prepare~~ 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. ~~Twenty-five percent or less of the speech may be devoted to quoting, para-phrasing, or~~

~~referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation. Before all Speeches for the International, Humorous, and Tall Tales contests, every contestant, must be certified~~ **certify as such** in writing to the chief judge **that the content of their speech is or will be substantially original by** ~~by the contestants prior to the presentation of their speeches~~ using the Speaker's Certification of Eligibility and Originality (Item 1183).

- E. All contestants will speak from the same platform or area designated by the contest chair.
 - 1. All contestants, the chief judge, voting judges and the tiebreaking judge will be advised of the speaking area before the contest begins.
 - 2. A lectern/podium will be available. However, use of the lectern/podium is optional.
 - 3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone shall be made available.
 - 4. All equipment shall be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

5. General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
 - 1. At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, three counters, and two timers are appointed, unless impractical.
 - 2. At area contests, there shall be an equal number of voting judges from each club in the area, or a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers shall be appointed.
 - 3. At division contests, there shall be an equal number of voting judges from each area in the division, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters and two timers shall be appointed. No chief judge, voting judge or tiebreaking judge shall be a member of any club in which a contestant is a member.
 - 4. At district contests, there shall be an equal number of voting judges from each division in the district, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters and two timers shall be appointed. No chief judge, voting judge or tiebreaking judge shall be a member of any club in which a contestant is a member.
 - 5. At the semifinals for the International Speech Contest, there shall be an equal number of voting judges from each district, or a minimum of nine voting judges. In addition to these voting judges, a contest chair, chief judge, a tiebreaking judge, three counters, and two timers are appointed. No chief judge, voting judge or tiebreaking judge shall be a member of any club in which a contestant is a member.
 - 6. At the World Championship of Public Speaking, there shall be one voting judge representing each region. In addition to these judges, a contest chair, chief judge, five qualifying judges, tiebreaking judge, three counters, and two timers are appointed. No chief judge, voting judge, qualifying judge, or tiebreaking judge shall be a member of any

club in which a contestant is a member.

7. Voting judges at all levels shall remain anonymous when practical.
 8. The contest chair may appoint a contest Toastmaster to perform any of the chair's duties. In such cases, the term "contest Toastmaster" should be considered synonymous with "contest chair." A contest Toastmaster is also ineligible to compete in the contest at which they are serving.
- B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
 2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - a) Reports to the contest chair upon his/her arrival.
 - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
 - c) Waives the opportunity of a briefing.
- D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.
1. Each voting judge receives the appropriate ballot for the contest and an envelope.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
 - d) Table Topics contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).
 - e) Tall Tales contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
 - f) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.
 2. Timers receive the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.
 3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive

instruction in the gathering of ballots and the counting room procedure (described below).

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

portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.

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

the contest in reverse order.

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

6. Timing of the Speeches

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

speakers but not obvious to the audience.

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

7. Protests and Disqualifications

- A. Protests are limited to eligibility and originality and shall only be lodged by voting judges and contestants. Any protest shall be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).
- B. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
- C. The contest chair can disqualify a contestant on the basis of eligibility.
- D. All decisions of the voting judges and qualifying judges are final.

8. Use of Props and Electronic Devices

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

International Speech Contest Rules

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

- 1. The International Speech Contest begins at the club level, and proceeds through the area, division (if applicable), district, semifinal, and International levels.
 - A. Semifinals are to be held at the International Convention, and will include all district winners randomly assigned to 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.
 - B. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during the participant's semifinal speech contest.
 - 1. Winners of each semifinal contest at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal-winning speech, which will be given to qualifying judges before the judge's briefing for the World Championship of Public

Speaking.

2. Qualifying judges will also be given a Speaker Qualification Sheet (Item 1186). On this sheet, qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest.
 3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the Speaker Qualification Sheet, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.
 4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three of the five qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.
2. The semifinals and the World championship of Public speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately fourteen months before the World Championship of Public Speaking.

Evaluation Contest Rules

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

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

the standard name, speech title, speech title, name, because Evaluation speeches do not have titles.

Humorous Speech Contest Rules

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

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

Table Topics Contest Rules

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

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

Tall Tales Contest Rules

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

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

Video Speech Contest

1. Members of undistricted clubs are invited to participate in the Video Speech Contest. Videos must be in English.
2. The Toastmasters International Speech Contest Rules are to be followed as far as they are applicable.
 - A. There is no area, division, district, or semifinal competition for the Video Speech Contest, nor are there any travel allowances.

