



Minutes of the 2018-2019 Board of Directors Meeting February 27, 2019

The 2018-2019 Toastmasters International Board of Directors convened February 27, 2019, with International President Lark Doley, DTM, presiding. The officers and directors present were: Deepak Menon, DTM; Richard E. Peck, DTM; Margaret Page, DTM; Balraj Arunasalam, DTM; Don Bittick, DTM; Reginald Darnell Ford, DTM; Joan Lewis, DTM; Anthony J. Longley, DTM; Larry Marik, DTM; Morag Mathieson, DTM; Mary Morrison, DTM; Carol Prahinski, DTM; Radhi Spear, DTM; David Templeman, DTM; Tracy Thomason, DTM; Tuire Vuolasvirta, DTM; Derek Wong, DTM; Susan Zhou, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Chief Information and Digital Officer Sam Farajian, Chief Member Engagement and Support Officer Darci Maenpa, Marketing and Communications Director Bill Nissim, Secretary-Treasurer Jennifer Barr and Executive Services Manager Mona Shah were also present.

BOARD OF DIRECTORS

1. The Board reviewed and unanimously voted to accept the agenda as presented.
2. The Board accepted the minutes from the February 19, 2019 Executive Committee Teleconference.

The 2018-2019 Executive Committee convened on February 19, 2019, with International President Lark Doley, DTM, presiding. The other officers present were: International President-Elect Deepak Menon, DTM; First Vice President Richard Peck, DTM; Second Vice President Margaret Page, DTM; Chief Executive Officer Daniel Rex, and Immediate Past International President Balraj Arunasalam, DTM. Marketing Communication Director Bill Nissim, Education Development Supervisor Jessie Lester, and Secretary/Treasurer Jennifer Barr were also present. No Committee members were absent.

1. In November, the Committee reviewed amendments to the Speech Contest Rulebook that further clarify eligibility requirements, types of speeches and topics for speeches. At that time, the Committee requested that World Headquarters continue its review and insert additional amendments and present at a future meeting. The Committee reviewed and adopted these additional amendments in the Speech Contest Rulebook (attached) effective the 2019-2020 program year. Protocol 7.0: District Structure (attached) was also amended to reflect adopted changes in the Speech Contest Rulebook.
2. The Committee received an update on the Advertising program specifically related to the pilots in California and Florida. Leads were generated as a result of these pilots increasing brand awareness. Additional information will be shared in the future.
3. In January, the Committee reviewed new designs for Toastmasters International business cards. World Headquarters was asked to present a limited number of updated business card designs for further review. The Committee adopted these designs as presented, effective the 2019-2020 program year.
4. **HIGHLY CONFIDENTIAL**



5. The Committee received a request for an exception to allow the Brazil Territorial Council Chair, Maristela Camara, to serve another year as Council Chair. The reason for this request is that Toastmasters Camara has formed good relationships with organizations in Brazil. The Committee recommends that the Board adopt the request and make an exception to allow all Territorial Council leaders, if elected, to serve a succeeding term in the same positions for the 2019-2020 program year.

BOARD OF DIRECTORS

3. The Board reviewed and discussed a proposed amendment to Policy 10.0: Region Advisors, (attached) that would enable the Region Advisor Selection Committee to recommend the appointment of additional region advisors this year and in the future. The Board adopted the proposed amendment, effective immediately.
4. The Board voted to accept the appointment of the recommended 2019-2020 region advisors as follows:

Region 1	Sondra Nunez, DTM Cindy Laatsch, DTM
Region 2	Jessica Allen, DTM Victoria Noethling, DTM
Region 3	Violetta Rios, DTM
Region 4	Kimberly Myers, DTM Ed Meissner, DTM
Region 5	Farzana Chohan, DTM Cyndi Wilson, DTM
Region 6	Jeff Sobel, DTM Jenilee Taylor, DTM
Region 7	Charles Gates, DTM
Region 8	Lana McFarlane, DTM
Region 9	Anne Gilson, DTM
Region 10	Jaap Russchenberg, DTM
Region 11	Ali Shahbaz Shah, DTM Sandra Cooper, DTM
Region 12	Coral McVean, DTM



Region 13 Brillian S.K., DTM

Region 14 Gauri Seshadri, DTM

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

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."

