



Toastmasters International Protocol Change Chronology



2015

Protocol	Effective Date
Protocol 11.2: Board of Directors Expenses	February 5
Protocol 7.1: District Events	February 26
Protocol 8.4: District Fiscal Management	February 26
Protocol 7.1: District Events	April 14
Protocol 9.2: Presidential Citation	May 1
Speech Contest Rulebook	July 1
Protocol 8.4: District Fiscal Management	July 15
Protocol 3.0: Ethics and Conduct	August 8
Protocol 2.0: Club and Membership Eligibility	August 11
Protocol 9.1: International Campaigns & Elections	August 11

2016

Protocol	Effective Date
Protocol 2.0: Club and Membership Eligibility	February 22
Protocol 11.1: Board of Directors Meetings	February 22
Protocol 11.1: Board of Directors Meetings	March 28
Speech Contest Rulebook	July 1
Protocol 7.1: District Events	July 1
Protocol 8.4: District Fiscal Management	July 1
Protocol 9.0: District Campaigns and Elections	July 1
Protocol 11.5: Board of Directors Visits	July 28
Protocol 11.1: Board of Directors Meetings	August 17
Protocol 10.0: Region Advisor Expenses	December 14
Protocol 11.2: Board of Directors Expenses	December 14

Protocol**Effective Date**[Protocol 11.3: Board of Directors](#)

December 14

[Confidentiality](#)[Speech Contest Rulebook](#)

July 1, 2017

2017**Protocol****Effective Date**[Protocol 4.0: Intellectual Property](#)

March 7

[Protocol 7.1: District Events](#)

March 7

[Protocol 11.3: Board of Directors](#)

March 7

[Confidentiality](#)[Protocol 11.1: Board of Directors Meetings](#)

June 28

[Speech Contest Rulebook](#)

July 1

[Protocol 2.0: Club and Membership Eligibility](#)

August (after ABM vote)

[Protocol 11.5: Board of Directors Visits](#)

December 12

[Speech Contest Rulebook](#)

July 1, 2018

[Protocol 7.1: District Events](#)

July 1, 2018

[Protocol 8.4: District Fiscal Management](#)

July 1, 2018

[Protocol 7.0: District Structure](#)

October 2018

2018**Protocol****Effective Date**[Protocol 7.1: District Events](#)

March 22

[Protocol 7.1: District Events](#)

July 1

[Protocol 4.0: Intellectual Property](#)

July 17

[Protocol 10.1: Region Advisor Visits](#)

July 17

[Protocol 11.5: Board of Directors Visits](#)

July 17

[Protocol 2.2: Toastmasters International Legal Entities](#)

November 12

[Protocol 9.1: International Elections](#)

November 30

[Speech Contest Rulebook](#)

July 1, 2019

2019

Protocol	Effective Date
Protocol 3.0: Ethics and Conduct	March 17
Protocol 7.1 District Events	March 17
Speech Contest Rulebook	July 1
Protocol 7.0: District Structure	July 1
All Protocols	July 1
	August 23
Protocol 7.1: District Events	July 24
Protocol 10.0: Region Advisor Expenses	July 24
Protocol 11.2: Board of Directors Expenses	July 24
Protocol 2.0: Club and Membership Eligibility	August 20
Protocol 3.0: Ethics and Conduct	August 20
Protocol 10.1: Region Advisor Visits	August 20
Protocol 9.1: International Elections	August 23
Speech Contest Rulebook	September 1
Protocol 9.0: District Campaign and Elections	September 1
Speech Contest Rulebook	November 18
Protocol 8.4: District Fiscal Management	July 1, 2020

2020

Protocol	Effective Date
Protocol 10.0: Region Advisor Expenses	January 29
Protocol 11.2: Board of Director Expenses	January 29
Protocol 8.2: Fundraising	March 13
Protocol 9.0: District Campaigns and Elections	April 2
Protocol 5.0: Toastmasters International Activities with Other Organizations	June 24
Speech Contest Rulebook	July 1

Protocol	Effective Date
Speech Contest Rulebook	July 1
Protocol 4.0: Intellectual Property	July 8
Protocol 7.0: District Structure	July 8
Protocol 3.0: Ethics and Conduct	July 29
Protocol 7.1: District Events	July 29
Protocol 8.4: District Fiscal Management	July 29
Protocol 2.0: Club and Membership Eligibility	August 17
Protocol 4.0: Intellectual Property	August 17
Protocol 9.0: District Campaigns and Elections	August 17
Protocol 9.0: District Campaigns and Elections	September 23
Protocol 7.0: District Structure	December 7
Protocol 7.1: District Events	December 7
Protocol 9.0: District Campaigns and Elections	December 7

2021

Protocol	Effective Date
Protocol 2.3: Club Programs and Events	March 31
Protocol 4.0: Intellectual Property	No later than July 1
Protocol 10.1: Region Advisors Visits	July 1
Protocol 4.0: Intellectual Property	July 1
Protocol 9.2: Presidential Citations	July 1
Protocol 11.5: Board of Directors Visits	July 1
Speech Contest Rulebook	July 1

Board of Directors Expenses

1. The Board may receive reasonable reimbursement for communications, postage, and stationery expenses incurred in connection with the conduct of their duties.
2. To request reimbursement, ~~international officers and directors~~ **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 Executive Director or the International President.
3. World Headquarters reimburses the travel expenses of the Board for the mid-year and August district leader training sessions, Board meetings and Executive Committee meetings, district visits, and International Convention as follows:
 - A. ~~World Headquarters reimburses R~~ound-trip airfare ~~or other public transportation- (coach or discount) or mileage.~~ **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. ~~O~~ther 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.**
 - ~~B.~~ **C. The Board is reimbursed P**ublic transportation, shuttle, or taxi to and from **the Board member's home and to and from the** passenger terminal to the event **up to \$50 each segment.**
 - ~~G.~~ **D. World Headquarters reimburses H**otel accommodations, including applicable taxes, **and internet usage fees up to \$15 per day,** for the number of nights in attendance ~~at the of 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.**
 - ~~D.~~ **E. A** per-diem allowance of \$30 for the days when event attendance is required plus two travel days. ~~If the officer or director is making at least five marketing visits on a single day, World Headquarters provides one additional per-diem allowance.~~ **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. Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.**
 - F. District conference registration when not provided by the district.**
4. 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 ~~President's Dinner-Dance~~ 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.
 - 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.
 - D. The Immediate Past International President receives two complimentary convention registrations and two complimentary President's Dinner Dance tickets.
5. 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, ~~and~~ one travel day~~;~~, and one complimentary President's Dinner Dance ticket **will also be reimbursed. Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.**
 - B. Past international presidents receive one complimentary convention registration and one complimentary President's Dinner Dance ticket.
6. 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.
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Protocol 7.1
District Events

1. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

2. Area and Division Governor Training

- A. It is recommended that initial area and division governor training be held before the program year begins. If this is not possible, training occurs no later than September 30.
- B. Initial area and division governor training is a minimum of four hours.
- C. Area and division governors should be trained together in a central location; however, geographically large districts may train area governors by division or by divisions grouped together.
- D. Ongoing training of division and area governors is conducted at district meetings, such as district executive committee meetings.

3. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.

- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

4. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in [Article XI, Section \(a\) of the District Administrative Bylaws](#).
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. Meetings are conducted in-person when practicable.
- E. District executive committee meeting information is included in the district calendar and in other district communications.
- F. Only those who have business before the district executive committee and have been invited by the district governor attend district executive committee meetings.
- G. Any training at district executive committee meetings focuses on achieving the district mission.
- H. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by [Article XI, Section \(c\) of the District Administrative Bylaws](#).
 - V. ~~Treasurer's report~~ **Profit and Loss Statement** is presented; copies of the report are provided at or before the meeting.

- VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
- VII. The district governor's recommendations to fill any vacancies in office are approved.
- VIII. The district governor, lieutenant governors, division governors, and area governors report on the District Success Plan and Distinguished program progress.

5. District Council Meetings

- A. The district council is defined and described in [Article XII, Section 3\(c\) of the Bylaws of Toastmasters International](#) and in [Article IX of the District Administrative Bylaws](#).
- B. District council meetings are governed by [Article X of the District Administrative Bylaws](#) and by [Article XII, Section 3\(c\) of the Bylaws of Toastmasters International](#).
- C. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- D. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.
 - V. The ~~treasurer's report~~ **Profit and Loss Statement** is presented.
 - VI. Appointed officers are confirmed at the first district council meeting.
 - VII. The district executive committee's action to fill any vacancies in district office is confirmed.
 - VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
 - IX. The nominating committee report is presented at the district council annual meeting.

- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district governor, lieutenant governors, immediate past district governor, and public relations officer report on progress toward district goals.

6. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division governor notifies attendees at least four weeks before each meeting.
- C. Council members are the division governor, assistant division governor education and training, assistant division governor marketing, and area governors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

7. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.
- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area governor notifies attendees at least four weeks before each meeting.
- C. Council members include the area governor, assistant area governor education and training, assistant area governor marketing, area secretary, club presidents within the area, club vice presidents education within the area, and club vice presidents membership within the area.
- D. Unless noted, the following business is conducted at area council meetings:

- I. Club plans, goals, and progress in the Distinguished Club Program are presented.
- II. Club leader training attendance reports are presented.
- III. Plans for area events, such as training and speech contests, are made.

8. District Conferences

- A. The purpose of a district conference is to provide communication and leadership training opportunities toward achieving the district mission and to hold district council meetings.
- B. Districts may have only two district conferences each year in conjunction with the required district council meetings. The annual conference is defined in [Article XII, Section 4 of the Bylaws of Toastmasters International](#).
- C. District conference information is included in the district calendar and in other district communications.
- D. Unless noted, the following events occur at the district conference:
 - I. The district council meeting is held.
 - II. The International Speech Contest takes place at the conference in conjunction with the district council annual meeting.
 - III. Educational sessions, which focus on achieving the club and district missions, are held.

9. District Leader Training

- A. District governors and lieutenant governors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Executive Director establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

District Fiscal Management

1. District Funds

- A. In order of priority, district funds are used for district and club leader training, club growth and retention, supporting clubs in their membership growth efforts, the promotion of Toastmasters International educational programs within clubs, district communications, administrative materials, awards and recognition items, district leader travel, district meetings, and speech contests conducted by the district.
- B. District funds shall not be used for other meetings outside the district nor for membership and club dues or fees. In addition, district funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund.

2. District Financial Records

- A. All district funds, bank statements, canceled checks, and other financial records are the property of the district and of Toastmasters International.
- B. Such funds and records are delivered to the new district treasurer or new district governor no later than July 1 of the new district program year under [Article XII, Section \(b\) of the District Administrative Bylaws](#).
- C. The outgoing district treasurer and the outgoing district governor retain copies of any records necessary to complete the district year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new district treasurer or new district governor.

3. District Reserve Account

- A. During the final months of the program year, the district reserve account balance shall remain equal to or greater than 25% of that district's membership-dues income for the prior year.
 - B. District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed district leaders, the district signature form for withdrawal of district funds, a bank-provided list of authorized signers for all district accounts, a calendar of district events for the year, and changes in club assignments to areas and divisions are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding district year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
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- III. The district budget is received at World Headquarters by September 30.
- IV. The ~~Treasurer's Report~~ **Profit and Loss Statement** for the period of July 1 through September 30 is received at World Headquarters by October 31.
- V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
- VI. The ~~Treasurer's Report~~ **Profit and Loss Statement** for the period of July 1 through March 31 is received at World Headquarters by April 30.
- VII. A list of assets must be signed by the immediate past and current district governors and submitted to World Headquarters by August 31 of each year.
- VIII. Account reconciliations must be completed in the online district accounting system within 30 days of each month end.

4. Financial Controls

- A. The estimated district budget must be signed by the district governor, lieutenant governors and treasurer.
 - B. District checks must be signed by the district governor and treasurer. Checks made payable to the district governor or treasurer must be signed or approved in advance in writing by a lieutenant governor. Alternate signers are permissible only if approved by the Toastmaster International Executive Committee.
 - C. **The** District ~~treasurer's reports~~ **Profit and Loss Statement** must be provided at each district executive committee and district council meeting.
 - D. **The** District ~~treasurer's reports~~ **Profit and Loss Statement** must be submitted monthly to the district governor and lieutenant governors and quarterly to World Headquarters within 30 days after the end of the month.
 - E. All district expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.
 - F. All expense reimbursement claims must be approved by the district governor. The district governor's reimbursement claims must be approved by a lieutenant governor.
 - G. A single expenditure in excess of \$500 must be authorized in advance in writing by the district governor and at least one lieutenant governor, in consultation with the district treasurer.
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- H. Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.
- I. Reimbursement by a district must be made within 60 days after receipt of an authorized reimbursement request. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.
- J. Comingling of district funds with funds in personal accounts, club accounts, or any other accounts is prohibited.
- K. District audits account for all district income and expenses. All district bank accounts and funds are included in the district budget and audits, including any accounts held at the division, area, and conference level. All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.
- L. The financial duties of district officers and other financial controls are also set forth in [Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws](#).

5. District Budget

- A. The district governor, lieutenant governors, and treasurer prepare the district budget between June 1 and August 31.
 - B. Under [Article XI, Section \(a\) of the District Administrative Bylaws](#), the district executive committee gives preliminary approval to the district budget and the district governor submits the budget to World Headquarters between September 1 and September 30.
 - C. The district executive committee presents the district budget for approval between August 1 and December 1 at the district council meeting.
 - D. The district executive committee provides copies of the budget prior to or at the district council meeting.
 - E. If the district council makes any amendments to the budget after it is submitted to World Headquarters, the amended budget is submitted to World Headquarters within 30 days.
 - F. A district's budget must match the District Success Plan.
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G. District budget expenses shall be limited as follows:

Category	Limit
Marketing	no budget limit
Communication and public relations	maximum 25 percent of total budget
Education & training	maximum 30 percent of total budget
Speech contest	maximum 10 percent of total budget
Administration	maximum 20 percent of total budget
Travel	maximum 30 percent of total budget
Other	maximum 10 percent of total budget
Conference	no budget limit*
District Store	no budget limit*
Fundraising	no budget limit**

*This category should break even

**Fundraising revenue should exceed expenses

Districts may request a one-year increase in the maximum limit for travel. The Executive Director will only approve the request if it is determined that the increase is the best solution to support the district mission.

6. District Audit

- A. Between July 1 and November 1, the district governor appoints a district audit committee for the mid-year audit.
 - B. Between January 1 and February 15, the treasurer provides the mid-year ~~Treasurer's Report~~ **Profit and Loss Statement** for the period of July 1 through December 31 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or treasurer submits the mid-year audit report and financial records to World Headquarters by February 15.
 - C. Between March 1 and June 1, at the district council meeting, the district executive committee presents the mid-year audit.
 - D. Between July 1 and August 31, the treasurer provides the year-end ~~Treasurer's Report~~ **Profit and Loss Statement** for the period of July 1 to June 30 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or treasurer submits the year- end audit report and financial records to World Headquarters by August 31.
 - E. Between August 1 and December 1, at the district council meeting, the district executive committee presents the district audit for the prior twelve months ending June 30.
 - F. Financial records include, but are not limited to, canceled checks, bank statements, paid invoices, and cash receipts and disbursement journals.
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- G. The district executive committee provides copies of the audit prior to or at the district council meeting.
- H. The audit committee's composition, functions, and deadlines are further described in [Article XI, Section \(c\) of the District Administrative Bylaws](#).

7. Electronic Payments, Cash Advances, and Debit Cards

- A. Checks are the preferred method of payment for district obligations.
- B. Debit cards may be used as a method of payment for district obligations. Only the district governor or treasurer may use such cards. Payments made by the district governor must be authorized in advance in writing by the treasurer and at least one of the lieutenant governors. Payments made by the treasurer must be authorized in advance in writing by the district governor and at least one of the lieutenant governors.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Executive Director.
- D. Cash advances for budgeted district expenses (limit \$100) may be extended so that members need not spend personal funds on behalf of the district.

All advances must have prior written approval from the district governor and treasurer, or a lieutenant governor and treasurer if the advance is for the district governor. Receipts must be submitted to the treasurer and the advance reconciled within five business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive.

Policies and Protocol
Protocol 8.4: District Fiscal Management

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none">• Thank You cards• Flowers up to \$25• Toastmasters gift certificates• Toastmasters products• Gifts up to \$25
Expressions of Sympathy	<ul style="list-style-type: none">• Sympathy cards• Flowers up to \$25
Incentives	<ul style="list-style-type: none">• Toastmasters products• Toastmasters gift certificates• Registration (i.e., Conference, TLI)

Protocol 7.1
District Events

1. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

2. Area and Division Governor Training

- A. It is recommended that initial area and division governor training be held before the program year begins. If this is not possible, training occurs no later than September 30.
- B. Initial area and division governor training is a minimum of four hours.
- C. Area and division governors should be trained together in a central location; however, geographically large districts may train area governors by division or by divisions grouped together.
- D. Ongoing training of division and area governors is conducted at district meetings, such as district executive committee meetings.

3. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.

- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

4. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in [Article XI, Section \(a\) of the District Administrative Bylaws](#).
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. **A minimum of two meetings shall be conducted** ~~Meetings are conducted~~ in-person ~~when practicable~~. **Additional meetings may be conducted in-person or virtually. Virtual meetings occur as recommended by the district governor and agreed upon by a majority of the committee.**
- E. District executive committee meeting information is included in the district calendar and in other district communications.
- F. Only those who have business before the district executive committee and have been invited by the district governor attend district executive committee meetings.
- G. Any training at district executive committee meetings focuses on achieving the district mission.
- H. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by [Article XI, Section \(c\) of the District Administrative Bylaws](#).

- V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
- VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
- VII. The district governor's recommendations to fill any vacancies in office are approved.
- VIII. The district governor, lieutenant governors, division governors, and area governors report on the District Success Plan and Distinguished program progress.

5. District Council Meetings

- A. The district council is defined and described in [Article XII, Section 3\(c\) of the Bylaws of Toastmasters International](#) and in [Article IX of the District Administrative Bylaws](#).
- B. District council meetings are governed by [Article X of the District Administrative Bylaws](#) and by [Article XII, Section 3\(c\) of the Bylaws of Toastmasters International](#).
- C. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- D. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.
 - V. The Profit and Loss Statement is presented.
 - VI. Appointed officers are confirmed at the first district council meeting.
 - VII. The district executive committee's action to fill any vacancies in district office is confirmed.
 - VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.

- IX. The nominating committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district governor, lieutenant governors, immediate past district governor, and public relations officer report on progress toward district goals.

6. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division governor notifies attendees at least four weeks before each meeting.
- C. Council members are the division governor, assistant division governor education and training, assistant division governor marketing, and area governors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

7. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.
- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area governor notifies attendees at least four weeks before each meeting.
- C. Council members include the area governor, assistant area governor education and training, assistant area governor marketing, area secretary,

club presidents within the area, club vice presidents education within the area, and club vice presidents membership within the area.

- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - II. Club leader training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.

8. District Conferences

- A. The purpose of a district conference is to provide communication and leadership training opportunities toward achieving the district mission and to hold district council meetings.
- B. Districts may have only two district conferences each year in conjunction with the required district council meetings. The annual conference is defined in [Article XII, Section 4 of the Bylaws of Toastmasters International](#).
- C. District conference information is included in the district calendar and in other district communications.
- D. Unless noted, the following events occur at the district conference:
 - I. The district council meeting is held.
 - II. The International Speech Contest takes place at the conference in conjunction with the district council annual meeting.
 - III. Educational sessions, which focus on achieving the club and district missions, are held.

9. District Leader Training

- A. District governors and lieutenant governors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Executive Director establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

Presidential Citation

Each year the International President selects individuals to receive a presidential citation award. This is a significant honor, and to ensure the most qualified and deserving recipients are chosen to receive the award, this nomination and selection process has been established.

1. Criteria

The following criteria will be used to determine if a member is a qualified Presidential Citation recipient.

A. Organizational growth

- I. Has the member participated in the chartering of 15 or more clubs within the last 10 years?
- II. Was the member instrumental in the forming of a new district?

B. Organizational excellence

- I. What type of significant, long-term contributions has the individual made at the district or international levels?
- II. How has the person notably and publicly exemplified Toastmasters International's core values?

C. Brand equity

- I. What type of significant, public contributions has the member made outside of Toastmasters in his or her profession or community?
- II. How have these contributions created large-scale recognition or awareness of Toastmasters?

2. Nominee Selection

- A. There are no more than two recipients selected per region.
- B. The International President refers to the criteria during the selection process.
- C. A maximum of 20 citations will be awarded each year.
- D. Past International Presidents are not eligible to receive a Presidential Citation.
- E. No individual is eligible to receive a Presidential Citation more than once.

3. Nomination Results

- A. If a member has been selected, World Headquarters notifies the member and each individual who nominated the recipient.
- B. If the nominated member is not selected, World Headquarters notifies the individual who nominated the member.
- C. Recipients are recognized at International Convention.

SPEECH CONTEST RULEBOOK

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 Executive Director. 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:
 - 1. International
 - 2. Evaluation
 - 3. Humorous
 - 4. Table Topics
 - 5. Tall Tales
 - 6. Taped—for members of:
 - a. undistricted clubs
 - b. clubs in provisional districts
- B. Speech contests must follow these requirements:
 - 1. Speech contest competitors must meet all eligibility requirements as outlined in the Speech Contest Rulebook.
 - 2. Districts must conduct the International Speech Contest.
 - 3. Districts may conduct up to three additional contests, which may be chosen from the list above.
 - 4. The only contests permitted at the area, division, or district levels are those that originate at the club level and proceed through the area, division, and district levels.
- C. 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.

2. Eligibility

- A. To be eligible to compete in any official Toastmasters speech contest, a member must:
 - 1. Be a member in good standing 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 have completed at least six speech projects in the *Competent Communication* manual prior to the club contest. Contestants in speech contests other than the international contest do

not need to meet this requirement.

- a. However, a charter member of a club chartered ~~since the previous July 1~~ **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 ~~governor~~ **director**
 2. ~~Any lieutenant governor~~ **Program quality director**
 3. **Club growth director**
 4. ~~3-Secretary~~ **Administration manager**
 5. ~~4-Treasurer~~ **Finance manager**
 6. Public relations ~~officer~~ **manager**
 7. Division ~~governor~~ **director**
 8. Area ~~governor~~ **director**
 - e. International officer and director candidates
 - f. Immediate past district governors
 - g. District officers or announced candidates 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 membership in good standing is held.
 - a. Should a member win more than one club International Speech Contest, he or she

is permitted to represent only one of those clubs at the area level.

- b. 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 present to compete. Participation by audio tape, video tape, teleconference, Web cam, streaming audio, or other remote technology is not permitted. (Exception: participants in the Taped Speech Contest are required to submit their entries as audio recordings, as outlined in the Taped 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 member in good standing.
 - 2. At an area, division, or district contest:
 - a. Be a member in good standing for a minimum of six months.
 - b. Have completed a minimum of six speech projects in *Competent Communication*.
 - 3. At the International Speech Contest Semifinals and the World Championship of Public Speaking:
 - a. Be a member in good standing for a minimum of six months.
 - b. Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze.
 - c. Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.
 - 4. Voting judges at all levels shall remain anonymous when practical.

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 an 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 and alternate 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 prepare their own speeches, and each must be substantially original.
 1. Speeches for International, Humorous, and Tall Tales contests must be certified as such in writing to the chief judge by the contestants prior to the presentation of their speeches using the Speaker's Certification of Eligibility and Originality (Item 1183).
 2. 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.
- 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.
- 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 ballot 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 a separate sheet of paper 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.

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 ~~nine~~ 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 given in any International Speech Contest since January 1 of that same year.
 1. Up to and including the semifinal speech contest, International contestants are permitted to use the same speech, but are not required to do so.
 2. 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.
 3. 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.
 4. 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.
 5. 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.

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 to make preparatory notes during the test speech using materials of their choice.
 - 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 materials of their choice.
 - 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. Preparation material 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.
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. ~~4.~~ 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. ~~5.~~ Introduce each contestant by announcing the contestant's name, the topic, the topic, the contestant's name.

7. ~~6.~~ 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.

Taped Speech Contest

1. Members of undistricted clubs and provisional districts are invited to participate in the International Taped Speech Contest. Tapes 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 Taped Speech Contest, nor are there any travel allowances.
 - B. To enter, clubs conduct a speech contest and submit an audio cassette or CD recording of the winning speech.
3. Only one taped speech per club may be submitted. The tape shall be made using the following procedures:
 - A. You may use whatever means you wish to record the contest before a live audience, but all entries must be submitted to World Headquarters on audio cassette or audio CD. Videotapes, data CDs, MP3s, and other media will not be accepted. Presentations that have been edited will not be accepted.
 - B. Time the speech carefully to comply with the International speech contest rules.
 - C. Clearly mark the audio tape and container with the participant's name and club number, and be sure to enclose a completed Speaker's Certification of Eligibility and Originality (Item 1183).
 - D. Tapes must be 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.

The contest chair may appoint a contest Toastmaster to perform any of the chair's duties listed in the Contest Chair's Checklist. In such cases, the term "contest Toastmaster" should be considered synonymous with "contest chair." A contest Toastmaster and contest chair are both ineligible to compete in the contest in which they are serving.

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
 - Counter's Tally Sheet (Item 1176)
 - Tiebreaking Judge's Ballot
 - Speech Contestant Profile (Item 1189)
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, contact the Member Services 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 newspaper 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

<i>Speech Contest Rulebook</i>	(Item 1171)
Judge's Certification of Eligibility and Code of Ethics	(Item 1170)
Speaker's Certification of Eligibility and Originality	(Item 1183)
Speech Contest Time Record Sheet and Instructions for Timers	(Item 1175)
Counter's Tally Sheet	(Item 1176)
Speech Contestant Profile	(Item 1189)
Notification of Contest Winner	(Item 1182)

International Speech Contest

International Speech Contest Judge's Guide and Ballot	(Item 1172)
International Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1188)

Evaluation Contest

Evaluation Contest Judge's Guide and Ballot	(Item 1179)
Evaluation Contest Tiebreaking Judge's Guide and Ballot	(Item 1179A)

Humorous Speech Contest

Humorous Speech Contest Judge's Guide and Ballot	(Item 1191)
Humorous Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1191A)

Table Topics Speech Contest

Table Topics Contest Judge's Guide and Ballot	(Item 1180)
Table Topics Contest Tiebreaking Judge's Guide and Ballot	(Item 1180A)

Tall Tales Contest

Tall Tales Contest Judge's Guide and Ballot	(Item 1181)
Tall Tales Contest Tiebreaking Judge's Guide and Ballot	(Item 1181A)

ADDITIONAL RESOURCES

Speech Contests Frequently Asked Questions

www.toastmasters.org/speechcontestFAQ

~~International Speech Contest Official Roles, Responsibilities and Guidelines~~

~~www.toastmasters.org/SpeechContestRoles~~

Toastmasters Learning Connection Speech Contest Module

www.toastmasters.org/speechcontestmodule

~~Why You Should Be a Speech Contest Official~~

~~www.toastmasters.org/official~~

~~Is it a test? Or is it play? Have some fun on contest day~~

~~www.toastmasters.org/ContestDay~~

World Champions of Public Speaking

www.toastmasters.org/worldchamps

Speech Contests Policy 6.0

www.toastmasters.org/policyprotocol

District Fiscal Management

1. District Funds

- A. In order of priority, district funds are used for district and club leader training, club growth and retention, supporting clubs in their membership growth efforts, the promotion of Toastmasters International educational programs within clubs, district communications, administrative materials, awards and recognition items, district leader travel, district meetings, and speech contests conducted by the district.
- B. District funds shall not be used for other meetings outside the district nor for membership and club dues or fees. In addition, district funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund.

2. District Financial Records

- A. All district funds, bank statements, canceled checks, and other financial records are the property of the district and of Toastmasters International.
- B. Such funds and records are delivered to the new district treasurer or new district governor no later than July 1 of the new district program year under [Article XII, Section \(b\) of the District Administrative Bylaws](#).
- C. The outgoing district treasurer and the outgoing district governor retain copies of any records necessary to complete the district year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new district treasurer or new district governor.

3. District Reserve Account

- A. During the final months of the program year, the district reserve account balance shall remain equal to or greater than 25% of that district's membership-dues income for the prior year.
 - B. District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed district leaders, the district signature form for withdrawal of district funds, a bank-provided list of authorized signers for all district accounts, a calendar of district events for the year, and changes in club assignments to areas and divisions are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding district year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
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- III. The district budget is received at World Headquarters by September 30.
- IV. The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.
- V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
- VI. The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
- VII. A list of assets must be signed by the immediate past and current district governors and submitted to World Headquarters by August 31 of each year.
- VIII. Account reconciliations must be completed in the online district accounting system within 30 days of each month end.

4. Financial Controls

- A. The estimated district budget must be signed by the district governor, lieutenant governors and treasurer.
 - B. District checks must be signed by the district governor and treasurer. Checks made payable to the district governor or treasurer must be signed or approved in advance in writing by a lieutenant governor. Alternate signers are permissible only if approved by the Toastmaster International Executive Committee.
 - C. If district account signers are cohabitants, spouses, children, grandchildren, brothers, sisters, and spouses of their children, grandchildren, brothers, and sisters, their signatures or approvals must always be countersigned or approved by another approved signer who is not one of the above.**
 - ~~C.D.~~ The District Profit and Loss Statement must be provided at each district executive committee and district council meeting.
 - ~~D.E.~~ The District Profit and Loss Statement must be submitted monthly to the district governor and lieutenant governors and quarterly to World Headquarters within 30 days after the end of the month.
 - ~~E.F.~~ All district expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.
 - ~~F.G.~~ All expense reimbursement claims must be approved by the district governor. The district governor's reimbursement claims must be approved by a lieutenant governor.
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- ~~G.H.~~ A single expenditure in excess of \$500 must be authorized in advance in writing by the district governor and at least one lieutenant governor, in consultation with the district treasurer.
- ~~H.I.~~ Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.
- ~~I.J.~~ Reimbursement by a district must be made within 60 days after receipt of an authorized reimbursement request. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.
- ~~J.K.~~ Comingling of district funds with funds in personal accounts, club accounts, or any other accounts is prohibited.
- ~~K.L.~~ District audits account for all district income and expenses. All district bank accounts and funds are included in the district budget and audits, including any accounts held at the division, area, and conference level. All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.
- ~~L.M.~~ The financial duties of district officers and other financial controls are also set forth in [Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws](#).

5. District Budget

- A. The district governor, lieutenant governors, and treasurer prepare the district budget between June 1 and August 31.
 - B. Under [Article XI, Section \(a\) of the District Administrative Bylaws](#), the district executive committee gives preliminary approval to the district budget and the district governor submits the budget to World Headquarters between September 1 and September 30.
 - C. The district executive committee presents the district budget for approval between August 1 and December 1 at the district council meeting.
 - D. The district executive committee provides copies of the budget prior to or at the district council meeting.
 - E. If the district council makes any amendments to the budget after it is submitted to World Headquarters, the amended budget is submitted to World Headquarters within 30 days.
 - F. A district's budget must match the District Success Plan.
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G. District budget expenses shall be limited as follows:

Category	Limit
Marketing	no budget limit
Communication and public relations	maximum 25 percent of total budget
Education & training	maximum 30 percent of total budget
Speech contest	maximum 10 percent of total budget
Administration	maximum 20 percent of total budget
Travel	maximum 30 percent of total budget
Other	maximum 10 percent of total budget
Conference	no budget limit*
District Store	no budget limit*
Fundraising	no budget limit**

*This category should break even

**Fundraising revenue should exceed expenses

Districts may request a one-year increase in the maximum limit for travel. The Executive Director will only approve the request if it is determined that the increase is the best solution to support the district mission.

6. District Audit

- A. Between July 1 and November 1, the district governor appoints a district audit committee for the mid-year audit.
 - B. Between January 1 and February 15, the treasurer provides the mid-year Profit and Loss Statement for the period of July 1 through December 31 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or treasurer submits the mid-year audit report and financial records to World Headquarters by February 15.
 - C. Between March 1 and June 1, at the district council meeting, the district executive committee presents the mid-year audit.
 - D. Between July 1 and August 31, the treasurer provides the year-end Profit and Loss Statement for the period of July 1 to June 30 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or treasurer submits the year-end audit report and financial records to World Headquarters by August 31.
 - E. Between August 1 and December 1, at the district council meeting, the district executive committee presents the district audit for the prior twelve months ending June 30.
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- F. Financial records include, but are not limited to, canceled checks, bank statements, paid invoices, and cash receipts and disbursement journals.
- G. The district executive committee provides copies of the audit prior to or at the district council meeting.
- H. The audit committee's composition, functions, and deadlines are further described in [Article XI, Section \(c\) of the District Administrative Bylaws](#).

7. Electronic Payments, Cash Advances, and Debit Cards

- A. Checks are the preferred method of payment for district obligations.
- B. Debit cards may be used as a method of payment for district obligations. Only the district governor or treasurer may use such cards. Payments made by the district governor must be authorized in advance in writing by the treasurer and at least one of the lieutenant governors. Payments made by the treasurer must be authorized in advance in writing by the district governor and at least one of the lieutenant governors.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Executive Director.
- D. Cash advances for budgeted district expenses (limit \$100) may be extended so that members need not spend personal funds on behalf of the district.

All advances must have prior written approval from the district governor and treasurer, or a lieutenant governor and treasurer if the advance is for the district governor. Receipts must be submitted to the treasurer and the advance reconciled within five business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive.

Policies and Protocol
Protocol 8.4: District Fiscal Management

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none">• Thank You cards• Flowers up to \$25• Toastmasters gift certificates• Toastmasters products• Gifts up to \$25
Expressions of Sympathy	<ul style="list-style-type: none">• Sympathy cards• Flowers up to \$25
Incentives	<ul style="list-style-type: none">• Toastmasters products• Toastmasters gift certificates• Registration (i.e., Conference, TLI)

1. Violation Reporting

- A. If an ethics or conduct violation arises, it is to be handled initially at the lowest or closest practical level to the incident.
- B. If the resolution of a violation is not satisfactory, the matter may be safely reported to a higher level. Club-level matters not resolved at the club level are reported to World Headquarters.
- C. If the matter is not reported, the higher level is not to be held responsible for the situation.
- D. The person receiving the report shall conduct a confidential investigation and shall initiate appropriate action to resolve the matter.
- E. Regardless of the level at which an incident occurs, if any person involved in the matter believes it was not resolved in accordance with the governing documents of Toastmasters International, or if the process is not feasible, such person may promptly report the situation to the Chief Executive Officer or to the International President if the Chief Executive Officer is charged with a violation.
- F. Any claim, threat of lawsuit, or lawsuit involving an ethics violation occurring above the club level must be reported promptly to the Chief Executive Officer.
- G. In jurisdictions where laws are stricter than the Toastmasters International governing documents, members and clubs are required to observe the stricter standards. Suspected violations of criminal law, such as embezzlement, theft, assault, or trespass should be reported to the appropriate law enforcement authorities in the jurisdiction.

2. Club Procedure to Discipline a Member

- A. Disciplinary actions conducted by a club relating to an individual member are addressed in [Article II, Section 7 of the Club Constitution](#). Each club is responsible for handling its own disciplinary matters following Toastmasters policy and protocol. **District officers have no club-level authority and shall not be involved in club-level disciplinary matters. World Headquarters, at the request of club officers, provides counsel and direction in matters of process.**
- B. ~~One of the following processes applies if a club considers disciplining an individual member. This includes, but is not limited to, situations in which the International President requests that the club initiate proceedings against a particular member. and situations in which a club considers not renewing, suspending, or taking other disciplinary action regarding an individual's membership. The club executive committee determines, by a majority vote, at which level the disciplinary procedure takes place: at the club executive committee level or at the club membership level.~~

- C. **An individual member who wishes to express concern about any ethics and conduct or other violations involving a member of the club executive committee or club may submit a written complaint containing reasonably credible information to the club president. ~~The club president serves as chair for the disciplinary procedure.~~ If the club president is the member charged, the next highest-level club officer **replaces the club president throughout the remainder of the proceedings** ~~serves as chair.~~**
- D. **If the club president believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The club president discusses the findings from the investigation with the complaining member and the charged members (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.**
- E. **If a resolution is not reached, the club president refers the matter to the club executive committee. The club executive committee determines, by a majority vote, whether:**
- I. **A disciplinary hearing takes place.**
 - II. **The disciplinary hearing is conducted by the club executive committee or the club members.**
- F. **This is the disciplinary hearing procedure, whether conducted by ~~The following describes the disciplinary procedure at~~ the club executive committee **level or the club members.****
- I. The club executive committee/**club members** recommends, by majority vote, membership termination or other disciplinary action.
 - II. The club executive committee/**club members** then provides written notice of the proposed **disciplinary** action **and list the ethics and conduct or other violations that are the cause of the disciplinary hearing** ~~reason~~ to the charged member.
 - III. After receiving notice, the member has 15 days to respond to the charges, either orally or in writing.
 - IV. If the member requests, the club executive committee/**club members** gives the member an opportunity to appear before the committee to discuss the issue. The committee notifies the member of the date, time, and location of the meeting.
 - V. The club executive committee/**club members** distributes copies of the charges and any response from the charged member to all members of the club executive committee/**club members**.
 - VI. After the 15-day response time, the club executive committee/**club members** votes on the proposed termination or other disciplinary action.
 - a. The club executive committee/**club members** provides reasonable notice of the agenda item to the club executive committee.

- b. The club executive committee/**club members** must have a quorum present (majority).
- c. In order to terminate membership, two-thirds of the club executive committee/**club members** present and voting must vote in favor of termination.

VII. The charged member and club members are notified of the action taken.

VIII. The charged member may appeal the club executive committee's decision to the club within 15 days of the date of notice. **There is no appeal of a decision made by the club members.** ~~If this occurs, the process for disciplinary action at the club membership level applies.~~

IX. When an individual is removed from membership in a club, the club president must notify World Headquarters within seven days.

~~G. The following describes the disciplinary procedure at the club membership level.~~

- ~~I. The club executive committee recommends, by majority vote, membership termination or other disciplinary action to club members.~~
- ~~II. The club executive committee provides written notice of the proposed action and reason to the charged member and to club members.~~
- ~~III. After receiving notice, the member has 15 days to respond to the charges, either orally or in writing. If the member requests, the club gives the member an opportunity to appear before the club to discuss the issue. The club notifies the member of the date, time, and location of the meeting.~~
- ~~IV. The club distributes copies of the charges and any response from the charged member to all club members.~~
- ~~V. After the 15-day response time, the club votes on the proposed termination or other disciplinary action.~~
 - ~~a. The club must provide reasonable notice of the agenda item to the club members.~~
 - ~~b. The club must have a quorum present (majority of active members).~~
 - ~~c. In order to terminate membership, two-thirds of those present and voting must vote in favor of termination.~~
- ~~VI. The charged member and club members are notified of the action taken as soon as is reasonable.~~
- ~~VII. There is no appeal of the club decision.~~

3. District Procedure to Discipline a Member

- A. Resignation or removal of a district officer is addressed in Article VII, Section(g) of the District Administrative Bylaws, which requires no advance notice, hearing, or cause for removal. The district executive committee may choose to remove a district officer summarily or follow the disciplinary process set forth here.
- B. An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the district executive committee, other appointed district official, or an individual Toastmasters member participating in district activities, may submit a written complaint containing reasonably credible information to the district director. If the district director is the member charged, the next highest-level district officer replaces the district director throughout the remainder of the proceedings.
- C. If the district director believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The district director discusses the findings from the investigation with the complaining member and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- D. If a resolution is not reached, the district director refers the matter to the district executive committee and informs World Headquarters. **World Headquarters provides counsel and direction in matters of process.** The district executive committee determines, by a majority vote, whether:
 - I. A disciplinary hearing takes place.
 - II. The disciplinary hearing is conducted by the district executive committee or the district council.
- E. The district director serves as chair for the disciplinary hearing.
- F. This disciplinary procedure, **whether conducted at the district executive committee or district council level, must be** ~~is~~ followed for all district-level disciplinary hearings.
 - I. A hearing is conducted during a regular or special meeting, in person or by teleconference. All discussion and materials are subject to confidentiality restrictions determined by the committee/council.
 - II. The complaining member, the charged member, and the committee/council members are notified of the date, time, location, and format of the hearing a minimum of 15 days before the hearing. The written notice shall include the proposed disciplinary action and **list the ethics and conducts or other violations that are the cause of the disciplinary hearing** ~~reason(s)~~.
 - III. The complaining member and the charged member have the opportunity to participate in the hearing. The committee/council determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
 - IV. The committee/council receives copies of the original complaint, the charged member's response and the results of the district director's confidential investigation in advance of the hearing.

- V. The charged member provides any written, physical, or other evidence (other than his or her oral testimony) to the district director no later than 48 hours prior to the hearing.
- VI. At the hearing, the district director:
 - a. Confirms that a quorum is present.
 - b. Indicates the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.
 - c. Advises that recording of the hearing is prohibited.
 - d. States that all discussion is limited to the charges and evidence presented.
 - e. Presents findings from the confidential investigation. The findings may contain sensitive information received from the complaining member and from other witnesses confidentially, and the council/committee may choose not to permit the charged member to know their identity or to cross-examine them.
 - f. Provides the charged member with a predetermined amount of time to speak and respond to the charges.
 - g. Provides any witnesses speaking a predetermined amount of time to speak.
 - h. Excuses all parties present except the district executive committee or district council to discuss appropriate disciplinary action. The charged member shall be is excused, even if a member of the committee or council. Any member of the committee or council having a family, business, or personal relationship to the charged member, if the relationship may cast doubt on the member's ability to render an impartial judgment, shall also be excused.
- 1. Disciplinary actions may include one or more of the following:
 - a. Private written censure of the member by the committee/council
 - b. Public written censure of the member by the committee/council
 - c. Suspension from participation in district events – not to exceed 18 months
 - d. Suspension or removal from district office
 - e. Suspension from eligibility to be elected or appointed to district office – not to exceed 18 months

f. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.

2. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by two-thirds of those present and voting.
- VII. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action. Depending on the circumstances, the disciplinary process and the result may be kept completely confidential or partially confidential at the discretion of the committee/council. If the charged member or the complaining member has made the matter public, if certain club or district officers should be notified in order to minimize potential harm to other members, or in other appropriate situations, the best interests of Toastmasters International may require discreet communications to others.
- VIII. The district executive committee's decision may be appealed to the district council. There is no appeal of the district council's decision. However, the Board of Directors may, on its own initiative, review the district's decision and reach a different conclusion in the best interests of Toastmasters International, its member clubs and individual members.

4. Recognition Program Violations

- A. The Chief Executive Officer is authorized to delay, deny, or withdraw the granting of any recognition award, or the acceptance at World Headquarters of any documentation in support of any such award, if it appears that there were misrepresentations by or on behalf of the individual, club, area, division, or district seeking the award.
- I. The final decision to deny or withdraw an award is the responsibility of and must be confirmed by the International President.
 - II. There is no right of appeal beyond the International President.
- B. If there are misrepresentations in the submission of a club's renewals, charter fees, or membership applications, that club shall be suspended from all performance results for the remainder of the program year.
- I. The district director, program quality director, and club growth director shall be immediately notified of the action and provided the reasons for suspension.
 - II. If all three officers, or a majority of the officers and the immediate past district director, or a majority of the district executive committee, certify in writing that, in their judgment, there was no misrepresentation, then the club can be reinstated to the performance results.
 - III. Clubs suspended from a district's year-end performance results must be reinstated before July 15 in order to receive credit for recognition as a Distinguished Club, Distinguished Area, Distinguished Division, and Distinguished District.

- C. Districts shall not create, administer, or promote any other recognition programs which compete with official Toastmasters International recognition programs.

1. Club Reinstatement

Club and Membership Eligibility

- A. Clubs inactive for one full dues renewal period may be reinstated within the following dues renewal period by one of two methods:
 - I. The club pays all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its inactive status; any past due account balance; and a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.
 - II. The club pays all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its becoming inactive, any past due account balance, and dues for all individual members in the club during the previous report period. Membership of individual members continues from the dates they originally joined the club.
- B. Clubs inactive for two or more full dues renewal periods are required to be chartered as new clubs, meeting all chartering requirements.

2. Members with Disabilities

- A. Various external laws apply to facilities and organizations regarding their responsibilities, if any, to provide accommodation to support the participation of persons with disabilities. If no public accommodation is involved, the laws may not apply.
- B. Toastmasters International and each of its subordinate units, including regions, districts, divisions, and areas, shall comply with applicable laws regarding accommodations for persons with disabilities in the jurisdictions in which meetings or other functions are held.
- C. Since Toastmasters clubs are separate legal entities, their legal obligations with respect to persons with disabilities may differ from the obligations of Toastmasters International, depending on national, state, or local regulations and the availability of facilities for meetings in their communities. It may not be reasonable, feasible, or possible to provide accommodation in every instance.
- D. Where disability laws apply, it is the responsibility of the highest ranking officer at the level for which an event is planned (e.g., the district governor for a district, the club president for a club) to determine what laws and regulations may apply regarding accommodations for persons with disabilities at the event facility.

- E. If the responsible person determines that an event facility must meet a certain standard of disability accommodation, a written guarantee shall be obtained from the facility owner or operator that the facility complies with that standard and holds Toastmasters International or the club harmless if the facility should violate that standard. If a claim or suit is subsequently brought against Toastmasters International or the club regarding disability accommodation at such event, defense of the claim or suit shall be tendered immediately to the facility owner or operator.
- F. In the case of practical limitations or unforeseen circumstances that could result in some obstacle, hindrance, or other difficulty for a person with a disability at an event, Toastmasters International cannot and does not promise full participation in its programs to persons who are not able to participate through their own efforts.

3. Virtual Attendance at Club Meetings

- A. Virtual attendance is defined as any member participating and interacting in a club meeting through the use of live audio and video conferencing tools utilizing an online platform.**
 - I. Participants are not in the same physical location as the rest of the club members attending the in-person meeting.**
 - II. Participants must be able to communicate with all other members in attendance at the in-person meeting.**
 - III. Virtual participation in a club meeting does not include teleconferencing, recorded video, or recorded audio**
- B. Clubs that opt to allow virtual attendance at the regular in-person meeting must specify this in the Addendum of Standard Club Options.**
- C. Each club determines the type of virtual platform(s) to be used and must purchase it at their own expense.**
- D. Each member participating in virtual club meetings will provide their own technology at their own expense.**

International Elections

1. Annual Business Meeting

- A. Elections and the Annual Business Meeting are governed by [Articles IX](#) and [X of the Bylaws of Toastmasters International](#).
- B. Prior to the Annual Business Meeting the International President appoints a member of the Board of Directors as supervising director to oversee the voting process.
- C. The supervising director, in partnership with the Executive Director, has the following tasks related to the Annual Business Meeting:
 - I. Observes the instructions provided by the parliamentarian and monitors the voting process.
 - II. Appoints a team of 20 members to support delegates during the voting process. Coordinates with candidate-appointed observers (one per candidate) to ensure the integrity of the voting process.
 - III. Verifies the results of each vote and provides the results to the International President.
- D. The International President is the chair of the Annual Business Meeting.
- E. The supervising director's name is announced.
- F. The credentials committee chair presents the committee report.
- G. The order of business is international officer elections, followed by international director elections, and Constitution and Bylaws amendment proposals.
- H. The International President informs candidates that each of them may stand for only one office and that they may withdraw their names from nomination in order to be placed in nomination for another office at any time before the nominations for that office have closed.
- I. The International President or a person designated by the International President explains the election and voting rules and process to the delegates.
- J. The International Leadership Committee (ILC) chair presents the committee's report. If the ILC chair is absent, the International President designates an alternate presenter.
- K. The ILC report consists of the names, cities, regions, and countries of the ILC members and the name and city of each candidate in descending alphabetical order by name.