- B. To enter, clubs conduct a speech contest and submit a video recording of the winning speech.
- 3. Only one speech per club may be submitted. The video shall be made using the following procedures:
 - A. Complete and submit a Video Speech Contest Entry Form that includes a live URL linking to a video submission.
 - B. Include the entire speech, including the introduction.
 - 1. Edited (e. g., prerecorded intro or music) or incomplete speeches will not be accepted.
 - C. Time the speech carefully to comply with the International speech contest rules.
 - D. Submit a completed Speaker's Certification of Eligibility and Originality (Item 1183) with the entry form.
 - E. Entry forms must be emailed to videospoachcontest@toastmasters.org or received at World Headquarters on or before 5 p.m. Pacific Time, March 31, to be eligible for competition.

SPEECH CONTEST CHECKLISTS

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

Contest Chair's Checklist

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

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

Preparation

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

Note: If there is an entry fee for the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.

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

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

6. Toastmasters International speech contest materials are available for free download at www.toastmasters.org:
 - Speaker's Certification of Eligibility and Originality (Item 1183)
 - Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
 - Judge's Guide and Ballot
 - Judges' Certification and Code of Ethics (Item 1170)
 - Counter's Tally Sheet (Item 1176)
 - Tiebreaking Judge's Ballot
 - Speech Contestant Profile (Item 1189)
 - Results Form (Item 1168)
7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a

chief judge.

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

Contestants' Briefing

1. Verify the presence of all contestants and pronunciation of their names.

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

During the Contest

1. Open the contest with a brief introduction. Inform the audience:

The rules have been reviewed with the chief judge and contestants.

The contestants have been informed of the location of the timing lights.

The taking of photographs during the speeches is not permitted.
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the

subject, nor mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly.

3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges' ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge's ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.

All ballots, Counter's Tally Forms, and Time Record Sheets are considered confidential.

Give all forms to the chief judge for disposal.

Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.

4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.

At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, area, and district they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.

5. When the interviews are completed, collect the contest results from the chief judge.
6. Address any protests. Protests are limited to voting judges and contestants. Any protest will be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s). The contest chair shall notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.
7. Prior to announcing results, the chair should announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).
8. In closing, thank all who helped make the contest a success.

After the Contest

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

Chief Judge's Checklist

Before the Contest

1. Appoints and counsels voting judges, counters, timers, and a secret tiebreaking judge.

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

Judges' Briefing Checklist

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

During the Contest

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

Contestant's Checklist

Before the Contest

1. For International, Humorous, and Tall Tales contests, select a topic and prepare your own substantially original speech.
2. Attend the Contestant's Briefing.
3. Inform the contest chair of any props you plan to use.
4. Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.

5. Attend the Speaker's Rehearsal and take note of the speaking area.

During the Contest

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

SPEECH CONTEST MATERIALS

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

For all contests

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

International Speech Contest

<u>ROLE</u>	<u>ITEM</u>	<u>ITEM NUMBER</u>
Voting judges	➤ International Speech Contest Judge's Guide and Ballot	(Item 1172)
Tiebreaking judge	➤ International Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1188)

Evaluation Contest

<u>ROLE</u>	<u>ITEM</u>	<u>ITEM NUMBER</u>
Voting judges	➤ Evaluation Contest Judge's Guide and Ballot	(Item 1179)
Tiebreaking judge	➤ Evaluation Contest Tiebreaking Judge's Guide and Ballot	(Item 1179A)
Contestants	➤ Evaluation Contestant Notes Sheet	(Item TBD)

Humorous Speech Contest

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

Table Topics Speech Contest

<u>ROLE</u>	<u>ITEM</u>	<u>ITEM NUMBER</u>
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

<u>ROLE</u>	<u>ITEM</u>	<u>ITEM NUMBER</u>
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)

Region Advisors Expenses

~~1. Region Advisor Expenses~~

~~A1. Region Advisors (RA) may be reimbursed by World Headquarters for travel expenses for the mid-year, district leader training sessions, district visits, and International Convention as follows: may facilitate sessions at the August and the Mid-year District Leader Training and receive reimbursement from World Headquarters:~~

~~I.A. World Headquarters reimburses the RA for round-trip public transportation costs at the lowest rate between the passenger and the training site. Transportation between the RA's origination point and the passenger terminal is not reimbursed. **Lowest rate round-trip airfare and up to \$50/per segment to secure a seat.**~~

~~II. World Headquarters reimburses the RA for motor vehicle transportation by the most direct route to the training site; reimbursement may not exceed the lowest airfare rate. Mileage is reimbursed at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service.~~

~~B. **Public transportation (coach or discount) or** mileage at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, by the most direct route. **Mileage reimbursements require documentation that includes the travel date, distance traveled and travel purpose.**~~

~~C. **Other public transportation, shuttle, taxi or mileage to and from the RA's home and to and from the passenger terminal to the event up to \$50 each segment.**~~

~~III.D. World Headquarters provides ~~h~~Hotel accommodations, including applicable taxes, for the number of nights required for attendance at training events. Incidental expenses and all additional nights' lodging are the responsibility of the RA.~~