Jennifer Barr
Secretary-Treasurer

Distribution: Board of Directors
 Nonprofit General Counsel
 Chief Executive Officer
 Past International Presidents
 Past International 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, **including territorial councils and provisional districts**). No other contest types, showcases, etc., **shall can** be conducted by districts (**including areas and divisions**).

1. Districts (**including areas and divisions**) must conduct the International Speech Contest. The International Speech Contest **shall must** only be conducted in English.

2. Districts (**including areas and divisions**) may conduct up to three additional English speech contests each year.

3. Districts (**including areas and divisions**) 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 must** be titled using the name of the language. For example: Chinese Speech contest.

c) Non-English contests **shall must** not continue beyond the district level.

B. All district-level speech contests are conducted only at the annual district conference.

C. Contests must originate at the club level and proceed through the area, division, and district levels, respectively; only contests following this progression are permitted at **the area, division, and district each** levels. All clubs are eligible to advance contestants to the area level in all contests, regardless of the contest language or the primary language of the club.

D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of district leaders.

E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions **shall are not be** permitted.

F. 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 a club,~~ **in the** 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 earned certificates of completion in Levels 1 and 2 of any path 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 **type** 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, **contest chairs, contest Toastmasters, chief judges and event committee chairs for 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. The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.

7.8. 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.

8.9. Each contestant must be physically present to compete beyond the club level.

Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and Video Speech Contest.)

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~~ **earned certificates of completion in Levels 1 and 2 of any path** in the Toastmasters Pathways learning experience.
 - c) Be physically present at the contest for which you are serving.

☒ 3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:

- a) Be a paid member for a minimum of six 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 to Region Quarterfinals, Semifinals, and the World Championship of Public Speaking.
- ⊠ 4. If a Region Quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight 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 must** be selected by the contestant.
- B. The subject of Table Topics Contest **shall must** be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- C. The subject of Evaluation Contest speeches **shall must** be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.
 - 1. Twenty-five percent or less of the speech may be devoted to quoting, para-phrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
 - 2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
- E. 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 must** be made available.
4. All equipment **shall must** be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

5. General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
 1. At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, ~~three~~ **two** counters, and two timers are appointed, unless impractical.
 2. At area contests, there **shall must** be an equal number of voting judges from each club in the area, ~~or~~ **subject to** a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, ~~three~~ **two** counters, and two timers **shall must** be appointed.
 3. At division contests, there **shall must** be an equal number of voting judges from each area in the division, ~~or~~ **subject to** a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, ~~three~~ **two** counters and two timers **shall must** be appointed. No chief judge, voting judge, or tiebreaking judge **shall must** be a member of any club in which a contestant is a member.
 4. At district contests, there **shall must** be an equal number of voting judges from each division in the district, ~~or~~ **subject to** 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 must** be appointed. No chief judge, voting judge, or tiebreaking judge **shall must** be a member of any club in which a contestant is a member.
 - ☒ 5. For the International Speech Contest, Region Quarterfinals, there **shall must** be a minimum of nine voting judges and one tiebreaking judge for each contest. ~~One chief judge shall be appointed for each Region Quarterfinal.~~ **The Immediate Past International President once removed will be the chief judge for all Region Quarterfinals.** No voting judge or tiebreaking judge **shall can** be a member in the same region in which a contestant is a member. No ~~chief judge,~~ voting judge or tiebreaking judge **shall can** be a member in the same club in which a contestant is a member.
 6. At the semifinals for the International Speech Contest, there **shall must** be an equal number of voting judges from each district, ~~or~~ **subject to** 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 can** be a member of any club in which a contestant is a member.
 7. At the World Championship of Public Speaking, there **shall must** 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 can** be a member of any club in which a contestant is a member.

