DISTRICT NOMINATIONS
CHECKLIST

Following is a checklist intended to facilitate the district nominations process. Much of this checklist comes directly from Protocol 9.0. Use this form as a guideline for your nominations.

OCTOBER

- The district governor appoints the nominating committee chair no later than October 1. If practicable, the chair should be a past district governor.

NOVEMBER

- Remaining committee members are appointed no later than November 1.
- The district governor may not be a member of the nominating committee.
- No committee member may be nominated or run from the floor for a district office at the election at which the committee's report is presented.
- The nominating committee consists of at least five members. Each committee member must be a member in good standing of a club in good standing. No committee member may be considered for the ballot while serving in this capacity. A diverse committee is appointed including representation from each division. A member who served as a committee member last year may not serve again.
- Determine the nominating committee meeting schedule and conduct meetings as defined.

DECEMBER

- Publish a call for candidates in the district newsletter and on the district website. Be sure to include the following:
  1. Leader descriptions, including the qualifications and responsibilities for each district position
  2. A copy of the District Officer Nominating Form
- Nominating committee members seek qualified members, in addition to candidates who announce their intention to run for office.
- The committee may request a list of all past leaders of the district from their district governor, who may request such a list from **listrequest@toastmasters.org**. This helps to identify potential qualified candidates who may not have been recent leaders but may again be interested in serving.

FEBRUARY THROUGH MARCH (Districts may choose to complete some of these items in January.)

- The nominating committee interviews all known candidates for each elected position.
- All candidates must sign and submit to the committee their Officer Agreement and Release Form.
- The nominating committee completes the Candidate Checklist and Evaluation Form for each candidate.
- The nominating committee votes.

Each member of the nominating committee votes for one or two candidates for the offices of district governor and lieutenant governor education and training, and votes for one or more candidates for the office of lieutenant governor marketing and all other elective district offices. All announced candidates for a district office must be considered by the nominating committee. To be nominated, a candidate must receive a majority vote of the nominating committee.

The nominating committee nominates one or two candidates for each of the offices of district governor and lieutenant governor education and training. The nominating committee nominates one or more candidates for the office of lieutenant governor marketing and all other elective district offices.

- The nominating committee chair or district governor notifies candidates of district leader selections and confirms with selected candidates, their agreement to assume the responsibilities of their new role. Candidates who are not selected should be informed of their eligibility to run for office from the floor at the district's annual meeting.

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MARCH THROUGH APRIL

- The nominating committee completes the nominations report.
- The nominating committee chair reports the committee's results in writing to the district governor no fewer than six weeks before the district's annual meeting.
- The district governor shall submit the report of the nominating committee in writing to all members of the district council as soon as possible and at least four weeks before the annual meeting in the district's newsletter and/or on the district's website. The notice of meeting must also be included.
- At the discretion of the district governor, completed reports may contain a statement from each nominated candidate, if applicable, including a biographical sketch and overview of how he or she intends to fulfill duties of office and contribute to district success.

If the report is not distributed within the established guidelines, the report is null and void. In this case, all candidates must then run from the floor.

- The nominating committee chair provides the district governor with all Officer Agreement and Release Forms.
- After the district council meeting, the district governor submits all Officer Agreement and Release Forms to World Headquarters. These may be emailed to **districts@toastmasters.org**.

APRIL THROUGH MAY

- The district governor assures that the new district leader information is submitted correctly and in a timely manner to World Headquarters.
- Questions regarding reporting of district leaders may be directed to the District Services team at **districts@toastmasters.org**.

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