~~IV.E. Each RA receives a **A** per diem of \$30 for each day that event attendance is required.~~

~~B. RAs may conduct district visits, participate in corporate visits, and attend other district events, with approval by the International President, and may receive reimbursement from World Headquarters:~~

~~I. World Headquarters reimburses the RA for round-trip public transportation costs at the lowest rate between the passenger terminal and the event site.~~

~~II. World Headquarters reimburses the RA for motor vehicle transportation by the most direct route to the event site; reimbursement may not exceed the lowest airfare rate. Mileage is reimbursed at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service.~~

- III. ~~World Headquarters reimburses hotel accommodations, including applicable taxes, for the number of nights required for attendance at events. Incidental expenses and all additional nights' lodging are the responsibility of the RA.~~
 - IV. ~~Each RA receives a per diem of \$30 for each day that event attendance is required and is reimbursed for registration.~~
- C. ~~To request reimbursement,~~ RAs submit an **expense report through the electronic expense reporting system** ~~itemized list of expenses,~~ accompanied by receipts, within 30 days. Expenses are subject to the approval of the Chief Executive Officer.

Board of Directors Expenses

- ~~1.~~ **1. The Board may receive reasonable reimbursement for communications, postage, and stationery expenses incurred in the conduct of their duties. Board members are issued a credit card to be used only for Toastmasters business expenses specified in this protocol.** Expenses are subject to the approval of the Chief Executive Officer or the International President.
- ~~2.~~ ~~To request reimbursement, Board members must submit an itemized list of expenses, accompanied by receipts, within 30 days. Mileage reimbursements require documentation that includes the travel date, distance traveled and travel purpose. Expenses are subject to the approval of the Chief Executive Officer or the International President.~~
- 3. 2. Board members may charge or be reimbursed by World Headquarters for** ~~World Headquarters reimburses the~~ travel expenses ~~of the Board~~ for the mid-year, district leader training sessions, Board meetings and Executive Committee meetings, district visits, and International Convention as follows:
 - A. Round-trip airfare and up to \$50/per segment to secure a seat. International Officers may receive business class airfare when traveling more than three time zones or more than 8 hours total flight time.
 - B. ~~Other~~ **P**ublic transportation (coach or discount) or mileage. ~~Mileage is reimbursed~~ at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service, by the most direct route. **Mileage reimbursements require documentation that includes the travel date, distance traveled and travel purpose.**
 - C. **Other** public transportation, shuttle, taxi or mileage (which must be accompanied by authentication documentation) to and from the Board member's home and to and from the passenger terminal to the event up to \$50 each segment.
 - D. Hotel accommodations, including applicable taxes, and internet usage fees up to \$15 per day, for the number of nights in attendance at the event plus any additional days requested and agreed to in advance by World Headquarters and the district, and the officer or director for marketing visits. Additional room nights are at the Board member's expense.
 - E. A per-diem allowance of \$30 for the days when event attendance is required plus two travel days. Additional per diem allowance for any additional days spent conducting marketing visits agreed to in advance by World Headquarters and the district, and the officer or director.
 - F. ~~The Board may receive reasonable reimbursement for communications~~ **Phone charges, postage, and stationery expenses incurred in the conduct of their duties.**
 - G. District conference registration when not provided by the district.

H. The International President may charge or be reimbursed for additional expenses:

- a. Dinner with the District Executive Committee.**
 - b. Airfare for the International President's spouse when traveling with the International President on official business.**
- 3.** Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.
- 4.** Board members must submit an **expense report through the electronic expense reporting system itemized list of expenses**, accompanied by receipts, within 30 days. ~~Mileage reimbursements require documentation that includes the travel date, distance traveled and travel purpose. Expenses are subject to the approval of the Chief Executive Officer or the International President.~~
- 4. 5.** In addition to the expenses listed above, the following reimbursements apply for the International Convention:
 - A. Continuing and departing international officers and directors receive one complimentary convention registration and one complimentary ticket to each of the official meal functions and speech contests, if ticketed separately.
 - B. The outgoing International President receives one complimentary hotel suite (of one to two bedrooms) including entertainment costs, two complimentary convention registrations, two complimentary tickets to each of the official meal functions and speech contests, ~~and reasonable actual expenses.~~ **if ticketed separately.**
 - C. The incoming International President receives one complimentary hotel suite (of one to two bedrooms), two complimentary convention registrations, and two complimentary tickets to each of the official meal functions and speech contests, **if ticketed separately.**
 - D. The Immediate Past International President receives two complimentary convention registrations and two complimentary President's Dinner Dance tickets, **if ticketed separately.**
 - E. Past international presidents receive one complimentary convention registration and one complimentary President's Dinner Dance ticket, **if ticketed separately.**
- 5. 6.** The following reimbursements apply specifically for newly-elected directors and the newly-elected Second Vice President for the International Convention:
 - A. Incoming international directors receive the return portion of round-trip airfare or other public transportation (coach or discount) or mileage. Mileage is reimbursed at the current business standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Hotel accommodations, including applicable taxes, for any day between their installation and the Board meeting; a \$30 per diem allowance for any day they attend the Board meeting following the Convention, one travel day, and one complimentary President's Dinner Dance ticket, **if ticketed separately**, will also be reimbursed. Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.
- 6. 7.** If an international director moves out of the region from which elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.