8. Voting judges at all levels **shall must** remain anonymous when practical.
 9. 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~~s~~ 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.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
 - d) Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).
 - e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
 - f) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.
 2. Timers receive the Speech Contest Time Record Sheet and 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 must** provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.
 - a) International Speech Contest tiebreaking judges receive the International

- Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).
- b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).
 - c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).
 - d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).
 - e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).
- F. For the International, Humorous, and Tall Tales contests, 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, 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 Contest 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 must** tear off the bottom portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.
 - a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
 - 3. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
 - a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
 - 4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the 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 (Item 1168) and gives it to the contest chair.
- a) All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
 - b) After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.
- M. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest in reverse order.
1. In contests with three or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced.
 2. In contests with less than three participants, a second-place winner (if applicable) 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 must** 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 speeches **shall must** 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 speeches **shall must** 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 must** 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 must** proceed immediately to the speaking position.
1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
 2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
- G. Timers **shall must** provide warning signals to the contestants, which **shall must** 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 30 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~~ **can** be given for the overtime period.

6. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of 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~~ **must** 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~~ **must** only be lodged by voting judges and contestants. Any protest ~~shall~~ **must** be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).

B. The chief judge, contest chair, voting judges and contestants shall must not consider protests from audience members.

~~B.C.~~ 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.D.~~ The contest chair can disqualify a contestant on the basis of eligibility.

~~D.E.~~ All decisions of the voting judges and qualifying judges are final.

8. Use of Props and Electronic Devices

A. Contestants who plan to use props (including any sort of electronic devices) must notify the contest chair prior to the contest.

B. Contestants must abide by any venue restrictions on the use of props.

C. All props must be set up during the minute of silence prior to the contestant's speech and removed from the stage in the minute of silence following the speech.

1. Contestants may enlist someone to help them with props, but it is not the responsibility of the contest chair or any other contest official to do so.
2. Contestants must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times.
 - a) If a contestant is unable to demonstrate this, the props cannot be used during the contest.

International Speech Contest Rules

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

Audio

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

Camera

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

Lighting

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

Video Recording

- The recording must only contain the introduction of the winning contestant's speech by the contest chair and the entire winning speech.
- The recording may not be edited in any way, such as by adding text, graphics, images, or anything that does not meet the requirements above.

- ☒ B. District Submission to World Headquarters
 1. Following the district-level International Speech Contest, the chief judge ranks all district-level contestants in order of results on the Notification of District Winner form and then submits the form to the program quality director.
 2. The program quality director submits the Notification of District Winner form, Region Quarterfinal Video Release form, and video of the first-place winner to World Headquarters in the format and manner requested.
 3. After region quarterfinal results are announced, detailed information concerning the semifinal contest is then provided to the winners by World Headquarters.
- ☒ C. Semifinals are to be held at the International Convention, and will include all district region quarterfinal winners randomly assigned to two 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.
- ☒ D. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.
1. Winners 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.
- E. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

Evaluation Contest Rules

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

1. At the beginning of this contest, a five- to seven-minute test speech will be presented.
 - A. The test speech **shall must** be either a contest-type speech, **or a speech taken** from one of the assignments in the *Competent Communication* manual, **or a project speech from the Toastmasters Pathways learning experience.**
 - ☒ B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one sheet may be used.
 - 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 must** 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 can** be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
2. At the conclusion of the test speech, all contestants **shall must** leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - A. Timing and preparation supervision **shall must** be under the control of the contest sergeant at arms.