L. If any policy violations by a nominated candidate occur, the ILC chair may disclose that violation and may announce whether the violation could have affected the candidate's nomination.

~~L.M.~~ Any candidate nominated by the ILC may withdraw from such nomination at any time after the committee's report is read and before the nominations are closed for the office to which the candidate has been nominated, and may be nominated from the floor for any other office for which nominations are still open.

~~M.N.~~ The International President asks if there are any additional nominations from the floor for any of the officer positions, as permitted by [Article VIII, Section 3 of the Bylaws of Toastmasters International](#). When all such nominations are completed, the International President declares the nominations for the officer positions closed.

~~N.O.~~ After all officer nominations are closed, if there is only one candidate for any office, the International President entertains a motion under [Article X, Section 6 of the Bylaws of Toastmasters International](#) to dispense with the secret ballot for such uncontested office and to instruct the secretary to cast a single vote for the candidate for each such office.

P. If any policy violations by an officer candidate have occurred, the International President may disclose such violations.

~~Q.Q.~~ Each opposed officer candidate is entitled to a two-minute speech.

- I. The speeches are delivered in alphabetical order by office, commencing with the highest contested office.
- II. Each speech is delivered from the platform by the candidate, except when a candidate is not in attendance, in which case the speech is given by the candidate's representative.

~~P.R.~~ Balloting in elections is governed by [Article IX, Section 3 of the Bylaws of Toastmasters International](#).

~~Q.S.~~ Nominations for directors commences after the voting for officers is complete and the results have been announced.

~~R.T.~~ The International President or the person designated by the International President reads the names, cities, and districts of the director candidates.

- I. The announcement order is the lowest numbered region to the highest-numbered region.
- II. The International President asks if there are additional nominations from the floor, as permitted by [Article VIII, Section 3 of the Bylaws of Toastmasters International](#), and reminds the delegates that no candidate may be nominated unless such candidate consents to such nomination and meets all other requirements.

III. After all nominations are presented, the International President declares the nominations for director candidates closed followed by two-minute speeches by each opposed candidate (or a candidate's representative, if a candidate is not in attendance).

IV. If any policy violations by a director candidate have occurred, the International President may disclose such violations.

~~IV.V.~~ If any candidate is unopposed, the International President entertains a motion under [Article X, Section 6 of the Bylaws of Toastmasters International](#) to dispense with the secret ballot for any uncontested office and to cast a single vote for any unopposed candidate.

~~S.U.~~ The International President is advised before the election of the names of the candidates. This rule does not preclude nominations from the floor without advance notice to the International President.

~~T.V.~~ When the names of the candidates are announced, they are displayed to the delegates.

~~U.W.~~ Before votes for directors are cast, the International President announces that the election is by majority vote for each contested directorship.

~~V.X.~~ Votes are cast and counted. In the event no candidate receives a majority of the votes cast for any one or more of the contested directorships, voting continues as prescribed in [Article IX, Section 3 of the Bylaws of Toastmasters International](#).

~~W.Y.~~ After each count is calculated, the supervising director verifies the count and provides the results to the International President or Parliamentarian.

~~X.Z.~~ The official final report, containing all election results, is completed, using a form provided by World Headquarters, by the supervising director and delivered to the International President or Parliamentarian.

~~Y.AA.~~ Final results are posted publicly at the meeting site and broadcast electronically to the membership following adjournment of the meeting.

2. Special Membership Meeting

- A. Special membership meetings are described in [Article IX, Section 4 of the Bylaws of Toastmasters International](#). Whenever possible, actions to be voted on by the members are presented at the Annual Business Meeting.
- B. Special membership meetings may be called by majority vote of the Board of Directors at any Board meeting or by unanimous written consent.
- C. Special membership meetings must follow all rules that apply to the Annual Business Meeting and meet applicable requirements of California Nonprofit Public Benefit Corporation Law.

3. Voting by Mail

- A. The circumstances for holding an election by mail vote are stated in [Article IX, Section 4 of the Bylaws of Toastmasters International](#). As permitted by the California Nonprofit Public Benefit Corporation Law, mail votes may be conducted by electronic transmission in compliance with [Article XIII, Section 9](#) of the Bylaws of Toastmasters International.
- B. The Board decides—by majority vote at a Board meeting or by unanimous written consent—that circumstances warrant election of officers and directors by mail vote of the membership.
- C. In the case of any election by mail vote of the membership, the Board sets the record date for purposes of determining which members are entitled to cast votes. The record date is not more than 60 days before the day on which the first written ballot is mailed or solicited. The members otherwise entitled to vote as of the close of business on such record date are entitled to vote in the election.
- D. The Board determines the means by which and the date on which ballots are distributed to those members entitled to vote in the election.
- E. The Board sets a reasonable date by which ballots must be received at World Headquarters to be counted in the election.
- F. The Board sets a reasonable date for completion of the nomination procedures described in [Article VIII, Sections 1, 2, and 3 of the Bylaws of Toastmasters International](#) allowing adequate time for the preparation of ballots and the solicitation and inclusion of candidate statements, as well as the reasonable equivalent of floor nominations.
- G. The Board appoints an election committee consisting of the corporate secretary-treasurer and two other persons to be responsible for the conduct of the election.
 - I. The committee has the powers given to inspectors of elections in the California Nonprofit Public Benefit Corporation Law and is otherwise governed by that law.
 - II. The Board and World Headquarters provide all reasonable assistance to the committee.
- H. The election committee determines the minimum number of votes to be received (quorum) by the date set by the Board for a valid election to take place. Quorums are defined in [Article XI, Section 1 of the Bylaws of Toastmasters International](#).
- I. The Board reviews and approves a form of written ballot and the accompanying solicitation letter to members from the Board.

- I. The ballot states that it concerns the annual election of officers and directors in lieu of elections normally held at the Annual Business Meeting.
- II. The ballot specifies, for each contested position, the names of each candidate validly nominated for that position and provides space for the member to vote for, vote against, or abstain from voting with respect to each candidate. No space for write-in candidates shall be provided.
- III. The ballot explicitly states that if a member specifies a choice, the member's vote is cast accordingly.
- IV. In addition to any instructions or recommendations from the Board relating to the written ballot, the solicitation letter accompanying written ballots to be sent to members states the date by which written ballots must be received by World Headquarters in order to be counted and the minimum number of responses to be received to meet the requirement for a valid vote.
- J. If, after the close of nominations, only one person is nominated for a position, the election committee declares the person nominated and qualified to have been elected without further action.
- K. The election committee notifies each validly nominated candidate in a contested election of the opportunity to submit a written statement, of no more than 500 words, to communicate to members the nominee's qualifications and reasons for seeking office and to solicit the vote of the members.
 - I. The notice specifies a reasonable deadline for the candidate's submission of this statement to the committee.
 - II. Any candidate's statement not received by the committee, at the address stated in the notice, by the deadline, is not distributed to members with the written ballot.
 - III. World Headquarters responds to all communications requests from nominees in accordance with the California Nonprofit Public Benefit Corporation Law.
- L. On the date specified by the Board, the election committee causes written ballots and any accompanying materials—including the text of all valid candidate statements received, presented with equal prominence—to be distributed in the manner specified by the Board to every member entitled to vote in the election.
- M. Promptly after the due date, the election committee determines whether enough votes have been received to constitute a valid election.
 - I. If so, the election committee counts the votes, and the candidate receiving the number of votes required by [Article IX, Section 3 of the Bylaws of Toastmasters International](#) shall be declared elected.

- II. If three or more candidates are nominated for an office, the ballot may be constructed so as to provide further choices for members to make in the event that one candidate does not receive a majority of the votes cast, in order to achieve a reasonable equivalent to the balloting process set forth in [Article IX, Section 3 of the Bylaws of Toastmasters International](#).
- N. In the case of a tie, the winner is selected by lots.
- O. In counting votes, any ballots marked “withhold,” “abstain,” or otherwise indicating that the vote is withheld, is not cast for or against any candidate in that contest.
- P. The committee certifies in writing, under penalty of perjury, the results of the election to the Board and the members.
- Q. Those elected take office immediately upon the certification of their election.
- R. Ballots, once delivered to World Headquarters, may not be revoked.

Club and Membership Eligibility

1. Club Reinstatement

- A. Clubs inactive for one full dues renewal period may be reinstated within the following dues renewal period by one of two methods:
 - I. The club pays all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its inactive status; any past due account balance; and a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.
 - II. The club pays all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its becoming inactive, any past due account balance, and dues for all individual members in the club during the previous report period. Membership of individual members continues from the dates they originally joined the club.
- B. Clubs inactive for two or more full dues renewal periods are required to be chartered as new clubs, meeting all chartering requirements.

2. Members with Disabilities

- A. Various external laws apply to facilities and organizations regarding their responsibilities, if any, to provide accommodation to support the participation of persons with disabilities. If no public accommodation is involved, the laws may not apply.
- B. Toastmasters International and each of its subordinate units, including regions, districts, divisions, and areas, shall comply with applicable laws regarding accommodations for persons with disabilities in the jurisdictions in which meetings or other functions are held.
- C. Since Toastmasters clubs are separate legal entities, their legal obligations with respect to persons with disabilities may differ from the obligations of Toastmasters International, depending on national, state, or local regulations and the availability of facilities for meetings in their communities. It may not be reasonable, feasible, or possible to provide accommodation in every instance.
- D. Where disability laws apply, it is the responsibility of the highest ranking officer at the level for which an event is planned (e.g., the district director for a district, the club president for a club) to determine what laws and regulations may apply regarding accommodations for persons with disabilities at the event facility.

- E. If the responsible person determines that an event facility must meet a certain standard of disability accommodation, a written guarantee shall be obtained from the facility owner or operator that the facility complies with that standard and holds Toastmasters International or the club harmless if the facility should violate that standard. If a claim or suit is subsequently brought against Toastmasters International or the club regarding disability accommodation at such event, defense of the claim or suit shall be tendered immediately to the facility owner or operator.
- F. In the case of practical limitations or unforeseen circumstances that could result in some obstacle, hindrance, or other difficulty for a person with a disability at an event, Toastmasters International cannot and does not promise full participation in its programs to persons who are not able to participate through their own efforts.

3. ~~Virtual~~ **Online Attendance at Club Meetings**

- A. ~~Virtual Online~~ attendance is defined as any member participating and interacting in a club meeting through the use of live audio and video conferencing tools utilizing an online platform.
 - I. Participants are not in the same physical location as the rest of the club members attending the in-person meeting.
 - II. Participants must be able to communicate with all other members in attendance at the in-person meeting.
 - III. ~~Virtual Online~~ participation in a club meeting does not include **voice-only** teleconferencing, recorded video, or recorded audio.
- B. Clubs that opt to allow **virtual online** attendance at the regular in-person meeting must specify this in the Addendum of Standard Club Options.
- C. Each club determines the type of **virtual online** platform(s) to be used and must ~~purchase it at their own expense~~ **acquire it at the club's expense if there is a fee for use.**
- D. Each member participating in **virtual online** club meetings will provide their own technology at their own expense **if there is a fee for use.**

4. **Online Clubs**

- A. **Online clubs are defined as having a majority of members attending meetings through the use of live, online video-conferencing tools.**
 - I. **Each online club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.**
 - II. **Each member participating in an online club will provide their own technology at their own expense if there is a fee for use.**

- III. Voice-only teleconferencing, recorded video, or recorded audio are not acceptable forms of attendance.**
- B. Online clubs must begin existence as newly chartered clubs. Existing clubs may not become online clubs, nor may online clubs change their status and become in-person clubs.**
- C. Online clubs are undistricted.**
- D. Online clubs must self-identify as such in the Addendum of Standard Club Options.**

Board of Directors Meetings

1. The Board meets in-person, via teleconference, or via videoconference. Board meetings are conducted in accordance with the following procedures. Any situation not covered by Bylaws, policy, or protocol follows the latest edition of *Robert's Rules of Order, Newly Revised*.
2. The Chief Executive Officer prepares and distributes agenda information, subject to the approval of the International President, to Board members in advance of each meeting.
3. Board meetings typically consist of the approval of minutes, reports, resolutions, unfinished business, new business, and announcements.
 - A. The International President or alternate presides as the Board chair and maintains order. The chair decides all questions of order, subject to Board appeal. The chair announces the business that is in order, and no business is considered until the class to which it belongs is declared in order. The chair may call a recess for the purpose of committee meetings.
 - B. A committee considers topics assigned by the International President or the Board and originates new topics within the scope of its stated functions. Each committee reports its findings and recommendations to the Board.
 - C. Directors address the chair and proceed only when recognized. No member is entitled to speak more than once on any issue until each member has the opportunity to speak.
 - D. Votes are taken by voice except if the chair is in doubt or a division is requested, in which case the vote is counted by hands or roll call. A roll call vote is taken upon the request of any two members.
 - E. Any member, upon request, may have a dissenting vote recorded in the minutes. Every Board member, including the chair, is entitled to vote or abstain on every issue on which a vote is taken; abstention is required if the member has a conflict of interest.
 - F. Committee reports are written and called for action during the proper order of business.
 - G. If a topic is exclusively assigned to a committee, that committee is given the opportunity to make a recommendation to the Board before the Board acts on the matter.
 - H. Committee and minority reports are addressed to the Board and include the topic, purpose, policy references, proposal, and supporting information.
 - I. The International President may prepare Board and committee topics in consultation with the Executive Committee. The International President informs all Board members of Board and committee assignments at the time topics are assigned.
 - J. During discussions, Board members may ask questions of the committee members.

4. The Chief Executive Officer provides Board meeting minutes to the Board within 60 days after each Board meeting. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
5. The Chief Executive Officer provides Executive Committee meeting minutes to the Board within 30 days after each Executive Committee meeting. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
6. The Board may receive suggestions for Board agendas **items** from **board members**, the International President, the Chief Executive Officer, Board committees or any Toastmasters member. **Board members are encouraged to submit potential agenda items using the Board Item Submission Request form.**
7. ~~The final~~ **A suggested list of meeting agenda items consisting of ongoing business and potential new business and information** is developed by the Chief Executive Officer **and is submitted to the International President.** ~~subject to the approval of t~~ **The International President determines the final list of agenda items.** ~~and includes~~ **However, the Board may vote to direct the International President to include an item on the agenda.**
8. **The Chief Executive Officer develops** background information on each agenda item for the Board's study or review. **This information is provided a minimum 14 days in advance of scheduled in-person Board meetings, and 72 hours in advance of Board teleconferences.**
- ~~8.9.~~ In Board deliberations, each Board member has the opportunity to present his or her opinion.

Board of Directors Meetings

1. The Board meets in-person, via teleconference, or via videoconference. Board meetings are conducted in accordance with the following procedures. Any situation not covered by Bylaws, policy, or protocol follows the latest edition of *Robert's Rules of Order, Newly Revised*.
2. The Chief Executive Officer prepares and distributes agenda information, subject to the approval of the International President, to Board members in advance of each meeting.
3. Board meetings typically consist of the approval of minutes, reports, resolutions, unfinished business, new business, and announcements.
 - A. The International President or alternate presides as the Board chair and maintains order. The chair decides all questions of order, subject to Board appeal. The chair announces the business that is in order, and no business is considered until the class to which it belongs is declared in order. The chair may call a recess for the purpose of committee meetings.
 - B. A committee considers topics assigned by the International President or the Board and originates new topics within the scope of its stated functions. Each committee reports its findings and recommendations to the Board.
 - C. Directors address the chair and proceed only when recognized. No member is entitled to speak more than once on any issue until each member has the opportunity to speak.
 - D. Votes are taken by voice except if the chair is in doubt or a division is requested, in which case the vote is counted by hands or roll call. A roll call vote is taken upon the request of any two members.
 - E. Any member, upon request, may have a dissenting vote recorded in the minutes. Every Board member, including the chair, is entitled to vote or abstain on every issue on which a vote is taken; abstention is required if the member has a conflict of interest.
 - F. Committee reports are written and called for action during the proper order of business.
 - G. If a topic is exclusively assigned to a committee, that committee is given the opportunity to make a recommendation to the Board before the Board acts on the matter.
 - H. Committee and minority reports are addressed to the Board and include the topic, purpose, policy references, proposal, and supporting information.
 - I. The International President may prepare Board and committee topics in consultation with the Executive Committee. The International President informs all Board members of Board and committee assignments at the time topics are assigned.
 - J. During discussions, Board members may ask questions of the committee members.

4. The Chief Executive Officer provides Board meeting minutes to the Board within 60 days after each Board meeting. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
5. The Chief Executive Officer provides Executive Committee meeting minutes to the Board within 30 days after each Executive Committee meeting. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
6. The Board may receive suggestions for Board agenda items from board members, the International President, the Chief Executive Officer, Board committees or any Toastmasters member. Board members are encouraged to submit potential agenda items using the Board Item Submission Request form.
7. A suggested list of agenda items consisting of ongoing business and potential new business is developed by the Chief Executive Officer and is submitted to the International President. The International President determines the final list of agenda items. However, the Board may vote to direct the International President to include an item on the agenda.
8. The Chief Executive Officer develops background information on each agenda item for the Board's study or review. This information is provided a minimum 14 days in advance of scheduled in-person Board meetings, and 72 hours in advance of Board teleconferences.
9. **Agendas and background information for Executive Committee meetings are provided to the Board at the same time as the Executive Committee.**
- 9.10. In Board deliberations, each Board member has the opportunity to present his or her opinion.

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. ~~International~~
 - 2. ~~Evaluation~~
 - 3. ~~Humorous~~
 - 4. ~~Table Topics~~
 - 5. ~~Tall Tales~~
 - 6. ~~Taped—for members of:~~
 - a) ~~undistricted clubs~~
 - b) ~~clubs in provisional districts~~
- B. ~~Speech contests must follow these requirements:~~
 - 1. ~~Speech contest competitors must meet all eligibility requirements as outlined in the Speech Contest Rulebook.~~
 - 12. Districts must conduct the International Speech Contest. **The International Speech Contest shall only be conducted in English.**
 - 23. ~~Districts may conduct up to three additional English speech contests each year, which may be chosen from the list above.~~
 - 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.**
- ~~B4. The only contests permitted at the area, division, or district levels are those that originate at the club level and proceed through the area, division, and district levels. 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. Each club, area, division, and district contest, from the introduction of the person conducting the contest through the announcement of results, must be conducted separately from any other club, area, division, or district contest.

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 ~~in good standing~~ 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: ~~have completed at least six speech projects in the *Competent Communication* manual prior to the club contest. Contestants in speech contests other than the international contest do not need to meet this requirement.~~

a) Have completed six speech projects in the *Competent Communication* manual.

1.a) 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 ~~governors~~ **directors**
- g) District officers or ~~announced~~ 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 ~~in good standing~~ is held.
 - a) ~~Should a member win more than one club International Speech Contest, he or she is permitted to represent only one of those clubs at the area level.~~
 - a)b)** 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~~ **through the use of live, online audio and video-conferencing is permitted at club contests for clubs that allow online attendance at their meetings.** Participation **by** audio tape, video tape, teleconference, Web cam, streaming audio, or other remote technology is not permitted. (Exception: participants in the ~~Taped Video~~ Speech Contest are required to submit their entries as **audio video** recordings, as outlined in the ~~Taped 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 ~~in good standing~~.
 2. At an area, division, or district contest:
 - a) Be a **paid** member ~~in good standing~~ for a minimum of six months.
 - b) Have completed a minimum of six speech projects in *Competent Communication*.
 - 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 ~~in good standing~~ for a minimum of six months.

- b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze.
- c) Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.

4. ~~Voting judges at all levels shall remain anonymous when practical.~~

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 ~~and alternate~~ 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 prepare their own speeches, and each must be substantially original.
 - 1. Speeches for International, Humorous, and Tall Tales contests must be certified as such in writing to the chief judge by the contestants prior to the presentation of their speeches using the Speaker's Certification of Eligibility and Originality (Item 1183).
 - 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.
- 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 **ballot 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 **a separate sheet of paper 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 **reading from the Results Form**.
 - 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

- A. Contestants who plan to use props (including any sort of electronic device) 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 ~~given in any International Speech Contest since January 1 of that same year~~ **the one presented during the participant's semifinal speech contest.**
 1. ~~Up to and including the semifinal speech contest, International contestants are permitted to use the same speech, but are not required to do so.~~
 - 12.** 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.
 - 23.** 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.
 - 34.** 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.
 - 45.** 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 to make preparatory notes during the test speech using ~~materials of their choice~~ **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 ~~materials of their choice~~ **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 **their copy of the Evaluation Contestant Notes sheet** ~~all written material~~ to the contest sergeant at arms. ~~Preparation material~~ **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.

Taped Video Speech Contest

1. Members of undistricted clubs ~~and provisional districts~~ are invited to participate in the **International Taped Video** Speech Contest. ~~Tapes~~ **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 **Taped Video** Speech Contest, nor are there any travel allowances.
 - B. To enter, clubs conduct a speech contest and submit ~~an audio cassette or CD~~ **video** recording of the winning speech.
3. Only one ~~taped~~ speech per club may be submitted. The ~~tape~~**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 on the video, including the introduction. Speeches that have been edited will not be accepted.**
 - ~~A. You may use whatever means you wish to record the contest before a live audience, but all entries must be submitted to World Headquarters on audio cassette or audio CD. Videotapes, data CDs, MP3s, and other media will not be accepted. Presentations that have been edited will not be accepted.~~
 - CB. Time the speech carefully to comply with the International speech contest rules.**
 - ~~DC. Clearly mark the audio tape and container with the participant's name and club number, and be sure to~~ **Submit** a completed Speaker's Certification of Eligibility and Originality (Item 1183) **with the entry form.**
 - ~~ED. Tapes~~ **Entry forms** must be **emailed to** videospeechcontest@toastmasters.org **and** 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.

~~The contest chair may appoint a contest Toastmaster to perform any of the chair's duties listed in the Contest Chair's Checklist. In such cases, the term "contest Toastmaster" should be considered synonymous with "contest chair." A contest Toastmaster and contest chair are both ineligible to compete in the contest in which they are serving.~~

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)
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: ~~contact the Member Services team at World Headquarters by email at speechcontests@toastmasters.org.~~
 - **Check club rosters in the District Central section of www.toastmasters.org. District directors, program quality directors, club growth directors, division directors, and area directors have access to this resource.**
 - **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>
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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)

District Events

1. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

2. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training occurs no later than September 30.
- B. Initial area and division director training is a minimum of four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together.
- D. Ongoing training of division and area directors is conducted at district meetings, such as district executive committee meetings.

3. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their

guests. These events are not open to the general public nor used as fundraising events.

4. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. A minimum of two meetings shall be conducted in-person. Additional meetings may be conducted in-person or virtually. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee.
- E. District executive committee meeting information is included in the district calendar and in other district communications.
- F. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- G. Any training at district executive committee meetings focuses on achieving the district mission.
- H. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.

- VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
- VII. The district director's recommendations to fill any vacancies in office are approved.
- VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

5. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article X of the District Administrative Bylaws and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, may be conducted in person or online. Online meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee.**
- ~~D.G.~~ District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- ~~E.D.~~ At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.
 - V. The Profit and Loss Statement is presented.
 - VI. Appointed officers are confirmed at the first district council meeting.
 - VII. The district executive committee's action to fill any vacancies in district office is confirmed.
 - VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.

- IX. The **district nominating leadership** committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district governor, and public relations manager report on progress toward district goals.

6. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director education and training, assistant division director marketing, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

7. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.
- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director education and training, assistant area director marketing, area secretary, club presidents within the area, club vice presidents education within the area, and club vice presidents membership within the area.
- D. Unless noted, the following business is conducted at area council meetings:

- I. Club plans, goals, and progress in the Distinguished Club Program are presented.
- II. Club leader training attendance reports are presented.
- III. Plans for area events, such as training and speech contests, are made.

8. District Conferences

- A. The purpose of a district conference is to provide communication and leadership training opportunities toward achieving the district mission and to hold district council meetings.
- B. Districts may have only two district conferences each year in conjunction with the required district council meetings. The annual conference is defined in Article XII, Section 4 of the Bylaws of Toastmasters International.
- C. District conference information is included in the district calendar and in other district communications.
- D. Unless noted, the following events occur at the district conference:
 - I. The district council meeting is held.
 - II. The International Speech Contest takes place at the conference in conjunction with the district council annual meeting.
 - III. Educational sessions, which focus on achieving the club and district missions, are held.

9. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

District Fiscal Management

1. District Funds

- A. In order of priority, district funds are used for district and club leader training, club growth and retention, supporting clubs in their membership growth efforts, the promotion of Toastmasters International educational programs within clubs, district communications, administrative materials, awards and recognition items, district leader travel, district meetings, and speech contests conducted by the district.
- B. District funds shall not be used for other meetings outside the district nor for membership and club dues or fees. In addition, district funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund.

2. District Financial Records

- A. All district funds, bank statements, canceled checks, and other financial records are the property of the district and of Toastmasters International.
- B. Such funds and records are delivered to the new district finance manager or new district director no later than July 1 of the new district program year under Article XII, Section (b) of the District Administrative Bylaws.
- C. The outgoing district finance manager and the outgoing district director retain copies of any records necessary to complete the district year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new district finance manager or new district director.

3. District Reserve Account

- A. During the final months of the program year, the district reserve account balance shall remain equal to or greater than 25% of that district's membership-dues income for the prior year.
- B. District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed district leaders **(along with their signed Officer Agreement and Release Statements)**, the district signature form for withdrawal of district funds, a bank-provided list of authorized signers for all district accounts, a calendar of district events for the year, and changes in club assignments to areas and divisions are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding district year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
 - III. The district budget is received at World Headquarters by September 30.
 - IV. The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.

- V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
- VI. The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
- VII. A list of assets must be signed by the immediate past district governor and current district directors and submitted to World Headquarters by August 31 of each year.
- VIII. Account reconciliations must be completed in the online district accounting system within 30 days of each month end.

4. Financial Controls

- A. The estimated district budget must be signed by the district director, program quality director, club growth director, and finance manager.
- B. District checks must be signed by the district director and finance manager. Checks made payable to the district director or finance manager must be signed or approved in advance in writing by a program quality director or club growth director. Alternate signers are permissible only if approved by the Toastmaster International Executive Committee.
- C. If district account signers are cohabitants, spouses, children, grandchildren, brothers, sisters, and spouses of their children, grandchildren, brothers, and sisters, their signatures or approvals must always be countersigned or approved by another approved signer who is not one of the above.
- D. The District Profit and Loss Statement must be provided at each district executive committee and district council meeting.
- E. The District Profit and Loss Statement must be submitted monthly to the district director, program quality director or club growth director and quarterly to World Headquarters within 30 days after the end of the month.
- F. All district expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.
- G. All expense reimbursement claims must be approved by the district director. The district director's reimbursement claims must be approved by a program quality director or club growth director.
- H. A single expenditure in excess of \$500 must be authorized in advance in writing by the district director, program quality director or club growth director, in consultation with the district finance manager.
- I. Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.

- J. Reimbursement by a district must be made within 60 days after receipt of an authorized reimbursement request. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.
- K. Comingling of district funds with funds in personal accounts, club accounts, or any other accounts is prohibited.
- L. District audits account for all district income and expenses. All district bank accounts and funds are included in the district budget and audits, including any accounts held at the division, area, and conference level. All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.
- M. The financial duties of district officers and other financial controls are also set forth in Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws.

5. District Budget

- A. The district director, program quality director, club growth director, and finance manager prepare the district budget between June 1 and August 31.
- B. Under Article XI, Section (a) of the District Administrative Bylaws, the district executive committee gives preliminary approval to the district budget and the district director submits the budget to World Headquarters between September 1 and September 30.
- C. The district executive committee presents the district budget for approval between August 1 and December 1 at the district council meeting.
- D. The district executive committee provides copies of the budget prior to or at the district council meeting.
- E. If the district council makes any amendments to the budget after it is submitted to World Headquarters, the amended budget is submitted to World Headquarters within 30 days.
- F. A district's budget must match the District Success Plan.
- G. District budget expenses shall be limited as follows:

Category	Limit
Marketing	no budget limit
Communication and public relations	maximum 25 percent of total budget
Education & training	maximum 30 percent of total budget
Speech contest	maximum 10 percent of total budget
Administration	maximum 20 percent of total budget
Travel	maximum 30 percent of total budget
Other	maximum 10 percent of total budget
Conference	no budget limit*
District Store	no budget limit*
Fundraising	no budget limit**

*This category should break even

**Fundraising revenue should exceed expenses

Districts may request a one-year increase in the maximum limit for travel. The Chief Executive Officer will only approve the request if it is determined that the increase is the best solution to support the district mission.

6. District Audit

- A. Between July 1 and November 1, the district director appoints a district audit committee for the mid-year audit.
- B. Between January 1 and February 15, the treasurer provides the mid-year Profit and Loss Statement for the period of July 1 through December 31 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or finance manager submits the mid-year audit report and financial records to World Headquarters by February 15.
- C. Between March 1 and June 1, at the district council meeting, the district executive committee presents the mid-year audit.
- D. Between July 1 and August 31, the finance manager provides the year-end Profit and Loss Statement for the period of July 1 to June 30 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or finance manager submits the year- end audit report and financial records to World Headquarters by August 31.
- E. Between August 1 and December 1, at the district council meeting, the district executive committee presents the district audit for the prior twelve months ending June 30.
- F. Financial records include, but are not limited to, canceled checks, bank statements, paid invoices, and cash receipts and disbursement journals.
- G. The district executive committee provides copies of the audit prior to or at the district council meeting.
- H. The audit committee's composition, functions, and deadlines are further described in Article XI, Section (c) of the District Administrative Bylaws.

7. Electronic Payments, Cash Advances, and Debit Cards

- A. Checks are the preferred method of payment for district obligations.
- B. Debit cards may be used as a method of payment for district obligations. Only the district director or finance manager may use such cards. Payments made by the district director must be authorized in advance in writing by the finance manager and program quality director or club growth director. Payments made by the treasurer must be authorized in advance in writing by the district director and program quality director or club growth director.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Chief Executive Officer.

- D. Cash advances for budgeted district expenses (limit \$100) may be extended so that members need not spend personal funds on behalf of the district.

All advances must have prior written approval from the district director and finance manager, or program quality director or club growth director and finance manager if the advance is for the district director. Receipts must be submitted to the finance manager and the advance reconciled within five business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive.

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none">• Thank You cards• Flowers up to \$25• Toastmasters gift certificates• Toastmasters products• Gifts up to \$25
Expressions of Sympathy	<ul style="list-style-type: none">• Sympathy cards• Flowers up to \$25
Incentives	<ul style="list-style-type: none">• Toastmasters products• Toastmasters gift certificates• Registration (i.e., Conference, TLI)

District Campaigns and Elections

1. Schedule

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 the 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.

2. District Leadership Committee

- A. The district leadership committee (DLC) is defined and governed by [Article XI, Section \(b\) of the District Administrative Bylaws](#).
- B. The DLC ensures that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.
- C. The DLC is comprised of:
 - I. One committee member, preferably a past district director, who is appointed as chair by the district director.
 - II. Other committee members are appointed by the district leadership committee chair, subject to the approval of the district director.
 - III. Each committee member must be a paid member.
 - IV. Each division in the district must be represented on the committee.
 - V. A member of a club from a different district in the same region may be appointed to the DLC in order to provide outside perspective during

deliberations.

- VI. The district director is not a member of the DLC.
- VII. International officer and director candidates, members of the Board of Directors and region advisors may not serve on the DLC.
- D. Members serve one year on the DLC and may be reappointed after a one-year absence from the committee.
- E. Committee members may participate by conference call, email, or other means of communication when geographic distance impedes participation.
- F. Committee members shall not participate in any campaign or endorse any candidate for district office.
- G. No committee member may be nominated or run from the floor for a district office in the election at which the committee's report is presented.
- H. Committee members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting. They must also abstain from discussion and voting regarding that candidate in the context of the Committee.

3. Candidate Assessment and Selection

- A. The DLC interviews and evaluates all known candidates for each elected position. Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The chair provides these documents to the DLC members.
- B. All candidates are interviewed by at least two committee members jointly or individually.
- C. The DLC members, including the chair:
 - I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
 - II. Exercise independent judgment during the selection process.
 - III. Consider the experience, abilities, and qualifications of each candidate.
 - IV. Keep in mind the best interests of Toastmasters International, its member clubs, individual members and the district.
 - V. Take into consideration all candidates for each district office.
- D. The DLC chair casts his or her vote along with the other members of the committee for each nomination, but does not attempt to influence the other members of the committee.

- E. Committee members cast their votes in written form, and the committee nominates one or two candidates each for the offices of district director and program quality director, and one or more candidates for the office of club growth director and all other elective district offices.
- F. To be nominated, a candidate must receive a majority vote of the DLC.
- G. DLC deliberations and votes are confidential and may be shared only with the district director, World Headquarters, and the Toastmasters International Board of Directors.

4. Nomination Results

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The committee report, distributed to the district council, includes the Candidate Biography Form for each candidate.
- C. The committee chair or the district director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.
- D. The committee chair or district director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.

5. Announcement of Candidacy

- A. Members, including current members of the district executive committee, may self-nominate for district office, be sought out by the DLC, or be nominated by an individual paid member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.
- C. To be nominated, elected or appointed, or run from the floor for any district officer position, candidates must:
 - I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.
- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email and facsimile) unsolicited by the recipient that promotes or publicizes a candidate.

- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social networking profiles, related to this campaign may be of the candidate only; no other persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites and social networking profiles. Proof of written permission may be requested for review by the district director.
- C. Unsolicited subscriptions to information by or about a candidate are not permitted.
- D. Communications by the district in connection with a candidate's presentation at a district conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The district director provides contact information to nominated candidates and floor candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only district council members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two campaign communications. These communications may only be sent to members of the district council:
 - I. The first communication may be sent between January 1 and March 31.
 - II. The second communication may be sent between the announcement of the DLC results and the district council's annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No district or club social media sites or websites may be used to promote any individual candidate. District and club websites may list the nominated candidates.
- H. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social networking sites, for campaign purposes.
- I. District candidates may use the Toastmasters trademarks, including the logo and the names "Toastmasters" and "Toastmasters International," on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).

- K. At district conferences and district non-election meetings (such as area and division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidates' Corner (if there is a Candidates' Corner). Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- L. At district non-election meetings (such as area and division speech contests), candidates may be introduced as long as all candidates present are introduced.
- M. Candidates may not host hospitality suites at any district event or contribute to a district hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. District officer candidates may speak and give educational presentations at district conferences, at a time other than during the district council's annual meeting, at the discretion of the district director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the district director.
- O. Candidates may not present campaign speeches at any district non-election meeting, or campaign at any club meetings.
- P. Advertisements in district publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for district office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other district publication.

7. Candidate Endorsements

- A. District executive committee members shall not take any action to endorse or officially support any district officer candidate; however, district executive committee members who are running for district office may campaign on their own behalf.
- B. International officer and director candidates, members of the Toastmasters International Board of Directors and region advisors may not take any action to endorse or support any candidate for district office.
- C. All candidates must obtain written permission for any endorsements (i.e., quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the district director.

8. Campaign Violations

- A. Candidates are responsible for ensuring campaign supporters are familiar with campaign policies. Candidates acknowledge that violation of policies and protocols may result in consequences.

- I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).
 - a. The violation is reported to the district director, who investigates the matter. If the district director cannot resolve the matter, it is turned over to the district executive committee.
 - b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.
- II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future district executive committee action in exchange for votes).
 - a. The violation is reported to the district director, who investigates the matter or assigns the investigation to the district executive committee.
 - b. The district executive committee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the district's website as determined by the district executive committee.
 - 2. A letter of censure may be issued to the candidate by the district executive committee.
- III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters bylaws, policy or protocol).
 - a. A violation is reported to the district director, who investigates the matter or assigns the investigation to the district executive committee.
 - b. The district executive committee may enact these penalties:
 - 1. Any or all penalties for level-two violations.
 - 2. Request that a candidate withdraw from candidacy.
 - 3. Engage in further discipline following the processes outlined in Protocol 3.0: District Procedure to Discipline a Member.
- B. Discipline, related to campaign violations, that is administered by the district executive committee may be appealed to the district council. The district council's decision is final. Such decisions may not be appealed to the

Toastmasters International Board of Directors or World Headquarters. However, the Board of Directors may, on its own initiative, review the district's decision and reach a different conclusion in the best interests of Toastmasters International, its member clubs or individual members.

- C. After the nominations are published, any proven candidate policy violations must be shared with the district leadership committee chair. Such violations may be disclosed at the district council's annual meeting by the DLC chair or district director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidates' Showcase

- A. At the district conference, it is recommended that a Candidates' Showcase occur before the district council's annual meeting.
- B. Prior to the district conference, the district director appoints members to serve as chair and co-chair of the Candidates' Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the district mission.
- D. The presentation schedule, with the names of all nominated candidates and known floor candidates for district office, is prepared by the district's administration manager.
- E. There is no census or poll taken of the delegates at a Candidates' Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the [District Administrative Bylaws, Article X, Sections \(d\) and \(e\).](#)
- B. The district director sends a credential or proxy form to each club president and vice president education 30 days before a district council annual meeting in the district newsletter or in a separate mailing.
- C. Proxies are valid only for in-person meetings.
- D. Prior to the district council annual meeting, the district director appoints a credentials chair to supervise the credentials, voting and ballot counting processes. The credentials chair may select members to form a credentials committee.
- E. The credentials chair is, when practicable, a past district director.
- F. The credentials chair obtains a list of paid clubs and a list of current district council members (club presidents, vice presidents education, and district officers eligible to vote). The credentials chair ensures that ballots are only issued to current district council members or their authorized proxies and are signed for upon distribution.

- G. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- H. The credentials committee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The district director or a person designated by the district director explains the election rules and procedures to the delegates.
- B. The DLC chair shall present the committee's report. In the chair's absence, the district director designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of district director, program quality director, club growth director and division directors. The area directors, public relations manager, administration manager, finance manager are also announced if elected.
- C. If any policy violations by a candidate have occurred, the DLC chair may disclose that violation and may announce whether the violation could have affected the candidate's nomination.
- D. For each office, the district director inquires whether there are additional nominations from the floor.
 - I. Floor candidates must be nominated by a member of the district council or their proxyholder. Floor candidates may self-nominate when they are a member of the district council or a proxyholder.
 - II. Floor candidates or, in their absence, their representatives state their eligibility qualifications.
 - III. Floor candidates for district director, program quality director, club growth director, and division director must sign the Officer Agreement and Release Statement prior to the election. Only the Officer Agreement and Release Statement of those elected are sent to World Headquarters.
 - IV. The district director may declare any proven floor candidate policy violations to the district council.
 - V. When nominations are complete, the district director declares the nominations for that office closed.
- E. After nominations are closed, candidate speeches are given. A candidate speaks on his or her own behalf. If a candidate is not present, an authorized representative may speak for the candidate. If there is only one candidate nominated, no speech is given.

- F. A candidate's representative may not be a member of the district executive committee, a member of the DLC, the credentials chair, or any other meeting official, unless he or she resigns before the district council's annual meeting begins.
- G. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by [Article X, Section \(e\) of the District Administrative Bylaws](#).
- H. After nominations for an office are closed, if there is only one candidate for the office, the district director may entertain a motion to dispense with the secret ballot for the uncontested office or instruct the administration manager to cast a single ballot for the candidate.
- I. District officer candidates are responsible for appointing one observer to monitor the integrity of the voting and ballot counting process.
- J. Each election is completed and the winner announced before moving to the subsequent election.
- K. Candidates nominated for one office and not elected to the office may be nominated from the floor for subsequent offices.
- L. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots and without the name of the candidate receiving the fewest votes. Such a procedure continues until one of the candidates receives a majority of the votes cast.
- M. Upon adjournment of the district council's annual meeting, all election results are final. Results of the election are displayed on the district website as soon as possible following adjournment of the meeting.
- N. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the district director or district credentials chair, as necessary, and immediately thereafter destroyed by the district director or district credentials chair.

Board of Directors Visits

1. The purposes of international officer and director visits are to meet with Toastmasters members and leaders and with business and community leaders, represent the organization at district events, and publicize Toastmasters International through media.
2. International directors ~~may~~ **are expected to** visit each district within their region during their term.
3. International officer visits to districts are scheduled every six years, or more frequently, if deemed necessary by the International President.
4. ~~International directors, in collaboration with district leaders and World Headquarters, prepares a proposed district visit schedule and submits it to the Chief Executive Officer and International President for review and approval. International directors should not commit to a visit until approval has been received.~~ **After the schedule is approved, World Headquarters collaborates with district leaders and international directors to finalize the schedule. International officers or directors, World Headquarters, and district leaders participate jointly in conference calls to plan and discuss expectations for each visit.**
5. Districts must accept visits by either an international officer or director. ~~Districts will be notified of scheduled visit by email and a subsequent conference call with the district leaders, international officers or international directors and World Headquarters to discuss expectations.~~
6. ~~When determining what visits to make and if they require approval, refer to the chart below.~~ **Visits to club meetings within the officer's/director's region may be made at any time. Visits to club meetings outside of the officer's/director's region may be made with seven days advance notification to the International President and the director from that region. Reimbursement is not provided.**
7. **Visits to area and division events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.**

Visits to area and division events within the officer's/director's region may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

Visits to area and division events outside the officer's/director's region may be made with the International President's approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

8. Visits to district events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement may be provided with the International President's approval.

Visits to district events within the officer's/director's region that are not part of the approved schedule may be made with the International President's approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement may be provided with the International President's approval.

9. District visits outside the officer's/director's region may be made with the International President's approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

Club visits/meetings within the officer/director's region	A visit may be made to any club at any time as a member.
Club visits/meetings outside the officer/director's region	A visit may be made with the International President's approval. The officer/director must notify the International President as to the nature of the visit.
Area and Division events within the officer/director's region	A visit may be made at any time as a member.
Area and Division events outside the officer/director's region	A visit may be made with the International President's approval. The officer/director must notify the International President as to the nature of the visit.
Home district visits (including conferences, club or district officer training, District Executive Committee meetings or other events)	A visit may be made at any time as a member. The officer/director must notify the International President as to the nature of the visit.
District visits outside the officer/director's region	A visit may be made with the International President's approval. The officer/director must notify the International President as to the nature of the visit.

Board of Directors Meetings

1. The Board meets in-person, via teleconference, or via videoconference. Board meetings are conducted in accordance with the following procedures. Any situation not covered by Bylaws, policy, or protocol follows the latest edition of *Robert's Rules of Order, Newly Revised*.
2. The Chief Executive Officer prepares and distributes agenda information, subject to the approval of the International President, to Board members in advance of each meeting.
3. Board meetings typically consist of the approval of minutes, reports, resolutions, unfinished business, new business, and announcements.
 - A. The International President or alternate presides as the Board chair and maintains order. The chair decides all questions of order, subject to Board appeal. The chair announces the business that is in order, and no business is considered until the class to which it belongs is declared in order. The chair may call a recess for the purpose of committee meetings.
 - B. A committee considers topics assigned by the International President or the Board and originates new topics within the scope of its stated functions. Each committee reports its findings and recommendations to the Board.
 - C. Directors address the chair and proceed only when recognized. No member is entitled to speak more than once on any issue until each member has the opportunity to speak.
 - D. Votes are taken by voice except if the chair is in doubt or a division is requested, in which case the vote is counted by hands or roll call. A roll call vote is taken upon the request of any two members.
 - E. Any member, upon request, may have a dissenting vote recorded in the minutes. Every Board member, including the chair, is entitled to vote or abstain on every issue on which a vote is taken; abstention is required if the member has a conflict of interest.
 - F. Committee reports are written and called for action during the proper order of business.
 - G. If a topic is exclusively assigned to a committee, that committee is given the opportunity to make a recommendation to the Board before the Board acts on the matter.
 - H. Committee and minority reports are addressed to the Board and include the topic, purpose, policy references, proposal, and supporting information.
 - I. The International President may prepare Board and committee topics in consultation with the Executive Committee. The International President informs all Board members of Board and committee assignments at the time topics are assigned.
 - J. During discussions, Board members may ask questions of the committee members.

4. The Chief Executive Officer provides Board meeting minutes to the Board within 60 days after each Board meeting. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
5. The Chief Executive Officer provides Executive Committee meeting minutes to the Board within 30 days after each Executive Committee meeting. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
6. The Board may receive suggestions for Board agenda items from board members, the International President, the Chief Executive Officer, Board committees or any Toastmasters member. Board members are encouraged to submit potential agenda items using the Board Item Submission Request form.
7. A suggested list of agenda items consisting of ongoing business and potential new business is developed by the Chief Executive Officer and is submitted to the International President. The International President determines the final list of agenda items. However, the Board may vote to direct the International President to include an item on the agenda.
8. The Chief Executive Officer develops background information on each agenda item for the Board's study or review. This information is provided a minimum 14 days in advance of scheduled in-person Board meetings, and 72 hours in advance of Board teleconferences. **The proposed annual budget is provided a minimum of 10 days in advance of the scheduled discussion.**
9. Agendas and background information for Executive Committee meetings are provided to the Board at the same time as the Executive Committee, **with the exception of the proposed annual budget.**
10. In Board deliberations, each Board member has the opportunity to present his or her opinion.

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 hH~~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~~**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.

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 videospeechcontest@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)

Intellectual Property

1. Trademarks

- A. Toastmasters International's trademarks are used to support and further its mission and support its programs.
- B. The following table itemizes who may use Toastmasters International's trademarks, the type of uses authorized and unauthorized, and the parties responsible for their use:

User	Authorized	Not Authorized	Responsible
Clubs, areas, divisions, and districts	Stationery, business cards, bulletins, newsletters, electronic media, Web pages, program covers, agendas, and similar items only if directly related to and focused on the mission	Articles such as trophies, ribbons, banners, certificates, clothing or other items, except by specific, prior written authorization from the Chief Executive Officer	Club president, district director
Officer candidates at all levels	Stationery, business cards, mailings, electronic media, Web pages, campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, and Web pages, solely to indicate the person's affiliation with a club	Any personal newsletter, electronic media, bulletin, or similar item; articles such as trophies, ribbons, banners, certificates, clothing, or other items except by specific, prior written authorization from the Chief Executive Officer	Individual

2. Websites

- A. Club, area, division, district, and region websites should contain information useful to current and prospective members and officers including, but not limited to, event calendars, membership benefits, performance-motivating articles, newsletters, distinguished program goals and progress, dates of latest updates, a link to the Toastmasters International website (which is the primary source for club meeting times and locations).