Board of Directors Confidentiality

1. Each document provided to directors in connection with Board business (“item”) shall be appropriately classified Highly Confidential, Restricted, or Unrestricted:
 - A. Items classified as Highly Confidential may not be copied, shown to, or discussed with anyone except members of the Board and those employees, agents or members of the corporation authorized by the Chief Executive Officer to receive the information.
 - B. Examples of Highly Confidential items include materials containing attorney-client communications, personnel and disciplinary matters, background documents, draft agendas, draft policies, and other reports, budgets and information prepared for the Board.
 - C. Items classified as Restricted may not be copied, shown to or discussed with anyone except members of the Board, those employees, agents or members of the corporation authorized by the Chief Executive Officer to receive the information, and those past members of the Board who have agreed to receive such information in confidence.
 - D. Examples of Restricted items include final committee and Board agendas, Executive Committee minutes, portions of Board minutes, and matters submitted to the Advisory Committee of Past Presidents.
 - E. Items classified as Unrestricted have no limitation on distribution or discussion. Directors, officers, employees, and agents of the organization are to use good judgment and discretion when handling such information.
 - F. Examples of Unrestricted items include Board-approved policies (though they may have been classified Highly Confidential or Restricted at an earlier stage), minutes of the Annual Business Meeting, and most items in Board meeting minutes. Some matters contained in Board meeting minutes may remain Highly Confidential or Restricted.
 - G. Board materials may be deemed Unrestricted, except for those items classified as Highly Confidential or Restricted.
2. Each item the Chief Executive Officer prepares is tentatively classified. In some instances, a page or attachment may be classified differently from the rest of the item. After consultation with the Chief Executive Officer, the International President may change the tentative classification of an item.
3. An item may be classified Highly Confidential or Restricted until a specific time, after which the item becomes Unrestricted. All those receiving such an item in confidence are to observe the restriction until the agreed time.
4. If someone receiving Highly Confidential or Restricted information believes it would serve the best interests of the organization to disclose the matter to, or discuss it with someone outside of the restricted group, that person may request, in writing, approval from the Chief Executive Officer to do so. Said approval shall be given in writing.

5. The Executive Committee may change a classification made by the Chief Executive Officer or by the International President.
6. The Board may change a classification made by the Chief Executive Officer, the International President, or the Executive Committee.
7. In all cases, the Board has the ultimate responsibility for establishing the level of confidentiality to be maintained, observing the requirements of applicable law.
8. Once a year, the Chief Executive Officer sends a notice to all former Board members, **whose dues payments are current, ~~currently receiving Board materials~~** giving them the option to continue receiving Board materials, including Restricted items which they must agree to keep confidential. Only those past Board members responding in writing that they wish to receive such materials subject to the confidentiality restriction, by signing the Confidentiality Statement, are sent such materials, until the following annual notice is sent to them.
9. If a document distributed to past international presidents, past international directors, or district directors contains Highly Confidential material, such items are redacted or deleted in order to preserve confidentiality.
10. At Board briefings, which are open to members of the organization, the Board briefs the audience on such items as the Board selects, and any mention of Highly Confidential or Restricted items is made in a manner which does not compromise the confidentiality of those items.
11. In addition to a Highly Confidential or Restricted classification, an item or a portion of an item may be marked “confidential attorney-client privilege” when the material contains or reflects a matter communicated between the organization and legal counsel in confidence. Disclosing such matters to others may result in a waiver of privilege, causing the organization to lose the protection of the privilege in the event of litigation.
12. Specifics of Board deliberations, including how individual directors voted, are Highly Confidential. If a member of the board votes on an Unrestricted item and wishes that vote be disclosed, that vote may be made Unrestricted.
13. Board members may discuss what committees the Board is working on but may not share which committee he/she is participating in unless it involves asking questions as a committee assignment.
14. A breach of confidentiality must be immediately reported to the Chief Executive Officer who reports it to the International President.
15. The Board minutes and other corporate records of Toastmasters International open to inspection by voting members of Toastmasters International (delegates at large and authorized representatives of member clubs), under California Corporations Code Section 6333, are limited to Unrestricted materials and only those Highly Confidential and Restricted materials that the Chief Executive Officer determines may be inspected for a purpose reasonably related to such person’s interests as a member.