- B. Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of the contest sergeant at arms.
 - C. Contestants **may must** 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~~ **is** allowed and with the exception of the first contestant, who ~~shall be~~ **is** called back as first evaluator, all others ~~shall~~ **must** hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets ~~shall~~ **must** be handed back to contestants as they are introduced to present their evaluation.
 4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard name, speech title, speech title, name, 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~~ **must** be selected by the contestant. The speaker ~~shall~~ **must** avoid potentially objectionable language, anecdotes, and material.
2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

Table Topics Contest Rules

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

1. All contestants ~~shall~~ **must** receive the same topic, which ~~shall~~ **must** be of a general nature.
 - A. The topic is selected by the contest chair.
2. The topic ~~shall~~ **must** be of reasonable length, ~~shall~~ **must** not require a detailed knowledge, and ~~shall~~ **must** lead to an opinion or conclusion.
3. Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.
4. Contestants **may must** not use digital or other devices during the contest to gain an unfair advantage.
5. When the contest begins, all contestants except the first ~~shall~~ **must** leave the room and remain under the supervision of the contest sergeant at arms.
6. Introduce each contestant by announcing the contestant's name, the topic, the topic, the contestant's name.
7. At the conclusion of each speech, the next speaker ~~shall be~~ **is** 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 (**including territorial councils and provisional districts**) 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 must** 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 on the video, including the introduction. Speeches that have been edited 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 and received at World Headquarters on or before 5 p.m. **Pacific Time Mountain 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
- Judge's Certification and Code of Ethics (Item 1170)
- Counter's Tally Sheet (Item 1176)
- Tiebreaking Judge's Guide and Ballot
- Speech Contestant Profile (Item 1189)
- Results Form (Item 1168)

7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge.
8. Notify the contest officials of the time and place of the contest and pre-contest briefings. (Allow ample time, e.g. two weeks for club contest.)
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:

- 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.
- 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 must** have the opportunity to test any amplifying equipment before the contest.
6. Draw for speaking positions.

During the Contest

1. Open the contest with a brief introduction. Inform the audience:
 - The rules have been reviewed with the chief judge and contestants.
 - The contestants have been informed of the location of the timing lights.
 - The taking of photographs during the speeches is not permitted.
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 Sheet Forms, and Time Record Sheets are considered confidential.
 - Give all forms to the chief judge for disposal.
 - Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.
 - At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, area, and district they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
5. When the interviews are completed, collect the contest results from the chief judge.
6. Address any protests. Protests are limited to voting judges and contestants. **The chief judge, contest chair, voting judges and contestants must not consider potential protests from audience members.** Any protest 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 must** notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.

7. Prior to announcing results, the chair **must 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. See that all ballots are counted twice to ensure accuracy.
5. Provide a list to the contest chair showing placement of all contestants.

Contestant's Checklist

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

ROLE	ITEM	ITEM NUMBER
All participants	Speech Contest Rulebook	(Item 1171)
Chief judge	Notification of Contest Winner	(Item 1182)
	Results Form	(Item 1168)

Voting and tiebreaking judges	Judge's Certification of Eligibility and Code of Ethics	(Item 1170)
Counters	Counter's Tally Sheet	(Item 1176)
Timers	Speech Contest Time Record Sheet and Instructions for Timers	(Item 1175)
Contestants	Speaker's Certification of Eligibility and Originality	(Item 1183)
	Speech Contestant Profile	(Item 1189)

International Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	International Speech Contest Judge's Guide and Ballot	(Item 1172)
Tiebreaking judge	International Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1188)
Contestants	Region Quarterfinal Video Release Form	(Item 1193)

Evaluation Contest

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

Humorous Speech Contest

ROLE	ITEM	ITEM NUMBER
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

ROLE	ITEM	ITEM NUMBER
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

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

ADDITIONAL RESOURCES

Speech Contests Frequently Asked Questions

www.toastmasters.org/speechcontestFAQ

Speech Contest Tutorials [http://www.toastmasters.org/Leadership-Central/Speech-Contests/ Speech-Contest-Tutorials](http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials)