- B. Each club website should contain the club name, meeting time and location, a contact telephone number or e-mail address, the club mission, and a link to the district website.
 - I. Club websites may not contain material irrelevant to achieving the mission of the club.
 - II. The club president is the publisher of the club website and ultimately responsible for its content.
- C. Each area and division website may also contain listings of clubs within the area or division, membership-building tips for clubs, the club and district missions, and a link to the district website.
 - I. The district director is ultimately responsible for the content of area and division websites within the district.
 - II. Area and division websites must either be part of the district website or published on a free or donated Web hosting site and linked to and from the district website.
 - III. Websites must be transferred to the incoming district director by July 1. If a website cannot be transferred or the incoming district director does not want to continue its use, the page must be removed.
- D. Each district website should also contain information such as how to organize new Toastmasters clubs; membership-building tips for clubs; a calendar with information about events such as training, district conferences, and the International Convention; the club and district missions; and links to area and division websites within the district.
 - I. District websites may not contain material that is irrelevant to achieving the mission of the district.
 - II. The district director is the publisher of the district website and ultimately responsible for its content.
- E. Region websites may also contain information such as articles and ideas to motivate the districts' achievement of goals, links to district performance information on the Toastmasters International website, promotion of Toastmasters programs, the mission and vision of Toastmasters International, district and club missions, recognition for achievements or progress toward achievements of district goals, schedules and information about district visits, links to websites of districts within the region, and district conference dates and locations.

- I. Region websites may contain a list of past international presidents and past international directors showing only their home districts and years of service.
 - II. The region advisor is the publisher of the region website and is ultimately responsible for its content.
- F. Officers at all levels shall not create office-related websites separate from those of their clubs, areas, divisions, districts, or regions.
 - G. Officers may reference their Toastmasters membership and position on a personal website.
 - H. All club, area, division, district, and region websites shall include a Toastmasters International trademark acknowledgement statement as published by Toastmasters International. As the trademark owner, Toastmasters International reserves the right to determine how trademarks are used on websites.
 - I. Toastmasters websites may not include copyrighted information from Toastmasters International or any other source without the express written permission of the copyright owner.
 - J. Clubs, areas, divisions, districts, and regions may publish websites in donated space and acknowledge the donation on the website.
 - K. Clubs and districts may sell advertising space to offset costs and increase income.
 - L. Regions may sell advertising space to offset costs.
 - M. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover any such tax from the revenues thereby generated.
 - N. Individual members may not receive any compensation to create, maintain, or host Toastmasters websites; however, normal and reasonable costs to maintain the site may be reimbursed by the club or district.
 - O. A disclaimer must be included on all Toastmasters websites as follows: "The information on this website is for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation and distribution of non-Toastmasters material or information."

3. Language and Translations

- A. English is the official **business** language of Toastmasters International. **All club and district leaders must be proficient in English.**
- B. **Toastmasters supports additional languages by translating educational and marketing materials, as dictated by protocol, in the following languages:**
 - I. Arabic
 - II. French
 - III. German
 - IV. Japanese
 - V. Portuguese
 - VI. Simplified Chinese
 - VII. Spanish
 - VIII. Traditional Chinese
- C. **Translation and distribution of any Toastmasters International material bearing Toastmasters trademarks or copyrights must be conducted and managed by World Headquarters.**
- ~~B.D.~~ Permission to translate **any additional** Toastmasters materials shall be obtained in advance from the Chief Executive Officer.
- ~~C~~ E. Permission **to translate into a new language** is granted on a case-by-case basis and based on the following factors:
 - I. When at least ~~4~~**20** chartered clubs in good standing currently conduct their meetings primarily in the language being considered for translation and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may grant permission to translate promotional brochures, the *Competent Communication* manual, the *Competent Leadership* manual, ~~and~~ at least two *Advanced Communication* manuals **and the Club Leadership Handbook.**
 - II. When at least 35 chartered clubs in good standing currently conduct their meetings primarily in that language and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may give permission to translate ~~the remaining materials in the New Member Kit,~~ at least two additional *Advanced Communication* manuals **and select marketing material and the Club Leadership Handbook.**
 - III. When 60 or more clubs in good standing currently conduct their meetings primarily in that language, World Headquarters may give permission to translate the remaining *Advanced Communication* manuals, the *High Performance Leadership* program, and other materials.

IV. World Headquarters determines which materials have priority for translation.

F. Members may request permission to translate existing Toastmasters materials into a supported language. Permission may be granted on a case-by-case basis under the following conditions:

~~D. Once advance written permission for translation from World Headquarters is given, the requirements for translating materials are the following:~~

I. Materials are translated, edited, and proofed by the ~~end user~~ **member** or by an individual or service designated by World Headquarters.

~~II. A release form is signed by the translator to protect the organization's copyrights.~~

II. World Headquarters reviews all content to ensure accuracy and quality prior to distribution.

III. An Assignment Agreement must be completed to assign copyright of the translated material to Toastmasters International.

~~III.~~ **IV.** World Headquarters reserves all rights to create and distribute all translated materials.

District Events

1. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

2. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training **must** occur no later than September 30.
- B. **The mandatory minimum duration of** initial area and division director training is **a minimum of** four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together. **Further, at the discretion of the district director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:**
 - I. **The cost of travel to attend training is higher than half the cost of semi-annual dues.**
 - II. **The distance for two or more area or division directors to meet in a central location is greater than 60 miles/100 kilometers.**
 - III. **Travel time to a central location is greater than two hours round trip.**
 - IV. **Travel conditions place the safety of the area and division directors at risk.**
- D. Ongoing training of division and area directors is conducted at district meetings, such as district executive committee meetings.

3. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.

- C. All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

4. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. A minimum of two meetings shall be conducted in-person. Additional meetings may be conducted in-person or virtually. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee.
- E. District executive committee meeting information is included in the district calendar and in other district communications.
- F. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- G. Any training at district executive committee meetings focuses on achieving the district mission.
- H. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.

- III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
- IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
- V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
- VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
- VII. The district director's recommendations to fill any vacancies in office are approved.
- VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

5. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article X of the District Administrative Bylaws and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, may be conducted in person or online. Online meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee.
- D. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- E. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.

- V. The Profit and Loss Statement is presented.
- VI. Appointed officers are confirmed at the first district council meeting.
- VII. The district executive committee's action to fill any vacancies in district office is confirmed.
- VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
- IX. The district leadership committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district director, and public relations manager report on progress toward district goals.

6. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director education and training, assistant division director marketing, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

7. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.

- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director education and training, assistant area director marketing, area secretary, club presidents within the area, club vice presidents education within the area, and club vice presidents membership within the area.
- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - II. Club leader training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.

8. District Conferences

- A. The purpose of a district conference is to provide communication and leadership training opportunities toward achieving the district mission and to hold district council meetings.
- B. Districts may have only two district conferences each year in conjunction with the required district council meetings. The annual conference is defined in Article XII, Section 4 of the Bylaws of Toastmasters International.
- C. District conference information is included in the district calendar and in other district communications.
- D. Unless noted, the following events occur at the district conference:
 - I. The district council meeting is held.
 - II. The International Speech Contest takes place at the conference in conjunction with the district council annual meeting.
 - III. Educational sessions, which focus on achieving the club and district missions, are held.

9. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.

- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

Board of Directors Confidentiality

1. Board Business

- A4.** Each document provided to directors in connection with Board business (“item”) shall be appropriately classified Highly Confidential, Restricted, or Unrestricted:
 - I.** 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.
 - II.** Examples of Highly Confidential items include personnel and disciplinary matters, background documents, draft agendas, draft policies, **draft minutes, some minutes or matters contained within minutes, committee reports**, and other reports, budgets and information prepared for the Board.
 - III.** 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.
 - IV.** Examples of Restricted items include final committee and Board agendas, **some minutes or matters contained within minutes**, and matters submitted to the Advisory Committee of Past Presidents.
 - VIII.** 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.
 - VI.** Examples of Unrestricted items include Board-approved policies (though they may have been classified Highly Confidential or Restricted at an earlier stage) and 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.
- 44B.** 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.
- 3C.** 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.
- GD.** Board materials may be deemed Unrestricted, except for those items classified as Highly Confidential or Restricted.
- 43E.** 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.

- 2F.** 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.
- 5G.** The Executive Committee may change a classification made by the Chief Executive Officer or by the International President.
- 6H.** The Board may change a classification made by the Chief Executive Officer, the International President, or the Executive Committee.
- 7I.** In all cases, the Board has the ultimate responsibility for establishing the level of confidentiality to be maintained, observing the requirements of applicable law.
- J. Annually the Board reviews all Restricted and Highly Confidential minutes to determine if the classifications should be modified.**
- 12K.** 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 to be disclosed, that vote may be made Unrestricted.

2.3. Distribution of Board Business Items and Meeting Minutes

- 10A.** 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.
- 15B.** The Board minutes and other corporate records of Toastmasters International are 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.
- 8C.** Once a year, the Chief Executive Officer sends a notice to all former Board members, whose dues payments are current, 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.
- 9D.** 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.
- 4E.** 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.
- 14F.** A breach of confidentiality must be immediately reported to the Chief Executive Officer who reports it to the International President.

Board of Directors Meetings

1. The Board meets in-person, via teleconference, or via videoconference. Board meetings are conducted in accordance with the following procedures. Any situation not covered by Bylaws, policy, or protocol follows the latest edition of *Robert's Rules of Order Newly Revised*.
2. The Chief Executive Officer prepares and distributes agenda information, subject to the approval of the International President, to Board members in advance of each meeting.
3. Board meetings typically consist of the approval of minutes, reports, resolutions, unfinished business, new business, and announcements.
 - A. The International President or alternate presides as the Board chair and maintains order. The chair decides all questions of order, subject to Board appeal. The chair announces the business that is in order, and no business is considered until the class to which it belongs is declared in order. The chair may call a recess for the purpose of committee meetings.
 - B. A committee considers topics assigned by the International President or the Board and originates new topics within the scope of its stated functions. Each committee reports its findings and recommendations to the Board.
 - C. Directors address the chair and proceed only when recognized. No member is entitled to speak more than once on any issue until each member has the opportunity to speak.
 - D. Votes are taken by voice except if the chair is in doubt or a division is requested, in which case the vote is counted by hands or roll call. A roll call vote is taken upon the request of any two members.
 - E. Any member, upon request, may have a dissenting vote recorded in the minutes. Every Board member, including the chair, is entitled to vote or abstain on every issue on which a vote is taken; abstention is required if the member has a conflict of interest.
 - F. Committee reports are written and called for action during the proper order of business.
 - G. If a topic is exclusively assigned to a committee, that committee is given the opportunity to make a recommendation to the Board before the Board acts on the matter.
 - H. Committee and minority reports are addressed to the Board and include the topic, purpose, policy references, proposal, and supporting information.
 - I. The International President may prepare Board and committee topics in consultation with the Executive Committee. The International President informs all Board members of Board and committee assignments at the time topics are assigned.
 - J. During discussions, Board members may ask questions of the committee members.

4. The Chief Executive Officer provides Board meeting minutes to the Board within ~~60~~**45** days after each Board meeting. **The minutes will contain a record of business conducted by the Board including discussion and decisions. Minutes are subject to policy and protocol that govern Board confidentiality.** Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
5. The Chief Executive Officer provides Executive Committee meeting minutes to the Board within 30 days after each Executive Committee meeting. **The minutes will contain a record of business conducted by the committee including discussion and decisions. Minutes are subject to policy and protocol that govern Board confidentiality.** Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
6. The Board may receive suggestions for Board agenda items from board members, the International President, the Chief Executive Officer, Board committees or any Toastmasters member. Board members are encouraged to submit potential agenda items using the Board Item Submission Request form.
7. A suggested list of agenda items consisting of ongoing business and potential new business is developed by the Chief Executive Officer and is submitted to the International President. The International President determines the final list of agenda items. However, the Board may vote to direct the International President to include an item on the agenda.
8. The Chief Executive Officer develops background information on each agenda item for the Board's study or review. This information is provided a minimum 14 days in advance of scheduled in-person Board meetings, and 72 hours in advance of Board teleconferences. The proposed annual budget is provided a minimum of 10 days in advance of the scheduled discussion.
9. Agendas and background information for Executive Committee meetings are provided to the Board at the same time as the Executive Committee, with the exception of the proposed annual budget.
10. In Board deliberations, each Board member has the opportunity to present his or her opinion.

SPEECH CONTEST RULEBOOK

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 **have earned a Certificate of Completion in levels 1 and 2 of any path** ~~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 six speech projects in the Competent Communication manual or **have earned a Certificate of Completion in levels 1 and 2 of any path** ~~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 earned a Certificate of Completion in levels 1 and 2 of any path** ~~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 their own speeches, and each must be substantially original.
 1. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.

2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
- E. 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 who choose to make preparatory notes during the test speech 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 videospeechcontest@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:
 - 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. 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.

Club and Membership Eligibility

1. Club Reinstatement

- A. Clubs inactive for one full dues renewal period may be reinstated within the following dues renewal period by one of two methods:
 - I. The club, **or its individual members when verified by a club officer**, pays all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its inactive status; any past due account balance; and a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.
 - II. The club, **or its individual members when verified by a club officer**, pays all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its becoming inactive, any past due account balance, and dues for all individual members in the club during the previous report period. Membership of individual members continues from the dates they originally joined the club.
- B. Clubs inactive for two or more full dues renewal periods are required to be chartered as new clubs, meeting all chartering requirements.

2. Members with Disabilities

- A. Various external laws apply to facilities and organizations regarding their responsibilities, if any, to provide accommodation to support the participation of persons with disabilities. If no public accommodation is involved, the laws may not apply.
- B. Toastmasters International and each of its subordinate units, including regions, districts, divisions, and areas, shall comply with applicable laws regarding accommodations for persons with disabilities in the jurisdictions in which meetings or other functions are held.
- C. Since Toastmasters clubs are separate legal entities, their legal obligations with respect to persons with disabilities may differ from the obligations of Toastmasters International, depending on national, state, or local regulations and the availability of facilities for meetings in their communities. It may not be reasonable, feasible, or possible to provide accommodation in every instance.
- D. Where disability laws apply, it is the responsibility of the highest ranking officer at the level for which an event is planned (e.g., the district director for a district, the club president for a club) to determine what laws and regulations may apply regarding accommodations for persons with disabilities at the event facility.

- E. If the responsible person determines that an event facility must meet a certain standard of disability accommodation, a written guarantee shall be obtained from the facility owner or operator that the facility complies with that standard and holds Toastmasters International or the club harmless if the facility should violate that standard. If a claim or suit is subsequently brought against Toastmasters International or the club regarding disability accommodation at such event, defense of the claim or suit shall be tendered immediately to the facility owner or operator.
- F. In the case of practical limitations or unforeseen circumstances that could result in some obstacle, hindrance, or other difficulty for a person with a disability at an event, Toastmasters International cannot and does not promise full participation in its programs to persons who are not able to participate through their own efforts.

3. Online Attendance at Club Meetings

- A. Online attendance is defined as any member participating and interacting in a club meeting through the use of live audio and video conferencing tools utilizing an online platform.
 - I. Participants are not in the same physical location as the rest of the club members attending the in-person meeting.
 - II. Participants must be able to communicate with all other members in attendance at the in-person meeting.
 - III. Online participation in a club meeting does not include voice-only teleconferencing, recorded video, or recorded audio.
- B. Clubs that opt to allow online attendance at the regular in-person meeting must specify this in the Addendum of Standard Club Options.
- C. Each club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
- D. Each member participating in online club meetings will provide their own technology at their own expense if there is a fee for use.

4. Online Clubs

- A. Online clubs are defined as having a majority of members attending meetings through the use of live, online video-conferencing tools.
 - I. Each online club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
 - II. Each member participating in an online club will provide their own technology at their own expense if there is a fee for use.

- III. Voice-only teleconferencing, recorded video, or recorded audio are not acceptable forms of attendance.
- B. Online clubs must begin existence as newly chartered clubs. Existing clubs may not become online clubs, nor may online clubs change their status and become in-person clubs.
- C. Online clubs are undistricted.
- D. Online clubs must self-identify as such in the Addendum of Standard Club Options.

Board of Directors Visits

1. The purposes of international officer and director visits are to meet with Toastmasters members and leaders and with business and community leaders, represent the organization at district events, and publicize Toastmasters International through media.
2. International directors are expected to visit ~~each~~ districts as assigned by the International President ~~within their region during their term~~.
3. International officer visits to districts are scheduled every ~~six~~ **seven** years, or more frequently, if deemed necessary by the International President.
4. World Headquarters prepares a proposed district visit schedule and submits it to the International President **and International President-Elect** for review and approval. After the schedule is approved, World Headquarters collaborates with district leaders and international directors to finalize the schedule. International officers or directors, World Headquarters, and district leaders participate jointly in conference calls to plan and discuss expectations for each visit.
5. Districts must accept visits by either an international officer or director.
6. Visits to club meetings within the officer's/director's region may be made at any time. Visits to club meetings outside of the officer's/director's region may be made with ~~seven days advance notification to~~ the International President's **prior approval** ~~and the director from that region~~. Reimbursement is not provided.
7. Visits to area and division events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

Visits to area and division events within the officer's/director's region may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

Visits to area and division events outside the officer's/director's region may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

8. Visits to district events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement may be provided with the International President's **prior** approval.

Visits to district events within the officer's/director's region that are not part of the approved schedule may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement may be provided with the International President's **prior** approval.

9. District visits outside the officer's/director's region may be made with the International President's **prior** approval. The officer/director must notify the International President as to the purpose of the visit. Reimbursement is not provided.

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

C.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.

D.E 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.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.

F.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~~, ~~webcam~~, ~~streaming audio~~, or other remote technology is not permitted beyond the club level. (Exceptions: participants in **the International Speech Contest Region Quarterfinals and 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 **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.** ~~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 **Region Quarterfinal** ~~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 **Contest** 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 their own speeches, and each must be substantially original.
 1. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
 2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
 - E. 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. **For the International Speech Contest, Region Quarterfinals, there shall be a minimum of nine voting judges and one tiebreaking judge for each contest. One chief judge shall be appointed for each Region Quarterfinal. No voting judge or tiebreaking judge shall be a member in the same region in which a contestant is a member. No chief judge, voting judge or tiebreaking judge shall be a member in the same club in which a contestant is a member.**
- 56.** 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.
- 67.** 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.
- 78.** Voting judges at all levels shall remain anonymous when practical.
- 89.** 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 **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 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 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~~ **three** 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~~ **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 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 ~~30 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, **region quarterfinal**, semifinal, and international 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

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.

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.

After region quarterfinal results are announced, detailed information concerning the semifinal contest is then provided to the winners by World Headquarters.

- AC.** 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.
- BD.** 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~~ **the participant'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 judges' 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 **14** ~~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 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 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, 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 introduction 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 videospeechcontest@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 **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 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. 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 newspaper 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 Contestants' Briefing.
3. Inform the contest chair of any props you plan to use.
4. Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.
5. Attend the Speaker's Rehearsal and take note of the speaking area.

During the Contest

1. In the one 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 Form Sheet	(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

<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)
Contestants	➤ Region Quarterfinal Video Release From	(Item 1193)

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

ROLE

Voting judges

ITEM

- Humorous Speech Contest Judge's Guide and Ballot

ITEM NUMBER

(Item 1191)

Tiebreaking judge

- Humorous Speech Contest Tiebreaking Judge's Guide and Ballot

(Item 1191A)

Table Topics Speech Contest

ROLE

Voting judges

ITEM

- Table Topics Contest Judge's Guide and Ballot

ITEM NUMBER

(Item 1180)

Tiebreaking judge

- Table Topics Contest Tiebreaking Judge's Guide and Ballot

(Item 1180A)

Tall Tales Contest

ROLE

Voting judges

ITEM

- Tall Tales Contest Judge's Guide and Ballot

ITEM NUMBER

(Item 1181)

Tiebreaking judge

- Tall Tales Contest Tiebreaking Judge's Guide and Ballot

(Item 1181A)

District Events

1. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

2. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial area and division director training is four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together. Further, at the discretion of the district director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two or more area or division directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two hours round trip.
 - IV. Travel conditions place the safety of the area and division directors at risk.
- D. **Additional training for division and area directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the district and club mission:**
 - I. Supporting all clubs in achieving excellence**
 - II. Effective club visits**
 - III. Techniques for creating new club opportunities and building new clubs**
 - IV. Success plan status review**

- V. **Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities**
- VI. **Conducting effective Area and Division Council meetings to reinforce club support**
- VII. **Succession planning**
- E. **Such additional ~~Ongoing~~ training of division and area directors **may include other elected and appointed district leaders and** is conducted at **division or** district meetings, ~~such as district executive committee meetings.~~**

3. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

4. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.

- D. The district executive committee meets at least four times each year. ~~A minimum of two~~ **One** meetings shall be conducted in-person. Additional meetings ~~may be~~ **are** conducted in-person or virtually. ~~Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee.~~
- E. **Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee. Any agenda item that requires the district executive committee to vote must adhere to the following process:**
- I. **Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.**
 - II. **District posts the proposed agenda item at least 14 days in advance of the vote.**
- F. District executive committee meeting information is included in the district calendar and in other district communications.
- G. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- H. Any training at district executive committee meetings focuses on achieving the district mission.
- I. At district executive committee meetings, unless noted, the following business is conducted:
- I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
 - VII. The district director's recommendations to fill any vacancies in office are approved.

- VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

5. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article X of the District Administrative Bylaws and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, ~~may be~~ **are** conducted ~~in person or~~ **virtually online**. ~~Online meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee.~~
- D. **Virtual meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee. Any agenda item that requires the district council to vote must adhere to the following process:**
 - I. **Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.**
 - II. **District posts the proposed agenda item at least 14 days in advance of the vote.**
 - III. **District posts the proposed budget at least 14 days in advance of the vote.**
 - IV. **District posts information about proposed appointees at least 14 days in advance of the vote.**
- D. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- E. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.

- V. The Profit and Loss Statement is presented.
- VI. Appointed officers are confirmed at the first district council meeting.
- VII. The district executive committee's action to fill any vacancies in district office is confirmed.
- VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
- IX. The district leadership committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district director, and public relations manager report on progress toward district goals.

6. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director education and training, assistant division director marketing, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

7. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.

- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director education and training, assistant area director marketing, area secretary, club presidents within the area, club vice presidents education within the area, and club vice presidents membership within the area.
- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - II. Club leader training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.

8. Annual District Conferences

- A. The purpose of ~~a the annual d~~istrict conference is to provide communication and leadership training opportunities toward achieving the **club and** district missions and to hold **the in-person** district council meetings. The annual conference is ~~defined-established~~ in Article XII, Section 4 of the Bylaws of Toastmasters International **and further defined in Article X, Section (a) of the District Administrative Bylaws.**
- ~~B. Districts may have only two district conferences each year in conjunction with the required district council meetings. The annual conference is defined in Article XII, Section 4 of the Bylaws of Toastmasters International.~~
- ~~C.~~ B. District conference information is included in the district calendar and in other district communications.
- ~~D.C. Unless noted, T~~he following events occur at the **annual** district conference:
 - I. The **in-person** district council meeting ~~is held~~.
 - II. The International Speech Contest **and any other district-level speech contests. These district-level contests may only take place at this event** ~~takes place at the conference in conjunction with the district council annual meeting.~~
 - III. Educational sessions **that, which** focus on achieving the club and district missions, ~~are held~~.

9. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.

- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

District Fiscal Management

1. District Funds

- A. In order of priority, district funds are used for district and club leader training, club growth and retention, supporting clubs in their membership growth efforts, the promotion of Toastmasters International educational programs within clubs, district communications, administrative materials, awards and recognition items, district leader travel, district meetings, and speech contests conducted by the district.
- B. District funds shall not be used for other meetings outside the district nor for membership and club dues or fees. In addition, district funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund.

2. District Financial Records

- A. All district funds, bank statements, canceled checks, and other financial records are the property of the district and of Toastmasters International.
- B. Such funds and records are delivered to the new district finance manager or new district director no later than July 1 of the new district program year under Article XII, Section (b) of the District Administrative Bylaws.
- C. The outgoing district finance manager and the outgoing district director retain copies of any records necessary to complete the district year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new district finance manager or new district director.

3. District Reserve Account

- A. During the final months of the program year, the district reserve account balance shall remain equal to or greater than 25% of that district's membership-dues income for the prior year.
- B. District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed district leaders (along with their signed Officer Agreement and Release Statements), the district signature form for withdrawal of district funds, a bank-provided list of authorized signers for all district accounts, a calendar of district events for the year, and changes in club assignments to areas and divisions are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding district year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
 - III. The district budget is received at World Headquarters by September 30.
 - IV. The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.

- V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
- VI. The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
- VII. A list of assets must be signed by the immediate past district director and current district directors and submitted to World Headquarters by August 31 of each year.
- VIII. Account reconciliations must be completed in the online district accounting system within 30 days of each month end.

4. Financial Controls

- A. The estimated district budget must be signed by the district director, program quality director, club growth director, and finance manager.
- B. District checks must be signed by the district director and finance manager. Checks made payable to the district director or finance manager must be signed or approved in advance in writing by a program quality director or club growth director. Alternate signers are permissible only if approved by the Toastmasters International Executive Committee.
- C. If district account signers are cohabitants, spouses, children, grandchildren, brothers, sisters, and spouses of their children, grandchildren, brothers, and sisters, their signatures or approvals must always be countersigned or approved by another approved signer who is not one of the above.
- D. The District Profit and Loss Statement must be provided at each district executive committee and district council meeting.
- E. The District Profit and Loss Statement must be submitted monthly to the district director, program quality director or club growth director and quarterly to World Headquarters within 30 days after the end of the month.
- F. All district expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.
- G. All expense reimbursement claims must be approved by the district director. The district director's reimbursement claims must be approved by a program quality director or club growth director.
- H. A single expenditure in excess of \$500 must be authorized in advance in writing by the district director, program quality director or club growth director, in consultation with the district finance manager.
- I. Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.

- J. Reimbursement by a district must be made within 60 days after receipt of an authorized reimbursement request. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.
- K. Comingling of district funds with funds in personal accounts, club accounts, or any other accounts is prohibited.
- L. District audits account for all district income and expenses. All district bank accounts and funds are included in the district budget and audits, including any accounts held at the division, area, and conference level. All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.
- M. The financial duties of district officers and other financial controls are also set forth in Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws.

5. District Budget

- A. The district director, program quality director, club growth director, and finance manager prepare the district budget between June 1 and August 31.
- B. Under Article XI, Section (a) of the District Administrative Bylaws, the district executive committee gives preliminary approval to the district budget and the district director submits the budget to World Headquarters between September 1 and September 30.
- C. The district executive committee presents the district budget **to the district council for approval by September 30.** ~~between August 1 and December 1 at the district council meeting.~~
- D. The district executive committee provides copies of the budget prior to or at the district council meeting.
- ~~E. If the district council makes any amendments to the budget after it is submitted to World Headquarters, the amended budget is submitted to World Headquarters within 30 days.~~

~~F.~~ **E.** A district's budget must match the District Success Plan.

~~G.~~ **F.** District budget expenses shall be limited as follows:

Category	Limit
Marketing	no budget limit
Communication and public relations	maximum 25 percent of total budget
Education & training	maximum 30 percent of total budget
Speech contest	maximum 10 percent of total budget
Administration	maximum 20 percent of total budget
Travel	maximum 30 percent of total budget
Other	maximum 10 percent of total budget
Conference	no budget limit*
District Store	no budget limit*
Fundraising	no budget limit**

*This category should break even

**Fundraising revenue should exceed expenses

Districts may request a one-year increase in the maximum limit for travel. The Chief Executive Officer will only approve the request if it is determined that the increase is the best solution to support the district mission.

6. District Audit

- A. Between July 1 and November 1, the district director appoints a district audit committee for the mid-year audit.
- B. Between January 1 and February 15, the finance manager provides the mid-year Profit and Loss Statement for the period of July 1 through December 31 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or finance manager submits the mid-year audit report and financial records to World Headquarters by February 15.
- C. Between March 1 and June 1, at the district council meeting, the district executive committee presents the mid-year audit.
- D. Between July 1 and August 31, the finance manager provides the year-end Profit and Loss Statement for the period of July 1 to June 30 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or finance manager submits the year- end audit report and financial records to World Headquarters by August 31.
- E. Between August 1 and December 1, at the district council meeting, the district executive committee presents the district audit for the prior twelve months ending June 30.
- F. Financial records include, but are not limited to, canceled checks, bank statements, paid invoices, and cash receipts and disbursement journals.
- G. The district executive committee provides copies of the audit prior to or at the district council meeting.
- H. The audit committee's composition, functions, and deadlines are further described in Article XI, Section (c) of the District Administrative Bylaws.

7. Electronic Payments, Cash Advances, and Debit Cards

- A. Checks are the preferred method of payment for district obligations.
- B. Debit cards may be used as a method of payment for district obligations. Only the district director or finance manager may use such cards. Payments made by the district director must be authorized in advance in writing by the finance manager and program quality director or club growth director. Payments made by the finance manager must be authorized in advance in writing by the district director and program quality director or club growth director.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Chief Executive Officer.

- D. Cash advances for budgeted district expenses (limit \$100) may be extended so that members need not spend personal funds on behalf of the district.

All advances must have prior written approval from the district director and finance manager, or program quality director or club growth director and finance manager if the advance is for the district director. Receipts must be submitted to the finance manager and the advance reconciled within five business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive.

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none">• Thank You cards• Flowers up to \$25• Toastmasters gift certificates• Toastmasters products• Gifts up to \$25
Expressions of Sympathy	<ul style="list-style-type: none">• Sympathy cards• Flowers up to \$25
Incentives	<ul style="list-style-type: none">• Toastmasters products• Toastmasters gift certificates• Registration (i.e., Conference, TLI)

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 efforts 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. Finances involved in the council's operation are sustained by the clubs therein.~~
- 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. 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.**
- 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.**
- 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.
 - ~~II. Clubs which are council members acknowledge by written resolution an annual dues increase from the undistricted to the districted amount.~~
- 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. A past provisional district director is eligible to be nominated for election to the Board.
- 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.
- 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.
- F. When a provisional district reaches 60 or more clubs in good standing, it may apply to the Board for district status.
- 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.
- 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. The year prior to reformation, the district elects a district director, two program quality directors, and two club growth directors. Each reforming district will have one program quality director and one club growth director.
- 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

District Events

1. District Events

- A. **All district events, including but not limited to district conferences, club officer training, district leader training and district council meetings, must not be held jointly with any other district.**

42. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

23. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial area and division director training is four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together. Further, at the discretion of the district director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two or more area or division directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two hours round trip.
 - IV. Travel conditions place the safety of the area and division directors at risk.
- D. Additional training for division and area directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the district and club mission:
 - I. Supporting all clubs in achieving excellence
 - II. Effective club visits

- III. Techniques for creating new club opportunities and building new clubs
- IV. Success plan status review
- V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities
- VI. Conducting effective Area and Division Council meetings to reinforce club support
- VII. Succession planning
- E. Such additional training of division and area directors may include other elected and appointed district leaders and is conducted at division or district meetings.

34. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

45. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.

- D. The district executive committee meets at least four times each year. One meeting shall be conducted in-person. Additional meetings are conducted in-person or virtually.
- E. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee. Any agenda item that requires the district executive committee to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
- F. District executive committee meeting information is included in the district calendar and in other district communications.
- G. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- H. Any training at district executive committee meetings focuses on achieving the district mission.
- I. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
 - VII. The district director's recommendations to fill any vacancies in office are approved.
 - VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

56. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article X of the District Administrative Bylaws and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, are conducted virtually.
- D. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee. Any agenda item that requires the district council to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. District posts the proposed budget at least 14 days in advance of the vote.
 - IV. District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- F. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.
 - V. The Profit and Loss Statement is presented.
 - VI. Appointed officers are confirmed at the first district council meeting.
 - VII. The district executive committee's action to fill any vacancies in district office is confirmed.

- VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
- IX. The district leadership committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district director, and public relations manager report on progress toward district goals.

67. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director education and training, assistant division director marketing, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

78. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.
- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director education and training, assistant area director marketing, area secretary, club presidents

within the area, club vice presidents education within the area, and club vice presidents membership within the area.

- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - II. Club leader training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.

89. Annual District Conferences

- A. The purpose of the annual district conference is to provide communication and leadership training opportunities toward achieving the club and district missions and to hold the in-person district council meeting. The annual conference is established in Article XII, Section 4 of the Bylaws of Toastmasters International and further defined in Article X, Section (a) of the District Administrative Bylaws.
- B. District conference information is included in the district calendar and in other district communications.
- C. The following events occur at the annual district conference:
 - I. The in-person district council meeting.
 - II. The International Speech Contest and any other district-level speech contests. These district-level contests may only take place at this event.
 - III. Educational sessions that focus on achieving the club and district missions.

910. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

District Events

1. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

2. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial area and division director training is four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together. Further, at the discretion of the district director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two or more area or division directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two hours round trip.
 - IV. Travel conditions place the safety of the area and division directors at risk.
- D. Additional training for division and area directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the district and club mission:
 - I. Supporting all clubs in achieving excellence
 - II. Effective club visits
 - III. Techniques for creating new club opportunities and building new clubs
 - IV. Success plan status review
 - V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities

- VI. Conducting effective Area and Division Council meetings to reinforce club support
- VII. Succession planning
- E. Such additional training of division and area directors may include other elected and appointed district leaders and is conducted at division or district meetings.

3. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
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- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.
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- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. One meeting shall be conducted in-person. Additional meetings are conducted in-person or virtually.

- E. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee. Any agenda item that requires the district executive committee to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
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- G. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- H. Any training at district executive committee meetings focuses on achieving the district mission.
- I. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
 - VII. The district director's recommendations to fill any vacancies in office are approved.
 - VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

5. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article X of the District Administrative Bylaws and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, are conducted virtually.
- D. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee. Any agenda item that requires the district council to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. District posts the proposed budget at least 14 days in advance of the vote.
 - IV. District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- F. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.
 - V. The Profit and Loss Statement is presented.
 - VI. Appointed officers are confirmed at the first district council meeting.
 - VII. The district executive committee's action to fill any vacancies in district office is confirmed.

- VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
- IX. The district leadership committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district director, and public relations manager report on progress toward district goals.

6. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director education and training, assistant division director marketing, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

7. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.
- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director education and training, assistant area director marketing, area secretary, club presidents

within the area, club vice presidents education within the area, and club vice presidents membership within the area.

- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - II. Club leader training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.
 - IV. In accordance with the district council's decision to elect or appoint area directors as specified in the District Administrative Bylaws, Article VII, Section C, evaluate and assess area director candidates in order to either:**
 - a. Provide one or more appointment recommendations to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The recommendations are subject to alignment changes by the district council, or**
 - b. Elect the following year's area director and provide the results of the election to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The elections are subject to alignment changes by the district council.**

8. Annual District Conferences

- A. The purpose of the annual district conference is to provide communication and leadership training opportunities toward achieving the club and district missions and to hold the in-person district council meeting. The annual conference is established in Article XII, Section 4 of the Bylaws of Toastmasters International and further defined in Article X, Section (a) of the District Administrative Bylaws.
- B. District conference information is included in the district calendar and in other district communications.
- C. The following events occur at the annual district conference:
 - I. The in-person district council meeting.
 - II. The International Speech Contest and any other district-level speech contests. These district-level contests may only take place at this event.
 - III. Educational sessions that focus on achieving the club and district missions.

9. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

Intellectual Property

1. Trademarks

- A. Toastmasters International's trademarks are used to support and further its mission and support its programs.
- B. The following table itemizes who may use Toastmasters International's trademarks, the type of uses authorized and unauthorized, and the parties responsible for their use:

User	Authorized	Not Authorized	Responsible
Clubs, areas, divisions, and districts	Stationery, business cards, bulletins, newsletters, electronic media, Web pages, program covers, agendas, and similar items only if directly related to and focused on the mission	Articles such as trophies, ribbons, banners, certificates, clothing or other items, except by specific, prior written authorization from the Chief Executive Officer	Club president, district director
Officer candidates at all levels	Stationery, business cards, mailings, electronic media, Web pages, campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, and Web pages, solely to indicate the person's affiliation with a club	Any personal newsletter, electronic media, bulletin, or similar item; articles such as trophies, ribbons, banners, certificates, clothing, or other items except by specific, prior written authorization from the Chief Executive Officer	Individual

2. Websites

- A. Club, area, division, district, and region websites should contain information useful to current and prospective members and officers including, but not limited to, event calendars, membership benefits, performance-motivating articles, newsletters, distinguished program goals and progress, dates of latest updates, a link to the Toastmasters International website (which is the primary source for club meeting times and locations).

- B. Each club website should contain the club name, meeting time and location, a contact telephone number or e-mail address, the club mission, and a link to the district website.
 - I. Club websites may not contain material irrelevant to achieving the mission of the club.
 - II. The club president is the publisher of the club website and ultimately responsible for its content.
- C. Each area and division website may also contain listings of clubs within the area or division, membership-building tips for clubs, the club and district missions, and a link to the district website.
 - I. The district director is ultimately responsible for the content of area and division websites within the district.
 - II. Area and division websites must either be part of the district website or published on a free or donated Web hosting site and linked to and from the district website.
 - III. Websites must be transferred to the incoming district director by July 1. If a website cannot be transferred or the incoming district director does not want to continue its use, the page must be removed.
- D. Each district website should also contain information such as how to organize new Toastmasters clubs; membership-building tips for clubs; a calendar with information about events such as training, district conferences, and the International Convention; the club and district missions; and links to area and division websites within the district.
 - I. District websites may not contain material that is irrelevant to achieving the mission of the district.
 - II. The district director is the publisher of the district website and ultimately responsible for its content.
- E. Region websites may also contain information such as articles and ideas to motivate the districts' achievement of goals, links to district performance information on the Toastmasters International website, promotion of Toastmasters programs, the mission and vision of Toastmasters International, district and club missions, recognition for achievements or progress toward achievements of district goals, schedules and information about district visits, links to websites of districts within the region, and district conference dates and locations.

- I. Region websites may contain a list of past international presidents and past international directors showing only their home districts and years of service.
 - II. The region advisor is the publisher of the region website and is ultimately responsible for its content.
- F. Officers at all levels shall not create office-related websites separate from those of their clubs, areas, divisions, districts, or regions.
- G. Officers may reference their Toastmasters membership and position on a personal website.
- H. All club, area, division, district, and region websites shall include a Toastmasters International trademark acknowledgement statement as published by Toastmasters International. As the trademark owner, Toastmasters International reserves the right to determine how trademarks are used on websites.
- I. Toastmasters websites may not include copyrighted information from Toastmasters International or any other source without the express written permission of the copyright owner.
- J. Clubs, areas, divisions, districts, and regions may publish websites in donated space and acknowledge the donation on the website.
- K. Clubs and districts may sell advertising space to offset costs and increase income.
- L. Regions may sell advertising space to offset costs.
- M. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover any such tax from the revenues thereby generated.
- N. Individual members may not receive any compensation to create, maintain, or host Toastmasters websites; however, normal and reasonable costs to maintain the site may be reimbursed by the club or district.
- O. A disclaimer must be included on all Toastmasters websites as follows: "The information on this website is for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation and distribution of non-Toastmasters material or information."

3. Language and Translations

- A. English is the official business language of Toastmasters International. All club and district leaders must be proficient in English.
- B. Toastmasters supports additional languages by translating educational and marketing materials, as dictated by protocol, in the following languages:
 - I. Arabic
 - II. French
 - III. German
 - IV. Japanese
 - V. Korean**
 - ~~VI~~. Portuguese
 - ~~VII~~. Simplified Chinese
 - ~~VIII~~. Spanish
 - ~~IX~~. Traditional Chinese
- C. Translation and distribution of any Toastmasters International material bearing Toastmasters trademarks or copyrights must be conducted and managed by World Headquarters.
- D. Permission to translate any additional Toastmasters materials shall be obtained in advance from the Chief Executive Officer.
- E. Permission to translate into a new language is granted on a case-by-case basis and based on the following factors:
 - I. When at least 20 chartered clubs in good standing currently conduct their meetings primarily in the language being considered for translation and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may grant permission to translate promotional brochures, the *Competent Communication* manual, the *Competent Leadership* manual, at least two *Advanced Communication* manuals and the Club Leadership Handbook.
 - II. When at least 35 chartered clubs in good standing currently conduct their meetings primarily in that language and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may give permission to translate at least two additional *Advanced Communication* manuals and select marketing material.
 - III. When 60 or more clubs in good standing currently conduct their meetings primarily in that language, World Headquarters may give permission to translate the remaining *Advanced Communication* manuals, the *High Performance Leadership* program, and other materials.
 - IV. World Headquarters determines which materials have priority for translation.

- F. Members may request permission to translate existing Toastmasters materials into a supported language. Permission may be granted on a case-by-case basis under the following conditions:
- I. Materials are translated, edited, and proofed by the member or by an individual or service designated by World Headquarters.
 - II. World Headquarters reviews all content to ensure accuracy and quality prior to distribution.
 - III. An Assignment Agreement must be completed to assign copyright of the translated material to Toastmasters International.
 - IV. World Headquarters reserves all rights to create and distribute all translated materials.

Protocol 10.1

Region Advisor Visits

1. The purpose of a region advisor visit is to provide support, leadership development, skill building, mentoring and coaching to expand district leaders' capacity to achieve the district mission.
2. Visits should occur primarily between July and October, during Toastmasters Leadership Institutes, district trainings or district executive committee meetings when not held during a district conference.
3. Region advisors are expected to visit districts as approved by the International President.
4. Region advisors request district visits by submitting a proposed visit schedule to World Headquarters for consideration by the International President or International President Elect (depending on who will be International President at the time the visits will occur.) World Headquarters confirms each visit, in writing, to the region advisor and the appropriate district leaders.
5. Districts must accept visits by a region advisor.
6. Visits to Toastmasters events may require prior approval of the International President or International President Elect (depending on who will be International President at the time the visits will occur.) The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.
 - A. Visits to club meetings within the region advisor's region may be made at any time. Visits to club meetings outside of the region advisor's region require prior approval. Reimbursement is not provided.
 - B. Visits to area and division events within the region advisor's home district may be made at any time as an attendee. Visits to such events for purposes of training and support require prior approval. Reimbursement is not provided.

Visits to area and division events within the region advisor's region may be made at any time as an attendee. Visits to such events for the purposes of training and support require prior approval. Reimbursement is not provided.

Visits to area and division events outside the region advisor's region require prior approval. Reimbursement is not provided.

- C. Visits to district events within the region advisor's home district may be made at any time as an attendee. Visits to such events for the purposes of training and support require prior approval. Reimbursement may be provided with prior approval.

Visits to district events within the region advisor's region that are not a part of the approved schedule require prior approval. Reimbursement may be provided with prior approval.

- D. District visits outside the region advisor's region require prior approval. Reimbursement is not provided.

Board of Directors Visits

1. The purposes of international officer and director visits are to **evaluate and increase the effectiveness of the district in achieving the district mission**, meet with Toastmasters members and leaders and with business and community leaders, represent the organization at district events, **share the organization's message as directed by the International President, participate in club-building and strengthening opportunities**, and publicize Toastmasters International **and its brand** through media.
2. International directors are expected to visit districts as **assigned-approved** by the International President.
3. International officer visits to districts are scheduled every seven years, or more frequently, if deemed necessary by the International President.
4. ~~World Headquarters prepares a proposed district visit schedule and International directors request district visits by~~ **submittings it to a proposed visit schedule to World Headquarters for consideration the approval of the by the International President or International President-Elect (depending on who will be International President at the time the visits will occur.) World Headquarters confirms each visit, in writing, to the international director and the appropriate district leaders. After the schedule is approved, World Headquarters collaborates with district leaders and international directors to finalize the schedule. International officers or directors, World Headquarters, and district leaders participate jointly in conference calls to plan and discuss expectations for each visit.**
5. Districts must accept visits by either an international officer or director.
6. **Visits to Toastmasters events may require prior approval of the International President or International President-Elect (depending on who will be International President at the time the visits will occur.) The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.**
 - 7A.** Visits to club meetings within the officer's/director's region may be made at any time. Visits to club meetings outside of the officer's/director's region **require may be made with the International President's** prior approval. Reimbursement is not provided.
 - 8B.** Visits to area and division events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization **require may be made with the International President's** prior approval. **The officer/director must notify the International President as to the purpose of the visit.** Reimbursement is not provided.

Visits to area and division events within the officer's/director's region may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization **require may be made with the International President's** prior approval. **The officer/director must notify the International President as to the purpose of the visit.** Reimbursement is not provided.

Visits to area and division events outside the officer's/director's region **require** ~~may be made with the International President's~~ prior approval. ~~The officer/director must notify the International President as to the purpose of the visit.~~ Reimbursement is not provided.

- 9C.** Visits to district events within the officer's/director's home district may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization **require** ~~may be made with the International President's~~ prior approval. ~~The officer/director must notify the International President as to the purpose of the visit.~~ Reimbursement may be provided with the International President's prior approval.

Visits to district events within the officer's/director's region that are not part of the approved schedule **require** ~~may be made with the International President's~~ prior approval. ~~The officer/director must notify the International President as to the purpose of the visit.~~ Reimbursement may be provided with ~~the International President's~~ prior approval.

- 40D.** District visits outside the officer's/director's region **require** ~~may be made with the International President's~~ prior approval. ~~The officer/director must notify the International President as to the purpose of the visit.~~ Reimbursement is not provided.

Protocol 2.2

Toastmasters International Legal Entities

1. The Board of Directors is the only body authorized to establish Toastmasters International legal entities as defined in the Bylaws of Toastmasters International, Article XII, Section 3e.
2. The Board of Directors at its own initiative may establish a legal entity in any country.
3. When considering the establishment of a Toastmasters International legal entity in a country, the Board of Directors evaluates the following items and any other facts it considers to be relevant:
 - A. The best interests of the clubs and district(s).
 - B. The number of clubs within the country, with 35 being the minimum for consideration.
 - C. The potential to establish 150 or more clubs in the country over time.
 - D. A clear legal requirement that Toastmasters International establish a legal entity to support district functions.
4. Any district with 35 or more clubs in a country 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.
5. To be considered, the letter of inquiry must include:
 - A. The specific laws and regulations that are prompting this request.
 - I. Any forms or applications required to establish an entity.
 - II. Fees to register and when will they be due. Provide all fees; even potential fees must be disclosed. (Application fees, yearly costs, etc.)
 - III. The specific tax implications for the organization.
 - IV. Details on specific auditing that would be required and if a local firm needs to be retained.
 - B. Reasons why the establishment of a legal entity is in the best interests of the clubs, district(s) and Toastmasters International.
 - C. An analysis of each district(s) that will be directly impacted, which shall include:
 - I. Number of clubs, club strength, growth trends, growth potential, population, education, languages spoken, and geographic influences
 - II. Marketing plan projecting growth and identifying key market opportunities

III. Financial projections demonstrating the anticipated income and expense

D. Summary of the strategy for the proposed process, including all benefits of establishing an entity and any drawbacks and challenges that could be faced.

