

# DISTRICT NOMINATIONS SCHEDULE



The following is a schedule intended to facilitate the District Leadership Committee (DLC) nominations process. Much of this information comes directly from **Protocol 9.0**. Use this form as a guideline for your nominations.

Questions regarding reporting of district leaders may be directed to the District Growth and Support team at [districts@toastmasters.org](mailto:districts@toastmasters.org).

## Protocol 9.0: District Campaigns and Elections

DATE	ACTION
October 1	District Director appoints District Leadership Committee (DLC) chair.
November 1	DLC members are recommended by the DLC chair and approved by the District Director.
No later than November 30	Call for candidate declarations.
December 15	Deadline for candidates to declare intent to run.
March 15–June 1	District council annual meetings occur (actual dates set by each district).
Six weeks prior to election date	DLC notifies District Director of nominated candidates
Four weeks prior to the election date	DLC publishes nominations on District website.  Floor candidates may declare their intent to run after the DLC results have been announced.
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

### OCTOBER

- The district director shall appoint the district leadership committee (DLC) chair no later than October 1. If practicable, the chair should be a past district governor/director.

### NOVEMBER

- Remaining committee members are appointed no later than November 1.
  - Send roster by November 30 to [districts@toastmasters.org](mailto:districts@toastmasters.org).
  - Determine committee meeting schedule and conduct meetings as defined.
- DLC members seek qualified members, in addition to candidates who announce their intention to run for office.
- Publish a call for candidates on the district website and/or in the district newsletter. Be sure to include the following:
  - All due by Dec. 15
  - Leadership position descriptions, including the competencies and responsibilities for each.
  - A copy of the **District Leader Nominating Form**.
  - All candidates must sign and submit to the committee their **Officer Agreement and Release Statements**.
  - District Leader **Biographical Information** form.
- The committee may request a list of all past district leaders from their district director, who may request such a list from [listrequest@toastmasters.org](mailto:listrequest@toastmasters.org). This will help to identify potential qualified candidates who may not have been recent leaders but may again be interested in serving.
- The DLC interviews all known candidates for each elected position.

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## DECEMBER-MARCH

- Intent to run deadline December 15. Interviews continue until all known candidates are interviewed.
- The committee completes the **Candidate Evaluation Form** for each applicant.
- The committee votes.

Each member of the DLC votes for one or two candidates for the offices of district director and program quality director, and votes for one or more candidates for the office of club growth director and all other elected district offices. All applicants for a district office must be considered by the district leadership committee. To be nominated, applicants must receive a majority vote of the district leadership committee.

- The DLC completes their report.
- The DLC chair reports the committee's results in writing to the district director no fewer than six weeks before the district council's annual meeting.
- The DLC chair or district director notifies candidates of their selection and confirms their agreement to assume the responsibilities of their new roles.
- Candidates who are not selected should be informed of their eligibility to run for office from the floor at the district council's annual meeting.
- The district director submits the report in writing to all members of the district council as soon as possible and at least four weeks before the annual meeting on the district website and/or in the district newsletter. The notice of meeting must also be included.
- At the discretion of the district director, completed reports contain a statement from each nominated candidate, if applicable, including a biographical sketch and overview of how he or she intends to fulfill their duties of office and contribute to district success.

## APRIL-MAY REPORTING RESULTS

- The DLC chair provides the district director with all signed **Officer Agreement and Release Statements**.
- Before the district council's annual meeting, the District Growth and Support team will send a template for the submission of newly selected district leaders. The district director will submit this information in a timely manner according to instructions provided to [districts@toastmasters.org](mailto:districts@toastmasters.org).
- After the district council's annual meeting, the district director submits the **Officer Agreement and Release Statements** of selected officers to World Headquarters. These must be emailed to [districts@toastmasters.org](mailto:districts@toastmasters.org).