Policy 6.0: Speech Contests

www.toastmasters.org/Leadership-Central/Governing-Documents

District Structure

1. Club Assignments

- A. Area and division organization is defined and described in [Article XII, Sections 1, 3\(b\), and 3\(e\) of the Bylaws of Toastmasters International](#) and in [Article VI of the District Administrative Bylaws](#).
- B. When a new club is organized, it is assigned to the district within which boundaries it meets. Exceptions are only considered with the concurrence of the district councils involved and with the approval of the Board of Directors.
 - I. The assignment of a new club to an area is made by the district director, subject to approval by the district executive committee.
 - II. Changes to the alignment of a new club must be reported to World Headquarters by the district director within 30 days of the club's charter date. Any changes received after 30 days will not be reflected until the following July 1.
- C. When a club moves its meeting location into the geographic boundaries of another district, its district affiliation does not change until the next July 1. This change must be reported to World Headquarters and both district directors within 30 days of that date.
- D. The best interests of the clubs and district are taken into consideration when assigning clubs to areas.
 - I. Areas consist of four to six clubs; however, an area may consist of three clubs on July 1 only when an effort to charter a fourth club is in process.
 - II. Under no circumstances may an area have more than six clubs on July 1.
 - III. Advanced clubs may not be segregated into areas nor may areas be segregated by language.
 - IV. Districts assign clubs to areas based upon:
 - a. Geographic proximity to other clubs
 - b. The ability of an area director to effectively provide service
 - c. Club size and strength (e.g., paid, active, disbanding)
 - d. Prospective clubs and expected growth
 - e. The likelihood of eligibility for Distinguished programs (e.g., club base of the area or division)
- E. A division must have a minimum of three areas.

2. Territorial Councils

- A. The Board may create non-district administrative units called territorial councils in any undistricted territories for the purpose of forming new districts.
- B. The criteria for the creation of a territorial council is the evidence of potential growth of clubs and members in a specific geographical area within five years and the evidence of potential of at least 20 existing clubs therein for eventual district status.
- C. The clubs within a territorial council may organize an informal operating structure, electing such officers as needed to coordinate and guide a club growth program for district status. The clubs may plan and participate in training sessions, educational programs, speech contests, and other growth-oriented activities.
- D. Once granted territorial council status by the Board, a territorial council is entitled to administrative support from World Headquarters; a district number, which is the next sequential district number available; official participation in the Distinguished District Program; a district reserve account; applicable membership dues income; assignment to a region; travel reimbursement to official district leader training.
- E. Individual members of clubs in a territorial council may participate in the Video Speech Contest.**
- F E.** If a territorial council meets the minimum requirements for district status before becoming a provisional district, it may skip that step and apply to the Board for district status.
- G F.** Those performing leadership roles in a territorial council have the same responsibilities as the equivalent leadership roles in a fully-qualified district, subject to such limitations as Policy, Protocol, or Board action may provide.
- H G.** Each year, the Board reviews the progress of territorial councils. If, after three years, the territorial council has not made significant progress toward becoming a provisional district or district, the Board may remove territorial council status and all related privileges. The clubs would revert to being undistricted.

3. Provisional Districts

- A. A territorial council may apply to the Chief Executive Officer for provisional district status when the following requirements are met:
 - I. The council has 45 or more clubs in good standing for two consecutive semiannual reporting periods.
- B. Once granted provisional district status by the Board, a provisional district is entitled to administrative support from World Headquarters; a district number, which is the next sequential district number available; official participation in the Distinguished District Program; a district reserve account; applicable membership dues income; ~~participation in the International Speech Contest~~; assignment to a region; visits from international officers, directors, and/or region advisors; and travel reimbursement to official district leader training and to the International Convention.
- C. Individual members of clubs in provisional districts may participate in the Video Speech Contest.**

- D G.** A past provisional district director is eligible to be nominated for election to the Board.
- E D.** Within three years after granting provisional district status, the Board reviews the progress of the provisional district. Performance in the Distinguished District Program is considered in the decision to grant full district status.
- F E.** After reviewing district progress, the Board either allows the provisional district to continue to function as a district or takes such action as it considers in the best interest of Toastmasters International.
- G F.** When a provisional district reaches 60 or more clubs in good standing, it may apply to the Board for district status.
- H G.** Before becoming eligible for full district status, each newly created provisional district is required to be in operation for a minimum of nine months ending on June 30, during which time it must adopt the [District Administrative Bylaws](#); elect officers, establish an organizational structure, and subdivide itself into areas; and operate district programs in alignment with Toastmasters International's governing documents.
- I H.** Any authorization to operate as a provisional district continues until full district status is granted or until it is otherwise terminated by the Board.