- 6. Additional information may be requested by the Board as deemed necessary.**
- 7. Establishment of a legal entity comes at significant cost to the organization. The Board of Directors shall use the district(s) reserve accounts to recoup these costs.**
- 8. The Board of Directors will review the proposal. If approved, World Headquarters will handle all entity creation activities. Interested parties will be notified at the completion of the process.**

International Elections

1. Annual Business Meeting

- A. Elections and the Annual Business Meeting are governed by Articles IX and X of the Bylaws of Toastmasters International.
- B. Prior to the Annual Business Meeting the International President appoints a member of the Board of Directors as supervising director to oversee the voting process.
- C. The supervising director, in partnership with the Chief Executive Officer, has the following tasks related to the Annual Business Meeting:
 - I. Observes the instructions provided by the parliamentarian and monitors the voting process.
 - II. Appoints a team of 20 members to support delegates during the voting process. Coordinates with candidate-appointed observers (one per candidate) to ensure the integrity of the voting process.
 - III. Verifies the results of each vote and provides the results to the International President.
- D. The International President is the chair of the Annual Business Meeting.
- E. The supervising director's name is announced.
- F. The credentials committee chair presents the committee report.
- G. The order of business is international officer elections, followed by international director elections, and Constitution and Bylaws amendment proposals.
- H. The International President informs candidates that each of them may stand for only one office and that they may withdraw their names from nomination in order to be placed in nomination for another office at any time before the nominations for that office have closed.
- I. The International President or a person designated by the International President explains the election and voting rules and process to the delegates.
- J. The International Leadership Committee (ILC) chair presents the committee's report. If the ILC chair is absent, the International President designates an alternate presenter.
- K. The ILC report consists of the names, cities, regions, and countries of the ILC members and the name and city of each candidate in descending alphabetical order by name.

- L. If any policy violations by a nominated candidate occur, the ILC chair may disclose that violation and may announce whether the violation could have affected the candidate's nomination.
- M. Any candidate nominated by the ILC may withdraw from such nomination at any time after the committee's report is read and before the nominations are closed for the office to which the candidate has been nominated, and may be nominated from the floor for any other office for which nominations are still open.
- N. The International President asks if there are any additional nominations from the floor for any of the officer positions, as permitted by Article VIII, Section 3 of the Bylaws of Toastmasters International. When all such nominations are completed, the International President declares the nominations for the officer positions closed.
- O. After all officer nominations are closed, if there is only one candidate for any office, the International President entertains a motion under Article X, Section 6 of the Bylaws of Toastmasters International to dispense with the secret ballot for such uncontested office and to instruct the secretary to cast a single vote for the candidate for each such office.
- P. If any policy violations by an officer candidate have occurred, the International President may disclose such violations.
- Q. Each opposed officer candidate is entitled to a two-minute speech.
 - I. The speeches are delivered in alphabetical order by office, commencing with the highest contested office.
 - II. Each speech is delivered from the platform by the candidate, except when a candidate is not in attendance, in which case the speech is given by the candidate's representative.
- R. Balloting in elections is governed by Article IX, Section 3 of the Bylaws of Toastmasters International.
- S. Nominations for directors commences after the voting for officers is complete and the results have been announced.
- T. The International President or the person designated by the International President reads the names, **and** cities, ~~and districts~~ of the director candidates.
 - I. The announcement order is the lowest numbered region to the highest-numbered region.
 - II. The International President asks if there are additional nominations from the floor, as permitted by Article VIII, Section 3 of the Bylaws of Toastmasters International, and reminds the delegates that no candidate may be nominated unless such candidate consents to such nomination and meets all other requirements.

- III. After all nominations are presented, the International President declares the nominations for director candidates closed, followed by two-minute speeches by each opposed candidate (or a candidate's representative, if a candidate is not in attendance).
- IV. If any policy violations by a director candidate have occurred, the International President may disclose such violations.
- V. If any candidate is unopposed, the International President entertains a motion under Article X, Section 6 of the Bylaws of Toastmasters International to dispense with the secret ballot for any uncontested office and to cast a single vote for any unopposed candidate.
- U. The International President is advised before the election of the names of the candidates. This rule does not preclude nominations from the floor without advance notice to the International President.
- V. When the names of the candidates are announced, they are displayed to the delegates.
- W. Before votes for directors are cast, the International President announces that the election is by majority vote for each contested directorship.
- X. Votes are cast and counted. In the event no candidate receives a majority of the votes cast for any one or more of the contested directorships, voting continues as prescribed in Article IX, Section 3 of the Bylaws of Toastmasters International.
- Y. After each count is calculated, the supervising director verifies the count and provides the results to the International President or Parliamentarian.
- Z. The official final report, containing all election results, is completed, using a form provided by World Headquarters, by the supervising director and delivered to the International President or Parliamentarian.
- AA. Final results are posted publicly at the meeting site and broadcast electronically to the membership following adjournment of the meeting.

2. Special Membership Meeting

- A. Special membership meetings are described in Article IX, Section 4 of the Bylaws of Toastmasters International. Whenever possible, actions to be voted on by the members are presented at the Annual Business Meeting.
- B. Special membership meetings may be called by majority vote of the Board of Directors at any Board meeting or by unanimous written consent.
- C. Special membership meetings must follow all rules that apply to the Annual Business Meeting and meet applicable requirements of California Nonprofit Public Benefit Corporation Law.

3. Voting by Mail

- A. The circumstances for holding an election by mail vote are stated in Article IX, Section 4 of the Bylaws of Toastmasters International. As permitted by the California Nonprofit Public Benefit Corporation Law, mail votes may be conducted by electronic transmission in compliance with Article XIII, Section 9 of the Bylaws of Toastmasters International.
- B. The Board decides—by majority vote at a Board meeting or by unanimous written consent—that circumstances warrant election of officers and directors by mail vote of the membership.
- C. In the case of any election by mail vote of the membership, the Board sets the record date for purposes of determining which members are entitled to cast votes. The record date is not more than 60 days before the day on which the first written ballot is mailed or solicited. The members otherwise entitled to vote as of the close of business on such record date are entitled to vote in the election.
- D. The Board determines the means by which and the date on which ballots are distributed to those members entitled to vote in the election.
- E. The Board sets a reasonable date by which ballots must be received at World Headquarters to be counted in the election.
- F. The Board sets a reasonable date for completion of the nomination procedures described in Article VIII, Sections 1, 2, and 3 of the Bylaws of Toastmasters International allowing adequate time for the preparation of ballots and the solicitation and inclusion of candidate statements, as well as the reasonable equivalent of floor nominations.
- G. The Board appoints an election committee consisting of the corporate secretary-treasurer and two other persons to be responsible for the conduct of the election.
 - I. The committee has the powers given to inspectors of elections in the California Nonprofit Public Benefit Corporation Law and is otherwise governed by that law.
 - II. The Board and World Headquarters provide all reasonable assistance to the committee.
- H. The election committee determines the minimum number of votes to be received (quorum) by the date set by the Board for a valid election to take place. Quorums are defined in Article XI, Section 1 of the Bylaws of Toastmasters International.
- I. The Board reviews and approves a form of written ballot and the accompanying solicitation letter to members from the Board.
 - I. The ballot states that it concerns the annual election of officers and directors in lieu of elections normally held at the Annual Business Meeting.
 - II. The ballot specifies, for each contested position, the names of each candidate validly nominated for that position and provides space for the

member to vote for, vote against, or abstain from voting with respect to each candidate. No space for write-in candidates shall be provided.

- III. The ballot explicitly states that if a member specifies a choice, the member's vote is cast accordingly.
- IV. In addition to any instructions or recommendations from the Board relating to the written ballot, the solicitation letter accompanying written ballots to be sent to members states the date by which written ballots must be received by World Headquarters in order to be counted and the minimum number of responses to be received to meet the requirement for a valid vote.
- J. If, after the close of nominations, only one person is nominated for a position, the election committee declares the person nominated and qualified to have been elected without further action.
- K. The election committee notifies each validly nominated candidate in a contested election of the opportunity to submit a written statement, of no more than 500 words, to communicate to members the nominee's qualifications and reasons for seeking office and to solicit the vote of the members.
 - I. The notice specifies a reasonable deadline for the candidate's submission of this statement to the committee.
 - II. Any candidate's statement not received by the committee, at the address stated in the notice, by the deadline, is not distributed to members with the written ballot.
 - III. World Headquarters responds to all communications requests from nominees in accordance with the California Nonprofit Public Benefit Corporation Law.
- L. On the date specified by the Board, the election committee causes written ballots and any accompanying materials—including the text of all valid candidate statements received, presented with equal prominence—to be distributed in the manner specified by the Board to every member entitled to vote in the election.
- M. Promptly after the due date, the election committee determines whether enough votes have been received to constitute a valid election.
 - I. If so, the election committee counts the votes, and the candidate receiving the number of votes required by Article IX, Section 3 of the Bylaws of Toastmasters International shall be declared elected.
 - II. If three or more candidates are nominated for an office, the ballot may be constructed so as to provide further choices for members to make in the event that one candidate does not receive a majority of the votes cast, in order to achieve a reasonable equivalent to the balloting process set forth in Article IX, Section 3 of the Bylaws of Toastmasters International.
- N. In the case of a tie, the winner is selected by lots.
- O. In counting votes, any ballots marked "withhold," "abstain," or otherwise

indicating that the vote is withheld, is not cast for or against any candidate in that contest.

- P. The committee certifies in writing, under penalty of perjury, the results of the election to the Board and the members.
- Q. Those elected take office immediately upon the certification of their election.
- R. Ballots, once delivered to World Headquarters, may not be revoked.

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, **provisional districts, and territorial councils**, 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, **that are not assigned to a territorial council**). 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.

4. Provisional districts and territorial councils may conduct the International Speech Contest and up to three additional speech contests each year, in accordance with the Speech Contest Rulebook.

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 district 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.

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 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 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 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.

- ~~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 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.

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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 be selected by the contestant.
- B. The subject of Table Topics Contest 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 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 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. For the International Speech Contest, Region Quarterfinals, there shall 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 be a member in the same region in which a contestant is a member. No ~~chief judge,~~ voting judge or tiebreaking judge shall 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 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.
 7. 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.
 8. Voting judges at all levels shall 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 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 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 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 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 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 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 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 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. The chief judge, contest chair, voting judges and contestants shall not entertain 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 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.

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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.

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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.
2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

Evaluation Contest Rules

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

1. At the beginning of this contest, a five- to seven-minute test speech will be presented.
 - A. The test speech shall 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 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 their copy

of the Evaluation Contestant Notes sheet 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

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1. Members of undistricted clubs **that are not assigned to a territorial council** 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 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 videosppeechcontest@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 Leader- ship 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 contest- ants 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 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. 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

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

Protocol 3.0

Ethics and Conduct

1. Violation Reporting

- A. If an ethics or conduct violation arises, it is to be handled initially at the lowest or closest practical level to the incident.
- B. If the resolution of a violation is not satisfactory, the matter may be safely reported to a higher level. Club-level matters not resolved at the club level are reported to World Headquarters.
- C. If the matter is not reported, the higher level is not to be held responsible for the situation.
- D. The person receiving the report shall conduct a confidential investigation and shall initiate appropriate action to resolve the matter.
- E. Regardless of the level at which an incident occurs, if any person involved in the matter believes it was not resolved in accordance with the governing documents of Toastmasters International, or if the process is not feasible, such person may promptly report the situation to the Chief Executive Officer or to the International President if the Chief Executive Officer is charged with a violation.
- F. Any claim, threat of lawsuit, or lawsuit involving an ethics violation occurring above the club level must be reported promptly to the Chief Executive Officer.
- G. In jurisdictions where laws are stricter than the Toastmasters International governing documents, members and clubs are required to observe the stricter standards. Suspected violations of criminal law, such as embezzlement, theft, assault, or trespass should be reported to the appropriate law enforcement authorities in the jurisdiction.

2. Club Procedure to Discipline a Member

- A. Disciplinary actions conducted by a club relating to an individual member are addressed in Article II, Section 6 of the Club Constitution. Each club is responsible for handling its own disciplinary matters following Toastmasters policy and protocol. District officers have no club-level authority and shall not be involved in club-level disciplinary matters. World Headquarters, at the request of club officers, provides counsel and direction in matters of process.
- B. The following process applies if a club considers disciplining an individual member. This includes, but is not limited to, situations in which the International President requests that the club initiate proceedings against a particular member.
- C. An individual member who wishes to express concern about any ethics and conduct or other violations involving a member of the club executive committee or club may submit a written complaint containing reasonably credible information to the club president. If the club president is the member charged, the next highest-level club officer replaces the club president throughout the remainder of the proceedings.

- D. If the club president believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The club president discusses the findings from the investigation with the complaining member and the charged members (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- E. If a resolution is not reached, the club president refers the matter to the club executive committee. The club executive committee determines, by a majority vote, whether:
 - I. A disciplinary hearing takes place.
 - II. The disciplinary hearing is conducted by the club executive committee or the club members.
- F. This is the disciplinary hearing procedure, whether conducted by the club executive committee or the club members.
 - I. The club executive committee/club members recommends, by majority vote, membership termination or other disciplinary action.
 - II. The club executive committee/club members then provides written notice of the proposed disciplinary action and list the ethics and conduct or other violations that are the cause of the disciplinary hearing to the charged member.
 - III. After receiving notice, the member has 15 days to respond to the charges, either orally or in writing.
 - IV. If the member requests, the club executive committee/club members gives the member an opportunity to appear before the committee to discuss the issue. The committee notifies the member of the date, time, and location of the meeting.
 - V. The club executive committee/club members distributes copies of the charges and any response from the charged member to all members of the club executive committee/club members.
 - VI. After the 15-day response time, the club executive committee/club members votes on the proposed termination or other disciplinary action.
 - a. The club executive committee/club members provides reasonable notice of the agenda item to the club executive committee.
 - b. The club executive committee/club members must have a quorum present (majority).
 - c. In order to terminate membership, two-thirds of the club executive committee/club members present and voting must vote in favor of termination.
 - VII. The charged member and club members are notified of the action taken.

- VIII. The charged member may appeal the club executive committee's decision to the club within 15 days of the date of notice. There is no appeal of a decision made by the club members.
- IX. When an individual is removed from membership in a club, the club president must notify World Headquarters within seven days.

3. District Procedure to Discipline a Member

- A. Resignation or removal of a district officer is addressed in Article VII, Section(g) of the District Administrative Bylaws, which requires no advance notice, hearing, or cause for removal. The district executive committee may choose to remove a district officer summarily or follow the disciplinary process set forth here.
- B. An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the district executive committee, other appointed district official, or an individual Toastmasters member participating in district activities, may submit a written complaint containing reasonably credible information to the district director. If the district director is the member charged, the next highest-level district officer replaces the district director throughout the remainder of the proceedings.
- C. If the district director believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The district director discusses the findings from the investigation with the complaining member and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- D. If a resolution is not reached, the district director refers the matter to the district executive committee and informs World Headquarters. World Headquarters provides counsel and direction in matters of process. The district executive committee determines, by a majority vote, whether:
 - I. A disciplinary hearing takes place.
 - II. The disciplinary hearing is conducted by the district executive committee or the district council.
- E. The district director serves as chair for the disciplinary hearing.
- F. This disciplinary procedure, whether conducted at the district executive committee or district council level, must be followed for all district-level disciplinary hearings.
 - I. A hearing is conducted during a regular or special meeting, in person or by teleconference. All discussion and materials are subject to confidentiality restrictions determined by the committee/council.
 - II. The complaining member, the charged member, and the committee/council members are notified of the date, time, location, and format of the hearing a minimum of 15 days before the hearing. The written notice shall include the proposed disciplinary action and list the ethics and conduct or other violations that are the cause of the disciplinary hearing.

- III. The complaining member and the charged member have the opportunity to participate in the hearing. The committee/council determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
- IV. The committee/council receives copies of the original complaint, the charged member's response and the results of the district director's confidential investigation in advance of the hearing.
- V. The charged member provides any written, physical, or other evidence (other than his or her oral testimony) to the district director no later than 48 hours prior to the hearing.
- VI. At the hearing, the district director:
 - a. Confirms that a quorum is present.
 - b. Indicates the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.
 - c. Advises that recording of the hearing is prohibited.
 - d. States that all discussion is limited to the charges and evidence presented.
 - e. Presents findings from the confidential investigation. The findings may contain sensitive information received from the complaining member and from other witnesses confidentially, and the council/committee may choose not to permit the charged member to know their identity or to cross-examine them.
 - f. Provides the charged member with a predetermined amount of time to speak and respond to the charges.
 - g. Provides any witnesses speaking a predetermined amount of time to speak.
 - h. Excuses all parties present except the district executive committee or district council to discuss appropriate disciplinary action. The charged member shall be excused, even if a member of the committee or council. Any member of the committee or council having a family, business, or personal relationship to the charged member, if the relationship may cast doubt on the member's ability to render an impartial judgment, shall also be excused.
- 1. Disciplinary actions may include one or more of the following:
 - a. Private written censure of the member by the committee/council
 - b. Public written censure of the member by the committee/council
 - c. Suspension from participation in district events – not to exceed 18 months

- d. Suspension or removal from district office
 - e. Suspension from eligibility to be elected or appointed to district office – not to exceed 18 months
 - f. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.
 - 2. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by two-thirds of those present and voting.
- VII. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action. Depending on the circumstances, the disciplinary process and the result may be kept completely confidential or partially confidential at the discretion of the committee/council. If the charged member or the complaining member has made the matter public, if certain club or district officers should be notified in order to minimize potential harm to other members, or in other appropriate situations, the best interests of Toastmasters International may require discreet communications to others.
- VIII. The district executive committee's decision may be appealed to the district council. There is no appeal of the district council's decision. However, the Board of Directors may, on its own initiative, review the district's decision and reach a different conclusion in the best interests of Toastmasters International, its member clubs and individual members.

4. Procedure to Discipline Accredited Speakers and World Champions of Public Speaking

- A. An individual member who wishes to express concern about any ethics and conduct or other violation involving an Accredited Speaker or World Champion of Public Speaking, may submit a written complaint containing reasonably credible information to World Headquarters. If the complaint is deemed to be reasonably credible, a disciplinary review following the steps in this protocol may be conducted.**
- B. Violations include, but are not limited to, harassment; discrimination; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; failure to uphold Toastmasters International's Bylaws, Policies or Protocols.**
- C. Disciplinary actions may include, but are not limited to:**
 - A warning or reprimand**
 - A requirement to acknowledge the infraction or violation**
 - A requirement to correct the infraction**
 - A commitment to non-recurrence**
 - An apology to affected parties**
 - Provision of financial restitution to persons affected or to the organization for costs of the disciplinary process**
 - Suspension of title for a specific time or permanently**
 - Removal from good standing with Toastmasters International for a specific time or permanently**

D. Disciplinary review and action are based on the severity of the potential violation:

- I. A level-one violation is a minor infraction (for example: inappropriate or disrespectful behavior with individual Toastmasters members or staff. Inappropriate or disrespectful behavior at Toastmasters events.)**
 - a. The International President reviews the information, conducts an investigation and consults with the Executive Committee and others as needed, and engages in disciplinary communication (orally and/or in writing) to the Accredited Speaker or World Champion of Public Speaking.**
 - b. If correctable, the individual acknowledges the infraction and corrects it.**
 - c. If not correctable, the individual acknowledges the infraction and commits in writing to non-recurrence.**
 - d. The International President informs the Board of Directors.**
- II. A level-two violation is a severe violation (for example: excessive, inappropriate, or disrespectful behavior at a Toastmasters event, or relating to World Headquarters; consistently missing or being unprepared for Toastmasters-related speaking engagements; promoting the violation of Toastmasters Bylaws, Policies or Protocol; deliberately misusing the Accredited Speaker or World Champion of Public Speaking title, embarrassing the organization, tarnishing the reputation of the program).**
 - a. The International President reviews the information, conducts an investigation and consults with the Board of Directors and others as needed.**
 - b. The Board of Directors determines the appropriate disciplinary measure, up to and including a hearing to consider revocation of the Accredited Speaker or World Champion of Public Speaking.**
 - c. The Board may assign the matter to the Disciplinary Committee. The Disciplinary Committee and the Board of Directors must follow all required disciplinary processes.**
 - d. If the Board decides to proceed with the Disciplinary Committee's recommendation, appropriate procedures are followed.**
 - e. There is no appeal of the Board's decision.**

5-4. Recognition Program Violations

- A. The Chief Executive Officer is authorized to delay, deny, or withdraw the granting of any recognition award, or the acceptance at World Headquarters of any documentation in support of any such award, if it appears that there were**

misrepresentations by or on behalf of the individual, club, area, division, or district seeking the award.

- I. The final decision to deny or withdraw an award is the responsibility of and must be confirmed by the International President.
 - II. There is no right of appeal beyond the International President.
- B. If there are misrepresentations in the submission of a club's renewals, charter fees, or membership applications, that club shall be suspended from all performance results for the remainder of the program year.
- I. The district director, program quality director, and club growth director shall be immediately notified of the action and provided the reasons for suspension.
 - II. If all three officers, or a majority of the officers and the immediate past district director, or a majority of the district executive committee, certify in writing that, in their judgment, there was no misrepresentation, then the club can be reinstated to the performance results.
 - III. Clubs suspended from a district's year-end performance results must be reinstated before July 15 in order to receive credit for recognition as a Distinguished Club, Distinguished Area, Distinguished Division, and Distinguished District.
- C. Districts shall not create, administer, or promote any other recognition programs which compete with official Toastmasters International recognition programs.

District Events

1. District Events

- A. All district events, including but not limited to district conferences, club officer training, district leader training and district council meetings, must not be held jointly with any other district.

2. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district and club leaders provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.

3. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial area and division director training is four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together. Further, at the discretion of the district director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two or more area or division directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two hours round trip.
 - IV. Travel conditions place the safety of the area and division directors at risk.
- D. Additional training for division and area directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the district and club mission:
 - I. Supporting all clubs in achieving excellence
 - II. Effective club visits
 - III. Techniques for creating new club opportunities and building new clubs

- IV. Success plan status review
- V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities
- VI. Conducting effective Area and Division Council meetings to reinforce club support
- VII. Succession planning
- E. Such additional training of division and area directors may include other elected and appointed district leaders and is conducted at division or district meetings.

4. Club Leader Training

- A. Districts train club leaders twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district and club leader training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club or district leaders and the achievement of the club or district mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

5. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.
- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.

- D. The district executive committee meets at least four times each year. One meeting shall be conducted in-person. Additional meetings are conducted in-person or virtually.
- E. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee. Any agenda item that requires the district executive committee to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
- F. District executive committee meeting information is included in the district calendar and in other district communications.
- G. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- H. Any training at district executive committee meetings focuses on achieving the district mission.
- I. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. Prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.
 - VII. The district director's recommendations to fill any vacancies in office are approved.
 - VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

6. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article X of the District Administrative Bylaws and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, are conducted virtually.
- D. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee. Any agenda item that requires the district council to vote must adhere to the following process:
 - I. Notice of the electronic vote posted to the district website four weeks in advance of the vote opening.
 - II. District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. District posts the proposed budget at least 14 days in advance of the vote.
 - IV. District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others whose participation the council requires may attend. Members attending the district conference who are not voting members of the council or their proxies may attend but do not participate in council deliberations.
- F. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.
 - V. The Profit and Loss Statement is presented.
 - VI. Appointed officers are confirmed at the first district council meeting.
 - VII. The district executive committee's action to fill any vacancies in district office is confirmed.

- VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
- IX. The district leadership committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district director, and public relations manager report on progress toward district goals.

7. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director education and training, assistant division director marketing, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area plans, goals, and progress in the Distinguished Area Program are presented.
 - II. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - III. The club leader training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

8. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.
- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director education and training, assistant area director marketing, area secretary, club presidents

within the area, club vice presidents education within the area, and club vice presidents membership within the area.

- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club plans, goals, and progress in the Distinguished Club Program are presented.
 - II. Club leader training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.
 - IV. In accordance with the district council's decision to elect or appoint area directors as specified in the District Administrative Bylaws, Article VII, Section C, evaluate and assess area director candidates in order to either:
 - a. Provide one or more appointment recommendations to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The recommendations are subject to alignment changes by the district council, or
 - b. Elect the following year's area director and provide the results of the election to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The elections are subject to alignment changes by the district council.

9. Annual District Conferences

- A. The purpose of the annual district conference is to provide communication and leadership training opportunities toward achieving the club and district missions and to hold the in-person district council meeting. The annual conference is established in Article XII, Section 4 of the Bylaws of Toastmasters International and further defined in Article X, Section (a) of the District Administrative Bylaws.
- B. District conference information is included in the district calendar and in other district communications.
- C. The following events occur at the annual district conference:
 - I. The in-person district council meeting. **Voting members or their proxyholders are required to attend the annual district council meeting.**
 - II. The International Speech Contest and any other district-level speech contests. These district level contests may only take place at this event.

- III. Educational sessions that focus on achieving the club and district missions.

10. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

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, 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 Leader- ship 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.

Club and Membership Eligibility

1. Club Reinstatement

- A. Clubs inactive for one **(1)** full dues renewal period may be reinstated within the following dues renewal period. ~~by one of two methods:~~ **To do so, the club, or its individual members when verified by a club officer, pay all of the following in full:**
- I. Current renewal dues for a minimum of eight (8) individual members, at least three (3) of whom were individual members of the club immediately prior to its inactive status;**
 - II. Any ~~past due~~ **overdue** account balance;**
 - III. And one of the following fees or dues:**
 - a. a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight (8) to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.**
 - b. dues for all individual members in the club during the previous reporting period. Membership of individual members continues from the dates they originally joined the club.**
- ~~I. The club, or its individual members when verified by a club officer, pay all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its inactive status; any past due account balance; and a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.~~
- ~~II. The club, or its individual members when verified by a club officer, pay all of the following in full: current renewal dues for a minimum of eight individual members, at least three of whom were individual members of the club immediately prior to its becoming inactive, any past due account balance, and dues for all individual members in the club during the previous report period. Membership of individual members continues from the dates they originally joined the club.~~
- B. Clubs inactive for two **(2)** or more full dues renewal periods are required to be chartered as new clubs, meeting all chartering requirements.

2. Members with Disabilities

- A. Various external laws apply to facilities and organizations regarding their responsibilities, if any, to provide accommodation to support the participation of persons with disabilities. If no public accommodation is involved, the laws may not apply.

- B. Toastmasters International and each of its subordinate units, including regions, ~~d~~Districts, ~~d~~Divisions, and ~~a~~Areas, shall comply with applicable laws regarding accommodations for persons with disabilities in the jurisdictions in which meetings or other functions are held.
- C. Since Toastmasters **Member e**Clubs are separate legal entities, their legal obligations with respect to persons with disabilities may differ from the obligations of Toastmasters International, depending on national, state, or local regulations and the availability of facilities for meetings in their communities. It may not be reasonable, feasible, or possible to provide accommodation in every instance.
- D. Where disability laws apply, it is the responsibility of the highest-ranking officer at the level for which an event is planned (e.g., the ~~d~~District ~~d~~Director for a ~~d~~District, the **e**Club ~~p~~President for a club) to determine what laws and regulations may apply regarding accommodations for persons with disabilities at the event facility.
- E. If the responsible person determines that an event facility must meet a certain standard of disability accommodation, a written guarantee shall be obtained from the facility owner or operator that the facility complies with that standard and holds Toastmasters International or the club harmless if the facility should violate that standard. If a claim or suit is subsequently brought against Toastmasters International or the club regarding disability accommodation at such event, defense of the claim or suit shall be tendered immediately to the facility owner or operator.
- F. In the case of practical limitations or unforeseen circumstances that could result in some obstacle, hindrance, or other difficulty for a person with a disability at an event, Toastmasters International cannot and does not promise full participation in its programs to persons who are not able to participate through their own efforts.

3. Online Attendance at Club Meetings

- A. Online attendance is defined as any member participating and interacting in a club meeting through the use of live audio and video conferencing tools utilizing an online platform.
 - I. Participants are not in the same physical location as the rest of the club members attending the in-person meeting.
 - II. Participants must be able to communicate with all other members in attendance at the in-person meeting.
 - III. Online participation in a club meeting does not include voice-only teleconferencing, recorded video, or recorded audio.
- B. Clubs that opt to allow online attendance at the regular in-person meeting must specify this in the Addendum of Standard Club Options.
- C. Each club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
- D. Each member participating in online club meetings will provide their own technology at their own expense if there is a fee for use.

4. Online Clubs

- A. Online clubs are defined as having a majority of members attending meetings through the use of live, online video-conferencing tools.
 - I. Each online club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
 - II. Each member participating in an online club will provide their own technology at their own expense if there is a fee for use.
 - III. Voice-only teleconferencing, recorded video, or recorded audio are not acceptable forms of attendance.
- B. Online clubs must begin existence as newly chartered clubs. Existing clubs may not become online clubs, nor may online clubs change their status and become in-person clubs.
- C. Online clubs are undistricted.
- D. Online clubs must self-identify as such in the Addendum of Standard Club Options.

Club Constitution: Modifications to Comply with Local law

1. Authority

The ~~Toastmasters International~~ Club Constitution **for Clubs of Toastmasters International**, Article XI, Section 3, governs local jurisdictional law matters related to clubs.

2. Jurisdictional Modifications

Following are jurisdictions in which certain modifications to the Club Constitution are justified in order for clubs located within such jurisdictions to function legally. By virtue of this Protocol, the portions of the Club Constitution applicable to such clubs are hereby modified as stated below. No action by the clubs affected is necessary; the modification applies automatically and universally to all those clubs within the listed jurisdiction.

- A. Australia: Article XI, Section 2 is modified to read: “In the event of dissolution of this club, distribution of any funds, after payment of any indebtedness, shall be made by contribution to another Toastmasters club located in and subject to the laws of Australia.”
- B. Malaysia: Article XI, Section 3, insert a new paragraph that reads: “All Toastmasters clubs in Malaysia must register as a society with the Registry of Societies.”
- C. Singapore: Article XI, Section 3, insert a new paragraph that reads: “All Toastmasters clubs in Singapore, which are not operating under the umbrella of an existing society or corporation, must register with the Registrar of Societies.”
- D. United States: Article XI, Section 3, insert a new paragraph that reads: “All Toastmasters clubs in the United States must register with the Internal Revenue Service under Toastmasters International’s nonprofit group exemption.”
 - a. California: Article XI, Section 3, insert a new paragraph that reads: “All Toastmasters clubs in California must register with the Secretary of State.”

Protocol 3.0

Ethics and Conduct

1. Violation Reporting

- A. If an ethics or conduct violation arises, it is to be handled initially at the ~~lowest or~~ closest practical level to the incident.
- B. If the resolution of a violation is not satisfactory, the matter may be safely reported to ~~the next a higher~~ level. Club-level matters not resolved at the club level are reported to World Headquarters.
- C. If the matter is not reported, the ~~next higher~~ level is not to be held responsible for the situation.
- D. The person receiving the report shall conduct a confidential investigation and shall initiate appropriate action to resolve the matter.
- E. Regardless of the level at which an incident occurs, if any person involved in the matter believes it was not resolved in accordance with the governing documents of Toastmasters International, or if the process is not feasible, such person may promptly report the situation to the Chief Executive Officer or to the International President if the Chief Executive Officer is charged with a violation.
- F. Any claim, threat of lawsuit, or lawsuit involving an ethics violation occurring ~~outside above~~ the club level must be reported promptly to the Chief Executive Officer.
- G. In jurisdictions where laws are stricter than the Toastmasters International governing documents, members and clubs are required to observe the stricter standards.
- H. Suspected violations of criminal law, such as embezzlement, theft, assault, or trespass should be reported to the appropriate law enforcement authorities in the jurisdiction. Any such violation occurring outside the club level must be reported to World Headquarters.**

2. Club Procedure to Discipline a Member

- A. Disciplinary actions conducted by a club relating to an individual member are addressed in Article II, Section 6 of the Club Constitution. Each club is responsible for handling its own disciplinary matters following Toastmasters ~~p~~Policy and ~~p~~Protocol. District ~~leaders officers~~ have no club-level authority and shall not be involved in club-level disciplinary matters. World Headquarters, at the request of club officers, provides counsel and direction in matters of process.
- B. The ~~following~~ process **set forth below in C through K** applies if a club considers disciplining an individual member. This includes, but is not limited to, situations in which the International President requests that the club initiate proceedings against a particular member.
- C. An individual member who wishes to express concern about any ethics and conduct or other violations involving a member of the ~~e~~Club ~~e~~Executive

~~e~~Committee or club may submit a ~~written~~ complaint containing reasonably credible information to the ~~e~~Club ~~p~~President, **who becomes the investigative officer**. If the ~~e~~Club ~~p~~President is the **charged member** ~~charged, has a conflict of interest, or is exhibiting undue bias~~, the next highest-ranking ~~level~~ club officer replaces the ~~e~~Club ~~p~~President throughout the remainder of the proceedings. **A conflict of interest occurs when the Club President has a business or personal relationship with the charged member. In such cases, the Club President must not participate in the investigation.**

D. If the ~~club-president~~ **investigative officer** believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The ~~club-president~~ **investigative officer** discusses the findings from the investigation with the complaining member and the charged members ~~s~~ (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.

E. If a resolution is not reached, the ~~club-president~~ **investigative officer** refers the matter to the ~~e~~Club ~~e~~Executive ~~e~~Committee. The ~~e~~Club ~~e~~Executive ~~e~~Committee determines, by a majority vote, whether:

I. Sufficient evidence of alleged violations exists

II ~~I~~. A disciplinary hearing takes place.

III ~~II~~. The disciplinary hearing is conducted by the ~~e~~Club ~~e~~Executive ~~e~~Committee or the club members.

F. The following disciplinary actions are available to the club:

I. Request a public apology

II. Letter of censure

III. Suspension of up to 90 days

IV. Decline to renew membership

V. Terminate membership in the club

VI. Refer the matter to World Headquarters for further investigation

G. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:

I. Location, date and time of the hearing

II. A list of the charges

III. The specific Policy or Protocol referring to the charges

IV. The potential disciplinary actions available to the club, as listed above

H ~~F~~. This is the disciplinary hearing procedure, ~~whether~~ **when conducted by the ~~e~~Club ~~e~~Executive ~~e~~Committee ~~or the club members~~.**

~~I. The club executive committee/club members recommends, by majority vote, membership termination or other disciplinary action.~~

~~I II. The eClub eExecutive eCommittee /club members then creates the Notice of Hearing and provides it written notice of the proposed disciplinary action and list the ethics and conduct or other violations that are the cause of the disciplinary hearing to the charged member.~~

~~II III. After receiving notice the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.~~

~~IV. If the member requests, the club executive committee/club members gives the member an opportunity to appear before the committee to discuss the issue. The committee notifies the member of the date, time, and location of the meeting.~~

~~III V. The eClub eExecutive eCommittee /club members distributes copies of the charges Notice of Hearing and any response from the charged member to all members of the eClub eExecutive eCommittee /club members no fewer than seven (7) days prior to the disciplinary hearing.~~

~~IV VI. After the 15-day response time, the eClub eExecutive eCommittee /club members votes on the proposed termination or other disciplinary action holds the disciplinary hearing.~~

~~a. The club executive committee/club members provides reasonable notice of the agenda item to the club executive committee. The chair of the disciplinary hearing shall be the Immediate Past Club President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.~~

~~b. The eClub eExecutive eCommittee /club members must have a quorum present (majority).~~

~~c. At the disciplinary hearing, the investigative officer will present the list of charges to the Club Executive Committee.~~

~~d. If the charged member requests, the charged member is given an opportunity to appear before the committee to address the charges.~~

~~e. Club Executive Committee members may ask clarifying questions of the investigative officer and charged member.~~

~~f. The charged member is excused for discussion and voting.~~

~~g. The Club Executive Committee, by majority vote, determines if the charges are substantiated.~~

~~h. If the charges are substantiated, the Club Executive Committee, by majority vote, determines the appropriate disciplinary action(s) to be taken.~~

- i. ~~e~~. In order to terminate membership, two-thirds of the ~~e~~Club ~~e~~Executive ~~e~~Committee ~~/club members~~ present and voting must vote in favor of termination.

~~V~~ ~~VI~~. The charged member and club members are notified of the action taken.

~~VI~~ ~~VIII~~. The charged member may appeal the ~~e~~Club ~~e~~Executive ~~e~~Committee's decision to the club within 15 days of the date of notice. ~~There is no appeal of a decision made by the club members.~~ **Below is the procedure to hold an appeal hearing:**

- a. **The Club Executive Committee sends notice of a special business meeting to all club members to conduct the appeal hearing, along with a copy of the original Notice of Hearing, no fewer than seven (7) days prior to the appeal hearing.**
- b. **The chair of the appeal hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.**
- c. **The club must have a quorum present (majority).**
- d. **At the appeal hearing, the investigative officer will present the list of charges to the club members.**
- e. **If the charged member requests, the charged member will be given the opportunity to address the charges.**
- f. **Members of the club may ask clarifying questions of the investigative officer and the charged member.**
- g. **The charged member is excused for discussion and voting.**
- h. **A majority of members present and voting is required to overturn the Club Executive Committee's decision.**

~~IX. When an individual is removed from membership in a club, the club president must notify World Headquarters within seven days.~~

I. Below is the disciplinary hearing procedure when conducted by the club members.

- I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.**
- II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.**
- III. The Club Executive Committee distributes copies of the Notice of Hearing, and any response from the charged member, to all members of the club no fewer than seven (7) days prior to the disciplinary hearing.**

- IV. After the 15-day response time, the club members hold a disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The club must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the club members.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the club to address the charges.
 - e. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The club members, by majority vote, determine if the charges are substantiated.
 - h. If the charges are substantiated, the club members, by majority vote, determine the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership in the club, two-thirds of the club members present and voting must vote in favor of termination.
- V. The charged member and club members are notified of the action taken.
- VI. There is no appeal of a decision made by the club members.
- J. When an individual is removed from membership in a club, the Club President must notify World Headquarters within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.
- K. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters within seven (7) days.

3. District Procedure to Discipline a Member

- A. Resignation or removal of a ~~d~~District officer is addressed in Article VII, Section(g) of the District Administrative Bylaws, ~~which requires no advance notice, hearing, or cause for removal. The district executive committee may choose to remove a district officer summarily or follow the disciplinary process set forth here.~~
- B. An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the ~~d~~District ~~e~~Executive ~~e~~Committee, other appointed ~~d~~District **leader official**, or an individual Toastmasters member participating in ~~d~~District activities, may submit a **written**

complaint ~~containing reasonably credible information~~ to the ~~d~~District ~~d~~Director. If the ~~d~~District ~~d~~Director is the **charged** member ~~charged~~, the next highest-**ranking level** ~~d~~District officer replaces the ~~d~~District ~~d~~Director throughout the remainder of the proceedings.

- C. ~~If t~~The ~~d~~District ~~d~~Director ~~believes the member complaint to be reasonably credible, a confidential investigation must be complete~~**sd within a reasonable time a confidential investigation within seven (7) days**. The ~~d~~District ~~d~~Director discusses the findings from the investigation with the complaining member (complainant) and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- D. If a resolution is not reached, the ~~d~~District ~~d~~Director **or the next highest-ranking District officer replacing the District Director** ~~refers the matter to the district executive committee appoints a District Disciplinary Committee~~ and informs World Headquarters. World Headquarters provides counsel and direction in matters of process. ~~The district executive committee determines, by a majority vote, whether:~~
 - ~~I. A disciplinary hearing takes place.~~
 - ~~II. The disciplinary hearing is conducted by the district executive committee or the district council.~~
- ~~E. The district director serves as chair for the disciplinary hearing.~~
- ~~F. This disciplinary procedure, whether conducted at the district executive committee or district council level, must be followed for all district-level disciplinary hearings.~~
 - ~~I. A hearing is conducted during a regular or special meeting, in person or by teleconference. All discussion and materials are subject to confidentiality restrictions determined by the committee/council.~~
 - ~~II. The complaining member, the charged member, and the committee/council members are notified of the date, time, location, and format of the hearing a minimum of 15 days before the hearing. The written notice shall include the proposed disciplinary action and list the ethics and conduct or other violations that are the cause of the disciplinary hearing.~~
- E. The District Disciplinary Committee has five (5) members: the Immediate Past District Director (chair), a Past District Director (co-chair), and three (3) DEC members, selected for their impartiality. If the Immediate Past District Director (IPDD) is involved in the complaint, a Past District Director chairs the committee and the IPDD is excused. Where there is no IPDD or insufficient PDDs, the District Director may invite other past District leaders to serve on the committee.
- F. The committee receives copies of the original complaint, the charged member's response and the results of the District Director's confidential investigation and carries out further investigations at its discretion.

- G. If the committee determines that sufficient evidence of alleged violations exists, charges are developed, and the member is notified that a hearing will take place. The hearing may be in person or by teleconference. All discussion and materials are subject to confidentiality.
- H. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Date, time and location, including in-person address or teleconference information
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
- I. The charged member's club shall have the opportunity to participate as follows:
 - I. The charged member's club shall be entitled to the same written notice as the charged member, including any modified notice.
 - II. The charged member's club may choose to appear at the hearing or make a statement as a witness to the committee at its own cost only to present testimony within the limits stated below.
- J. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- K. After the 15-day response time, the committee holds the disciplinary hearing.
- L. ~~III.~~ The ~~complaining member~~ **complainant** and the charged member have the opportunity to participate in the hearing. The committee/~~council~~ determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
 - ~~IV. The committee/council receives copies of the original complaint, the charged member's response and the results of the district director's confidential investigation in advance of the hearing.~~
- M. ~~V.~~ The charged member provides any written, physical, or other evidence (other than ~~his or her~~ oral testimony) to the ~~district director~~ **committee** no later than 48 hours prior to the hearing.
- N. The hearing is a closed hearing. The only people permitted in attendance are the District Disciplinary Committee members, the complainant, the charged member, and witnesses. Witnesses may be suggested by the complainant, the charged member and the committee. If witnesses are in attendance, they speak only to the charges and evidence presented.
- O. ~~VI.~~ At the hearing, the ~~district director~~ **co-chairs**:
 - I a. Confirms that a quorum is present.

II b. Indicates ~~s~~ the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.

III e. Advises **participants** that recording of the hearing is prohibited.

IV d. States ~~s~~ that all discussion is limited to the charges and evidence presented.

V e. Presents ~~s~~ findings from the ~~confidential~~ investigation. The findings may contain sensitive **and confidential** information. ~~received from the complaining member and from other witnesses confidentially, and the council/~~ **The** committee may **keep the source of information confidential** ~~choose not to permit the charged member to know their identity or to cross-examine them.~~

VI f. Provides ~~s~~ the charged member with a predetermined amount of time to speak and respond to the charges.

VII g. Provides ~~s~~ any witnesses **who are** speaking a predetermined amount of time to speak.

VIII h. Excuses ~~s~~ all parties present except the ~~district executive committee or district council~~ to **discuss the charges, evidence and response of the charged member** appropriate disciplinary action. ~~The charged member shall be excused, even if a member of the committee or council. Any member of the committee or council having a family, business, or personal relationship to the charged member, if the relationship may cast doubt on the member's ability to render an impartial judgment, shall also be excused.~~

- a. The committee discusses, and determines, by majority vote, whether the charges were substantiated.**
- b. If the charges are substantiated, the committee discusses disciplinary action and determines, by majority vote, the proposed disciplinary action.**

IX 4. Disciplinary actions may include one **(1)** or more of the following:

- a. Private written censure of the member by the **District Executive Committee** ~~committee/council~~
- b. Public written censure of the member by the **District Executive Committee** ~~committee/council~~
- c. Suspension from participation in ~~d~~District **activities events** – not to exceed 18 months
- d. Suspension or removal from ~~d~~District office
- e. Suspension from eligibility to be elected or appointed to ~~d~~District office – not to exceed 18 months
- f. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.

X. The committee makes a motion setting out the proposed disciplinary action to the District Executive Committee. The District Executive Committee may ask clarifying questions, and proceed to vote on the proposed disciplinary action. Voting may take place in person or in a virtual meeting, following the voting procedures outlined in Protocol 7.1: District Events.

XI 2. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by ~~two-thirds~~ a majority vote of those present and voting.

~~P VII. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action. Depending on the circumstances, the disciplinary process and the result may be kept completely confidential or partially confidential at the discretion of the committee/council. If the charged member or the complaining member has made the matter public, if certain club or district officers should be notified in order to minimize potential harm to other members, or in other appropriate situations, the best interests of Toastmasters International may require discreet communications to others.~~

~~VIII. The district executive committee's decision may be appealed to the district council. There is no appeal of the district council's decision. However, the Board of Directors may, on its own initiative, review the district's decision and reach a different conclusion in the best interests of Toastmasters International, its member clubs and individual members.~~

Q. The disciplinary process and the outcome must be kept confidential, except in the following circumstances. The District Director or next highest-ranking District officer replacing the District Director communicates the information, after consultation with World Headquarters.

I. If the charged member or the complainant has made the matter public

II. If club officers or District leaders should be notified in order to minimize potential harm to other members

III. In other appropriate situations, when the best interest of Toastmasters International may require discreet communications to others

R. If the District Executive Committee approves disciplinary action, the charged member may appeal to the Board of Directors within 15 days.

S. The Board of Directors may, on its own initiative, review the District Executive Committee's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs and individual members.

4. Recognition Program Violations

A. The Chief Executive Officer is authorized to delay, deny, or withdraw the granting of any recognition award, or the acceptance at World Headquarters of any documentation in support of any such award, if it appears that there were

misrepresentations by or on behalf of the individual, club, ~~a~~Area, ~~d~~Division, or ~~d~~District seeking the award.

- I. The final decision to deny or withdraw an award is the responsibility of and must be confirmed by the International President.
 - II. There is no right of appeal beyond the International President.
- B. If there are misrepresentations in the submission of a club's renewals, charter fees, or membership applications, that club shall be suspended from all performance results for the remainder of the program year.
- I. The ~~d~~District ~~d~~Director, ~~p~~PProgram ~~q~~Quality ~~d~~Director, and ~~e~~Club ~~g~~Growth ~~d~~Director shall be immediately notified of the action and provided the reasons for suspension.
 - II. If all three (3) officers, or a majority of the officers and the ~~i~~Immediate ~~p~~Past ~~d~~District ~~d~~Director, or a majority of the ~~d~~District ~~e~~Executive ~~e~~Committee, certify in writing that, in their judgment, there was no misrepresentation, then the club can be reinstated to the performance results.
 - III. Clubs suspended from a ~~d~~District's year-end performance results must be reinstated before July 15 in order to receive credit for recognition as a Distinguished Club, Distinguished Area, Distinguished Division, and Distinguished District.
- C. Districts shall not create, administer, or promote any ~~other~~ recognition programs which compete with official Toastmasters International recognition programs.

Intellectual Property

1. Trademarks

- A. Toastmasters International's trademarks are used to support and further its mission and support its programs.
- B. The following table itemizes who may use Toastmasters International's trademarks, the type of uses authorized and unauthorized, and the parties responsible for their use:

User	Authorized	Not Authorized	Responsible
Clubs, a Areas, d Divisions, and d Districts	Stationery, business cards, bulletins, newsletters, electronic media, Web pages- websites , program covers, agendas, and similar items only if directly related to and focused on the mission	Articles such as trophies, ribbons, banners, certificates, clothing or other items, except by specific, prior written authorization from the Chief Executive Officer	Club p President, d District d Director
Officer candidates at all levels	Stationery, business cards, mailings, electronic media, Web pages- websites , campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, and Web pages- websites , solely to indicate the person's affiliation with a Member e Club	Any personal newsletter, electronic media, bulletin, or similar item; articles such as trophies, ribbons, banners, certificates, clothing, or other items except by specific, prior written authorization from the Chief Executive Officer	Individual

2. Websites

- A. Club, **a**Area, **d**Division, **d**District, and region websites should contain information useful to current and prospective members and officers including, but not limited to, event calendars, membership benefits, performance-motivating articles, newsletters, distinguished program goals and progress, dates of latest updates, a link to the Toastmasters International website (which is the primary source for club meeting times and locations).