4. Reformed or Consolidated Districts

- A. The Board reviews the status of districts with more than 240 clubs every three years, or sooner if necessary, to determine if reformation is in the best interests of Toastmasters International and the clubs.
- B. The Board may also consider consolidating a district with another district or districts if it has fewer than 60 clubs or fewer than 900 members.
- C. Any district with 200 or more clubs that wants to be considered for reformation may, after approval by a majority of the District Executive Committee, submit a letter of inquiry to the Chief Executive Officer for review with the Executive Committee. The Executive Committee provides its recommendation to the Board.
- D. If the Board approves the request or directs a reformation, the district director appoints a reformation committee to conduct a detailed needs analysis that includes the following:
 - I. Map of proposed boundaries demonstrating that the reformed districts will have no fewer than 100 clubs each
 - II. Number of clubs, club strength, growth trends, growth potential, population, education, languages spoken, and geographic influences for both districts
 - III. Reasons why the reformation is in the best interests of the members, the clubs, the districts, and Toastmasters International
 - IV. Implementation strategy
 - V. Marketing plan projecting growth and identifying key market opportunities for

both districts

- VI. Succession plan identifying qualified future leaders in both districts
- VII. Financial projections demonstrating the anticipated income and expense for both districts
- VIII. The needs analysis is submitted to the Chief Executive Officer for review with the Executive Committee. The Executive Committee provides its recommendation to the Board.
- E. Two years prior to reformation, the district elects two club growth directors, one program quality director and a district director. One year prior to reformation, the district elects two club growth directors, two program quality directors and one district director. In cases when two or more districts jointly reform or when one district reforms into more than two districts, the Board will provide additional direction as needed.
- F. The district with the oldest surviving club within its boundaries will retain the original district number. The other district will receive the next sequential number available. The number will be communicated to the district leaders no later than July 1 of the year prior to reformation.
- G. District records through the reformation are retained by the original district. Copies of records essential to their proper administration are furnished to the newly formed district. Separate records are kept after the reformation.
- H. Once the reformation takes place, World Headquarters distributes funds in the original reserve account to the reserve accounts of the reformed districts, according to the ratio of the number of membership payments made by clubs in each reformed district in the program year immediately preceding the reformation.
- I. Funds in local district bank accounts must be divided according to the ratio of the number of membership payments made by clubs in each reformed district in the program year immediately preceding the reformation. World Headquarters shall oversee the allocation of funds at the time the bank accounts are established for the new district.
- J. At any stage of the reformation process, districts may be asked to submit a progress report to the Chief Executive Officer.
- K. Additional reformation requirements may be determined necessary by the Board due to special circumstances.

5. District Consolidation

- A. The consolidation of a district occurs on the initiative of the Board.
- B. The Board reviews the status of districts with fewer than 60 clubs every three years, or sooner if necessary, to decide if consolidation is in the best interest of the organization.
- C. When determining whether consolidation is appropriate, factors such as the number of clubs in the district, market potential within the district, past performance, leadership, and geography are considered.
- D. If it is determined that consolidation is in the best interests of Toastmasters International and the clubs, the district is advised that it is being considered for consolidation.

- E. If the district wishes to remain a district and not be consolidated, it is given the opportunity to develop and present a growth plan to the Board. The growth plan identifies potential markets within the district and provides a specific strategy and reasonable timeline for building 60 clubs and more.
- F. If a growth plan is accepted, the Board reviews the progress of the district each year and takes what action is in the best interests of Toastmasters International and the clubs.
- G. If a district is to be consolidated, the clubs in that district are notified of the date of consolidation. The Board takes whatever action necessary to ensure that the clubs involved have the opportunity to participate in elections or speech contests conducted by the district absorbing the clubs.