- B. Each club website should contain the club name, meeting time and location, a contact telephone number or email address, the club mission, and a link to the ~~e~~District website.
 - I. Club websites may not contain material irrelevant to achieving the mission of the club.
 - II. The ~~e~~Club ~~p~~President is the publisher of the club website and ultimately responsible for its content.
- C. Each ~~a~~Area and ~~e~~Division website may also contain listings of clubs within the ~~a~~Area or ~~e~~Division, membership-building tips for clubs, the club and ~~e~~District missions, and a link to the ~~e~~District website.
 - I. The ~~e~~District ~~e~~Director is ultimately responsible for the content of ~~a~~Area and ~~e~~Division websites within the ~~e~~District.
 - II. Area and ~~e~~Division websites must either be part of the ~~e~~District website or published on a free or donated Web hosting site and linked to and from the ~~e~~District website.
 - III. Websites must be transferred to the incoming ~~e~~District ~~e~~Director by July 1. If a website cannot be transferred or the incoming ~~e~~District ~~e~~Director does not want to continue its use, the page must be removed.
- D. Each ~~e~~District website should also contain information such as how to organize new Toastmasters clubs; membership-building tips for clubs; a calendar with information about events such as training, ~~e~~District conferences, and the International Convention; the club and ~~e~~District missions; and links to area and division websites within the district.
 - I. ~~e~~District websites may not contain material that is irrelevant to achieving the mission of the ~~e~~District.
 - II. The ~~e~~District ~~e~~Director is the publisher of the ~~e~~District website and ultimately responsible for its content.
- E. Region websites may also contain information such as articles and ideas to motivate the districts' achievement of goals, links to ~~e~~District performance information on the Toastmasters International website, promotion of Toastmasters programs, the mission and vision of Toastmasters International, ~~e~~District and club missions, recognition for achievements or progress toward achievements of ~~e~~District goals, schedules and information about ~~e~~District visits, links to websites of ~~e~~Districts within the region, and ~~e~~District conference dates and locations.
 - I. Region websites may contain a list of ~~p~~Past ~~i~~International ~~p~~Presidents and ~~p~~Past ~~i~~International ~~e~~Directors showing only their home districts and years of service.
 - II. The region advisor is the publisher of the region website and is ultimately responsible for its content.
- F. Officers at all levels shall not create office-related websites separate from those of their clubs, ~~a~~Areas, ~~e~~Divisions, ~~e~~Districts, or regions.
- G. Officers may reference their Toastmasters membership and position on a personal website.

- H. All club, ~~a~~Area, ~~d~~Division, ~~d~~District, and region websites shall include a Toastmasters International trademark acknowledgement statement as published by Toastmasters International. As the trademark owner, Toastmasters International reserves the right to determine how trademarks are used on websites.
- I. Toastmasters websites may not include copyrighted information from Toastmasters International or any other source without the express written permission of the copyright owner.
- J. Clubs, ~~a~~Areas, ~~d~~Divisions, ~~d~~Districts, and regions may publish websites in donated space and acknowledge the donation on the website.
- K. Clubs and ~~d~~Districts may sell advertising space to offset costs and increase income.
- L. Regions may sell advertising space to offset costs.
- M. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover any such tax from the revenues thereby generated.
- N. Individual members may not receive any compensation to create, maintain, or host Toastmasters websites; however, normal and reasonable costs to maintain the site may be reimbursed by the club or ~~d~~District.
- O. A disclaimer must be included on all Toastmasters websites as follows: "The information on this website is for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation and distribution of non-Toastmasters material or information."

3. Language and Translations

- A. English is the official business language of Toastmasters International. All club ~~officers~~ and ~~d~~District leaders must be proficient in English.
- B. Toastmasters supports additional languages by translating educational and marketing materials, as dictated by protocol, in the following languages:
 - I. Arabic
 - II. French
 - III. German
 - IV. Japanese
 - V. Korean
 - VI. Portuguese
 - VII. Simplified Chinese
 - VIII. Spanish
 - IX. Tamil
 - X. Traditional Chinese
- C. Translation and distribution of any Toastmasters International material bearing Toastmasters trademarks or copyrights must be managed by World Headquarters.

- D. Permission to translate any additional Toastmasters materials shall be obtained in advance from the Chief Executive Officer.
- E. Permission to translate into a new language is granted on a case-by-case basis and based on the following factors:
 - I. When at least 20 chartered **Member eClubs** in good standing currently conduct their meetings primarily in the language being considered for translation and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may grant permission to translate promotional brochures, the *Competent Communication* manual, the *Competent Leadership* manual, at least two **(2)** *Advanced Communication* manuals and the Club Leadership Handbook.
 - II. When at least 35 chartered **Member eClubs** in good standing currently conduct their meetings primarily in that language and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may give permission to translate at least two **(2)** additional *Advanced Communication* manuals and select marketing material.
 - III. When 60 or more **Member eClubs** in good standing currently conduct their meetings primarily in that language, World Headquarters may give permission to translate the remaining educational materials *Advanced Communication* manuals, the *High Performance Leadership* program, and other materials.
 - IV. When requesting permission, data and sources for the following by country must be provided:
 - a. Gross domestic product (GDP) growth over the three **(3)** previous years.
 - b. Language ranking by the number of native speakers.
 - c. Average internet speed.
 - d. Urban population.
 - e. Rural population.
 - f. Average income.
 - g. Percentage of English speakers out of total population.
 - h. Analysis of market opportunity and projections of growth among in-country, proposed language speakers.
 - i. Potential local sources of funding to cover translation costs.
 - V. World Headquarters determines which materials have priority for translation.
- F. A **dDistrict** or club may request permission to translate existing Toastmasters nonpublic-facing, club-related documentation and training materials. Permission may be granted on a case-by-case basis under the following conditions:
 - I. Materials are translated, edited, and proofed by the member or by an individual or service designated by World Headquarters.
 - II. World Headquarters reviews all content to ensure accuracy and quality prior to distribution.
 - III. An Assignment Agreement must be completed to assign copyright of the translated material to Toastmasters International.

- IV. World Headquarters reserves all rights to create and distribute all translated materials.

Corporate and Community Activities

1. In addition to Toastmasters **Member eClubs** and **gGavel eClubs**, the following entities are authorized to conduct the following programs:

Program	Clubs	Areas	Divisions	Districts
Speechcraft	X			
Youth Leadership	X			
<i>Success Leadership and Success Communication</i>	X			
Speakers Bureaus	X	X	X	X

2. Unauthorized activities include, but are not limited to, fundraising in cooperation with other organizations; establishing or promoting scholarships and foundations; sponsoring or endorsing a non-Toastmasters speaking contest without permission from the Chief Executive Officer; and adapting, reprinting, or paraphrasing Toastmasters International's copyrighted materials.
3. **Clubs and Districts (including Areas and Divisions) may contact organizations at the local level for the purpose of starting a new club or conducting one of the activities listed in the table above.** All **non-local** contact with other organizations is made by the International President, the Chief Executive Officer, or individuals to whom authorization is delegated.

Protocol 7.0
District Structure

1. Club Assignments

- A. Area and **d**District 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 **Member e**Club is organized, it is assigned to the **d**District within which boundaries it meets. Exceptions are only considered with the concurrence of the **d**District **e**Councils involved and with the approval of the Board of Directors.
 - I. The assignment of a new club to an **a**Area is made by the **d**District **d**Director, subject to approval by the **d**District **e**Executive **e**Committee.
 - II. Changes to the alignment of a new club must be reported to World Headquarters by the **d**District **d**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 **d**District, its **d**District affiliation does not change until the next July 1. This change must be reported to World Headquarters and both **d**District **d**Directors within 30 days of that date.
- D. The best interests of the clubs and **d**District are taken into consideration when assigning clubs to **a**Areas.
 - I. Areas consist of four **(4)** to six **(6)** clubs; however, an **a**Area may consist of three **(3)** clubs on July 1 only when an effort to charter a fourth club is in process.
 - II. Under no circumstances may an **a**Area have more than six **(6)** clubs on July 1.
 - III. Advanced clubs may not be segregated into **a**Areas ~~nor may areas be segregated by language.~~
- IV. Areas may be segregated by language, subject to the approval of the District Council.**
- V IV.** Districts assign clubs to **a**Areas based upon:
 - a. Geographic proximity to other clubs
 - b. The ability of an **a**Area **d**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 **aArea** or **dDivision**)
- E. A **dDivision** must have a minimum of three **(3) aAreas**.

2. Territorial Councils

- A. The Board may create non-district administrative units called **tTerritorial eCouncils** in any undistricted territories for the purpose of forming new **dDistricts**.
- B. The criteria for the creation of a **tTerritorial eCouncil** is the evidence of potential growth of clubs and members in a specific geographical area within five **(5)** years and the evidence of potential of at least 20 **existing** clubs therein for eventual **dDistrict** status.
- C. The clubs within a **tTerritorial eCouncil** may organize an informal operating structure, electing such officers as needed to coordinate and guide a club growth program for **dDistrict** status. The clubs may plan and participate in training sessions, educational programs, speech contests, and other growth-oriented activities.
- D. Once granted **tTerritorial eCouncil** status by the Board, a **tTerritorial eCouncil** is entitled to administrative support from World Headquarters; a **dDistrict** number, which is the next sequential **dDistrict** number available; official participation in the Distinguished District Program; a **dDistrict** reserve account; applicable membership dues income; assignment to a region; **and** travel reimbursement to official **dDistrict** leader training.
- E. If a **tTerritorial eCouncil** meets the minimum requirements for **dDistrict** status before becoming a **pProvisional dDistrict**, it may skip that step and apply to the Board for **dDistrict** status.
- F. Those performing leadership roles in a **tTerritorial eCouncil** have the same responsibilities as the equivalent leadership roles in a fully-qualified **dDistrict**, subject to such limitations as Policy, Protocol, or Board action may provide.
- G. Each year, the Board reviews the progress of **tTerritorial eCouncils**. If, after three **(3)** years, the **tTerritorial eCouncil** has not made significant progress toward becoming a **pProvisional dDistrict** or **dDistrict**, the Board may remove **tTerritorial eCouncil** status and all related privileges. The clubs would revert to being undistricted.

3. Provisional Districts

- A. A **tTerritorial eCouncil** may apply to the Chief Executive Officer for **pProvisional dDistrict** status when the following requirements are met:
 - I. The council has 45 or more clubs in good standing for two **(2)** consecutive semiannual reporting periods.
- B. Once granted **pProvisional dDistrict** status by the Board, a **pProvisional dDistrict** is entitled to administrative support from World Headquarters; a **dDistrict** number, which is the next sequential **dDistrict** number available; official participation in the Distinguished District Program; a **dDistrict** reserve account; applicable membership dues income; participation in the International Speech Contest; assignment to a region; visits from **iInternational eOfficers**, **dDirectors**, and/or **rRegion aAdvisors**; and travel reimbursement to official **dDistrict** leader training and to the International

Convention.

- C. A ~~p~~Past ~~p~~PProvisional ~~d~~DDistrict ~~d~~DDirector is eligible to be nominated for election to the Board.
- D. Within three (3) years after granting ~~p~~PProvisional ~~d~~DDistrict status, the Board reviews the progress of the ~~p~~PProvisional ~~d~~DDistrict. Performance in the Distinguished District Program is considered in the decision to grant full ~~d~~DDistrict status.
- E. After reviewing ~~d~~DDistrict progress, the Board either allows the ~~p~~PProvisional ~~d~~DDistrict to continue to function as a ~~d~~DDistrict or takes such action as it considers in the best interest of Toastmasters International.
- F. When a ~~p~~PProvisional ~~d~~DDistrict reaches 60 or more clubs in good standing, it may apply to the Board for ~~d~~DDistrict status.
- G. Before becoming eligible for full ~~d~~DDistrict status, each newly created ~~p~~PProvisional ~~d~~DDistrict is required to be in operation for a minimum of nine (9) 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 ~~a~~AAreas; and operate ~~d~~DDistrict programs in alignment with Toastmasters International's governing documents.
- H. Any authorization to operate as a ~~p~~PProvisional ~~d~~DDistrict continues until full ~~d~~DDistrict status is granted or until it is otherwise terminated by the Board.

4. Reformed or Consolidated Districts

- A. The Board reviews the status of ~~d~~DDistricts with more than 240 clubs every three (3) 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 ~~d~~DDistrict with another ~~d~~DDistrict or ~~d~~DDistricts if it has fewer than 60 clubs ~~or fewer than 900 members~~.
- C. Any ~~d~~DDistrict 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 ~~d~~DDistrict ~~d~~DDirector appoints a ~~r~~RReformation ~~e~~CCommittee to conduct a detailed needs analysis that includes the following:
 - I. Map of proposed boundaries demonstrating that the reformed ~~d~~DDistricts 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, **such as rivers, mountains, proximity of clubs to one another, and international borders**, for both ~~d~~DDistricts
 - III. Reasons why the reformation is in the best interests of the members, the clubs, the ~~d~~DDistricts, and Toastmasters International

- IV. Implementation strategy
 - V. Marketing plan projecting growth and identifying key market opportunities for both ~~d~~Districts
 - VI. Succession plan identifying qualified future leaders in both ~~d~~Districts
 - VII. Financial projections demonstrating the anticipated income and expense for both ~~d~~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 (2) years prior to reformation, the ~~d~~District elects two (2) ~~e~~Club ~~g~~Growth ~~d~~Directors, one (1) ~~p~~Program ~~q~~Quality ~~d~~Director and a ~~d~~District ~~d~~Director. One (1) year prior to reformation, the ~~d~~District elects two (2) ~~e~~Club ~~g~~Growth ~~d~~Directors, two (2) ~~p~~Program ~~q~~Quality ~~d~~Directors and one (1) ~~d~~District ~~d~~Director. In cases when two (2) or more ~~d~~Districts jointly reform or when one (1) ~~d~~District reforms into more than two (2) ~~d~~Districts, the Board will provide additional direction as needed.
 - F. The ~~d~~District with the oldest surviving club within its boundaries will retain the original ~~d~~District number. The other ~~d~~District will receive the next sequential number available. The number will be communicated to the ~~d~~District leaders no later than July 1 of the year prior to reformation.
 - G. District records through the reformation are retained by the original ~~d~~District. Copies of records essential to their proper administration are furnished to the newly formed ~~d~~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 ~~d~~Districts, according to the ratio of the number of membership payments made by clubs in each reformed ~~d~~District in the program year immediately preceding the reformation.
 - I. Funds in local ~~d~~District bank accounts must be divided according to the ratio of the number of membership payments made by clubs in each reformed ~~d~~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 ~~d~~District.
 - J. At any stage of the reformation process, ~~d~~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 ~~d~~District occurs on the initiative of the Board.
- B. The Board reviews the status of ~~d~~Districts with fewer than 60 clubs every three (3) 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 eDistrict, market potential within the eDistrict, 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 eDistrict is advised that it is being considered for consolidation.
- E. If the eDistrict wishes to remain a eDistrict 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 eDistrict 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 eDistrict each year and takes what action is in the best interests of Toastmasters International and the clubs.
- G. If a eDistrict is to be consolidated, the clubs in that eDistrict 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 eDistrict absorbing the clubs.

District Events

1. District Events

- A. All **eDistrict** events, including but not limited to **eDistrict** conferences, club officer training, **eDistrict** leader training and **eDistrict eCouncil** meetings, must not be held jointly with any other **eDistrict**.

2. Training

- A. All **eDistrict**-sponsored officer training incorporates the core content of the training programs for **eDistrict leaders** and club **leaders officers** provided by Toastmasters International.
- B. Training events are included as part of the **eDistrict** calendar and published in **eDistrict** communications, including **eDistrict** newsletters and websites.
- C. **If unable to attend training in their home District, a club officer may get credit for training in another District. An attending club officer is responsible for notifying both Districts.**

3. Area and Division Director Training

- A. It is recommended that initial **aArea** and **eDivision eDirector** training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial **aArea** and **eDivision eDirector** training is four **(4)** hours.
- C. Area and **eDivision eDirectors** should be trained together in a central location; however, geographically large **eDistricts** may train **aArea eDirectors** by **eDivision** or by **eDivisions** grouped together. Further, at the discretion of the **eDistrict eDirector**, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two **(2)** or more **aArea** or **eDivision eDirectors** to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two **(2)** hours round trip.
 - IV. Travel conditions place the safety of the **aArea** and **eDivision eDirectors** at risk.
- D. Additional training for **eDivision** and **aArea eDirectors** shall be conducted throughout the year. Such training must focus on topics that support the achievement of the **eDistrict** and club mission:

- I. Supporting all clubs in achieving excellence
 - II. Effective club visits
 - III. Techniques for creating new club opportunities and building new clubs
 - IV. Success plan status review
 - V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities
 - VI. Conducting effective Area and Division Council meetings to reinforce club support
 - VII. Succession planning
- E. Such additional training of ~~e~~District and ~~a~~Area ~~e~~Districts may include other elected and appointed ~~e~~District leaders and is conducted at ~~e~~District or ~~e~~District meetings.

4. Club Leader Officer Training

- A. Districts train club ~~leaders~~ **officers** twice yearly: in June, July, or August and in December, January, or February.
- B. The Toastmasters Leadership Institute (**TLI**) is the recommended method of club officer training. If the ~~e~~District chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All ~~e~~District events are training opportunities. As part of ~~e~~District **leader** and club ~~leader~~ **officer** training, ~~e~~Districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club **officers** or ~~e~~District leaders and the achievement of the club or ~~e~~District mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

5. District Executive Committee Meetings

- A. The ~~e~~District ~~e~~Executive ~~e~~Committee ensures that ~~e~~District leaders work to achieve the ~~e~~District mission.
- B. The composition and duties of the ~~e~~District ~~e~~Executive ~~e~~Committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.

- C. The ~~d~~District ~~e~~Executive ~~e~~Council reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the ~~d~~District; recommends the assignment of clubs to ~~a~~Areas and ~~d~~Divisions; reviews recommendations and reports of ~~d~~District committees, including those of the ~~a~~Audit ~~e~~Council; and performs any duties assigned by the ~~d~~District ~~e~~Council.
- D. The ~~d~~District ~~e~~Executive ~~e~~Council meets at least four (4) times each year. One (1) meeting shall be conducted in-person. Additional meetings are conducted in-person or virtually.
- E. Virtual meetings occur as recommended by the ~~d~~District ~~d~~Director and agreed upon by a majority of the committee. Any agenda item that requires the ~~d~~District ~~e~~Executive ~~e~~Council to vote must adhere to the following process:
 - I. Notice of the electronic vote **is** posted to the ~~d~~District website four (4) weeks in advance of the vote opening.
 - II. **The** District posts the proposed agenda item at least 14 days in advance of the vote.
- F. District ~~e~~Executive ~~e~~Council meeting information is included in the ~~d~~District calendar and in other ~~d~~District communications.
- G. Only those who have business before the ~~d~~District ~~e~~Executive ~~e~~Council and have been invited by the ~~d~~District ~~d~~Director attend ~~d~~District ~~e~~Executive ~~e~~Council meetings.
- H. Any training at ~~d~~District ~~e~~Executive ~~e~~Council meetings focuses on achieving the ~~d~~District mission.
- I. At ~~d~~District ~~e~~Executive ~~e~~Council meetings, unless noted, the following business is conducted:
 - I. The ~~d~~District mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The ~~d~~District budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The ~~a~~Audit ~~e~~Council's report is presented **to the District Executive Committee** prior to each ~~d~~District ~~e~~Council meeting; copies of the audit are provided at or before the meeting. The ~~a~~Audit ~~e~~Council is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. **The** Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. **At the meeting P**prior to the ~~d~~District ~~e~~Council's annual meeting, the alignment of clubs into ~~a~~Areas and ~~d~~Divisions is recommended.

- VII. The ~~e~~District ~~e~~Director's recommendations to fill any vacancies in office are approved.
- VIII. The ~~e~~District ~~e~~Director, ~~p~~PProgram ~~e~~Quality ~~e~~Director, ~~e~~Club ~~e~~Growth ~~e~~Director, ~~e~~Division ~~e~~Directors, and ~~a~~Area ~~e~~Directors report on the District Success Plan and Distinguished program progress.

6. District Council Meetings

- A. The ~~e~~District ~~e~~Council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District ~~e~~Council meetings are governed by **Article XII, Section 3(c) of the Bylaws of Toastmasters International and by** Article X of the District Administrative Bylaws ~~and by Article XII, Section 3(c) of the Bylaws of Toastmasters International.~~
- C. The ~~e~~District ~~e~~Council's annual meeting in which the elections take place is conducted in person. Other meetings of the ~~e~~District ~~e~~Council, including special meetings, are conducted virtually.
- D. Virtual meetings occur as recommended by the ~~e~~District ~~e~~Director and agreed upon by a majority of the ~~e~~District ~~e~~Executive ~~e~~Committee. Any agenda item that requires the ~~e~~District ~~e~~Council to vote must adhere to the following process:
 - I. Notice of the electronic vote **is** posted to the ~~e~~District website four **(4)** weeks in advance of the vote opening.
 - II. **The** District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. **The** District posts the proposed budget at least 14 days in advance of the vote.
 - IV. **The** District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others, whose participation the council requires, may attend. Members, ~~attending the district conference~~ who are not voting members of the council or their ~~proxyholders proxies~~, may attend **the meeting** but do not participate in council deliberations.
- F. At ~~e~~District ~~e~~Council meetings, unless noted, the following business is conducted:
 - I. The ~~e~~District mission is reviewed.
 - II. The ~~e~~Credentials ~~e~~Committee report is presented.
 - III. The ~~a~~Audit ~~e~~Committee report is presented.

- IV. The ~~d~~District budget is adopted at the first ~~d~~District ~~e~~Council meeting.
- V. The Profit and Loss Statement is presented.
- VI. Appointed officers are confirmed at the first ~~d~~District ~~e~~Council meeting.
- VII. The ~~d~~District ~~e~~Executive ~~e~~Committee's action to fill any vacancies in ~~d~~District office is confirmed.
- VIII. The assignment of clubs to ~~a~~Areas and ~~d~~Divisions for the following year is adopted at the ~~d~~District ~~e~~Council annual meeting.
- IX. The ~~d~~District ~~i~~Leadership ~~e~~Committee report is presented at the ~~d~~District council annual meeting.
- X. Nominations from the floor are taken, and election of ~~d~~District officers is conducted at the ~~d~~District ~~e~~Council annual meeting.
- XI. The ~~d~~District ~~d~~Director, ~~p~~Program ~~q~~Quality ~~d~~Director, ~~e~~Club ~~g~~Growth ~~d~~Director, ~~i~~Immediate ~~p~~Past ~~d~~District ~~d~~Director, and ~~D~~istrict ~~p~~Public ~~r~~Relations ~~m~~Manager report on progress toward ~~d~~District goals.

7. Division Council Meetings

- A. The ~~d~~Division ~~e~~Council manages ~~d~~Division activities; facilitates the achievement of club, ~~a~~Area, ~~d~~Division, and ~~d~~District goals; and helps with administrative activities, such as ~~d~~Division contests, meetings, and training.
- B. The ~~d~~Division ~~e~~Council meets at least twice each year. Meetings are conducted in-person when practicable. The ~~d~~Division ~~d~~Director notifies attendees at least four (4) weeks before each meeting.
- C. Council members are the ~~d~~Division ~~d~~Director, ~~a~~Assistant ~~d~~Division ~~d~~Director ~~p~~Program ~~q~~Quality, ~~a~~Assistant ~~d~~Division ~~d~~Director ~~e~~Club ~~g~~Growth, and ~~a~~Area ~~d~~Directors within the ~~d~~Division.
- D. Unless noted, the following business is conducted at ~~d~~Division ~~e~~Council meetings:
 - I. Area ~~Success~~ ~~p~~Plans, ~~goals~~, and progress in the Distinguished Area Program are presented.
 - II. Club ~~Success~~ ~~p~~Plans, ~~goals~~, and progress in the Distinguished Club Program are presented.
 - III. The club ~~leader~~ ~~officer~~ training attendance report is presented.
 - IV. Plans for ~~d~~Division events, such as training and speech contests, are made.

8. Area Council Meetings

- A. The ~~a~~Area ~~e~~Council manages ~~a~~Area activities and supports each club in the ~~a~~Area in fulfilling the club mission.
- B. The ~~a~~Area ~~e~~Council meets at least twice each year. Meetings are conducted in-person when practicable. The ~~a~~Area ~~d~~Director notifies attendees at least four (4) weeks before each meeting.
- C. Council members include the ~~a~~Area ~~d~~Director, ~~a~~Assistant ~~a~~Area ~~d~~Director ~~p~~Program ~~q~~Quality, ~~a~~Assistant ~~a~~Area ~~d~~Director ~~e~~Club ~~g~~Growth, ~~a~~Area ~~s~~Secretary, ~~e~~Club ~~p~~Presidents within the ~~a~~Area, ~~e~~Club ~~v~~Vice ~~p~~Presidents ~~e~~Education within the ~~a~~Area, and ~~e~~Club ~~v~~Vice ~~p~~Presidents ~~m~~Membership within the ~~a~~Area.
- D. Unless noted, the following business is conducted at ~~a~~Area ~~e~~Council meetings:
 - I. Club ~~Success~~ ~~p~~Plans, ~~goals~~, and progress in the Distinguished Club Program are presented.
 - II. Club ~~leader~~ ~~officer~~ training attendance reports are presented.
 - III. Plans for ~~a~~Area events, such as training and speech contests, are made.
 - IV. In accordance with the ~~d~~District ~~e~~Council's decision to elect or appoint ~~a~~Area ~~d~~Directors as specified in the District Administrative Bylaws, Article VII, Section C, evaluate and assess ~~a~~Area ~~d~~Director candidates in order to either:
 - a. Provide one (1) or more appointment recommendations to the ~~d~~District ~~d~~Director no later than a date recommended by the ~~d~~District ~~d~~Director and approved by the ~~d~~District ~~e~~Executive ~~e~~Committee. That date will be announced in the ~~d~~District's annual call for nominations. The recommendations are subject to alignment changes by the ~~d~~District ~~e~~Council, or
 - b. Elect the following year's ~~a~~Area ~~d~~Director and provide the results of the election to the ~~d~~District ~~d~~Director no later than a date recommended by the ~~d~~District ~~d~~Director and approved by the ~~d~~District ~~e~~Executive ~~e~~Committee. That date will be announced in the ~~d~~District's annual call for nominations. The elections are subject to alignment changes by the ~~d~~District ~~e~~Council.

9. Annual District Conferences

- A. The purpose of the annual ~~d~~District conference is to provide communication and leadership training opportunities toward achieving the club and ~~d~~District missions and to hold the in-person ~~d~~District ~~e~~Council meeting. The annual conference is established in Article XII, Section 4 of the Bylaws of Toastmasters International and further defined in Article X, Section (a) of the District Administrative Bylaws.

- B. District conference information is included in the **eD**istrict calendar and in other **eD**istrict communications.
- C. The following events occur at the annual **eD**istrict conference:
 - I. The in-person **eD**istrict **eC**ouncil meeting.
 - II. The International Speech Contest and any other **eD**istrict-level speech contests. These **eD**istrict-level contests may only take place at this event.
 - III. Educational sessions that focus on achieving the club and **eD**istrict missions.

10. District Leader Training

- A. District **eD**irectors, **pP**rogram **eQ**uality **eD**irectors, and **eC**lub **gG**rowth **eD**irectors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns **eD**istricts, and develops and implements training programs.
- C. Region **aA**dvisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

Club and District Assets

1. Clubs and ~~d~~Districts may only own assets necessary to facilitate the Toastmasters program. Clubs and ~~d~~Districts are administered by volunteers who primarily use their own personal equipment. District assets are the property of Toastmasters International as described in Article III, Section (b) of the District Administrative Bylaws.
2. ~~Acceptable~~ **Authorized** assets include, but are not limited to, bank accounts; electronic equipment; and incidental items used to conduct meetings, ~~or~~ club or ~~d~~District business, such as office supplies, lecterns, banners, timing lights, audiovisual equipment, and educational materials. Districts may rent or lease storage space to store ~~d~~District assets only.
3. Assets not ~~acceptable~~ **authorized** for clubs and ~~d~~Districts—whether rented, leased, purchased, or donated—include, but are not limited to, motor vehicles, office space, real property, furniture, and phones.
4. Each ~~d~~District and club must maintain a written list of its assets and a written procedure to account for and smoothly transfer the assets to the following administration. A copy of each ~~d~~District's list must be signed by the ~~i~~Immediate ~~p~~Past and current ~~d~~District ~~d~~Directors and submitted to World Headquarters by August 31 of each year.

Protocol 8.2

Fundraising

1. Guidelines

Clubs, ~~a~~Areas, ~~d~~Divisions, and ~~d~~Districts may conduct fundraising activities to offset the costs of educational sessions and to further the purpose of Toastmasters International, provided certain guidelines are met, including the following:

- A. The product or service rendered is donated or voluntary.
- B. No individual member profits financially from the activity.
- C. The profits are used to further Toastmasters International's tax-exempt purpose.
- D. At least one-third of the club's total support is from member dues.
- E. Fundraising is conducted on an infrequent and irregular basis.
- F. The fundraising activity is legal in the club's or ~~d~~District's city, state, province, ~~and~~/or country.
- G. All revenue and residual funds raised in connection with a ~~d~~District event or activity (such as a contest, conference or training) sponsored by a club, ~~a~~Area or ~~d~~Division, belong to the ~~d~~District. If the event or activity results in a loss, it is assumed by the ~~d~~District.

2. Fundraising Activities

- A. Clubs may conduct Speechcraft, the Success Communication Series, the Success Leadership Series, The Better Speaker Series, The Successful Club Series, and the Leadership Excellence Series, and charge participants a fee that is reasonable and used to buy program materials. Areas, ~~d~~Divisions and ~~d~~Districts may not conduct these programs.
- B. Raffles, auctions, or sales of donated goods may be held at a club, ~~a~~Area, ~~d~~Division, or ~~d~~District event.
- C. It is acceptable to pursue advertisements or sponsorship for club and ~~d~~District newsletters, websites, conference programs, and events, the revenue from which is used to offset production costs.
- D. Entertainment books or diner's books may be sold. **No other items may be bought and resold.**
- E. The Toastmasters name may not be used in connection with non-educational events.
- ~~F. Other than entertainment or diner's books, items may not be bought and resold.~~

- G. Funds may not be raised for social events, for other charitable causes; for setting up a fund, such as a scholarship or educational fund; nor to support a campaign for a candidate at any level inside or outside the organization.
- H. Competitive **and recreational fundraising** events not directly related to the Toastmasters purpose, such as golf tournaments or walkathons, may not be organized or participated in.
- I. Any event that has a high degree of risk, including risk of injury or death, is prohibited.

3. Tax and Other Legal Requirements

- A. It is the responsibility of the individual clubs to determine the tax filing or other legal requirements in their city, state, province, and/or country, and to file proper forms as appropriate.
- B. Failure to comply with tax or other legal requirements may result in the revocation of a club's charter.

District Fiscal Management

1. District Funds

- A. In order of priority, ~~d~~District funds are used for ~~d~~District **leader** and club **officer leader** training;; club growth and retention;; supporting clubs in their membership growth efforts;; the promotion of Toastmasters International educational programs within clubs;; ~~d~~District communications;; administrative materials, awards, and recognition items;; ~~d~~District leader travel;; ~~d~~District meetings;; and speech contests conducted by the ~~d~~District.
- B. District funds shall not be used for other meetings outside the ~~d~~District, nor for membership and club dues or fees. In addition, ~~d~~District funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund®.

2. District Financial Records

- A. All ~~d~~District funds, bank statements, canceled checks, and other financial records are the property of the ~~d~~District and of Toastmasters International.
- B. Such funds and records are delivered to the new ~~d~~District **fFinance mManager** or new ~~d~~District **dDirector** no later than July 1 of the new ~~d~~District program year under Article XII, Section (b) of the District Administrative Bylaws.
- C. The outgoing ~~d~~District **fFinance mManager** and the outgoing ~~d~~District **dDirector** retain copies of any records necessary to complete the ~~d~~District year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new ~~d~~District **fFinance mManager** or new ~~d~~District **dDirector**.

3. District Reserve Account

- A. During the final months of the program year, the ~~d~~District reserve account balance shall remain equal to or greater than 25% of that ~~d~~District's membership dues income for the prior year.
- B. District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed ~~d~~District leaders (along with their signed Officer Agreement and Release Statements), the ~~d~~District signature form for withdrawal of ~~d~~District funds, a bank-provided list of authorized signers for all ~~d~~District accounts, a calendar of ~~d~~District events for the year, and **changes in the alignment of clubs assignments into aAreas and dDivisions** are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding ~~d~~District year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
 - III. The ~~d~~District budget is received at World Headquarters by September 30.

- IV. The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.
- V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
- VI. The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
- VII. A list of assets must be signed by the ~~i~~Immediate ~~p~~Past ~~d~~District ~~d~~Director and current ~~d~~District ~~d~~Directors and submitted to World Headquarters by August 31 of each year.
- VIII. Account reconciliations must be completed in the online ~~d~~District accounting system within 30 days of each month end.

4. Financial Controls

- A. The financial duties of ~~d~~District officers and other financial controls are ~~also~~ set forth in Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws.
- ~~A~~ B. The estimated ~~d~~District budget must be signed by the ~~d~~District ~~d~~Director, ~~p~~PProgram ~~q~~Quality ~~d~~Director, ~~e~~CClub ~~g~~Growth ~~d~~Director, and ~~District~~ ~~f~~Finance ~~m~~Manager.
- ~~B~~ C. District checks must be signed by the ~~d~~District ~~d~~Director and ~~District~~ ~~f~~Finance ~~m~~Manager. Checks made payable to the ~~d~~District ~~d~~Director or ~~District~~ ~~f~~Finance ~~m~~Manager must be signed or approved in advance in writing by ~~the a~~ ~~p~~PProgram ~~q~~Quality ~~d~~Director or ~~e~~CClub ~~g~~Growth ~~d~~Director. Alternate signers are permissible only if approved by the Toastmasters International Executive Committee.
- ~~C~~ D. If ~~d~~District account signers are cohabitants, spouses, children, grandchildren, ~~brothers, sisters~~ ~~siblings~~, and/or spouses of their children, grandchildren, ~~brothers,~~ and ~~siblings~~ ~~sisters~~, their signatures or approvals must always be countersigned or approved by another approved signer who is not one ~~(1)~~ of the above.
- ~~D~~ E. The District Profit and Loss Statement must be provided at each ~~d~~District ~~e~~Executive ~~e~~Committee and ~~d~~District ~~e~~Council meeting.
- ~~E~~ F. The District Profit and Loss Statement must be submitted monthly to the ~~d~~District ~~d~~Director, ~~p~~PProgram ~~q~~Quality ~~d~~Director or ~~e~~CClub ~~g~~Growth ~~d~~Director and quarterly to World Headquarters within 30 days ~~after the end of the of each~~ month ~~end~~.
- ~~F~~ G. All ~~d~~District expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.
- ~~G~~ H. All expense reimbursement claims must be approved by the ~~d~~District ~~d~~Director. The ~~d~~District ~~d~~Director's reimbursement claims must be approved by ~~the a~~ ~~p~~PProgram ~~q~~Quality ~~d~~Director or ~~e~~CClub ~~g~~Growth ~~d~~Director.
- ~~H~~ I. A single expenditure in excess of \$500 ~~USD~~ must be authorized in advance in writing by the ~~d~~District ~~d~~Director, ~~p~~PProgram ~~q~~Quality ~~d~~Director or ~~e~~CClub

~~g~~Growth ~~d~~Director, in consultation with the ~~d~~District ~~f~~Finance ~~m~~Manager.

- ~~†~~ **J.** Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.
- ~~†~~ **K.** Reimbursement by a ~~d~~District must be made within 60 days after receipt of an authorized reimbursement request. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.
- ~~†~~ **L.** Comingling of ~~d~~District funds with funds in personal accounts, club accounts, or any other accounts is prohibited.
- ~~†~~ **M.** District audits account for all ~~d~~District income and expenses. All ~~d~~District bank accounts and funds are included in the ~~d~~District budget and audits, including any accounts held at the ~~d~~Division, ~~a~~Area, and conference level. All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.
- ~~M.~~ The financial duties of district officers and other financial controls are also set forth in Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws.

5. District Budget

- A. The ~~d~~District ~~d~~Director, ~~p~~Program ~~q~~Quality ~~d~~Director, ~~e~~Club ~~g~~Growth ~~d~~Director, and **District fFinance mManager** prepare the ~~d~~District budget between June 1 and August 31.
- B. Under Article XI, Section (a) of the District Administrative Bylaws, the ~~d~~District ~~e~~Executive ~~e~~Committee gives preliminary approval to the ~~d~~District budget and the ~~d~~District ~~d~~Director submits the budget to World Headquarters between September 1 and September 30.
- C. The ~~d~~District ~~e~~Executive ~~e~~Committee provides copies of the budget prior to or at the ~~d~~District ~~e~~Council meeting.**
- ~~D~~ ~~C.~~ The ~~d~~District ~~e~~Executive ~~e~~Committee presents the ~~d~~District budget to the ~~d~~District ~~e~~Council for approval by September 30.
- ~~D.~~ The district executive committee provides copies of the budget prior to or at the district council meeting.
- E. A ~~d~~District's budget must match the District Success Plan.
- F. District budget expenses shall be limited as follows:

Category	Limit
Marketing	no budget limit
Communication and public relations	maximum 25% percent of total budget
Education & and training	maximum 30% percent of total budget
Speech contest	maximum 10% percent of total budget
Administration	maximum 20% percent of total budget
Travel	maximum 30% percent of total budget

Other	maximum 10% percent of total budget
Conference	no budget limit*
District Store	no budget limit*
Fundraising	no budget limit**

*This category should break even

**Fundraising revenue should exceed expenses

Districts may request a one-year increase in the maximum limit for travel. The Chief Executive Officer will only approve the request if it is determined that the increase is the best solution to support the ~~d~~District mission.

6. District Audit

A. The ~~a~~Audit ~~e~~Committee's composition, functions, and deadlines are further described in Article XI, Section (c) of the District Administrative Bylaws.

~~A~~ **B.** Between July 1 and November 1, the ~~d~~District ~~d~~Director appoints a ~~d~~District ~~a~~Audit ~~e~~Committee for the mid-year audit.

~~B~~ **C.** Between January 1 and February 15, the **District fFinance mManager** provides the mid-year Profit and Loss Statement for the period of July 1 through December 31 to the ~~d~~District ~~a~~Audit ~~e~~Committee, which presents the report to the ~~d~~District ~~e~~Executive ~~e~~Committee for approval. Once approved, the ~~a~~Audit ~~e~~Committee or **District fFinance mManager** submits the mid-year audit report and financial records to World Headquarters by February 15.

~~C~~ **D.** Between March 1 and June 1, at the ~~d~~District ~~e~~Council meeting, the ~~d~~District ~~e~~Executive ~~e~~Committee presents the mid-year audit.

~~D~~-**E.** Between July 1 and August 31, the **District fFinance mManager** provides the year-end Profit and Loss Statement for the period of July 1 to June 30 to the ~~d~~District ~~a~~Audit ~~e~~Committee, which presents the report to the ~~d~~District ~~e~~Executive ~~e~~Committee for approval. Once approved, the ~~a~~Audit ~~e~~Committee or **District fFinance mManager** submits the year-end audit report and financial records to World Headquarters by August 31.

~~E~~ **F.** Between August 1 and December 1, at the ~~d~~District ~~e~~Council meeting, the ~~d~~District ~~e~~Executive ~~e~~Committee presents the ~~d~~District audit for the prior ~~twelve~~ **12** months ending June 30.

~~F~~ **G.** Financial records include, but are not limited to, canceled checks, bank statements, paid invoices, and cash receipts and disbursement journals.

~~G~~ **H.** The ~~d~~District ~~e~~Executive ~~e~~Committee provides copies of the audit prior to or at the ~~d~~District ~~e~~Council meeting.

~~H.~~ ~~The audit committee's composition, functions, and deadlines are further described in Article XI, Section (c) of the District Administrative Bylaws.~~

7. Electronic Payments, Cash Advances, and Debit Cards

A. Checks, **debit cards, electronic funds transfers or similar forms are the preferred method** of payment **are used** for ~~d~~District obligations.

- B. Debit cards may be used as a method of payment for **District** obligations. Only the **District Director** or **District Finance Manager** may use such cards. Payments made by the **District Director** must be authorized in advance in writing by the **District Finance Manager** and **Program Quality Director** or **Club Growth Director**. Payments made by the **District Finance Manager** must be authorized in advance in writing by the **District Director** and **Program Quality Director** or **Club Growth Director**.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Chief Executive Officer.
- D. Cash advances for budgeted **District** expenses (limit \$100 **USD**) may be extended so that members need not spend personal funds on behalf of the **District**.

All advances must have prior written approval from the **District Director** and **District Finance Manager**, or **Program Quality Director** or **Club Growth Director** and **District Finance Manager** if the advance is for the **District Director**. Receipts must be submitted to the **District Finance Manager** and the advance reconciled within five **(5)** business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive.

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none"> • Thank You cards • Flowers up to \$25 USD • Toastmasters gift certificates • Toastmasters products • Gifts up to \$25 USD
Expressions of Sympathy	<ul style="list-style-type: none"> • Sympathy cards • Flowers up to \$25 USD
Incentives	<ul style="list-style-type: none"> • Toastmasters products • Toastmasters gift certificates • Registration (i.e., Conference, TLI)

District Campaigns and Elections

1. Schedule

Date	Action
October 1	District Director appoints District Leadership Committee (DLC) Chair.
November 1	DLC members are recommended by the DLC e CChair and approved by the District Director. Call for candidate declarations.
No later than November 30	Call for candidate declarations.
December 15	Deadline for candidates to declare intent to run.
March 15 – June 1	District e Council annual meetings occur (actual dates set by each e District).
Six (6) weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four (4) 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.

2. District Leadership Committee

- A. The ~~e~~District ~~i~~Leadership ~~e~~CCommittee (DLC) is defined and governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The DLC ensures that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.
- C. The DLC is comprised of:
 - I. One **(1)** committee member, preferably a ~~p~~Past ~~e~~District ~~e~~DDirector, who is appointed as chair by the ~~e~~District ~~e~~DDirector.
 - II. Other committee members are appointed by the ~~e~~District ~~i~~Leadership ~~e~~CCommittee ~~e~~CChair, subject to the approval of the ~~e~~District ~~e~~DDirector.
 - III. Each committee member must be a paid member.
 - IV. Each ~~e~~Division, **if they exist**, in the ~~e~~District must be represented on the committee.

- V. A member of a club from a different ~~d~~District in the same region may be appointed to the DLC in order to provide outside perspective during deliberations.
- VI. The ~~d~~District ~~d~~Director is not a member of the DLC.
- ~~VII.~~ International ~~e~~Officer and ~~d~~Director candidates, ~~members of the~~ Board ~~Members of Directors~~ and ~~r~~RRegion ~~a~~Advisors may not serve on the DLC.
- D. Members serve one **(1)** year on the DLC and may be reappointed after a one-year absence from the committee.
- E. Committee members may participate by conference call, email, or other means of communication when geographic distance and **other factors** impedes ~~in-~~**person** participation.
- F. Committee members shall not participate in any campaign or endorse any candidate for ~~d~~District office.
- G. No committee member may be nominated or run from the floor for a ~~d~~District office in the election at which the committee's report is presented.
- H. Committee members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting. They must also abstain from discussion and voting regarding that candidate in the context of the Committee.

3. Candidate Assessment and Selection

- A. The DLC interviews and evaluates all known candidates for each elected position. Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The chair provides these documents to the DLC members.
- B. All candidates are interviewed by at least two **(2)** committee members jointly or individually.
- C. The DLC members, including the chair:
 - I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
 - II. Exercise independent judgment during the selection process.
 - III. Consider the experience, abilities, and qualifications of each candidate.
 - IV. Keep in mind the best interests of Toastmasters International, its ~~m~~Member ~~e~~Clubs, individual members and the ~~d~~District.
 - V. Take into consideration all candidates for each district office.

- D. The DLC ~~e~~Chair casts ~~his or her~~ a vote along with the other members of the committee for each nomination, **unless precluded from doing so by Section 2 H above**, but does not attempt to influence the other members of the committee.
- E. Committee members cast their votes in written form, and the committee nominates one **(1)** or two **(2)** candidates each for the offices of ~~d~~District ~~d~~Director and ~~p~~Program ~~q~~Quality ~~d~~Director, and one **(1)** or more candidates for the office of ~~e~~Club ~~g~~Growth ~~d~~Director and all other elective ~~d~~District offices.
- F. To be nominated, a candidate must receive a majority vote of the DLC.
- G. DLC deliberations and votes are confidential and may be shared only with the ~~d~~District ~~d~~Director, World Headquarters, and the Toastmasters International Board of Directors.

4. **Nomination Results**

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The committee chair or the ~~d~~District ~~d~~Director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.**
- ~~C B.~~ The committee report, distributed to the ~~d~~District ~~e~~Council, includes the Candidate Biography Form for each candidate.
- ~~C.~~ ~~The committee chair or the district director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.~~
- D. The committee chair or ~~d~~District ~~d~~Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.

5. **Announcement of Candidacy**

- A. Members, including current members of the ~~d~~District ~~e~~Executive ~~e~~Council, may self-nominate for ~~d~~District office, be sought out by the DLC, or be nominated by an individual paid member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.
- C. To be nominated, elected or appointed, or run from the floor for any ~~d~~District officer position, candidates must:
 - I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.

- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email, **social media**, and facsimile) unsolicited by the recipient that promotes or publicizes a candidate.
- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social **media networking** profiles, related to this campaign may be of the candidate only; no other persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites, and **on social media networking** profiles. Proof of written permission may be requested for review by the **eDistrict eDirector**.
- C. Unsolicited subscriptions to information by or about a candidate, **such as a newsletter or blog**, are not permitted.
- D. Communications by the **eDistrict** in connection with a candidate's presentation at a **eDistrict** conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The **eDistrict eDirector** provides contact information to nominated candidates and floor candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only **eDistrict eCouncil** members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two **(2)** campaign communications. These communications may only be sent to members of the **eDistrict eCouncil**:
 - I. The first communication may be sent between January 1 and March **15 34**.
 - II. The second communication may be sent between the announcement of the DLC results and the **eDistrict eCouncil's** annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No **eDistrict** or club social media sites or websites may be used to promote any individual candidate. District and club websites may list the nominated candidates.
- H. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social **media networking** sites, for campaign purposes.

- I. District candidates may use the Toastmasters trademarks, including the logo and the names “Toastmasters” and “Toastmasters International,” on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- K. At ~~d~~District conferences and ~~d~~District non-election meetings (such as ~~a~~Area and ~~d~~Division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidates~~s~~’ Corner (if there is a Candidates~~s~~’ Corner). Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- L. At ~~d~~District non-election meetings (such as ~~a~~Area and ~~d~~Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- M. Candidates may not host hospitality suites at any ~~d~~District event or contribute to a ~~d~~District hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. ~~District-officer~~ ~~e~~Candidates may speak and give educational presentations at ~~d~~District conferences, at a time other than during the ~~d~~District ~~e~~Council’s annual meeting, at the discretion of the ~~d~~District ~~d~~Director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the ~~d~~District ~~d~~Director.
- O. Candidates may not present campaign speeches at any ~~d~~District non-election meeting, or campaign at any club meetings.
- P. Advertisements in ~~d~~District publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for ~~d~~District office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other ~~d~~District publication.

7. Candidate Endorsements

- A. District ~~e~~Executive ~~e~~Committee members shall not take any action to endorse or officially support any ~~district-officer~~ candidate; however, ~~d~~District ~~e~~Executive ~~e~~Committee members who are running for ~~d~~District office may campaign on their own behalf.
- B. International ~~e~~Officer and ~~d~~Director candidates, members of the Toastmasters International Board of Directors and ~~r~~Region ~~a~~Advisors may not take any

action to endorse or support any candidate for ~~d~~District office.

- C. All candidates must obtain written permission for any endorsements (i.e. quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the ~~d~~District ~~d~~Director.

8. Campaign Violations

- A. Candidates are responsible for ensuring campaign supporters are familiar with campaign ~~p~~Policies. Candidates acknowledge that violation of ~~p~~Policies and ~~p~~PProtocols may result in consequences.

- I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).

- a. The violation is reported to the ~~d~~District ~~d~~Director, who investigates the matter. If the ~~d~~District ~~d~~Director cannot resolve the matter, it is turned over to the ~~d~~District ~~e~~Executive ~~e~~CCommittee.
- b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.

- II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future ~~d~~District ~~e~~Executive ~~e~~CCommittee action in exchange for votes).

- a. The violation is reported to the ~~d~~District ~~d~~Director, who investigates the matter or assigns the investigation to the ~~d~~District ~~e~~Executive ~~e~~CCommittee.
- b. The ~~d~~District ~~e~~Executive ~~e~~CCommittee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the ~~d~~District's website as determined by the ~~d~~District ~~e~~Executive ~~e~~CCommittee.
 - 2. A letter of censure may be issued to the candidate by the ~~d~~District ~~e~~Executive ~~e~~CCommittee.

- III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters ~~b~~Bylaws, ~~p~~PPolicy or ~~p~~PProtocol).

- a. A violation is reported to the ~~d~~District ~~d~~Director, who investigates the matter or assigns the investigation to the ~~d~~District ~~e~~Executive ~~e~~CCommittee.
- b. The ~~d~~District ~~e~~Executive ~~e~~CCommittee may enact these penalties:

1. Any or all penalties for level-two violations.
 2. Request that a candidate withdraw from candidacy.
 3. Engage in further discipline following the processes outlined in Protocol 3.0: ~~District Procedure to Discipline a Member~~.
- B. Discipline, related to campaign violations, that is administered by the ~~d~~District ~~e~~Executive ~~e~~Committee may be appealed to the ~~d~~District ~~e~~Council. The ~~d~~District ~~e~~Council's decision is final. Such decisions may not be appealed to the Toastmasters International Board of Directors or World Headquarters. However, the Board of Directors may, on its own initiative, review the ~~d~~District's decision and reach a different conclusion in the best interests of Toastmasters International, its ~~m~~Member ~~e~~Clubs or individual members.
- C. After the nominations are published, any proven candidate ~~p~~Policy violations must be shared with the ~~d~~District ~~l~~Leadership ~~e~~Committee ~~e~~Chair. Such violations may be disclosed at the ~~d~~District ~~e~~Council's annual meeting by the DLC chair or ~~d~~District ~~d~~Director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidates' Showcase

- A. At the ~~d~~District conference, it is recommended that a Candidates' Showcase occur before the ~~d~~District ~~e~~Council's annual meeting.
- B. Prior to the ~~d~~District conference, the ~~d~~District ~~d~~Director appoints members to serve as chair and co-chair of the Candidates' Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the ~~d~~District mission.
- D. The presentation schedule, with the names of all nominated candidates and known floor candidates for ~~d~~District office, is prepared by the ~~d~~District's ~~a~~Administration ~~m~~Manager.
- E. There is no census or poll taken of the delegates at a Candidates' Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the District Administrative Bylaws, Article X, Sections (d) and (e).
- B. The ~~d~~District ~~d~~Director sends a credential or proxy form to each ~~e~~Club ~~p~~President and ~~v~~Vice ~~p~~President ~~e~~Education 30 days before a ~~d~~District ~~e~~Council annual meeting in the ~~d~~District newsletter or in a separate mailing.

~~C. Proxies are valid only for in-person meetings.~~

- ~~C D.~~ Prior to the ~~d~~District ~~e~~Council annual meeting, the ~~d~~District ~~d~~Director appoints a

eCredentials eChair to supervise the credentials, voting, and ballot counting processes. The eCredentials eChair may select members to form a eCredentials eCommittee.

- D E. The eCredentials eChair is, when practicable, a pPast dDistrict dDirector.
- E F. The eCredentials eChair obtains a list of paid clubs and a list of current dDistrict eCouncil members (eClub pPresidents, vVice pPresidents eEducation, and dDistrict officers eligible to vote). The eCredentials eChair ensures that ballots are only issued to current dDistrict eCouncil members or their authorized proxyholdersies and are signed for upon distribution.
- F G. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- G H. The eCredentials eCommittee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The dDistrict dDirector or a person designated by the dDistrict dDirector explains the election rules and procedures to the delegates.
- B. The DLC eChair shall present the committee's report. In the chair's absence, the dDistrict dDirector designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of dDistrict dDirector, pProgram eQuality dDirector, eClub gGrowth dDirector and dDivision dDirectors. The aArea dDirectors, District pPublic rRelations mManager, District aAdministration mManager, and District fFinance mManager are also announced if elected.
- C. If any level-two or -three pPolicy violations by a candidate have occurred, the District Executive Committee DLC-chair may disclose that violation and may announce whether the violation could have affected the candidate's nomination.
- D. For each office, the dDistrict dDirector inquires whether there are additional nominations from the floor.
 - I. Floor candidates must be nominated by a member of the dDistrict eCouncil or their proxyholder. Floor candidates may self-nominate when they are a member of the dDistrict eCouncil or a proxyholder.
 - II. Floor candidates or, in their absence, their representatives state their eligibility qualifications.
 - III. Floor candidates for dDistrict dDirector, pProgram eQuality dDirector, eClub gGrowth dDirector, and dDivision dDirector must sign the Officer

Agreement and Release Statement prior to the election. Only the Officer Agreement and Release Statements of those elected are sent to World Headquarters.

- IV. The ~~d~~District ~~d~~Director may declare any proven **level-two or -three floor candidate p**Policy violations **by floor candidates** to the ~~d~~District ~~e~~Council.
- V. When nominations are complete, the ~~d~~District ~~d~~Director declares the nominations for that office closed.
- E. After nominations are closed, candidate speeches are given. ~~A~~~~e~~Candidates speaks on ~~his or her~~ **their** own behalf**ves**f. If a candidate is not present, an authorized representative may speak for the candidate. If there is only one **(1)** candidate nominated, no speech is given.
- F. A candidate's representative may not be a member of the ~~d~~District ~~e~~Executive ~~e~~Committee, a member of the DLC, the ~~e~~Credentials ~~e~~Chair, or any other meeting official, ~~unless he or she resigns before the district council's annual meeting begins.~~
- G. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by Article X, Section (e) of the District Administrative Bylaws.
- H. After nominations for an office are closed, if there is only one **(1)** candidate for the office, the ~~d~~District ~~d~~Director may entertain a motion to dispense with the secret ballot for the uncontested office or instruct the **District a**Administration ~~m~~Manager to cast a single ballot for the candidate.
- I. ~~District officer~~ ~~e~~Candidates are responsible for appointing one **(1)** observer to monitor the integrity of the voting and ballot counting process.
- J. Each election is completed and the winner announced before moving to the subsequent election.
- K. Candidates nominated for one **(1)** office and not elected to the office may be nominated from the floor for subsequent offices.
- L. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots and without the name of the candidate receiving the fewest votes. Such a procedure continues until one **(1)** of the candidates receives a majority of the votes cast.
- M. Upon adjournment of the ~~d~~District ~~e~~Council's annual meeting, all election results are final. Results of the election are displayed on the ~~d~~District website as soon as possible following adjournment of the meeting.
- N. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the ~~d~~District ~~d~~Director or ~~d~~District ~~e~~Credentials

Chair, as necessary, and immediately thereafter destroyed by the District Director or District Credentials Chair.

International Elections

1. Annual Business Meeting

- A. Elections and the Annual Business Meeting are governed by Articles IX and X of the Bylaws of Toastmasters International.
- B. Prior to the Annual Business Meeting the International President appoints a ~~member of the Board of Directors~~ **Board Member** as ~~s~~**S**upervising ~~d~~**D**irector to oversee the voting process.
- C. The ~~s~~**S**upervising ~~d~~**D**irector, in partnership with the Chief Executive Officer, has the following tasks related to the Annual Business Meeting:
 - I. Observes the instructions provided by the ~~p~~**P**arliamentarian and monitors the voting process.
 - II. Appoints a team of 20 members to support delegates during the voting process. Coordinates with candidate-appointed observers (one **[1]** per candidate) to ensure the integrity of the voting process.
 - III. Verifies the results of each vote and provides the results to the International President.
- D. The International President is the chair of the Annual Business Meeting.
- E. The ~~s~~**S**upervising ~~d~~**D**irector's name is announced.
- F. The ~~e~~**C**redentials ~~e~~**C**ommittee ~~e~~**C**hair presents the committee report.
- G. The order of business is ~~i~~**I**nternational ~~e~~**O**fficer elections, followed by ~~i~~**I**nternational ~~d~~**D**irector elections, and **Club** Constitution and Bylaws amendment proposals.
- H. The International President informs candidates that each of them may stand for only one **(1)** office and that they may withdraw their names from nomination in order to be placed in nomination for another office at any time before the nominations for that office have closed.
- I. The International President or a person designated by the International President explains the election and voting rules and process to the delegates.
- J. The International Leadership Committee (ILC) ~~e~~**C**hair presents the committee's report. If the ILC ~~e~~**C**hair is absent, the International President designates an alternate presenter.
- K. The ILC report consists of the names, cities, regions, and countries of the ILC members and the name and city of each candidate in descending alphabetical order by name.

- L. If any ~~p~~Policy violations by a nominated candidate occur, the ILC chair may disclose that violation and may announce whether the violation could have affected the candidate's nomination.
- M. Any candidate nominated by the ILC may withdraw from such nomination at any time after the committee's report is read and before the nominations are closed for the office to which the candidate has been nominated, and may be nominated from the floor for any other office for which nominations are still open.
- N. The International President asks if there are any additional nominations from the floor for any of the **International** ~~e~~Officer positions, as permitted by Article VIII, Section 3 of the Bylaws of Toastmasters International. When all such nominations are completed, the International President declares the nominations for the **International** ~~e~~Officer positions closed.
- O. After all **International** ~~e~~Officer nominations are closed, if there is only one **(1)** candidate for any office, the International President entertains a motion under Article X, Section 6 of the Bylaws of Toastmasters International to dispense with the secret ballot for such uncontested office and to instruct the ~~s~~Secretary to cast a single vote for the candidate for each such office.
- P. If any ~~p~~Policy violations by an **International** ~~e~~Officer candidate have occurred, the International President may disclose such violations.
- Q. Each opposed **International** ~~e~~Officer candidate is entitled to a two-minute speech.
 - I. The speeches are delivered in alphabetical order by office, commencing with the highest contested office.
 - II. Each speech is delivered from the platform by the candidate, except when a candidate is not in attendance, in which case the speech is given by the candidate's representative.
- R. Balloting in elections is governed by Article IX, Section 3 of the Bylaws of Toastmasters International.
- S. Nominations for **International** ~~e~~Directors commences after the voting for **International** ~~e~~Officers is complete and the results have been announced.
- T. The International President or the person designated by the International President reads the names, cities, and ~~e~~Districts of the **International** ~~e~~Director candidates.
 - I. The announcement order is the lowest numbered region to the highest-numbered region.
 - II. The International President asks if there are additional nominations from the floor, as permitted by Article VIII, Section 3 of the Bylaws of Toastmasters International, and reminds the delegates that no candidate may be nominated unless such candidate consents to such nomination and meets all other requirements.

- III. After all nominations are presented, the International President declares the nominations for **International eDirector** candidates closed, followed by two-minute speeches by each opposed candidate (or a candidate's representative, if a candidate is not in attendance).
- IV. If any **pPolicy** violations by an **International eDirector** candidate have occurred, the International President may disclose such violations.
- V. If any candidate is unopposed, the International President entertains a motion under Article X, Section 6 of the Bylaws of Toastmasters International to dispense with the secret ballot for any uncontested office and to cast a single vote for any unopposed candidate.
- U. The International President is advised before the election of the names of the candidates. This rule does not preclude nominations from the floor without advance notice to the International President.
- V. When the names of the candidates are announced, they are displayed to the delegates.
- W. Before votes for **International eDirectors** are cast, the International President announces that the election is by majority vote for each contested directorship.
- X. Votes are cast and counted. In the event no candidate receives a majority of the votes cast for any one **(1)** or more of the contested directorships, voting continues as prescribed in Article IX, Section 3 of the Bylaws of Toastmasters International.
- Y. After each count is calculated, the **sSupervising eDirector** verifies the count and provides the results to the International President or Parliamentarian.
- Z. The official final report, containing all election results, is completed, using a form provided by World Headquarters, by the **sSupervising eDirector** and delivered to the International President or Parliamentarian.
- AA. Final results are posted publicly at the meeting site and broadcast electronically to the membership following adjournment of the meeting.

2. Special Membership Meeting

- A. Special membership meetings are described in Article IX, Section 4 of the Bylaws of Toastmasters International. Whenever possible, actions to be voted on by the members are presented at the Annual Business Meeting.
- B. Special membership meetings may be called by majority vote of the Board of Directors at any Board meeting or by unanimous written consent.
- C. Special membership meetings must follow all rules that apply to the Annual Business Meeting and meet applicable requirements of California Nonprofit Public Benefit Corporation Law.

3. Voting by Mail

- A. The circumstances for holding an election by mail vote are stated in Article IX, Section 4 of the Bylaws of Toastmasters International. As permitted by the California Nonprofit Public Benefit Corporation Law, mail votes may be conducted by electronic transmission in compliance with Article XIII, Section 9 of the Bylaws of Toastmasters International.
- B. The Board decides—by majority vote at a Board meeting or by unanimous written consent—that circumstances warrant election of **International** ~~e~~**O**fficers and ~~d~~**D**irectors by mail vote of the **voting** membership.
- C. In the case of any election by mail vote of the **voting** membership, the Board sets the record date for purposes of determining which **voting** members are entitled to cast votes. The record date is not more than 60 days before the day on which the first written ballot is mailed or solicited. The **voting** members otherwise entitled to vote as of the close of business on such record date are entitled to vote in the election.
- D. The Board determines the means by which and the date on which ballots are distributed to those **voting** members entitled to vote in the election.
- E. The Board sets a reasonable date by which ballots must be received at World Headquarters to be counted in the election.
- F. The Board sets a reasonable date for completion of the nomination procedures described in Article VIII, Sections 1, 2, and 3 of the Bylaws of Toastmasters International allowing adequate time for the preparation of ballots and the solicitation and inclusion of candidate statements, as well as the reasonable equivalent of floor nominations.
- G. The Board appoints an ~~e~~**E**lection ~~e~~**C**ommittee consisting of the corporate ~~s~~**S**ecretary-~~t~~**T**reasurer and two **(2)** other persons to be responsible for the conduct of the election.
 - I. The committee has the powers given to inspectors of elections in the California Nonprofit Public Benefit Corporation Law and is otherwise governed by that law.
 - II. The Board and World Headquarters provide all reasonable assistance to the committee.
- H. The ~~e~~**E**lection ~~e~~**C**ommittee determines the minimum number of votes to be received (quorum) by the date set by the Board for a valid election to take place. Quorums are defined in Article XI, Section 1 of the Bylaws of Toastmasters International.
- I. The Board reviews and approves a form of written ballot and the accompanying solicitation letter to **voting** members from the Board.
 - I. The ballot states that it concerns the annual election of **International** ~~e~~**O**fficers and ~~d~~**D**irectors in lieu of elections normally held at the Annual Business Meeting.

- II. The ballot specifies, for each contested position, the names of each candidate validly nominated for that position and provides space for the member to vote for, vote against, or abstain from voting with respect to each candidate. No space for write-in candidates shall be provided.
 - III. The ballot explicitly states that if a **voting** member specifies a choice, the member's vote is cast accordingly.
 - IV. In addition to any instructions or recommendations from the Board relating to the written ballot, the solicitation letter accompanying written ballots to be sent to **voting** members states the date by which written ballots must be received by World Headquarters in order to be counted and the minimum number of responses to be received to meet the requirement for a valid vote.
- J. If, after the close of nominations, only one **(1)** person is nominated for a position, the **eElection eCommittee** declares the person nominated and qualified to have been elected without further action.
- K. The **eElection eCommittee** notifies each validly nominated candidate in a contested election of the opportunity to submit a written statement, of no more than 500 words, to communicate to members the nominee's qualifications and reasons for seeking office and to solicit the vote of the members.
- I. The notice specifies a reasonable deadline for the candidate's submission of this statement to the committee.
 - II. Any candidate's statement not received by the committee, at the address stated in the notice, by the deadline, is not distributed to members with the written ballot.
 - III. World Headquarters responds to all communications requests from nominees in accordance with the California Nonprofit Public Benefit Corporation Law.
- L. On the date specified by the Board, the **eElection eCommittee** causes written ballots and any accompanying materials—including the text of all valid candidate statements received, presented with equal prominence—to be distributed in the manner specified by the Board to every **voting** member entitled to vote in the election.
- M. Promptly after the due date, the **eElection eCommittee** determines whether enough votes have been received to constitute a valid election.
- I. If so, the **eElection eCommittee** counts the votes, and the candidate receiving the number of votes required by Article IX, Section 3 of the Bylaws of Toastmasters International shall be declared elected.
 - II. If three **(3)** or more candidates are nominated for an office, the ballot may be constructed so as to provide further choices for members to make in the event that one **(1)** candidate does not receive a majority of the votes cast, in order to achieve a reasonable equivalent to the balloting process set forth in Article IX, Section 3 of the Bylaws of Toastmasters International.

- N. In the case of a tie, the winner is selected by lots.
- O. In counting votes, any ballots marked “withhold,” “abstain,” or otherwise indicating that the vote is withheld, is not cast for or against any candidate in that contest.
- P. The committee certifies in writing, under penalty of perjury, the results of the election to the Board and the members.
- Q. Those elected take office immediately upon the certification of their election.
- R. Ballots, once delivered to World Headquarters, may not be revoked.

Presidential Citation

Each year the International President selects individuals to receive a ~~p~~**P**residential ~~e~~**C**itation award. This is a significant honor, and to ensure the most qualified and deserving recipients are chosen to receive the award, this nomination and selection process has been established.

1. Criteria

The following criteria will be used to determine if an **individual** member is a qualified Presidential Citation recipient.

A. Organizational growth

- I. Has the member participated in the chartering of 15 or more clubs within the last 10 years?
- II. Was the member instrumental in the forming of a new ~~d~~**D**istrict?

B. Organizational excellence

- I. What type of significant, long-term contributions has the individual made at the ~~d~~**D**istrict or international levels?
- II. How has the person notably and publicly exemplified Toastmasters International's core values?

C. Brand equity

- I. What type of significant, public contributions has the member made outside of Toastmasters in ~~his or her~~ **their** profession or community?
- II. How have these contributions created large-scale recognition or awareness of Toastmasters?

2. Nominee Selection

- A. There ~~are no~~ **shall be no** more than two **(2)** recipients selected per region **per year**.
- B. The International President refers to the criteria during the selection process.
- C. A maximum of 20 citations will be awarded each year.
- D. Past International Presidents are not eligible to receive a Presidential Citation.
- E. ~~No individual is eligible to receive a Presidential Citation more than once. An individual is eligible to receive a Presidential Citation only once in a lifetime.~~

3. Nomination Results

- A. If a member has been selected, World Headquarters notifies the member and **each the individual(s) who nominated the recipient, as well as the International Director and Region Advisor for the recipient's region.**

- B. If the nominated member is not selected, World Headquarters notifies the individual(s) who nominated the member.
- C. Recipients are recognized at the International Convention.

Region Advisor Expenses

1. Region Advisors (RA) may be reimbursed by World Headquarters for travel expenses for ~~the m~~Mid-year **Training**, ~~d~~District leader training sessions, ~~d~~District visits, and International Convention as follows:
 - A. Lowest rate round-trip airfare and up to \$50 **USD** per segment to secure a seat.
 - 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 **driven** to and from the RA's home, and to and from the passenger terminal to the event, up to \$50 **USD** ~~each~~ **per** segment.
 - D. 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.
 - E. A per diem of \$30 **USD** for each day that event attendance is required.
2. RAs submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days. Expenses are subject to the approval of the Chief Executive Officer.

Region Advisor Visits

1. The purpose of a ~~r~~Region ~~a~~Advisor (**RA**) visit is to provide support, leadership development, skill building, mentoring, and coaching to expand ~~d~~District leaders' capacity to achieve the ~~d~~District mission.
2. Visits should occur primarily between July and October, during Toastmasters Leadership Institutes, ~~d~~District trainings or ~~d~~District ~~e~~Executive ~~e~~Committee meetings when not held during a ~~d~~District conference.
3. **RAs** ~~Region-advisors shall are-expected-to~~ visit ~~d~~Districts as approved by the International President.
4. **RAs** ~~Region-advisors~~ request ~~d~~District visits by submitting a proposed visit schedule to World Headquarters for consideration by the International President or International President-Elect (depending on who will be International President at the time the visits will occur). World Headquarters confirms each visit, in writing, to the **RA** ~~region-advisor~~ and the appropriate ~~d~~District leaders.
5. Districts must accept visits by ~~an RA region-advisor~~.
6. Visits to Toastmasters events may require prior approval of the International President or International President-Elect (depending on who will be International President at the time the visits will occur). The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.
 - A. Visits to club meetings within the **RA's region-advisor's home** region may be made at any time. Visits to club meetings outside of the **RA's region-advisor's home** region require prior approval. Reimbursement is not provided.
 - B. Visits to ~~a~~Area and ~~d~~Division events within the **RA's region-advisor's home** ~~d~~District **or home region** may be made at any time as an attendee. Visits to such events for purposes of training and support require prior approval. Reimbursement is not provided.

~~Visits to area and division events within the region-advisor's region may be made at any time as an attendee. Visits to such events for the purposes of training and support require prior approval. Reimbursement is not provided.~~

Visits to ~~a~~Area and ~~d~~Division events outside the **RA's region-advisor's home** region require prior approval. Reimbursement is not provided.
 - C. Visits to ~~d~~District events within the **RA's region-advisor's home** ~~d~~District may be made at any time as an attendee. Visits to such events for the purposes of training and support require prior approval. Reimbursement may be provided with prior approval.

Visits to ~~d~~District events within the **RA's region-advisor's assigned** region that are not a part of the approved schedule require prior approval. Reimbursement may be provided with prior approval.

- D. District visits outside the **RA's region-advisor's assigned** region require prior approval. Reimbursement is not provided.

Board of Directors Meetings

1. The Board meets in-person, via teleconference, or via videoconference. Board meetings are conducted in accordance with the following procedures. Any situation not covered by **the** Bylaws, **pP**olicy, or **pP**rotocol follows the latest edition of *Robert's Rules of Order Newly Revised*.
2. The Chief Executive Officer prepares and distributes agenda information, subject to the approval of the International President, to Board **mM**embers in advance of each meeting.
3. Board meetings typically consist of the approval of minutes, reports, resolutions, unfinished business, new business, and announcements.
 - A. The International President or **alternate next highest-ranking officer** presides as the Board **chair Chair** and maintains order. The chair decides all questions of order, subject to Board appeal. The chair announces the business that is in order, and no business is considered until ~~the class to-~~ **which** it **belongs** is declared in order. The chair may call a recess for the purpose of committee meetings.
 - B. A committee considers topics assigned by the International President or the Board and originates new topics within the scope of its stated functions. Each committee reports its findings and recommendations to the Board.
 - C. **Directors Board Members** address the chair and proceed only when recognized. No **Board mM**ember is entitled to speak more than once on any issue until each member has the opportunity to speak.
 - D. Votes are taken by voice except if the chair is in doubt or a division is requested, in which case the vote is counted by hands or roll call. A roll call vote is taken upon the request of any two **(2) Board mM**embers.
 - E. Any **Board mM**ember, upon request, may have a dissenting vote recorded in the minutes. Every Board **mM**ember, including the chair, is entitled to vote or abstain on every issue on which a vote is taken; abstention is required if the member has a conflict of interest.
 - F. Committee reports are written and called for action during the proper order of business.
 - G. If a topic is exclusively assigned to a committee, that committee is given the opportunity to make a recommendation to the Board before the Board acts on the matter.
 - H. Committee and minority reports are addressed to the Board and include the topic, purpose, **pP**olicy references, proposal, and supporting information.
 - I. The International President may prepare Board and committee topics in consultation with the Executive Committee. The International President informs all Board **mM**embers of Board and committee assignments at the time topics are assigned.
 - J. During discussions, Board **mM**embers may ask questions of the committee members.

4. The Chief Executive Officer provides Board meeting minutes to the Board within 45 days after each Board meeting. The minutes will contain a record of business conducted by the Board, including discussion and decisions. Minutes are subject to ~~p~~**P**olicy and ~~p~~**P**rotocol that govern Board confidentiality. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
5. The Chief Executive Officer provides Executive Committee meeting minutes to the Board within 30 days after each Executive Committee meeting. The minutes will contain a record of business conducted by the committee, including discussion and decisions. Minutes are subject to ~~p~~**P**olicy and ~~p~~**P**rotocol that govern Board confidentiality. Prior to distribution, the International President, International President-Elect, and legal counsel, if necessary, review the meeting minutes.
6. The Board may receive suggestions for Board agenda items from ~~b~~**B**oard ~~m~~**M**embers, the International President, the Chief Executive Officer, Board committees or any Toastmasters member. Board ~~m~~**M**embers are encouraged to submit potential agenda items using the Board Item Submission Request form.
7. A suggested list of agenda items consisting of ongoing business and potential new business is developed by the Chief Executive Officer and is submitted to the International President. The International President determines the final list of agenda items. However, the Board may vote to direct the International President to include an item on the agenda.
8. The Chief Executive Officer develops background information on each agenda item for the Board's study or review. This information is provided a minimum ~~of~~ 14 days in advance of scheduled in-person Board meetings, and 72 hours in advance of Board teleconferences. The proposed annual budget is provided a minimum of 10 days in advance of the scheduled discussion.
9. Agendas and background information for Executive Committee meetings are provided to the Board at the same time as the Executive Committee, with the exception of the proposed annual budget.
10. In Board deliberations, each Board ~~m~~**M**ember has the opportunity to present ~~his-
or her~~ **an** opinion.

Board of Directors Expenses

1. Board ~~m~~**M**embers are issued a credit card to be used only for Toastmasters business expenses specified in this ~~p~~**P**rotocol. Expenses are subject to the approval of the Chief Executive Officer or the International President.
2. Board ~~m~~**M**embers may charge or be reimbursed by World Headquarters for travel expenses for ~~the m~~**Mid-year Training**, ~~d~~**D**istrict leader training sessions, Board meetings and Executive Committee meetings, ~~d~~**D**istrict visits, and International Convention as follows:
 - A. Round-trip airfare and up to \$50 **USD** per segment to secure a seat. International Officers may receive business class airfare when traveling more than three **(3)** time zones or more than **eight (8)** hours total flight time.
 - 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 (which must be accompanied by authentication documentation) to and from the Board ~~m~~**M**ember's home, and to and from the passenger terminal to the event, up to \$50 **USD** each segment.
 - D. Hotel accommodations, including applicable taxes, and internet usage fees up to \$15 **USD** 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 ~~d~~**D**istrict, and the ~~officer or director~~ **Board Member**, for marketing visits. Additional room nights are at the Board ~~m~~**M**ember's expense.
 - E. A per diem allowance of \$30 **USD** for the days when event attendance is required plus two **(2)** travel days. Additional per diem allowance for any additional days spent conducting marketing visits agreed to in advance by World Headquarters, ~~and~~ the ~~d~~**D**istrict, and the ~~officer or director~~ **Board Member**.
 - F. Phone charges, postage, and stationery expenses incurred in the conduct of their duties.
 - G. District conference registration when not provided by the ~~d~~**D**istrict.
 - 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 ~~m~~**M**embers must submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days.

5. In addition to the expenses listed above, the following reimbursements apply for the International Convention:
 - A. Continuing and departing ~~international officers and directors~~ **Board Members** receive one **(1)** complimentary convention registration and one **(1)** complimentary ticket to each of the official meal functions and speech contests, if ticketed separately.
 - B. The outgoing International President receives one **(1)** complimentary hotel suite (of one **(1)** to two **(2)** bedrooms) including entertainment costs, two **(2)** complimentary convention registrations, **and** two **(2)** complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - C. The incoming International President receives one **(1)** complimentary hotel suite (of one **(1)** to two **(2)** bedrooms), two **(2)** complimentary convention registrations, and two **(2)** complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - D. The Immediate Past International President receives two **(2)** complimentary convention registrations and two **(2)** complimentary President's Dinner Dance tickets, if ticketed separately.
 - E. Past ~~i~~International ~~p~~**P**residents receive one **(1)** complimentary convention registration and one **(1)** complimentary President's Dinner Dance ticket, if ticketed separately.
6. The following reimbursements apply specifically for newly-elected **International** ~~d~~**D**irectors and the newly-elected Second Vice President for the International Convention:
 - A. Incoming ~~i~~International ~~d~~**D**irectors 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 **USD** per diem allowance for any day they attend the Board meeting following the Convention; one **(1)** travel day; and one **(1)** 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.
7. If an ~~i~~International ~~d~~**D**irector 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. Board Business

- A. Each document provided to ~~directors~~ **Board Members** in connection with Board business (“item”) shall be appropriately classified Highly Confidential, Restricted, or Unrestricted:
- I. Items classified as Highly Confidential may not be copied, shown to, or discussed with anyone except ~~members of the Board~~ **Board Members** and those employees, agents, or members of the corporation authorized by the Chief Executive Officer to receive the information.

Examples of Highly Confidential items include personnel and disciplinary matters; background documents; draft agendas; draft ~~p~~**P**olicies; draft minutes; some minutes or matters contained within minutes; committee reports; and other reports, budgets and information prepared for the Board.

- II. Items classified as Restricted may not be copied, shown to, or discussed with anyone except ~~members of the Board~~ **Board Members**, 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 **Members** who have agreed to receive such information in confidence.

Examples of Restricted items include final committee and Board agendas; some minutes or matters contained within minutes; and matters submitted to the Advisory Committee of Past Presidents.

- III. Items classified as Unrestricted have no limitation on distribution or discussion. ~~Directors~~ **Board Members**, officers, employees, and agents of the organization are to use good judgment and discretion when handling such information.

Examples of Unrestricted items include Board-approved ~~p~~**P**olicies (though they may have been classified Highly Confidential or Restricted at an earlier stage), ~~and~~ 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.

- B. 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.
- C. 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.
- D. Board materials may be deemed Unrestricted, except for those items classified as Highly Confidential or Restricted.

- E. Board ~~m~~Members may discuss what committees the Board is working on but may not ~~share which committee he/she is participating in~~ **reveal the details of Board Member committee participation** unless it involves asking questions as a committee assignment.
- F. 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.
- G. The Executive Committee may change a classification made by the Chief Executive Officer or by the International President.
- H. The Board may change a classification made by the Chief Executive Officer, the International President, or the Executive Committee.
- I. In all cases, the Board has the ultimate responsibility for establishing the level of confidentiality to be maintained, observing the requirements of applicable law.
- J. Annually the Board reviews all Restricted and Highly Confidential minutes to determine if the classifications should be modified.
- K. Specifics of Board deliberations, including how individual ~~directors~~ **Board Members** voted, are Highly Confidential. If a ~~member of the Board~~ **Board Member** votes on an Unrestricted item and wishes that vote to be disclosed, that vote may be made Unrestricted.

2. **Distribution of Board Business Items and Meeting Minutes**

- A. 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.
- B. The Board minutes and other corporate records of Toastmasters International are open to inspection by voting members of Toastmasters International (~~d~~Delegates at ~~I~~Large and authorized representatives of ~~m~~Member ~~e~~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 **voting** member.
- C. Once a year, the Chief Executive Officer sends a notice to all former Board ~~m~~Members, whose dues payments are current, giving them the option to continue receiving Board materials, including Restricted items which they must agree to keep confidential. Only those past Board ~~m~~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.
- D. If a document distributed to ~~p~~Past ~~i~~International ~~p~~Presidents, ~~p~~Past ~~i~~International ~~d~~Directors, or ~~d~~District ~~d~~Directors contains Highly Confidential material, such items are redacted or deleted in order to preserve confidentiality.

- E. 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.
- F. A breach of confidentiality must be immediately reported to the Chief Executive Officer who reports it to the International President.

Board of Directors Visits

1. The purposes of ~~international officer and director~~ **Board Members' District** visits are: to evaluate and increase the effectiveness of the ~~d~~**D**istrict in achieving the ~~d~~**D**istrict mission;; **to** meet with Toastmasters members and leaders and with business and community leaders;; **to** represent the organization at ~~d~~**D**istrict events;; **to** share the organization's message as directed by the International President;; **to** participate in club-building and strengthening opportunities;; and **to** publicize Toastmasters International and its brand through media.
2. International ~~d~~**D**irectors are expected to visit ~~d~~**D**istricts as approved by the International President.
3. International ~~e~~**O**fficer visits to ~~d~~**D**istricts are scheduled every seven **(7)** years, or-
~~more frequently, if as~~ deemed necessary by the International President.
4. International ~~d~~**D**irectors request ~~d~~**D**istrict visits by submitting a proposed visit schedule to World Headquarters for consideration by the International President or International President-Elect (depending on who will be International President at the time the visits will occur). World Headquarters confirms each visit, in writing, to the ~~i~~**I**nternational ~~d~~**D**irector and the appropriate ~~d~~**D**istrict leaders.
5. Districts must accept visits by ~~either an international officer or director~~ **Board Members**.
6. Visits to Toastmasters events may require prior approval of the International President or International President-Elect (depending on who will be International President at the time the visits will occur). The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.
 - A. Visits to club meetings within the ~~officer's/director's~~ **Board Member's** region may be made at any time. Visits to club meetings outside of the ~~officer's/director's~~ **Board Member's** region require prior approval. Reimbursement is not provided.
 - B. Visits to ~~a~~**A**rea and ~~d~~**D**ivision events within the ~~officer's/director's~~ **Board Member's** home ~~d~~**D**istrict **or region** may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization require prior approval. Reimbursement is not provided.

~~Visits to area and division events within the officer's/director's region may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization require prior approval. Reimbursement is not provided.~~

Visits to ~~a~~**A**rea and ~~d~~**D**ivision events outside the ~~officer's/director's~~ **Board Member's** region require prior approval. Reimbursement is not provided.
 - C. Visits to ~~d~~**D**istrict events within the ~~officer's/director's~~ **Board Member's** home ~~d~~**D**istricts may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization require prior approval. Reimbursement may be provided with the International President's prior approval.

Visits to ~~d~~District events within the ~~officer's/director's~~ **Board Member's** region that are not part of the approved schedule require prior approval. Reimbursement may be provided with prior approval.

- D. District visits outside the ~~officer's/director's~~ **Board Member's** region require prior approval. Reimbursement is not provided.

Protocol 11.8
Chief Executive Officer

1. The Chief Executive Officer develops strategic planning proposals and revisions to current plans and submits them to the Strategic Planning Committee.
2. The Chief Executive Officer keeps the International President, Executive Committee, and Board abreast of operations and performance factors.
3. The Chief Executive Officer develops the annual operating budget and presents it to the Executive Committee; manages all aspects of income and expenses, including operating within the approved budget; submits financial reports to the Board of Directors at least quarterly; ensures all funds are appropriately safeguarded and administered; supports the Board in its fiduciary duty regarding investments and financial oversight; and executes the Bylaws provisions regarding the official annual audit.
4. The Chief Executive Officer arranges for the formulation of plans and programs for approval by the Board; researches and develops education and training programs that advance the communication and leadership skills of the membership; **and** evaluates administrative operations; **and** recommends and implements system improvements.
5. The Chief Executive Officer assesses and recommends improvements to Board organization; recommends an organizational structure that satisfies the needs and interests of the worldwide membership; **and** provides for efficient distribution of educational services and resources to members.
6. The Chief Executive Officer establishes and maintains communications systems with all levels of the membership and maintains organizational and corporate relations as appropriate; oversees global public relations and branding initiatives; **and** directs the planning, organization, and implementation of growth and retention programs.
7. The Chief Executive Officer securely maintains membership information, files, and legal and historical documents; safeguards physical assets and intellectual property; **and** develops and maintains corporate minutes.
8. The Chief Executive Officer is responsible for all aspects of the World Headquarters staff and human resources decisions; consults with the International President and a majority of the Executive Committee before employing and terminating director-level staff members; **and** provides effective training and development programs, clear expectations, duties, and responsibilities to all employees; **and** annually reviews each employee's performance, based on a written job description.
9. The Chief Executive Officer presents resolutions received from **individual** members, **Member eClubs**, and **eDistricts** to the International President.
10. The Chief Executive Officer supervises all aspects of the Toastmasters International Convention and **eDistrict** leader training.
11. The Chief Executive Officer selects the site for the International Convention, held annually in August, in consultation with the Executive Committee.

12. The Chief Executive Officer selects the annual recipient of the Golden Gavel Award. ~~The purpose of the Golden Gavel Award is to recognize,~~ **which recognizes** an individual who has demonstrated outstanding ability exemplifying communication and leadership.

District Events

1. District Events

- A. All district events, including but not limited to district conferences, club officer training, district leader training and district council meetings, must not be held jointly with any other district.

2. Training

- A. All district-sponsored officer training incorporates the core content of the training programs for district leaders and club officers provided by Toastmasters International.
- B. Training events are included as part of the district calendar and published in district communications, including district newsletters and websites.
- C. If unable to attend training in their home District, a club officer may get credit for training in another District. An attending club officer is responsible for notifying both Districts.

3. Area and Division Director Training

- A. It is recommended that initial area and division director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial area and division director training is four hours.
- C. Area and division directors should be trained together in a central location; however, geographically large districts may train area directors by division or by divisions grouped together. Further, at the discretion of the district director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two or more area or division directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two hours round trip.
 - IV. Travel conditions place the safety of the area and division directors at risk.
- D. Additional training for division and area directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the district and club mission:

- I. Supporting all clubs in achieving excellence
 - II. Effective club visits
 - III. Techniques for creating new club opportunities and building new clubs
 - IV. Success plan status review
 - V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities
 - VI. Conducting effective Area and Division Council meetings to reinforce club support
 - VII. Succession planning
- E. Such additional training of division and area directors may include other elected and appointed district leaders and is conducted at division or district meetings.

4. Club Officer Training

- A. Districts train club officers **a minimum of twice yearly: between in June 1 and ~~July, or~~ August 31 and between November 1 and in December, January, or February 28 (or February 29 in leap years).**
- B. The Toastmasters Leadership Institute (TLI) is the recommended method of club officer training. If the district chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All district events are training opportunities. As part of district leader and club officer training, districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club officers or district leaders and the achievement of the club or district mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

5. District Executive Committee Meetings

- A. The district executive committee ensures that district leaders work to achieve the district mission.
- B. The composition and duties of the district executive committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.

- C. The district executive committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the district; recommends the assignment of clubs to areas and divisions; reviews recommendations and reports of district committees, including those of the audit committee; and performs any duties assigned by the district council.
- D. The district executive committee meets at least four times each year. One meeting shall be conducted in-person. Additional meetings are conducted in-person or virtually.
- E. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the committee. Any agenda item that requires the district executive committee to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the district website four weeks in advance of the vote opening.
 - II. The district posts the proposed agenda item at least 14 days in advance of the vote.
- F. District executive committee meeting information is included in the district calendar and in other district communications.
- G. Only those who have business before the district executive committee and have been invited by the district director attend district executive committee meetings.
- H. Any training at district executive committee meetings focuses on achieving the district mission.
- I. At district executive committee meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The district budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The audit committee's report is presented to the District Executive Committee prior to each district council meeting; copies of the audit are provided at or before the meeting. The audit committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. The Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. At the meeting prior to the district council's annual meeting, the alignment of clubs into areas and divisions is recommended.

- VII. The district director's recommendations to fill any vacancies in office are approved.
- VIII. The district director, program quality director, club growth director, division directors, and area directors report on the District Success Plan and Distinguished program progress.

6. District Council Meetings

- A. The district council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District council meetings are governed by Article XII, Section 3(c) of the Bylaws of Toastmasters International and by Article X of the District Administrative Bylaws.
- C. The district council's annual meeting in which the elections take place is conducted in person. Other meetings of the district council, including special meetings, are conducted virtually.
- D. Virtual meetings occur as recommended by the district director and agreed upon by a majority of the district executive committee. Any agenda item that requires the district council to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the district website four weeks in advance of the vote opening.
 - II. The District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. The District posts the proposed budget at least 14 days in advance of the vote.
 - IV. The District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others, whose participation the council requires, may attend. Members, who are not voting members of the council or their proxyholders, may attend the meeting but do not participate in council deliberations.
- F. At district council meetings, unless noted, the following business is conducted:
 - I. The district mission is reviewed.
 - II. The credentials committee report is presented.
 - III. The audit committee report is presented.
 - IV. The district budget is adopted at the first district council meeting.

- V. The Profit and Loss Statement is presented.
- VI. Appointed officers are confirmed at the first district council meeting.
- VII. The district executive committee's action to fill any vacancies in district office is confirmed.
- VIII. The assignment of clubs to areas and divisions for the following year is adopted at the district council annual meeting.
- IX. The district leadership committee report is presented at the district council annual meeting.
- X. Nominations from the floor are taken, and election of district officers is conducted at the district council annual meeting.
- XI. The district director, program quality director, club growth director, immediate past district director, and district public relations manager report on progress toward district goals.

7. Division Council Meetings

- A. The division council manages division activities; facilitates the achievement of club, area, division, and district goals; and helps with administrative activities, such as division contests, meetings, and training.
- B. The division council meets at least twice each year. Meetings are conducted in-person when practicable. The division director notifies attendees at least four weeks before each meeting.
- C. Council members are the division director, assistant division director program quality, assistant division director club growth, and area directors within the division.
- D. Unless noted, the following business is conducted at division council meetings:
 - I. Area Success Plan and progress in the Distinguished Area Program are presented.
 - II. Club Success Plan and progress in the Distinguished Club Program are presented.
 - III. The club officer training attendance report is presented.
 - IV. Plans for division events, such as training and speech contests, are made.

8. Area Council Meetings

- A. The area council manages area activities and supports each club in the area in fulfilling the club mission.

- B. The area council meets at least twice each year. Meetings are conducted in-person when practicable. The area director notifies attendees at least four weeks before each meeting.
- C. Council members include the area director, assistant area director program quality, assistant area director club growth, area secretary, club presidents within the area, club vice presidents education within the area, and club vice presidents membership within the area.
- D. Unless noted, the following business is conducted at area council meetings:
 - I. Club Success Plan and progress in the Distinguished Club Program are presented.
 - II. Club officer training attendance reports are presented.
 - III. Plans for area events, such as training and speech contests, are made.
 - IV. In accordance with the district council's decision to elect or appoint area directors as specified in the District Administrative Bylaws, Article VII, Section C, evaluate and assess area director candidates in order to either:
 - a. Provide one or more appointment recommendations to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The recommendations are subject to alignment changes by the district council, or
 - b. Elect the following year's area director and provide the results of the election to the district director no later than a date recommended by the district director and approved by the district executive committee. That date will be announced in the district's annual call for nominations. The elections are subject to alignment changes by the district council.

9. Annual District Conferences

- A. The purpose of the annual district conference is to provide communication and leadership training opportunities toward achieving the club and district missions and to hold the in-person district council meeting. The annual conference is established in Article XII, Section 4 of the Bylaws of Toastmasters International and further defined in Article X, Section (a) of the District Administrative Bylaws.
- B. District conference information is included in the district calendar and in other district communications.
- C. The following events occur at the annual district conference:
 - I. The in-person district council meeting.

- II. The International Speech Contest and any other district-level speech contests. These district-level contests may only take place at this event.
- III. Educational sessions that focus on achieving the club and district missions.

10. District Leader Training

- A. District directors, program quality directors, and club growth directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns districts, and develops and implements training programs.
- C. Region advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

Region Advisor Expenses

1. Region Advisors (RA) may be reimbursed by World Headquarters for travel expenses for Mid-year Training, district leader training sessions, district visits, and International Convention as follows:
 - A. Lowest rate round-trip airfare and up to \$50 USD per segment to secure a seat.
 - B. Public transportation (coach or discount) or mileage at the current ~~business~~ **charitable** 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 driven to and from the RA's home, and to and from the passenger terminal to the event, up to \$50 USD per segment.
 - D. 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.
 - E. A per diem of \$30 USD for each day that event attendance is required.
2. RAs submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days. Expenses are subject to the approval of the Chief Executive Officer.

Board of Directors Expenses

1. 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. Board members may charge or be reimbursed by World Headquarters for travel expenses for Mid-year Training, 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 USD 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. Public transportation (coach or discount) or mileage at the current ~~business~~ **charitable** 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 USD each segment.
 - D. Hotel accommodations, including applicable taxes and internet usage fees up to \$15 USD 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, 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 USD 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, the district, and the officer or director.
 - F. 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, accompanied by receipts, within 30 days.
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, 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.
6. The following reimbursements apply specifically for newly-elected international 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 charitable** 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 USD 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.
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.

Club and Membership Eligibility

1. Club Reinstatement

- A. Clubs inactive for one (1) full dues renewal period may be reinstated within the following dues renewal period. To do so, the club, or its individual members when verified by a club officer, pay all of the following in full:
 - I. Current renewal dues for a minimum of eight (8) individual members, at least three (3) of whom were individual members of the club immediately prior to its inactive status;
 - II. Any overdue account balance;
 - III. And one of the following fees or dues:
 - a. a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight (8) to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.
 - b. dues for all individual members in the club during the previous reporting period. Membership of individual members continues from the dates they originally joined the club.
- B. Clubs inactive for two (2) or more full dues renewal periods are required to be chartered as new clubs, meeting all chartering requirements.

2. Members with Disabilities

- A. Various external laws apply to facilities and organizations regarding their responsibilities, if any, to provide accommodation to support the participation of persons with disabilities. If no public accommodation is involved, the laws may not apply.
- B. Toastmasters International and each of its subordinate units, including regions, Districts, Divisions, and Areas, shall comply with applicable laws regarding accommodations for persons with disabilities in the jurisdictions in which meetings or other functions are held.
- C. Since Toastmasters Member Clubs are separate legal entities, their legal obligations with respect to persons with disabilities may differ from the obligations of Toastmasters International, depending on national, state, or local regulations and the availability of facilities for meetings in their communities. It may not be reasonable, feasible, or possible to provide accommodation in every instance.
- D. Where disability laws apply, it is the responsibility of the highest-ranking officer at the level for which an event is planned (e.g., the District Director for a District, the Club President for a club) to determine what laws and regulations may apply regarding accommodations for persons with disabilities at the event facility.