Policy 10.0
Region Advisors

1. Region Advisor (RA) Selection Committee

- A. The RA Selection Committee is composed of:
- I. One international officer, who serves as chair, appointed by the International President.
 - II. At least two international directors appointed by the International President. Each member will serve a two-year term when practicable. For each year, one member will be a first-year international director and one will be a second-year international director.
 - III. No more than eight members representing a combination of past RAs or Past International Directors appointed by the International President-Elect with the approval of the Executive Committee. Potential committee members may either self-identify or be identified by the International President-Elect.
 - a. District leader evaluations of each RAs service are used when selecting past RAs to serve on the committee.
 - b. Past RAs serving on the RA Selection Committee are required to follow the confidentiality standards of the Board of Directors.

2. Selection

- A. Each year, the Board of Directors appoints RAs after considering applicants recommended by the RA Selection Committee.
- I. The Committee recommends one RA for regions with eight or fewer districts.
 - II. The Committee recommends two RAs for regions with nine or more districts. The Committee recommends district assignments to RAs.
 - III. The Committee may recommend the appointment of an additional RA for any region in order to meet region-specific needs and further the interests of Toastmasters International.**
- B. Individuals who apply for or who are selected to be Region Advisors are paid members who have served 12 months as Immediate Past District Director (IPDD) and who have served 12 months in two of the following three roles: District Director (DD), Program Quality Director (PQD) or Club Growth Director (CGD).
- C. Individuals for whom an international officer or director Letter of Intent is on file at World Headquarters may not apply for or be selected as a region advisor.
- D. Applicant Assessment
- I. Each RA applicant's competencies will be assessed by leaders whose dues are paid and who served with them in previous Toastmasters roles. The

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

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

III. The assessment tool is sent to:

- a. The international director, region advisor, PQD, CGD, IPDD, district finance manager, administration manager, public relations manager, division directors, and area directors who served while the applicant was DD.
- b. The international director, region advisor, DD, CGD, IPDD, district finance manager, administration manager, public relations manager, division directors, and area directors who served while the applicant was PQD.
- c. The international director, region advisor, DD, PQD, IPDD, district finance manager, administration manager, public relations manager, division directors, and area directors who served while the applicant was CGD.
- d. The applicant.

3. Position

- A. RAs support district leaders in their efforts to fulfill the district mission. Specifically, the RA:
 - I. Provides marketing support and expertise that expands the districts' capacity to grow clubs and grow membership.
 - II. Leverages their experience and success as a Toastmasters leader to help the district directors, program quality directors, and club growth directors develop as leaders, identify future leaders and create a succession plan.
 - III. Coaches the district leaders to achievement by assessing each District Success Plan and mentoring to optimize individual performance.
 - IV. Establishes a trusting relationship through frequent and consistent communication.
- B. RAs report to the International President through World Headquarters. RAs provide monthly reporting to the International President using a format provided by World Headquarters.

- C. RA vacancies are filled by the International President, with ratification by the Executive Committee, to complete the remainder of the term. The International President may grant a temporary leave of absence in appropriate circumstances.

4. Term of Service

- A. The RA term lasts for 15 months: April 1 through June 30 of the following year. RAs must apply for each term and may serve no more than two consecutive terms. There is no limit on nonconsecutive terms.
- B. An RA may not campaign for, be elected to, or be appointed to any district office or role while serving as an RA.
- C. An RA may not be, or campaign on behalf of, an international officer or director candidate while serving as an RA. An RA may not stand for election at the Annual Business Meeting in the same year in which their RA term ends.
- D. An RA may resign in writing to the Chief Executive Officer or the International President.
- E. An RA may be removed from service at any time, with or without cause, by the Executive Committee.