- E. If the responsible person determines that an event facility must meet a certain standard of disability accommodation, a written guarantee shall be obtained from the facility owner or operator that the facility complies with that standard and holds Toastmasters International or the club harmless if the facility should violate that standard. If a claim or suit is subsequently brought against Toastmasters International or the club regarding disability accommodation at such event, defense of the claim or suit shall be tendered immediately to the facility owner or operator.
- F. In the case of practical limitations or unforeseen circumstances that could result in some obstacle, hindrance, or other difficulty for a person with a disability at an event, Toastmasters International cannot and does not promise full participation in its programs to persons who are not able to participate through their own efforts.

3. Online Attendance at Club Meetings

- A. Online attendance is defined as any member participating and interacting in a club meeting through the use of live audio and video conferencing tools utilizing an online platform.
 - I. Participants are not in the same physical location as the rest of the club members attending the in-person meeting.
 - II. Participants must be able to communicate with all other members in attendance at the in-person meeting.
 - III. Online participation in a club meeting does not include voice-only teleconferencing, recorded video, or recorded audio.
- B. Clubs that opt to allow online attendance at the regular in-person meeting must specify this in the Addendum of Standard Club Options.
- C. Each club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
- D. Each member participating in online club meetings will provide their own technology at their own expense if there is a fee for use.

4. Online Clubs

- A. Online clubs are defined as having a majority of members attending meetings through the use of live, online video-conferencing tools.
 - I. Each online club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
 - II. Each member participating in an online club will provide their own technology at their own expense if there is a fee for use.
 - III. Voice-only teleconferencing, recorded video, or recorded audio are not acceptable forms of attendance.
- B. Online clubs must begin existence as newly chartered clubs. Existing clubs may not become online clubs, nor may online clubs change their status and become in-person clubs.
- C. Online clubs are undistricted.

- D. Online clubs must self-identify as such in the Addendum of Standard Club Options.

5. Guest Participation at Club Meetings

- A. Participation in any meeting role at a club meeting is limited to individuals who are 18 years of age or older.
- B. By attending, guests agree to conduct themselves in an appropriate manner as described in Policy 3.0: Ethics and Conduct.
- C. Clubs may create club-level rules relating to guest attendance and participation. Such rules shall not contradict the governing documents of Toastmasters International. Examples include but are not limited to:
 - I. Clubs may determine a limited number of meetings a guest may attend before being required to apply for membership.
 - II. Clubs may choose to restrict the attendance of guests who detract from the positive meeting environment.
 - III. Clubs may choose to restrict the attendance of guests who are under 18 years of age.

Protocol 3.0

Ethics and Conduct

1. Violation Reporting

- A. If an ethics or conduct violation arises, it is to be handled initially at the closest practical level to the incident.
- B. If the resolution of a violation is not satisfactory, the matter may be safely reported to the next level. Club-level matters not resolved at the club level are reported to World Headquarters.
- C. If the matter is not reported, the next level is not to be held responsible for the situation.
- D. The person receiving the report shall conduct a confidential investigation and shall initiate appropriate action to resolve the matter.
- E. Regardless of the level at which an incident occurs, if any person involved in the matter believes it was not resolved in accordance with the governing documents of Toastmasters International, or if the process is not feasible, such person may promptly report the situation to the Chief Executive Officer or to the International President if the Chief Executive Officer is charged with a violation.
- F. Any claim, threat of lawsuit, or lawsuit involving an ethics violation occurring outside the club level must be reported promptly to the Chief Executive Officer.
- G. In jurisdictions where laws are stricter than the Toastmasters International governing documents, members and clubs are required to observe the stricter standards.
- H. Suspected violations of criminal law, such as embezzlement, theft, assault, or trespass should be reported to the appropriate law enforcement authorities in the jurisdiction. Any such violation occurring outside the club level must be reported to World Headquarters.

2. Club Procedure to Discipline a Member

- A. Disciplinary actions conducted by a club relating to an individual member are addressed in Article II, Section 6 of the Club Constitution. Each club is responsible for handling its own disciplinary matters following Toastmasters Policy and Protocol. District leaders have no club-level authority and shall not be involved in club-level disciplinary matters. World Headquarters, at the request of club officers, provides counsel and direction in matters of process.
- B. The process set forth below in C through K applies if a club considers disciplining an individual member. This includes, but is not limited to, situations in which the International President requests that the club initiate proceedings against a particular member.
- C. An individual member who wishes to express concern about any ethics and conduct or other violations involving a member of the Club Executive Committee or club may submit a complaint containing reasonably credible information to the

Club President, who becomes the investigative officer. If the Club President is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking club officer replaces the Club President throughout the remainder of the proceedings. A conflict of interest occurs when the Club President has a business or personal relationship with the charged member. In such cases, the Club President must not participate in the investigation.

- D. If the investigative officer believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The investigative officer discusses the findings from the investigation with the complaining member and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- E. If a resolution is not reached, the investigative officer refers the matter to the Club Executive Committee. The Club Executive Committee determines, by a majority vote, whether:
 - I. Sufficient evidence of alleged violations exists
 - II. A disciplinary hearing takes place.
 - III. The disciplinary hearing is conducted by the Club Executive Committee or the club members.
- F. The following disciplinary actions are available to the club:
 - I. Request a public apology
 - II. Letter of censure
 - III. Suspension of up to 90 days
 - IV. Decline to renew membership
 - V. Terminate membership in the club
 - VI. Refer the matter to World Headquarters for further investigation
- G. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Location, date and time of the hearing
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
 - IV. The potential disciplinary actions available to the club, as listed above
- H. This is the disciplinary hearing procedure when conducted by the Club Executive Committee.
 - I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.

- II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- III. The Club Executive Committee distributes copies of the Notice of Hearing and any response from the charged member to all members of the Club Executive Committee no fewer than seven (7) days prior to the disciplinary hearing.
- IV. After the 15-day response time, the Club Executive Committee holds the disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past Club President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The Club Executive Committee must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the Club Executive Committee.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the committee to address the charges.
 - e. Club Executive Committee members may ask clarifying questions of the investigative officer and charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The Club Executive Committee, by majority vote, determines if the charges are substantiated.
 - h. If the charges are substantiated, the Club Executive Committee, by majority vote, determines the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership, two-thirds of the Club Executive Committee present and voting must vote in favor of termination.
- V. The charged member and club members are notified of the action taken.
- VI. The charged member may appeal the Club Executive Committee's decision to the club within 15 days of the date of notice. Below is the procedure to hold an appeal hearing:
 - a. The Club Executive Committee sends notice of a special business meeting to all club members to conduct the appeal hearing, along with a copy of the original Notice of Hearing, no fewer than seven (7) days prior to the appeal hearing.
 - b. The chair of the appeal hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.

- c. The club must have a quorum present (majority).
 - d. At the appeal hearing, the investigative officer will present the list of charges to the club members.
 - e. If the charged member requests, the charged member will be given the opportunity to address the charges.
 - f. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - g. The charged member is excused for discussion and voting.
 - h. A majority of members present and voting is required to overturn the Club Executive Committee's decision.
- I. Below is the disciplinary hearing procedure when conducted by the club members.
- I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.
 - II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
 - III. The Club Executive Committee distributes copies of the Notice of Hearing, and any response from the charged member, to all members of the club no fewer than seven (7) days prior to the disciplinary hearing.
 - IV. After the 15-day response time, the club members hold a disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The club must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the club members.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the club to address the charges.
 - e. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The club members, by majority vote, determine if the charges are substantiated.

- h. If the charges are substantiated, the club members, by majority vote, determine the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership in the club, two-thirds of the club members present and voting must vote in favor of termination.
- V. The charged member and club members are notified of the action taken.
- VI. There is no appeal of a decision made by the club members.
- J. When an individual is removed from membership in a club, the Club President must notify World Headquarters within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.
- K. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters within seven (7) days.

3. District Procedure to Discipline a Member

- A. Resignation or removal of a District officer is addressed in Article VII, Section(g) of the District Administrative Bylaws.
- B. An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the District Executive Committee, other appointed District leader, or an individual Toastmasters member participating in District activities, may submit a complaint to the District Director. If the District Director is the charged member, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings.
- C. The District Director completes a confidential investigation within seven (7) days. The District Director discusses the findings from the investigation with the complaining member (complainant) and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- D. If a resolution is not reached, the District Director or the next highest-ranking District officer replacing the District Director appoints a District Disciplinary Committee and informs World Headquarters. World Headquarters provides counsel and direction in matters of process.
- E. The District Disciplinary Committee has five (5) members: the Immediate Past District Director (chair), a Past District Director (co-chair), and three (3) DEC members, selected for their impartiality. If the Immediate Past District Director (IPDD) is involved in the complaint, a Past District Director chairs the committee and the IPDD is excused. Where there is no IPDD or insufficient PDDs, the District Director may invite other past District leaders to serve on the committee.
- F. The committee receives copies of the original complaint, the charged member's response and the results of the District Director's confidential investigation and carries out further investigations at its discretion.
- G. If the committee determines that sufficient evidence of alleged violations exists, charges are developed, and the member is notified that a hearing will take

place. The hearing may be in person or by teleconference. All discussion and materials are subject to confidentiality.

- H. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Date, time and location, including in-person address or teleconference information
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
- I. The charged member's club shall have the opportunity to participate as follows:
 - I. The charged member's club shall be entitled to the same written notice as the charged member, including any modified notice.
 - II. The charged member's club may choose to appear at the hearing or make a statement as a witness to the committee at its own cost only to present testimony within the limits stated below.
- J. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- K. After the 15-day response time, the committee holds the disciplinary hearing.
- L. The complainant and the charged member have the opportunity to participate in the hearing. The committee determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
- M. The charged member provides any written, physical, or other evidence (other than oral testimony) to the committee no later than 48 hours prior to the hearing.
- N. The hearing is a closed hearing. The only people permitted in attendance are the District Disciplinary Committee members, the complainant, the charged member, and witnesses. Witnesses may be suggested by the complainant, the charged member and the committee. If witnesses are in attendance, they speak only to the charges and evidence presented.
- O. At the hearing, the co-chairs:
 - I. Confirm that a quorum is present.
 - II. Indicate the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.
 - III. Advise participants that recording of the hearing is prohibited.
 - IV. State that all discussion is limited to the charges and evidence presented.

- V. Present findings from the investigation. The findings may contain sensitive and confidential information. The committee may keep the source of information confidential.
- VI. Provide the charged member with a predetermined amount of time to speak and respond to the charges.
- VII. Provide any witnesses who are speaking a predetermined amount of time to speak.
- VIII. Excuse all parties present except the committee to discuss the charges, evidence and response of the charged member.
 - a. The committee discusses, and determines, by majority vote, whether the charges were substantiated.
 - b. If the charges are substantiated, the committee discusses disciplinary action and determines, by majority vote, the proposed disciplinary action.
- IX. Disciplinary actions may include one (1) or more of the following:
 - a. Private written censure of the member by the District Executive Committee
 - b. Public written censure of the member by the District Executive Committee
 - c. Suspension from participation in District activities – not to exceed 18 months
 - d. Suspension or removal from District office
 - e. Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months
 - f. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.
- X. The committee makes a motion setting out the proposed disciplinary action to the District Executive Committee. The District Executive Committee may ask clarifying questions, and proceed to vote on the proposed disciplinary action. Voting may take place in person or in a virtual meeting, following the voting procedures outlined in Protocol 7.1: District Events.
- XI. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by a majority vote of those present and voting.
- P. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action.
- Q. The disciplinary process and the outcome must be kept confidential, except in the following circumstances. The District Director or next highest-ranking District

officer replacing the District Director communicates the information, after consultation with World Headquarters.

- I. If the charged member or the complainant has made the matter public
 - II. If club officers or District leaders should be notified in order to minimize potential harm to other members
 - III. In other appropriate situations, when the best interest of Toastmasters International may require discreet communications to others
- R. If the District Executive Committee approves disciplinary action, the charged member may appeal to the Board of Directors within 15 days.
- S. The Board of Directors may, on its own initiative, review the District Executive Committee's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs and individual members.

4. Procedure to Discipline Accredited Speakers, and World Champions of Public Speaking, and Region Advisors

- A. An individual member who wishes to express concern about any ethics and conduct or other violation involving an Accredited Speaker, or World Champion of Public Speaking or Region Advisor, may submit a written complaint containing reasonably credible information to World Headquarters. If the complaint is deemed to be reasonably credible, a disciplinary review following the steps in this protocol may be conducted.
- B. Violations include, but are not limited to, harassment; discrimination; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; failure to uphold Toastmasters International's Bylaws, Policies or Protocols.
- C. Disciplinary actions may include, but are not limited to:
- A warning or reprimand
 - A requirement to acknowledge the infraction or violation
 - A requirement to correct the infraction
 - A commitment to non-recurrence
 - An apology to affected parties
 - Provision of financial restitution to persons affected or to the organization for costs of the disciplinary process
 - Suspension of title for a specific time or permanently
 - Removal from good standing with Toastmasters International for a specific time or permanently
- D. Disciplinary review and action are based on the severity of the potential violation:
- I. A level-one violation is a minor infraction (for example: inappropriate or disrespectful behavior with individual Toastmasters members or staff. Inappropriate or disrespectful behavior at Toastmasters events.)
 - a. The International President reviews the information, conducts an investigation and consults with the Executive Committee and others as needed, and engages in disciplinary communication (orally and/or in writing) to the Accredited Speaker, or World Champion of Public

Speaking **or Region Advisor**.

- b. If correctable, the individual acknowledges the infraction and corrects it.
 - c. If not correctable, the individual acknowledges the infraction and commits in writing to non-recurrence.
 - d. The International President informs the Board of Directors.
- II. A level-two violation is a severe violation (for example: excessive, inappropriate, or disrespectful behavior at a Toastmasters event, or relating to World Headquarters; consistently missing or being unprepared for Toastmasters-related speaking engagements; promoting the violation of Toastmasters Bylaws, Policies or Protocol; deliberately misusing the Accredited Speaker, ~~or~~ World Champion of Public Speaking **or Region Advisor** title, embarrassing the organization, tarnishing the reputation of the program).
- a. The International President reviews the information, conducts an investigation and consults with the Board of Directors and others as needed.
 - b. The Board of Directors determines the appropriate disciplinary measure, up to and including a hearing to consider revocation of the Accredited Speaker, ~~or~~ World Champion of Public Speaking **or Region Advisor**.
 - c. The Board may assign the matter to the Disciplinary Committee. The Disciplinary Committee and the Board of Directors must follow all required disciplinary processes.
 - d. If the Board decides to proceed with the Disciplinary Committee's recommendation, appropriate procedures are followed.
 - e. There is no appeal of the Board's decision.

5. Recognition Program Violations

- A. The Chief Executive Officer is authorized to delay, deny, or withdraw the granting of any recognition award, or the acceptance at World Headquarters of any documentation in support of any such award, if it appears that there were misrepresentations by or on behalf of the individual, club, Area, Division, or District seeking the award.
 - I. The final decision to deny or withdraw an award is the responsibility of and must be confirmed by the International President.
 - II. There is no right of appeal beyond the International President.
- B. If there are misrepresentations in the submission of a club's renewals, charter fees, or membership applications, that club shall be suspended from all performance results for the remainder of the program year.
 - I. The District Director, Program Quality Director, and Club Growth Director shall be immediately notified of the action and provided the reasons for suspension.

- II. If all three (3) officers, or a majority of the officers and the Immediate Past District Director, or a majority of the District Executive Committee, certify in writing that, in their judgment, there was no misrepresentation, then the club can be reinstated to the performance results.
 - III. Clubs suspended from a District's year-end performance results must be reinstated before July 15 in order to receive credit for recognition as a Distinguished Club, Distinguished Area, Distinguished Division, and Distinguished District.
- C. Districts shall not create, administer, or promote any recognition programs which compete with official Toastmasters International recognition programs.

Region Advisor Visits

1. The purpose of a Region Advisor (RA) visit is to provide support, leadership development, skill building, mentoring, and coaching to expand District leaders' capacity to achieve the District mission.
2. Visits should occur primarily between July and October, during Toastmasters Leadership Institutes, District trainings or District Executive Committee meetings when not held during a District conference.
3. RAs shall visit Districts as approved by the International President.
4. RAs request District visits by submitting a proposed visit schedule to World Headquarters for consideration by the International President or International President-Elect (depending on who will be International President at the time the visits will occur). World Headquarters confirms each visit, in writing, to the RA and the appropriate District leaders.
5. Districts must accept visits by an RA.
6. Visits to Toastmasters events may require prior approval of the International President or International President-Elect (depending on who will be International President at the time the visits will occur). The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.
 - A. Visits to club meetings within the RA's home region may be made at any time. Visits to club meetings outside of the RA's home region require prior approval. Reimbursement is not provided.
 - B. Visits to Area and Division events within the RA's home District or home region may be made at any time as an attendee. Visits to such events for purposes of training and support require prior approval. Reimbursement is not provided.

Visits to Area and Division events outside the RA's home region require prior approval. Reimbursement is not provided.
 - C. Visits to District events within the RA's home District may be made at any time as an attendee. Visits to such events for the purposes of training and support require prior approval. Reimbursement may be provided with prior approval.

Visits to District events within the RA's assigned region that are not a part of the approved schedule require prior approval. Reimbursement may be provided with prior approval.
 - D. District visits outside the RA's assigned region require prior approval. Reimbursement is not provided.

7. **When visiting or presenting at any Toastmasters event, in-person or remotely, RAs may not sell or promote products, merchandise, or services.**

International Elections

3. Voting by Mail

- A. The circumstances for holding an election by mail vote are stated in Article IX, Section 4 of the Bylaws of Toastmasters International. As permitted by the California Nonprofit Public Benefit Corporation Law, mail votes may be conducted by electronic transmission in compliance with Article XIII, Section 9 of the Bylaws of Toastmasters International.
- B. The Board decides—by majority vote at a Board meeting or by unanimous written consent—that circumstances warrant election of officers and directors by mail vote of the membership.
- C. In the case of any election by mail vote of the membership, the Board sets the record date for purposes of determining which members are entitled to cast votes. The record date is not more than 60 days before the day on which the first written ballot is mailed or solicited. The members otherwise entitled to vote as of the close of business on such record date are entitled to vote in the election.
- D. The Board determines the means by which and the date on which ballots are distributed to those members entitled to vote in the election.
- E. The Board sets a reasonable date by which ballots must be received at World Headquarters to be counted in the election.
- F. The Board sets a reasonable date for completion of the nomination procedures described in Article VIII, Sections 1, 2, and 3 of the Bylaws of Toastmasters International allowing adequate time for the preparation of ballots and the solicitation and inclusion of candidate statements, as well as the reasonable equivalent of floor nominations.
- G. The Board appoints an election committee consisting of the corporate secretary-~~treasurer~~ and two other persons to be responsible for the conduct of the election.
 - I. The committee has the powers given to inspectors of elections in the California Nonprofit Public Benefit Corporation Law and is otherwise governed by that law.
 - II. The Board and World Headquarters provide all reasonable assistance to the committee.
- H. The election committee determines the minimum number of votes to be received (quorum) by the date set by the Board for a valid election to take place. Quorums are defined in Article XI, Section 1 of the Bylaws of Toastmasters International.
- I. The Board reviews and approves a form of written ballot and the accompanying solicitation letter to members from the Board.

- I. The ballot states that it concerns the annual election of officers and directors in lieu of elections normally held at the Annual Business Meeting.
 - II. The ballot specifies, for each contested position, the names of each candidate validly nominated for that position and provides space for the member to vote for, vote against, or abstain from voting with respect to each candidate. No space for write-in candidates shall be provided.
 - III. The ballot explicitly states that if a member specifies a choice, the member's vote is cast accordingly.
 - IV. In addition to any instructions or recommendations from the Board relating to the written ballot, the solicitation letter accompanying written ballots to be sent to members states the date by which written ballots must be received by World Headquarters in order to be counted and the minimum number of responses to be received to meet the requirement for a valid vote.
- J. If, after the close of nominations, only one person is nominated for a position, the election committee declares the person nominated and qualified to have been elected without further action.
- K. The election committee notifies each validly nominated candidate in a contested election of the opportunity to submit a written statement, of no more than 500 words, to communicate to members the nominee's qualifications and reasons for seeking office and to solicit the vote of the members.
- I. The notice specifies a reasonable deadline for the candidate's submission of this statement to the committee.
 - II. Any candidate's statement not received by the committee, at the address stated in the notice, by the deadline, is not distributed to members with the written ballot.
 - III. World Headquarters responds to all communications requests from nominees in accordance with the California Nonprofit Public Benefit Corporation Law.
- L. On the date specified by the Board, the election committee causes written ballots and any accompanying materials—including the text of all valid candidate statements received, presented with equal prominence—to be distributed in the manner specified by the Board to every member entitled to vote in the election.
- M. Promptly after the due date, the election committee determines whether enough votes have been received to constitute a valid election.
- I. If so, the election committee counts the votes, and the candidate receiving the number of votes required by Article IX, Section 3 of the Bylaws of Toastmasters International shall be declared elected.

- II. If three or more candidates are nominated for an office, the ballot may be constructed so as to provide further choices for members to make in the event that one candidate does not receive a majority of the votes cast, in order to achieve a reasonable equivalent to the balloting process set forth in Article IX, Section 3 of the Bylaws of Toastmasters International.
- N. In the case of a tie, the winner is selected by lots.
- O. In counting votes, any ballots marked “withhold,” “abstain,” or otherwise indicating that the vote is withheld, is not cast for or against any candidate in that contest.
- P. The committee certifies in writing, under penalty of perjury, the results of the election to the Board and the members.
- Q. Those elected take office immediately upon the certification of their election.
- R. Ballots, once delivered to World Headquarters, may not be revoked.

TOASTMASTERS
INTERNATIONAL



SPEECH CONTEST **RULEBOOK**

JULY 1, 2019 TO JUNE 30, 2020



**WHERE LEADERS
ARE MADE**

TOASTMASTERS INTERNATIONAL

www.toastmasters.org

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CONTENTS

- Introduction** 4
- Speech Contest Rules** 5
 - General Rules for All Toastmasters Speech Contests 5
 - International Speech Contest Rules 15
 - Evaluation Contest Rules 17
 - Humorous Speech Contest Rules 17
 - Table Topics® Contest Rules 18
 - Tall Tales Contest Rules 18
 - Video Speech Contest 18
- Speech Contest Checklists** 20
 - Contest Chair’s Checklist 20
 - Chief Judge’s Checklist 23
 - Contestant’s Checklist 23
- Speech Contest Materials** 25
- Additional Resources** 27

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., 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 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 must be titled using the name of the language. For example: Chinese Speech contest.
 - ◆ c) Non-English contests must not continue beyond the district level.
- ◆ B. All district-level speech contests are conducted only at the annual district conference.
- ◆ C. Contests must originate at the club level and proceed through the area, division, and district levels, respectively; only contests following this progression are permitted at the area, division, and district levels. All clubs are eligible to advance contestants to the area level in all contests, regardless of the contest language or the primary language of the club..
- ◆ D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of district leaders.
- ◆ E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- ◆ F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants 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 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 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 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.
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.
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 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 must be selected by the contestant.
- ◆ B. The subject of Table Topics Contest must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- ◆ C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.

1. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
 2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
- E. All contestants will speak from the same platform or area designated by the contest chair.
1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.
 2. A lectern/podium will be available. However, use of the lectern/podium is optional.
- ◆ 3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.
 - ◆ 4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

5. General Procedure

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

- ◆ 7. At the World Championship of Public Speaking, there must be one 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 can be a member of any club in which a contestant is a member.
 - ◆ 8. Voting judges at all levels must remain anonymous when practical.
 - ◆ 9. The contest chair may appoint a contest Toastmaster 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.
 - 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 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, 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 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 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 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 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 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 must proceed immediately to the speaking position.
 1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
 2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
 - ◆ G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.

1. For International and Humorous contests:
 - a) 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 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 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 must only be lodged by voting judges and contestants. Any protest 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 must not consider protests from audience members.
- 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.
- D. The contest chair can disqualify a contestant on the basis of eligibility.
- E. All decisions of the voting judges and qualifying judges are final.

8. Use of Props and Electronic Devices

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

International Speech Contest Rules

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 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.
2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

Evaluation Contest Rules

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

1. At the beginning of this contest, a five- to seven-minute test speech will be presented.
 - ◆ A. The test speech must be either a contest-type speech, a speech 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 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 can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- ◆ 2. At the conclusion of the test speech, all contestants must leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - ◆ A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
 - B. Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of the contest sergeant at arms.
 - ◆ C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five minutes have elapsed, no further preparation is allowed and with the exception of the first contestant, who is called back as first evaluator, all others must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard name, speech title, speech title, name, 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 must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.
- 2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

Table Topics Contest Rules

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

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

Tall Tales Contest Rules

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 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 **videospeechcontest@toastmasters.org** and received at World Headquarters on or before 5 p.m. 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 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 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 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 newspaper 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

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>

Policy 6.0: Speech Contests

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

TOASTMASTERS
INTERNATIONAL

Item 1171

District Campaigns and Elections

1. Schedule

Date	Action
No later than November 1 October 1	District Director appoints District Leadership Committee (DLC) Chair.
No later than December 1 November 1	DLC members are recommended by the DLC Chair and approved by the District Director.
No later than January 15 November 30	Call for candidate declarations.
Determined by the DLC Chair and announced to the members of the clubs in the District 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 (6) weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four (4) weeks prior to the election date	DLC report and biographical forms are emailed to all members of the District Council and posted publishes nominations on the District website. Eligible Floor candidates shall may declare their intent to run in writing to the DLC Chair after the DLC report has been published and at least one (1) week prior to the annual District Council meeting results have been announced .
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

2. District Leadership Committee

A. The District Leadership Committee (DLC) is defined and governed by Article XI, Section (b) of the District Administrative Bylaws.

B. Members of the DLC acknowledge and agree to the following guidelines:

- I. Abide by the timeline provided in Article XI of the District Administrative Bylaws.**
- II. Identify and seek qualified candidates for each elected position.**

- III. **Commit to meet on a regular basis to conduct candidate assessments and to complete the selection process.**

DLC meetings and deliberations are confidential and may not be attended by or shared with those who are not DLC members. A DLC candidate interview is attended only by the DLC members and the candidate.

- ~~IV. B. The DLC ensures~~ **Confirm** that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.

- V. **Ensure that there is a minimum of one (1) candidate each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.**

- C. ~~The DLC Composition is comprised of:~~

- I. ~~One (1) committee member, preferably a Past District Director, who is appointed as chair by the District Director~~ **The District Director appoints a chair, who is a past District leader, preferably a Past District Director. The DLC Chair shall not hold any other District role (with the exception of the Immediate Past District Director) during the program year in which the report is presented.**
- II. ~~Other c~~Committee members are appointed by the ~~District Leadership Committee~~ **DLC** Chair, subject to the approval of the District Director.
- III. Each committee member **and the DLC Chair** must be **an active and** paid member.
- IV. Each Division in the District must be **equally** represented on the committee.
- V. A member of a club from a different District in the same region may be appointed to the DLC in order to provide outside perspective during deliberations. **This member will not represent a Division.**
- VI. The District Director ~~is not a member of the DLC~~, **Program Quality Director, and Club Growth Director shall not serve as members of the DLC.**
- VII. International Officer and Director candidates, Board Members and Region Advisors may not serve on the DLC.
- VIII. **All committee members must complete a Committee Member Agreement and submit it to the DLC Chair before the committee begins its work.**

- D. **DLC M**members serve one (1) year on the DLC and may be reappointed after

a one-year absence from the committee.

- E. ~~Committee members~~**Communication** may ~~beparticipate~~ by conference call, email, or other means ~~of communication~~ when geographic distance and other factors impede in-person participation.
- F. ~~Committee~~ **DLC** members shall not participate in any campaign or endorse any candidate for District office.
- G. ~~No committee member may be nominated or run from the floor for a District office in the election at which the committee's report is presented~~ **No DLC member may be nominated or run from the floor for any District office for the program year following the election at which the committee's report is presented.**
- H. ~~Committee~~ **DLC** members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting **or as soon as the conflict is identified**. They must also abstain from **the interviews**, discussion, and voting regarding that candidate in the context of the Committee.

3. Candidate Assessment and Selection

- A. **Before candidate assessment begins, the DLC verifies that each candidate meets the qualifications listed in Article VII of the District Administrative Bylaws.**
- BA. The DLC interviews and evaluates all known candidates for each elected position. **The DLC reviews, in detail, the duties of the position as defined in Article VIII of the District Administrative Bylaws with each candidate.** Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The Chair provides these documents to the DLC members.
- CB. All candidates are interviewed by at least two (2) committee members jointly or individually. **Candidates for the same position are interviewed by the same interviewers.**
- DE. The DLC members, including the Chair:
 - I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
 - II. Exercise independent judgment during the selection process.
 - III. Consider the experience, abilities, and qualifications of each candidate.
 - IV. Keep in mind the best interests of Toastmasters International, its Member Clubs, individual members and the District.
 - V. ~~Take into consideration all candidates for each district office~~ **Discuss each candidate for each elective District office.**

- ~~ED.~~ The DLC Chair **is a non-voting member of the committee and casts a vote along with the other members of the committee for each nomination, unless precluded from doing so by Section 2-H above, but** does not attempt to influence the other members of the committee.
- ~~FE.~~ Committee members cast their votes in written form, and the committee nominates **a minimum of one (1) or two** candidate each for the offices of District Director and Program Quality Director; ~~and one two (2)~~ or more candidates for the office of Club Growth Director; and **a minimum of one (1) candidate for** all other elective district offices.
- ~~GF.~~ **Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.**
- ~~HG.~~ To be nominated, a candidate must receive a majority vote of the DLC.
- ~~IH.~~ DLC deliberations and votes are confidential and may be shared only with the District Director, World Headquarters, and the Toastmasters International Board of Directors.

4. Nomination Results

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The ~~committee~~ **DLC** Chair or the District Director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.
- C. ~~The committee report, distributed to the District Council includes the Candidate Biography Form for each candidate~~ **The District Director distributes the committee report and the Candidate Biographical Form for each candidate to the District Council.**
- D. The ~~committee~~ **DLC** Chair or District Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.
- E. Any nomination reported by the DLC is invalid if any DLC requirement, process, or deadline is not complied with.**
- F. It is recommended that the DLC Chair or designated committee member provide feedback to all candidates for leadership development.**

5. Announcement of Candidacy

- A. Members, including current members of the District Executive Committee, may self-nominate for District office, be sought out by the DLC, or be nominated by an individual ~~paid~~ member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.

- C. To be nominated, elected or appointed, or run from the floor for any District officer position, candidates must:
 - I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.
- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email, social media, and facsimile), unsolicited by the recipient that promotes or publicizes a candidate.
- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social media profiles, related to this campaign may be of the candidate only; no other persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites, and on social media profiles. Proof of written permission may be requested for review by the District Director.
- C. Unsolicited subscriptions to information by or about a candidate, such as a newsletter or blog, are not permitted.
- D. Communications by the District in connection with a candidate's presentation at a District conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The District Director provides contact information to nominated candidates and floor candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only District Council members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two (2) campaign communications. These communications may only be sent to members of the District Council:
 - I. The first communication may be sent between January 1 and March 15.
 - II. The second communication may be sent between the announcement of the DLC results and the District Council's annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No District or club social media sites or websites may be used to

promote any individual candidate. District and club websites may list the nominated candidates.

- H. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- I. District candidates may use the Toastmasters trademarks, including the logo and the names “Toastmasters” and “Toastmasters International,” on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- K. At District conferences and District non-election meetings (such as Area and Division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidate Corner (if there is a Candidate Corner). Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- L. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- M. Candidates may not host hospitality suites at any District event or contribute to a District hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. Candidates may speak and give educational presentations at District conferences, at a time other than during the District Council’s annual meeting, at the discretion of the District Director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the District Director.
- O. Candidates may not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- P. Advertisements in District publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for District office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other District publication.

7. Candidate Endorsements

- A. District Executive Committee members shall not take any action to endorse or officially support any candidate; however, District Executive Committee members who are running for District office may campaign on their own behalf.
- B. International Officer and Director candidates, members of the Toastmasters International Board of Directors and Region Advisors may not take any action to endorse or support any candidate for District office.
- C. All candidates must obtain written permission for any endorsements (i.e., quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the District Director.

8. Campaign Violations

- A. **All actions by individual members must comply with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct.**
- BA. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies. Candidates acknowledge that violation of Policies and Protocols may result in consequences.
 - I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).
 - a. The violation is reported to the District Director, who investigates the matter. If the District Director cannot resolve the matter, it is turned over to the District Executive Committee.
 - b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.
 - II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future District Executive Committee action in exchange for votes).
 - a. The violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the District's website as determined by the District Executive Committee.
 - 2. A letter of censure may be issued to the candidate by the District Executive Committee.

- III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters Bylaws, Policy or Protocol).
 - a. A violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. Any or all penalties for level-two violations.
 - 2. Request that a candidate withdraw from candidacy.
 - 3. Engage in further discipline following the processes outlined in Protocol 3.0.
- CB.** Discipline, related to campaign violations, that is administered by the District Executive Committee may be appealed to the District Council. The District Council's decision is final. Such decisions may not be appealed to the Toastmasters International Board of Directors or World Headquarters. However, the Board of Directors may, on its own initiative, review the District's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs or individual members.
- DE.** After the nominations are published, any proven candidate Policy violations must be shared with the District Leadership Committee Chair. Such violations may be disclosed at the District Council's annual meeting by the DLC chair or District Director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidate Showcase

- A. At the District conference, it is recommended that a Candidate Showcase occur before the District Council's annual meeting.
- B. Prior to the District conference, the District Director appoints members to serve as chair and co-chair of the Candidate Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the District mission.
- D. The presentation schedule, with the names of all nominated candidates and known floor candidates for District office, is prepared by the District's Administration Manager.
- E. There is no census or poll taken of the delegates at a Candidate Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the District Administrative Bylaws, Article X, Sections (d) and (e).
- B. The District Director sends a credential or proxy form to each Club President and Vice President Education 30 days before a District Council annual meeting in the District newsletter or in a separate mailing.
- C. Prior to the District Council annual meeting, the District Director appoints a Credentials Chair to supervise the credentials, voting, and ballot counting processes. The Credentials Chair may select members to form a Credentials Committee.
- D. The Credentials Chair is, when practicable, a Past District Director.
- E. The Credentials Chair obtains a list of paid clubs and a list of current District Council members (Club Presidents, Vice Presidents Education, and District officers eligible to vote). The Credentials Chair ensures that ballots are only issued to current District Council members or their authorized proxyholders and are signed for upon distribution.
- F. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- G. The Credentials Committee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The District Director or a person designated by the District Director explains the election rules and procedures to the delegates.
- B. The DLC Chair shall present the committee's report. In the chair's absence, the District Director designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of District Director, Program Quality Director, Club Growth Director and Division Directors. The Area Directors, District Public Relations Manager, District Administration Manager, and District Finance Manager are also announced, if elected.
- C. If any **proven** level-two or -three Policy violation(s) by a candidate have occurred, **according to Section 8 of this Protocol**, the District Executive Committee may disclose that violation and **its consequences prior to the election** ~~may announce whether the violation could have affected the candidate's nomination.~~
- D. For each office, the District Director inquires whether there are additional nominations from the floor.
 - I. **Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director who have completed**

the evaluation process conducted by the DLC are eligible to run from the floor at the annual District Council meeting, according to Article VII, Section (e) of the District Administrative Bylaws.

- II. If the DLC report is invalid, candidates for District Director, Program Quality Director, Club Growth Director, and Division Director may be nominated as floor candidates without going through the DLC evaluation process.**
- III.** Floor candidates must be nominated by a member of the District Council or their proxyholder. Floor candidates may self-nominate when they are a member of the District Council or a proxyholder.
- IV.** Floor candidates or, in their absence, their representatives state their eligibility qualifications.
- V.** Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director must sign the Officer Agreement and Release Statement prior to the election. Only the Officer Agreement and Release Statements of those elected are sent to World Headquarters.
- VI.** The District Director may declare any proven level-two or -three Policy violations by floor candidates to the District Council.
- VII.** When nominations are complete, the District Director declares the nominations for that office closed.
- E. After nominations are closed, candidate speeches are given. Candidates speak on their own behalves. If a candidate is not present, an authorized representative may speak for the candidate. If there is only one (1) candidate nominated, no speech is given.
- F. A candidate's representative may not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
- G. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by Article X, Section (e) of the District Administrative Bylaws.
- H. After nominations for an office are closed, if there is only one (1) candidate for the office, the District Director may entertain a motion to dispense with the secret ballot for the uncontested office or instruct the District Administration Manager to cast a single ballot for the candidate.
- I. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- J. Each election is completed and the winner announced before moving to the subsequent election.

- K. Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices.
- L. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots ~~and without the name of the candidate receiving the fewest votes.~~ **Prior to the second ballot, the nominee having the lowest vote on the first ballot and any nominee receiving less than 10% of the votes cast shall be dropped, and on such succeeding ballots the same procedure shall be followed until a nominee has received a majority of all votes cast. In case of a tie between two (2) remaining nominees, the election shall be decided by lot.** ~~Such a procedure continues until one (1) of the candidates receives a majority of the votes cast.~~
- M. Upon adjournment of the District Council's annual meeting, all election results are final. Results of the election ~~are~~ **must be** displayed on the District website **and may also be announced in other public forums** as soon as possible following adjournment of the meeting.
- N. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the District Director or District Credentials Chair, as necessary, and immediately thereafter destroyed by the District Director or District Credentials Chair.

TOASTMASTERS
INTERNATIONAL



SPEECH CONTEST RULEBOOK

JULY 1, 2019 TO JUNE 30, 2020



**WHERE LEADERS
ARE MADE**

TOASTMASTERS INTERNATIONAL
www.toastmasters.org

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NOTE: Modifications proposed for immediate effect in the 2019-2020 *Speech Contest Rulebook* are shown in **blue**. Modifications proposed to take effect in the 2020-2021 *Speech Contest Rulebook* are shown in **red**

CONTENTS

Introduction.....	4
Speech Contest Rules	5
General Rules for All Toastmasters Speech Contests.....	5
International Speech Contest Rules.....	15
Evaluation Contest Rules.....	17
Humorous Speech Contest Rules.....	17
Table Topics® Contest Rules.....	18
Tall Tales Contest Rules.....	18
Video Speech Contest.....	18
Speech Contest Checklists.....	20
Contest Chair’s Checklist	20
Chief Judge’s Checklist	23
Contestant’s Checklist.....	23
Speech Contest Materials	25
Additional Resources.....	27

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., 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 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 must be titled using the name of the language. For example: Chinese Speech contest.
 - c) Non-English contests must not continue beyond the district level.
- ◆ B. All district-level speech contests are conducted only at the annual district conference.
- ◆ C. Contests must originate at the club level and proceed through the area, division, and district levels, respectively; only contests following this progression are permitted at the area, division, and district levels. All clubs are eligible to advance contestants to the area level in all contests, regardless of the contest language or the primary language of the club.
- ◆ D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of district leaders.
- ◆ E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- ◆ F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants 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 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.
 - 2. **Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to speech contest eligibility.**
 - 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 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 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.
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.
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 earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.

1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.
 - c) Be physically present at the contest for which you are serving.
 3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:
 - a) Be a paid member for a minimum of six 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. **Placement will not be announced.**
 2. Should a club, area, or division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
 3. The International Speech Contest is the only contest that proceeds beyond the district level to Region Quarterfinals, Semifinals, and the World Championship of Public Speaking.
 4. 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 must be selected by the contestant.
 - ◆ B. The subject of Table Topics Contest must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
 - ◆ C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.

1. Twenty-five percent or less of the speech may be devoted to quoting, 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. Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.

F. All contestants will speak from the same platform or area designated by the contest chair.

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

5. General Procedure

A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.

- ◆ 1. At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, two counters, and two timers are appointed, unless impractical.
- ◆ 2. At area contests, there must be an equal number of voting judges from each club in the area, or a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters, and two timers must be appointed.
- ◆ 3. At division contests, there must be an equal number of voting judges from each area in the division, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters and two timers must be appointed. ~~No~~**The** chief judge, voting judges, ~~or~~**and the** tiebreaking judge must **not** be a member of any club in which a contestant is a member.
- ◆ 4. At district contests, there must be an equal number of voting judges from each division in the district, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers must be appointed. ~~No~~**The** chief judge, voting judges, ~~or~~**and the** tiebreaking judge must **not** be a member of any club in which a contestant is a member.
- ◆ 5. For the International Speech Contest, Region Quarterfinals, there must be a minimum of nine voting judges and one tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all ~~R~~**region Q**quarterfinals. **If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President.** No voting judge or tiebreaking judge can be a member in the same region in which a

contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.

6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each district, or a minimum of nine 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 can be a member of any club in which a contestant is a member.

- ◆ 7. At the World Championship of Public Speaking, there must be one voting judge representing each region. In addition to these judges, a contest chair, **chief judge**, five qualifying judges, **a** tiebreaking judge, three counters, and two timers are appointed. **The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President.** No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
 - ◆ 8. Voting judges at all levels must remain anonymous when practical.
 - ◆ 9. The contest chair may appoint a contest Toastmaster 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.
 - ◆ **10. Contest officials must not serve in more than one role for the same contest at the area (when practical), division, district, region quarterfinal, semifinal, and final levels.**
- B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
- 1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
 - 2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - a) Reports to the contest chair upon his/her arrival.
 - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
 - c) Waives the opportunity of a briefing.
- D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.
- 1. Each voting judge receives the appropriate ballot for the contest.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
 - d) Table Topics Contest voting judges receive the Table Topics Contest

Judge's Guide and Ballot (Item 1180).

e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).

f)) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.

2. Timers receive the Speech Contest Time Record Sheet and 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 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, 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 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. **Winners will be announced in reverse order.**

2. In contests with **less fewer** than three participants, a second-place winner (if applicable) and a first-place winner will be announced. **Winners will be announced in reverse order.**
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. **For the International Speech Contest Region Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. First, second, and third Placements will not be announced.**
5. **For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. First, second, and third Placements will not be announced.**
6. 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 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 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 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 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 must proceed immediately to the speaking position.
 1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication

such as sound effects, a staged act by another person, etc.

2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.

◆ G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.

1. For International and Humorous contests:

- a) 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 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 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 reference to another contestant's speech** and must only be lodged by voting judges and contestants. Any protest 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 must not consider protests from audience members.
- 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.
- D. The contest chair can disqualify a contestant on the basis of eligibility.
- E. All decisions of the voting judges and qualifying judges are final.

8. Use of Props and Electronic Devices

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

International Speech Contest Rules

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 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. **Region quarterfinals are conducted by video after the submission of district winners.**

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

D. Semifinals are to be held at the International Convention, and will include **all district the top two winners from each** region quarterfinal **winners contest**, randomly assigned to ~~two~~ **four** 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.

E. 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 advancing to the semifinal level~~ at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal ~~-winning~~ speech. **If they have previously**

competed at the semifinal and final levels, contestants will provide World Headquarters with outlines from all speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judge's briefing for the World Championship of Public Speaking, 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)~~ **qualification sheet**. On this sheet, qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest **or any previous year's semifinal and final-round contests**.
 3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the ~~Speaker Qualification Sheet~~ **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 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 must be ~~either~~ a contest-type speech, ~~a speech 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 must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
 - ◆ E. Neither the ~~test speaker's manual~~ project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- ◆ 2. At the conclusion of the test speech, all contestants must leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - ◆ A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
 - B. Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of

the contest sergeant at arms.

- ◆ C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five minutes have elapsed, no further preparation is allowed and ~~with the exception of the first contestant, who is called back as first evaluator,~~ all ~~contestantsothers~~ must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
- 4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard name, speech title, speech title, name, 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 must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.
- 2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

Table Topics Contest Rules

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

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

Tall Tales Contest Rules

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 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. 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 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 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 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 ~~counter of them~~ with **a copy of** 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 1170) tiebreaking judges of Ethics	Judge's Certification of Eligibility	(Item and Code
Counters	Counter's Tally Sheet	(Item
1176) Timers	Speech Contest Time Record Sheet	(Item
1175)	and Instructions for Timers	
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>

Policy 6.0: Speech Contests

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

TOASTMASTERS
INTERNATIONAL

Item 1171

District Fiscal Management

1. District Funds

- A. ~~In order of priority, district funds are used for district leader and club officer training; club growth and retention; supporting clubs in their membership growth efforts; the promotion of Toastmasters International educational programs within clubs; district communications; administrative materials, awards, and recognition items; district leader travel; district meetings; and speech contests conducted by the district.~~ **District funds are to be used to support the District mission. District officers are required to use funds effectively according to the District Success Plan, as well as Toastmasters Policy and Protocol. Expenses shall be incurred according to the following priorities:**

- I. **Education and Training**
- II. **Marketing outside Toastmasters**
- III. **Club growth and club retention**
- IV. **Membership growth and membership retention**
- V. **District communication and public relations**

While the above five categories are considered the highest priority, the following expense categories are also considered important to the District mission; however, the level of priority for the categories below is not strictly mandated and may be determined on an annual basis by the District:

- **Recognition**
- **Travel and lodging**
- **Food and meals**
- **Speech contests conducted by the District**
- **Administration and District meetings**

- B. District funds **may be used for the International Convention and Mid-Year Training, but** shall not be used for other **events or** meetings outside the District.~~, nor~~ **District funds will not be used** for membership **payments, or** and club dues or fees. ~~In addition,~~ District funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund®.

- C. **Any noncompliance with regard to District fund usage may result in possible disciplinary actions and/or the withholding of District funds and reimbursements.**

2. District Financial Records

- A. All District funds, bank statements, canceled checks, and other financial records are the property of the District and of Toastmasters International.
- B. Such funds and records are delivered to the new District Finance Manager or new District Director no later than July 1 of the new District program year under Article XII, Section (b) of the District Administrative Bylaws.

- C. The outgoing District Finance Manager and the outgoing District Director retain copies of any records necessary to complete the District year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new District Finance Manager or new District Director.

3. District Reserve Account

- A. ~~During the final months~~ **At the end** of the program year, the District reserve account balance shall remain equal to or greater than 25% of that District's membership dues income for the prior year. **This amount shall be referred to as the Required Retention. If the Required Retention is not met in a particular year, the deficit shall be included in the subsequent year's budget, or otherwise agreed upon with the Chief Executive Officer, to allow the District to regain compliance.**
- B. **If the District reserve exceeds 1.25 times the Required Retention at the end of the program year, 50% of that amount shall be reduced from the District reserve and reallocated to Toastmasters International for purposes related to the organization's mission.**
- ~~B-C.~~ District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed District leaders (along with their signed Officer Agreement and Release Statements), the District signature form for withdrawal of District funds, a bank-provided list of authorized signers for all District accounts, a calendar of District events for the year, and the alignment of clubs into Areas and Divisions are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding District year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
 - III. The District budget is received at World Headquarters by September 30.
 - IV. The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.
 - V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
 - VI. The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
 - VII. A list of assets must be signed by the Immediate Past District Director and current District Director and submitted to World Headquarters by August 31 of each year.
 - VIII. Account reconciliations must be completed in the online District accounting system within 30 days of each month end.

4. Financial Controls

A. The financial duties of District officers and other financial controls are set forth in Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws.

~~B. The estimated district budget must be signed by the district director, program quality director, club growth director, and district finance manager.~~

B. The annual District Membership Dues Allocation shall be budgeted to equal the actual prior year's District Membership Dues Allocation, or an amount otherwise approved by the Chief Executive Officer.

C. A budgeted loss, whereby budgeted expenses exceed budgeted revenues, is not permitted.

~~C.D.~~ District checks must be signed by the District Director and District Finance Manager. Checks made payable to the District Director or District Finance Manager must be signed or approved in advance in writing by the Program Quality Director or Club Growth Director. Alternate signers are permissible only if approved by the Toastmasters International Executive Committee.

~~D.E.~~ If District account signers are cohabitants, spouses, children, grandchildren, siblings, and/or spouses of their children, grandchildren, and siblings, their signatures or approvals must always be countersigned or approved by another approved signer who is not one (1) of the above.

~~E.F.~~ The District Profit and Loss Statement must be provided at each District Executive Committee and District Council meeting.

~~F.G.~~ **Within 30 days of each the relevant month end, the District Finance Manager must submit the** District Profit and Loss Statement ~~must be submitted, with narrative explanations:~~

- **monthly, to the District Director, Program Quality Director, ~~or~~ and Club Growth Director; and**
- **quarterly, to World Headquarters.**

On receipt of these documents, the aforementioned directors shall review them for accuracy and discuss any variance. Concerns or questions should be raised directly with the District Finance Manager within 30 days of receipt or as soon as the director becomes aware.

~~G.H.~~ All District expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.

~~H.I.~~ All expense reimbursement claims must be approved by the District Director, **apart from those submitted by the District Director.** The District Director's reimbursement claims must be approved by the Program Quality Director or Club Growth Director.

~~I.J.~~ A single expenditure in excess of \$500 USD must be authorized in advance in writing by **both** the District Director, **and the** Program Quality Director or Club Growth Director, ~~in consultation with the district finance manager.~~

~~J.K.~~ Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.

~~K.L.~~ **Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June. Reimbursement by a dDistricts must reimburse requestors be-made within 60 30 days after receipt of an authorized reimbursement request. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.**

~~L.M.~~ Commingling of District funds with funds in personal accounts, club accounts, or any other accounts is prohibited.

~~M.N.~~ **District audits account for all district income and expenses.** All District bank accounts and funds are included in the District budget ~~and audits~~, including any accounts held at the Division, Area, and conference level. ~~All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.~~

5. District Budget

A. The District Director, Program Quality Director, Club Growth Director, and District Finance Manager prepare the District budget between June 1 and August 31.

B. Before signing, the District Finance Manager will send the proposed budget to WHQ for initial review. The ~~estimated District budget must be signed by the~~ District Director, Program Quality Director, Club Growth Director, and District Finance Manager **must sign the reviewed District budget by September 30, certifying that they have participated in the preparation of the budget.**

~~B.C.~~ Under Article XI, Section (a) of the District Administrative Bylaws, the District Executive Committee gives preliminary approval to the District budget. ~~and t~~The District Director submits the budget to World Headquarters between September 1 and September 30.

~~G.D.~~ The District ~~executive committee provides~~ **Director must distribute** copies of the budget prior to ~~or at~~ the District Council meeting.

~~D.E.~~ **By September 30, at the District Council meeting, T**the **District Finance Manager or another member of the** District Executive Committee presents the District budget ~~to the district council~~ for approval ~~by September 30.~~

~~E.F.~~ A District's budget must ~~match~~ **align with** the District Success Plan.

~~F.G.~~ District budget expenses shall be limited as follows:

Category	Limit
Marketing	no budget limit
Communication and public relations	maximum 25 percent of total budget
Education and training	maximum 30 percent of total budget
Speech contest	maximum 10 percent of total budget
Administration	maximum 20 percent of total budget

Travel	maximum 30 percent of total budget
Other	maximum 10 percent of total budget
Conference	no budget limit*
District Store	no budget limit*
Fundraising	no budget limit**

~~*This category should break even~~

~~**Fundraising revenue should exceed expenses~~

Category of Expenses	Nature of Expenses	Limit (% of District Membership Dues Allocation)
Education and Training	Training club officers Training District, Division, and Area Directors Training club sponsors, mentors, and coaches Educational workshops	max. 15%
Marketing outside Toastmasters	Marketing the Toastmasters program outside the organization	min. 5%, max. 10% (may be exceeded with prior approval from the Chief Executive Officer)
Club Growth	Building new clubs Rebuilding clubs Membership growth Membership retention Club coaching	max. 15%
Public Relations	Internal and external communications Public relations within the District	max. 10%
Recognition	Acknowledge and honor District, Division, Area, club, and member achievement	max. 20%

Travel	Reimbursement of travel-related expenses incurred by members of the District Executive Committee, keynote speakers, and members in the course of their District-approved duties	max. 25% (may be exceeded with prior approval from the Chief Executive Officer)
Lodging	Reimbursement of lodging-related expenses incurred by members of the District Executive Committee, keynote speakers, and members in the course of their District-approved duties	max. 15%
Food and Meals	Any food items purchased, as approved by the District	max. 15%
Speech Contests	Expenses incurred in support of District-, Division-, and Area-level speech contests	max. 5%
Administration	Items related to the general upkeep of the District and facilitation of District officers' duties	max. 10%

The following items must necessarily break even or turn a profit (revenue earned must be equal to or greater than expenses incurred):

- **Annual Conference**
- **District Store**
- **Fundraising**

Any shortfall or deficit in these three items will be made up by the deduction of the loss from the following year's District Membership Dues Allocation, unless otherwise exempted by the Chief Executive Officer.

Districts may request a one-year increase in the maximum limit for **the categories of travel and marketing outside Toastmasters**. The Chief Executive Officer will only approve the request if it is determined that the increase is the best solution to support the District mission.

6. District Audit

- A. The Audit Committee's composition, functions, and deadlines are described in Article XI, Section (c) of the District Administrative Bylaws.
- B. Between July 1 and November 1, the District Director appoints a District Audit Committee ~~for~~ **prior to** the mid-year audit.
- C. The mid-year audit accounts for all District financial transactions between July 1 and December 31. Between January 1 and January 31, the District Finance Manager provides documents and financial records for the mid-year audit period to the District Audit Committee.**
- D. The year-end audit accounts for all District financial transactions between July 1 and June 30. Between July 1 and August 15 of the new program year, the District Finance Manager provides documents and financial records for the year-end audit period to the District Audit Committee.**
- E. The above-noted audit documents and financial records include:**
 - I. The District Profit and Loss Statement, including all District income and expenses**
 - II. All District bank statements and District reserve statements, including those held at the Division, Area, and conference levels**
 - III. Statements of outstanding liabilities and obligations, accruals, and fixed assets**
 - IV. Financial records and supporting documentation associated with District finances, including but not limited to cancelled checks, paid invoices, cash receipts, and disbursement journals.**
- F. The District Audit Committee presents the mid-year audit report to the District Executive Committee by February 15. Once presented to the District Executive Committee, the mid-year audit report and financial records will be submitted by the District Audit Committee or District Finance Manager to World Headquarters by February 15. The District Audit Committee or the District Executive Committee then present the mid-year audit report at the District Council meeting, distributed four weeks prior to the meeting.**
- G. The District Audit Committee presents the year-end audit report to the District Executive Committee by August 31. Once presented to the District Executive Committee, the year-end audit report and financial records will be submitted by the District Audit Committee or District Finance Manager to World Headquarters by August 31. By September 30, the District Audit Committee or District Executive Committee present the year-end audit report at the District Council meeting, distributed prior to the meeting.**
- ~~G. Between January 1 and February 15, the district finance manager provides the mid-year Profit and Loss Statement for the period of July 1 through December 31 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or district finance manager submits the mid-year audit report and financial records to World Headquarters by February 15.~~
- ~~D. Between March 1 and June 1, at the district council meeting, the district executive committee presents the mid-year audit.~~

- ~~E. Between July 1 and August 31, the district finance manager provides the year-end Profit and Loss Statement for the period of July 1 to June 30 to the district audit committee, which presents the report to the district executive committee for approval. Once approved, the audit committee or district finance manager submits the year-end audit report and financial records to World Headquarters by August 31.~~
- ~~F. Between August 1 and December 1, at the district council meeting, the district executive committee presents the district audit for the prior twelve months ending June 30.~~
- ~~G. Financial records include, but are not limited to, canceled checks, bank statements, paid invoices, and cash receipts and disbursement journals.~~
- ~~H. The district executive committee provides copies of the audit prior to or at the district council meeting.~~

7. Electronic Payments, Cash Advances, and Debit Cards

- A. Checks, debit cards, electronic funds transfers or similar forms of payment are used for District obligations.
- B. Debit cards may be used as a method of payment for District obligations. Only the District Director or District Finance Manager may use such cards. Payments made by the District Director must be authorized in advance in writing by the District Finance Manager and Program Quality Director or Club Growth Director. Payments made by the District Finance Manager must be authorized in advance in writing by the District Director and Program Quality Director or Club Growth Director.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Chief Executive Officer.
- D. Cash advances for budgeted District expenses (limit \$100 USD) may be extended so that members need not spend personal funds on behalf of the District.

All advances must have prior written approval from the District Director and District Finance Manager, or Program Quality Director or Club Growth Director and District Finance Manager if the advance is for the District Director. Receipts must be submitted to the District Finance Manager and the advance reconciled within five (5) business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy

and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive.

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none">• Thank You cards• Flowers up to \$25 USD• Toastmasters gift certificates• Toastmasters products• Gifts up to \$25 USD
Expressions of Sympathy	<ul style="list-style-type: none">• Sympathy cards• Flowers up to \$25 USD
Incentives	<ul style="list-style-type: none">• Toastmasters products• Toastmasters gift certificates• Registration (i.e. Conference, TLI)

Region Advisor Expenses

1. Region Advisors (RA) may be reimbursed by World Headquarters for travel expenses for Mid-year Training, District leader training sessions, District visits, and International Convention as follows:
 - A. Lowest rate round-trip airfare and up to \$50 USD per segment to secure a seat.
 - B. Public transportation (coach or discount) or mileage at the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service (IRS), by the most direct route- **for the following individuals:**
 - **United States citizens residing in the United States; or**
 - **United States citizens residing outside of the United States who file a United States tax return; or**
 - **Non-United States citizens residing in the United States.**

For non-United States citizens residing outside of the United States, reimbursement is at the standard business rate but not to exceed reimbursement rates as specified by local regulations.

Mileage reimbursements require documentation that includes the travel date, distance traveled, and travel purpose.
 - C. Other public transportation, shuttle, taxi, or mileage driven to and from the RA's home, and to and from the passenger terminal to the event, up to \$50 USD per segment.
 - D. 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.
 - E. A per diem of \$30 USD for each day that event attendance is required.
2. RAs submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days. Expenses are subject to the approval of the Chief Executive Officer.

Board of Directors Expenses

1. 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. Board Members may charge or be reimbursed by World Headquarters for travel expenses for Mid-year Training, 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 USD per segment to secure a seat. International Officers may receive business class airfare when traveling more than three (3) time zones or more than eight (8) hours total flight time.
 - B. Public transportation (coach or discount) or mileage at the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service (**IRS**); by the most direct route; **for the following individuals:**
 - **United States citizens residing in the United States; or**
 - **United States citizens residing outside of the United States who file a United States tax return; or**
 - **Non-United States citizens residing in the United States.**

For non-United States citizens residing outside of the United States, reimbursement is at the standard business rate but not to exceed reimbursement rates as specified by local regulations.

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 USD each segment.
 - D. Hotel accommodations, including applicable taxes and internet usage fees up to \$15 USD 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, the District, and the Board Member, for marketing visits. Additional room nights are at the Board Member's expense.
 - E. A per diem allowance of \$30 USD for the days when event attendance is required plus two (2) travel days. Additional per diem allowance for any additional days spent conducting marketing visits agreed to in advance by World Headquarters, the District, and the Board Member.
 - F. 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, accompanied by receipts, within 30 days.
5. In addition to the expenses listed above, the following reimbursements apply for the International Convention:
 - A. Continuing and departing Board Members receive one (1) complimentary convention registration and one (1) complimentary ticket to each of the official meal functions and speech contests, if ticketed separately.
 - B. The outgoing International President receives one (1) complimentary hotel suite (of one (1) to two (2) bedrooms) including entertainment costs, two (2) complimentary convention registrations, and two (2) complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - C. The incoming International President receives one (1) complimentary hotel suite (of one (1) to two (2) bedrooms), two (2) complimentary convention registrations, and two (2) complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - D. The Immediate Past International President receives two (2) complimentary convention registrations and two (2) complimentary President's Dinner Dance tickets, if ticketed separately.
 - E. Past International Presidents receive one (1) complimentary convention registration and one (1) complimentary President's Dinner Dance ticket, if ticketed separately.
6. The following reimbursements apply specifically for newly-elected International 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 charitable standard mileage rate **(for United States citizens) and standard business mileage rate (for citizens of other countries)** 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 USD per diem allowance for any day they attend the Board meeting following the Convention; one (1) travel day; and one (1) 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.
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.

Protocol 8.2

Fundraising

1. Guidelines

Clubs, Areas, Divisions, and Districts may conduct fundraising activities to offset the costs of educational sessions and to further the purpose of Toastmasters International, provided certain guidelines are met, including the following:

- A. The product or service rendered is donated or voluntary.
- B. No individual member profits financially from the activity.
- C. The profits are used to further Toastmasters International's tax-exempt purpose.
- D. At least one-third of the club's total support is from member dues.
- E. Fundraising is conducted on an infrequent and irregular basis.
- F. The fundraising activity is legal in the club's or District's city, state, province, and/or country.
- G. All revenue and residual funds raised in connection with a District event or activity (such as a contest, conference or training) sponsored by a club, Area or Division, belong to the District. If the event or activity results in a loss, it is assumed by the District.

2. Fundraising Activities

- A. Clubs may conduct Speechcraft, the Success Communication Series, the Success Leadership Series, The Better Speaker Series, The Successful Club Series, and the Leadership Excellence Series **as fundraising activities**. ~~and charge participants a fee that is reasonable and used to buy program materials~~
Areas, Divisions and Districts may not conduct these programs.
 - I. Clubs may charge participants a program materials fee.**
 - a. The fee charged participants must not exceed the cost of 12 months Toastmasters International membership dues.**
 - b. Special permission may be granted for higher fees in extenuating circumstances. Before promoting a workshop or program with fees exceeding the cost of 12 months Toastmasters International membership dues, clubs must:**
 - i. Submit a request to World Headquarters including the desired fee, explanation of extenuating circumstances, and planned date of workshop.**
 - ii. Receive specific written permission from World Headquarters prior to scheduling or promoting the planned workshop.**
 - II. No individual, organization, or other group can profit from the delivery of a Speechcraft, Success Communication Series, Success Leadership**

Series, or Better Speaker Series workshop under any circumstances.
III. Any violation of this Fundraising Protocol is subject to disciplinary action.

- B. Raffles, auctions, or sales of donated goods may be held at a club, Area, Division, or District event.
- C. It is acceptable to pursue advertisements or sponsorship for club and District newsletters, websites, conference programs, and events, the revenue from which is used to offset production costs.
- D. Entertainment books or diner's books may be sold. No other items may be bought and resold.
- E. The Toastmasters name may not be used in connection with non-educational events.
- F. Funds may not be raised for social events for other charitable causes; for setting up a fund, such as a scholarship or educational fund; nor to support a campaign for a candidate at any level inside or outside the organization.
- G. Competitive and recreational fundraising events not directly related to the Toastmasters purpose, such as golf tournaments or walkathons, may not be organized or participated in.
- H. Any event that has a high degree of risk, including risk of injury or death, is prohibited.

3. Tax and Other Legal Requirements

- A. It is the responsibility of the individual clubs to determine the tax filing or other legal requirements in their city, state, province, and/or country, and to file proper forms as appropriate.
- B. Failure to comply with tax or other legal requirements may result in the revocation of a club's charter.

District Campaigns and Elections

1. Schedule

Date	Action
No later than November 1	District Director appoints District Leadership Committee (DLC) Chair.
No later than December 1	DLC members are recommended by the DLC Chair and approved by the District Director.
No Later than January 15	Call for candidate declarations.
Determined by the DLC Chair and announced to the members of the clubs in the District	Deadline for candidates to declare intent to run.
March 15 – June 1	District Council annual meetings occur (actual dates set by each District).
Six (6) weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four (4) weeks prior to the election date	DLC report and biographical forms are emailed to all members of the District Council and posted on the District website. Eligible floor candidates shall declare their intent to run in writing to the DLC Chair after the DLC report has been published and at least one (1) week prior to the annual District Council meeting.
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

2. District Leadership Committee

- A. The District Leadership Committee (DLC) is defined and governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. Members of the DLC acknowledge and agree to the following guidelines:
 - I. Abide by the timeline provided in Article XI of the District Administrative Bylaws.
 - II. Identify and seek qualified candidates for each position.
 - III. Commit to meet on a regular basis to conduct candidate assessments and to complete the selection process.

DLC meetings and deliberations are confidential and may not be attended by or shared with those who are not DLC members. A DLC candidate interview is attended only by the DLC members and the candidate.

- IV. Confirm that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.

- V. Ensure that there is a minimum of one (1) candidate each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.
- C. DLC composition:
- I. The District Director appoints a chair, who is a past District leader, preferably a Past District Director. The DLC Chair shall not hold any other District role (with the exception of the Immediate Past District Director) during the program year in which the report is presented.
 - II. Committee members are appointed by DLC Chair, subject to the approval of the District Director.
 - III. Each committee member and the DLC Chair must be an active and paid member.
 - IV. Each Division in the District must be equally represented on the committee.
 - V. A member of a club from a different District in the same region may be appointed to the DLC in order to provide outside perspective during deliberations. This member will not represent a Division.
 - VI. The District Director, Program Quality Director, and Club Growth Director shall not serve as members of the DLC.
 - VII. International Officer and Director candidates, Board Members and Region Advisors may not serve on the DLC.
 - VIII. All committee members must complete a Committee Member Agreement and submit it to the DLC Chair before the committee begins its work.
- D. DLC members serve one (1) year on the DLC and may be reappointed after a one-year absence from the committee.
- E. Communication may be by conference call, email, or other means when geographic distance and other factors impede in-person participation.
- F. DLC members shall not participate in any campaign or endorse any candidate for District office.
- G. No DLC member may be nominated or run from the floor for any District office for the program year following the election at which the committee's report is presented.
- H. DLC members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting or as soon as the conflict is identified. They must also abstain from the interviews,

discussion, and voting regarding that candidate in the context of the Committee.

3. Candidate Assessment and Selection

- A. Before candidate assessment begins, the DLC verifies that each candidate meets the qualifications listed in Article VII of the District Administrative Bylaws.
- B. The DLC interviews and evaluates all known candidates for each elected position. The DLC reviews, in detail, the duties of the position as defined in Article VIII of the District Administrative Bylaws with each candidate. Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The chair provides these documents to the DLC members.
- C. All candidates are interviewed by at least two (2) committee members jointly or individually. Candidates for the same position are interviewed by the same interviewers.
- D. The DLC members, including the chair:
 - I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
 - II. Exercise independent judgment during the selection process.
 - III. Consider the experience, abilities, and qualifications of each candidate.
 - IV. Keep in mind the best interests of Toastmasters International, its Member Clubs, individual members and the District.
 - V. Discuss each candidate for each elective District office.
- E. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- F. Committee members cast their votes in written form, and the committee nominates a minimum of one (1) candidates each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.
- G. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- H. To be nominated, a candidate must receive a majority vote of the DLC.
- I. DLC deliberations and votes are confidential and may be shared only with the District Director, World Headquarters, and the Toastmasters International Board of Directors.

4. Nomination Results

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The DLC Chair or the District Director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.
- C. The District Director distributes the committee report and the Candidate Biographical Form for each candidate to the District Council.
- D. The DLC Chair or District Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.
- E. Any nomination reported by the DLC is invalid if any DLC requirement, process, or deadline is not complied with.
- F. It is recommended that the DLC Chair or designated committee member provide feedback to all candidates for leadership development.

5. Announcement of Candidacy

- A. Members, including current members of the District Executive Committee, may self-nominate for District office, be sought out by the DLC, or be nominated by an individual member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.
- C. To be nominated, elected or appointed, or run from the floor for any District officer position, candidates must:
 - I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.
- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email, social media, and facsimile) unsolicited by the recipient that promotes or publicizes a candidate.
- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social media profiles, related to this campaign may be of the candidate only; no other persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites, and on social media profiles. Proof of written permission may be requested for review by the District Director.

- C. Unsolicited subscriptions to information by or about a candidate, such as a newsletter or blog, are not permitted.
- D. Communications by the District in connection with a candidate's presentation at a District conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The District Director provides contact information to nominated candidates and floor candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only District Council members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two (2) campaign communications. These communications may only be sent to members of the District Council:
 - I. The first communication may be sent between January 1 and March 15.
 - II. The second communication may be sent between the announcement of the DLC results and the District Council's annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No District or club social media sites or websites may be used to promote any individual candidate. District and club websites may list the nominated candidates.
- H. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- I. District candidates may use the Toastmasters trademarks, including the logo and the names "Toastmasters" and "Toastmasters International," on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- K. At District conferences and District non-election meetings (such as Area and Division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidate Corner (if there is a Candidate Corner). Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- L. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.

- M. Candidates may not host hospitality suites at any District event or contribute to a District hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. Candidates may speak and give educational presentations at District conferences, at a time other than during the District Council's annual meeting, at the discretion of the District Director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the District Director.
- O. Candidates may not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- P. Advertisements in District publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for District office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other District publication.

7. Candidate Endorsements

- A. District Executive Committee members shall not take any action to endorse or officially support any candidate; however, District Executive Committee members who are running for District office may campaign on their own behalf.
- B. International Officer and Director candidates, members of the Toastmasters International Board of Directors and Region Advisors may not take any action to endorse or support any candidate for District office.
- C. All candidates must obtain written permission for any endorsements (i.e. quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the District Director.

8. Campaign Violations

- A. All actions by individual members must comply with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct.
- B. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies. Candidates acknowledge that violation of Policies and Protocols may result in consequences.
 - I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).

- a. The violation is reported to the District Director, who investigates the matter. If the District Director cannot resolve the matter, it is turned over to the District Executive Committee.
 - b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.
 - II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future District Executive Committee action in exchange for votes).
 - a. The violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the District's website as determined by the District Executive Committee.
 - 2. A letter of censure may be issued to the candidate by the District Executive Committee.
 - III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters Bylaws, Policy or Protocol).
 - a. A violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. Any or all penalties for level-two violations.
 - 2. Request that a candidate withdraw from candidacy.
 - 3. Engage in further discipline following the processes outlined in Protocol 3.0.
- C. Discipline, related to campaign violations, that is administered by the District Executive Committee may be appealed to the District Council. The District Council's decision is final. Such decisions may not be appealed to the Toastmasters International Board of Directors or World Headquarters. However, the Board of Directors may, on its own initiative, review the District's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs or individual members.

- D. After the nominations are published, any proven candidate Policy violations must be shared with the District Leadership Committee Chair. Such violations may be disclosed at the District Council's annual meeting by the DLC chair or District Director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidate Showcase

- A. At the District conference, it is recommended that a Candidate Showcase occur before the District Council's annual meeting.
- B. Prior to the District conference, the District Director appoints members to serve as chair and co-chair of the Candidate Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the District mission.
- D. The presentation schedule, with the names of all nominated candidates and known floor candidates for District office, is prepared by the District Administration Manager.
- E. There is no census or poll taken of the delegates at a Candidate Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the District Administrative Bylaws, Article X, Sections (d) and (e).
- B. The District Director sends a credential or proxy form to each Club President and Vice President Education 30 days before a District Council annual meeting in the District newsletter or in a separate mailing.
- C. Prior to the District Council annual meeting, the District Director appoints a Credentials Chair to supervise the credentials, voting, and ballot counting processes. The Credentials Chair may select members to form a Credentials Committee.
- D. The Credentials Chair is, when practicable, a Past District Director.
- E. The Credentials Chair obtains a list of paid clubs and a list of current District Council members (Club Presidents, Vice Presidents Education, and District officers eligible to vote). The Credentials Chair ensures that ballots are only issued to current District Council members or their authorized proxyholders and are signed for upon distribution.
- F. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- G. The Credentials Committee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The District Director or a person designated by the District Director explains the election rules and procedures to the delegates.
- B. The DLC Chair shall present the committee's report. In the chair's absence, the District Director designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of District Director, Program Quality Director, Club Growth Director and Division Directors. The Area Directors, District Public Relations Manager, District Administration Manager, and District Finance Manager are also announced if elected.
- C. If any proven level-two or -three Policy violation(s) by a candidate have occurred, according to Section 8 of this Protocol, the District Executive Committee may disclose that violation and its consequences prior to the election.
- D. For each office, the District Director inquires whether there are additional nominations from the floor.
 - I. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director who have completed the evaluation process conducted by the DLC are eligible to run from the floor at the annual District Council meeting, according to Article VII, Section (e) of the District Administrative Bylaws.
 - II. If the DLC report is invalid, candidates for District Director, Program Quality Director, Club Growth Director, and Division Director may be nominated as floor candidates without going through the DLC evaluation process.
 - III. Floor candidates must be nominated by a member of the District Council or their proxyholder. Floor candidates may self-nominate when they are a member of the District Council or a proxyholder.
 - IV. Floor candidates or, in their absence, their representatives state their eligibility qualifications.
 - V. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director must sign the Officer Agreement and Release Statement prior to the election. Only the Officer Agreement and Release Statements of those elected are sent to World Headquarters.
 - VI. The District Director may declare any proven level-two or -three Policy violations by floor candidates to the District Council.
 - VII. When nominations are complete, the District Director declares the nominations for that office closed.

- E. After nominations are closed, candidate speeches are given. Candidates speak on their own behalves. If a candidate is not present, an authorized representative may speak for the candidate. If there is only one (1) candidate nominated, no speech is given.
- F. A candidate's representative may not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
- G. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by Article X, Section (e) of the District Administrative Bylaws.
- H. After nominations for an office are closed, if there is only one (1) candidate for the office, the District Director may entertain a motion to dispense with the secret ballot for the uncontested office or instruct the District Administration Manager to cast a single ballot for the candidate.
- I. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- J. Each election is completed and the winner announced before moving to the subsequent election.
- K. Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices.
- L. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots. Prior to the second ballot, the nominee having the lowest vote on the first ballot and any nominee receiving less than 10% of the votes cast shall be dropped, and on such succeeding ballots the same procedure shall be followed until a nominee has received a majority of all votes cast. In case of a tie between two (2) remaining nominees, the election shall be decided by lot.
- M. Upon adjournment of the District Council's annual meeting, all election results are final. Results of the election must be displayed on the District website and may also be announced in other public forums as soon as possible following adjournment of the meeting.
- N. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the District Director or District Credentials Chair, as necessary, and immediately thereafter destroyed by the District Director or District Credentials Chair.

~~Corporate and Community~~ Toastmasters International Activities with Other Organizations

1. In addition to Toastmasters Member Clubs and Gavel Clubs, the following entities are authorized to conduct the following programs:

Program	Clubs	Areas	Divisions	Districts
Speechcraft	X			
Youth Leadership	X			
<i>Success Leadership and Success Communication</i>	X			
Speakers Bureaus	X	X	X	X

2. Unauthorized activities include, but are not limited to, fundraising in cooperation with other organizations; establishing or promoting scholarships and foundations; sponsoring or endorsing a non-Toastmasters speaking contest without permission from the Chief Executive Officer; and adapting, reprinting, or paraphrasing Toastmasters International's copyrighted materials.
3. Clubs and Districts (including Areas and Divisions) may contact organizations at the local level for the purpose of starting a new club or conducting one of the activities listed in the table above. All non-local contact with other organizations is made by the International President, the Chief Executive Officer, or individuals to whom authorization is delegated.



SPEECH CONTEST RULEBOOK

JULY 1, 2019 TO JUNE 30, 2020

Note: Language approved in November 2019 regarding reference to another contestant's speech is shown in **blue**; newly proposed language is shown in **red**.



WHERE LEADERS
ARE MADE

TOASTMASTERS INTERNATIONAL
www.toastmasters.org

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CONTENTS

Introduction 4

Speech Contest Rules..... 5

 General Rules for All Toastmasters Speech Contests.....5

 International Speech Contest Rules..... 15

 Evaluation Contest Rules 17

 Humorous Speech Contest Rules..... 17

 Table Topics® Contest Rules..... 18

 Tall Tales Contest Rules..... 18

 Video Speech Contest..... 18

Speech Contest Checklists..... 20

 Contest Chair’s Checklist 20

 Chief Judge’s Checklist 23

 Contestant’s Checklist..... 23

Speech Contest Materials 25

Additional Resources 27

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., 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 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 must be titled using the name of the language. For example: Chinese Speech contest.
 - c) Non-English contests must not continue beyond the district level.
- ◆ B. All district-level speech contests are conducted only at the annual district conference.
- ◆ C. Contests must originate at the club level and proceed through the area, division, and district levels, respectively; only contests following this progression are permitted at the area, division, and district levels. All clubs are eligible to advance contestants to the area level in all contests, regardless of the contest language or the primary language of the club.
- ◆ D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of district leaders.
- ◆ E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- ◆ F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants 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 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.
 - 2. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to speech contest eligibility.
 - 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 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 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.
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.
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 earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
 1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication manual* to eligibility for judging.
 - c) Be physically present at the contest for which you are serving.
 3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:
 - a) Be a paid member for a minimum of six 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. **Placement will not be announced.**
 2. Should a club, area, or division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
 3. The International Speech Contest is the only contest that proceeds beyond the district level to Region Quarterfinals, Semifinals, and the World Championship of Public Speaking.
 4. 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 must be selected by the contestant.
 - ◆ B. The subject of Table Topics Contest must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
 - ◆ C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.

1. Twenty-five percent or less of the speech may be devoted to quoting, 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. Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.

F. All contestants will speak from the same platform or area designated by the contest chair.

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

5. General Procedure

A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.

- ◆ 1. At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, two counters, and two timers are appointed, unless impractical.
- ◆ 2. At area contests, there must be an equal number of voting judges from each club in the area, or a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters, and two timers must be appointed.
- ◆ 3. At division contests, there must be an equal number of voting judges from each area in the division, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters and two timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
- ◆ 4. At district contests, there must be an equal number of voting judges from each division in the district, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
- ◆ 5. For the International Speech Contest Region Quarterfinals, there must be a minimum of nine voting judges and one tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all region quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same region in which a

contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.

6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each district, or a minimum of nine 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 can be a member of any club in which a contestant is a member.

- ◆ 7. At the World Championship of Public Speaking, there must be one voting judge representing each region. In addition to these judges, a contest chair, five qualifying judges, a tiebreaking judge, three counters, and two timers are appointed. The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
 - ◆ 8. Voting judges at all levels must remain anonymous when practical.
 - ◆ 9. The contest chair may appoint a contest Toastmaster 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.
 - ◆ 10. Contest officials must not serve in more than one role for the same contest at the area (when practical), division, district, region quarterfinal, semifinal, and final levels.
- B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
- 1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
 - 2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - a) Reports to the contest chair upon his/her arrival.
 - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
 - c) Waives the opportunity of a briefing.
- D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.
- 1. Each voting judge receives the appropriate ballot for the contest.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
 - d) Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).

- e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
- f)) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.
- 2. Timers receive the Speech Contest Time Record Sheet and 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 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, 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 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.
1. In contests with three or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. **Winners**

will be announced in reverse order.

2. In contests with less than three participants, a second **place** winner (if applicable) and a first-place winner will be announced. **Winners will be announced in reverse order.**
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. **For the International Speech Contest Region Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. Placement will not be announced.**
5. **For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. Placement will not be announced.**
6. 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 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 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 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 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 must proceed immediately to the speaking position.
 1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication

such as sound effects, a staged act by another person, etc.

2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.

◆ G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.

1. For International and Humorous contests:

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

8. Use of Props and Electronic Devices

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

International Speech Contest Rules

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

- ◆ 1. The International Speech Contest begins at the club level, and proceeds through the area, division, district, region quarterfinal, semifinal, and final levels.
 - A. District-level contest videos that are submitted to World Headquarters to be used in region quarterfinal judging must meet these requirements:
 - Audio
 - The audio must be clear and without echo, static or other excessive noise. Camera
 - The camera must record in high definition.
 - Only single-camera setup is permitted; use of multiple camera angles is not allowed.
 - The camera must be placed on a tripod to maintain stability and prevent unwanted movement.
 - The camera must have an unobstructed, in-focus view of the contestants.
 - The entire speaking area must be visible throughout the recording.
 - The camera must be monitored by a camera operator at all times to

ensure it is recording properly.

- Zooming is not permitted.

Lighting

- The speaking area must be fully lit.
- The speaker's facial expressions must be visible throughout the speech; the image should not be too bright or dark.
- No lighting, artificial or natural, should point directly at the camera. Video Recording
- The recording must only contain the introduction of the winning contestant's speech by the contest chair and the entire winning speech.
- The recording may not be edited in any way, such as by adding text, graphics, images, or anything that does not meet the requirements above.

B. 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.

C. Region quarterfinals are conducted by video after the submission of district winners.

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

D. Semifinals are to be held at the International Convention, and will include **the top two winners from each** region quarterfinal **contest**, randomly assigned to **four** 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.

E. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.

1. Winners advancing to the semifinal level at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal speech. If they have previously competed at the semifinal or final levels, contestants will provide World Headquarters with outlines from all speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judge's briefing for the World Championship of Public Speaking.
2. Qualifying judges will also be given a qualification sheet. On this sheet,

qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest or any previous year's semifinal and final-round contests.

3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the qualification sheet, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.
 4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three 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 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 must be a contest-type speech or a project speech from the Toastmasters Pathways learning experience.
 - B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one 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 must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
 - ◆ E. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- ◆ 2. At the conclusion of the test speech, all contestants must leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - ◆ A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
 - B. Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of the contest sergeant at arms.
 - ◆ C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five minutes have elapsed, no further preparation is allowed and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard name, speech title, speech title, name, 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 must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.
- 2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

Table Topics Contest Rules

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

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

Tall Tales Contest Rules

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 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. 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 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 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 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, provides each counter with a copy of 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	Judge's Certification of Eligibility	(Item
1170) tiebreaking judges	of Ethics	and Code
Counters	Counter's Tally Sheet	(Item
1176) Timers	Speech Contest Time Record Sheet	(Item
1175)	and Instructions for Timers	
Contestants	Speaker's Certification of Eligibility	(Item 1183)
	and Originality	
	Speech Contestant Profile	(Item 1189)

International Speech Contest

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

Evaluation Contest

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

Policy 6.0: Speech Contests

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

TOASTMASTERS
INTERNATIONAL

Item 1171

TOASTMASTERS
INTERNATIONAL



SPEECH CONTEST RULEBOOK

JULY 1, ~~2019~~ **2020** TO JUNE 30, ~~2020~~ **2021**



**WHERE LEADERS
ARE MADE**

TOASTMASTERS INTERNATIONAL
www.toastmasters.org

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CONTENTS

Introduction..... 4

Speech Contest Rules 5

 General Rules for All Toastmasters Speech Contests.....5

 International Speech Contest Rules..... 15

 Evaluation Contest Rules..... 17

 Humorous Speech Contest Rules..... 17

 Table Topics® Contest Rules..... 18

 Tall Tales Contest Rules..... 18

 Video Speech Contest..... 18

Speech Contest Checklists 20

 Contest Chair’s Checklist 20

 Chief Judge’s Checklist 23

 Contestant’s Checklist..... 23

Speech Contest Materials 25

Additional Resources..... 27

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 **(3)** parts:

- **Speech Contest Rules.** Here you will find the General Rules governing all Toastmasters speech contests, as well as the specific rules covering the International, Evaluation, Humorous, Table Topics, and Tall Tales contests.
- **Contest Checklists.** This section describes some of the common steps required for contest chairs, chief judges, and contestants to prepare for a speech contest.
- **Speech Contest Materials and Additional Resources.** In this section, you'll find a list of ~~additional manuals, articles,~~ Web pages, and other helpful materials related to Toastmasters ~~s~~Speech ~~e~~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, **a**Areas, **d**Divisions, and **d**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 **t**Territorial **c**Councils and **p**Provisional **d**Districts). No other contest types, showcases, etc., can be conducted by **d**Districts (including **a**Areas and **d**Divisions).
- ◆ 1. Districts (including **a**Areas and **d**Divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.
- ◆ 2. Districts (including **a**Areas and **d**Divisions) may conduct up to three **(3)** additional English speech contests each year.
- ◆ 3. Districts (including **a**Areas and **d**Divisions) may also conduct up to four **(4)** non-English speech contests each year.
 - a) Each of these contests is conducted in a language selected by the **d**District **d**Director and approved by the **d**District executive committee.
 - b) A non-English contest may be conducted using the rules of the International Speech Contest. Such a contest must be titled using the name of the language. For example: Chinese Speech **c**Contest.
 - c) Non-English contests must not continue beyond the **d**District level.
- ◆ B. All **d**District-level speech contests are conducted only at the **a**Annual **d**District **c**Conference.
- ◆ C. Contests must originate at the club level and proceed through the **a**Area, **d**Division, and district levels, respectively; only contests following this progression are permitted at the **a**Area, **d**Division, and **d**District levels. All clubs are eligible to advance contestants to the **a**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 **d**District leaders.
- ◆ E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- ◆ F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants 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 a club in the **a**Area, **d**Division, and **d**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 **(6)** 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 **(1)** year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the **a**Area contest.
 - 2. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to speech contest eligibility.
 - 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 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 **i**International **o**Officers and **d**Directors
 - c) Region **a**Advisors or **r**Region **a**Advisor applicants
 - d) District officers whose terms expire June 30:
 - 1. District **d**Director
 - 2. Program **q**Quality **d**Director
 - 3. Club **g**Growth **d**Director
 - 4. Administration **m**Manager
 - 5. Finance **m**Manager
 - 6. Public **r**Relations **m**Manager
 - 7. Division **d**Director
 - 8. Area **d**Director
 - e) International **o**Officer and **d**Director candidates
 - f) Immediate **p**Past **d**District **d**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 the event at which the contest will be held, including **a**Area, **d**Division, and **d**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 **in any of these roles.**
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.
8. Toastmasters who are members in more than one **(1)** club and who meet all ~~other~~ eligibility requirements are permitted to compete in **each the** club contest**(s)** in **each club in** which **they hold** paid membership ~~is held.~~
 - a) No contestant can compete in more than one **(1)** ~~a~~Area speech contest of a given type, even if the two **(2)** ~~a~~Areas are in different ~~d~~Divisions or ~~d~~Districts.
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 ~~a~~Area, ~~d~~Division, or ~~d~~District contest:
 - a) Be a paid member for a minimum of six **(6)** months.
 - ◆ b) Have completed a minimum of six **(6)** speech projects in *Competent Communication* or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
 1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication manual* ~~manual~~ to eligibility for judging.
 - c) Be physically present at the contest for which you are serving.
 3. At the International Speech Contest Region Quarterfinals, and Semifinals, and the World Championship of Public Speaking:
 - a) Be a paid member for a minimum of six **(6)** months.
 - b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one **(1)** path in the Toastmasters Pathways learning experience.
 - c) Have previously judged a Toastmasters speech contest at the ~~a~~Area, ~~d~~Division, ~~d~~District, or semifinal level.
- C. All other contest officials and the Evaluation ~~e~~Contest test speaker must be paid members.

3. Selection Sequence

- A. Club, ~~a~~Area, ~~d~~Division, ~~d~~District. Each club in good standing is permitted to choose its contestant for each ~~a~~Area speech contest by whatever means the club desires. If a contest is held, it must comply with the rules in this **rulebook manual**, and the contest result is final. The ~~a~~Area speech contest

winner then proceeds to the **d**Division contest. The **d**Division winner then proceeds to the **d**District contest.

1. In those **d**Districts with 10 or more **d**Divisions, two **(2)** separate run-off competitions among **d**Division winners may be held before the **d**District contest finals.
 - a) Insofar as **is** practical, the number of **d**Divisions competing in each run-off will be the same.
 - b) The three **(3)** highest-placed available contestants from each run-off competition will then advance to the **d**District contest. Placement **in runoff competitions** will not be announced.
2. Should a club, **a**Area, or **d**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 **d**District level to **R**region **Q**quarterfinals, **S**semifinals, and the World Championship of Public Speaking.
4. If a **R**region **Q**quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight **(8)** weeks prior to the **a**Area contest, if an **a**Area has four **(4)** assigned clubs or fewer in good standing, **d**Districts have the option to allow two **(2)** contestants from each club to compete in the **a**Area contest.
 1. Should additional clubs charter prior to the **a**Area contest, two **(2)** contestants from each club are permitted to compete.
 2. In those **d**Divisions with four **(4)** assigned **a**Areas or **lessfewer**, **d**Districts have the option to allow the two **(2)** highest-placed available contestants from each **a**Area to compete.
 3. In **d**Districts with four **(4)** assigned **d**Divisions or **lessfewer**, **d**Districts have the option to allow the two **(2)** highest-placed available contestants from each **d**Division to participate in the **d**District contest.
 4. The decision whether or not to allow two **(2)** contestants to advance from club to **a**Area, from **a**Area to **d**Division, and/or from **d**Division to **d**District must be made and communicated throughout the **d**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 **d**District in all clubs, **a**Areas, and **d**Divisions affected.
 - b) If a **d**District decides to allow two **(2)** contestants to advance from club to **a**Area, its decisions regarding the number to advance from **a**Area to **d**Division and/or from **d**Division to **d**District need not be the same.

4. Speech Subject and Preparation

- ◆ A. The subject of all International, Humorous, and Tall Tales contest speeches must be selected by the contestant.
 - ◆ B. The subject of Table Topics Contest **speeches** must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
 - ◆ C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.

1. Twenty-five percent or less of the speech may be devoted to quoting, 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. Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
- F. All contestants will speak from the same platform or area designated by the contest chair.
1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.
 2. A lectern/podium will be available. However, use of the lectern/podium is optional.
- ◆ 3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.
 - ◆ 4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

5. General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
- ◆ 1. At club contests, a contest chair, chief judge, at least five (5) voting judges, a tiebreaking judge, two (2) counters, and two (2) timers are appointed, unless impractical.
 - ◆ 2. At aArea contests, there must be an equal number of voting judges from each club in the aArea, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.
 - ◆ 3. At dDivision contests, there must be an equal number of voting judges from each aArea in the dDivision, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
 - ◆ 4. At dDistrict contests, there must be an equal number of voting judges from each dDivision in the dDistrict, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
 - ◆ 5. For the International Speech Contest, Region Quarterfinals, there must be a minimum of nine (9) voting judges and one (1) tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all region quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same region in

which a contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.

6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each **d**District, or a minimum of nine **(9)** voting judges. In addition to these voting judges, a contest chair, chief judge, **a** tiebreaking judge, three **(3)** counters, and two **(2)** timers are appointed. No chief judge, voting judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
 - ◆ 7. At the World Championship of Public Speaking, there must be one **(1)** voting judge representing each region. In addition to these judges, a contest chair, five **(5)** qualifying judges, a tiebreaking judge, three **(3)** counters, and two **(2)** timers are appointed. The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
 - ◆ 8. Voting judges at all levels must remain anonymous when practical.
 - ◆ 9. The contest chair may appoint a contest Toastmaster 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.
 - ◆ 10. Contest officials must not serve in more than one **(1)** role for the same contest at the **a**Area (when practical), **d**Division, **d**District, region, quarterfinal, semifinal, and final levels.
- B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.
- C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.
1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
 2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - a) Reports to the contest chair upon his/her arrival.
 - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
 - c) Waives the opportunity of a briefing.
- D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.
1. Each voting judge receives the appropriate ballot for the contest.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).

- d) Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).
- e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
- f) ~~J~~ All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.
- 2. Timers receive the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.
- 3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive instruction in the gathering of ballots and the counting room procedure (described below).
- E. Before the contest, the chief judge selects a member to act as tiebreaking judge.
 - 1. The identity of the tiebreaking judge is secret, and known only to the chief judge.
 - 2. The tiebreaking judge does not attend the judges' briefing.
 - 3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.
 - a) International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).
 - b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).
 - c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).
 - d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).
 - e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).
- F. For the International, Humorous, and Tall Tales contests, **the contest chair must** introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
 - 1. For Table Topics contests, **the contest chair must** introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.
 - 2. For Evaluation contests, **the contest chair must** introduce each contestant by announcing the contestant's name twice.
- G. Contestants in the International, Humorous, and Tall Tales contests are permitted to remain in the same room throughout the duration of the contest.
- H. Evaluation Contest participants are required to leave the room after the test speech has been delivered, as outlined in the Evaluation Contest section of this rulebook.
- I. Table Topics Contest contestants must stay out of the room until the preceding speaker has completed his or her response to the topic, as outlined in the Table Topics Contest section of this rulebook.
- J. There will be one **(1)** minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots. All voting judges and the tiebreaking judge will judge all contestants; the chief judge does not judge contestants.
- K. When the last contestant finishes speaking, the contest chair will ask for silence until the ballot counters have collected all ballots.

1. In order for a ballot to be valid, judges shall:
 - a) Complete their ballots by entering their choices for first, second, and third place.
 - b) Sign and print their names on the ballot.
- ◆ 2. When voting judges have finished marking their ballots, they must tear off the bottom portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.
 - a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
3. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
 - a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timers complete the ~~timing~~ **Time 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 **(3)** points are scored for each first-place ranking.
 2. Two **(2)** points are scored for each second-place ranking.
 3. One **(1)** point is scored for each third-place ranking.
 - b) Once all points are entered, the ballot counters compute the total points for each contestant and enter the totals on the bottom of the tally sheet.
 1. Point totals must be verified by all ballot counters before results are entered on the sheet.
 2. Contestants are then ranked on the bottom of the tally sheet according to **the** number of points scored.
 - c) In the event of a tie, the chief judge will consult the tiebreaking judge's ballot.
 - d) The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
 2. Once the results have been tabulated and verified, the chief judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the ~~4D~~ District level. The chief judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the contest chair.
 - a) All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
 - b) After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.
- M. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest.
 1. In contests with three **(3)** or more participants, a third-place winner, a

second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order.

2. In contests with fewer than three (3) participants, a second-place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order.
3. Occasionally, a contest will be held with only one (1) contestant. In such cases, a contest must still be held, and the contestant must be disqualified if he or she does not meet the timing, originality, and eligibility requirements.
4. For the International Speech Contest Region Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. Placement will not be announced.
5. For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. Placement will not be announced.
6. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

6. Timing of the Speeches

- A. Two (2) timers are appointed by the chief judge. One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors.
 - B. The signaling device must be in full view of each contestant.
 - C. The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).
 - D. The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
 - E. All speeches delivered by contestants must conform to the timing guidelines for the contest.
- ◆ 1. International and Humorous **contest** speeches must be from five (5) to seven (7) minutes. A contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds.
 - ◆ 2. Table Topics **Contest** speeches must be from one (1) minute to two (2) minutes. A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds.
 - ◆ 3. Evaluation **Contest** speeches must be from two (2) to three (3) minutes. A contestant will be disqualified if the speech is less than one (1) minute 30 seconds or more than three (3) minutes 30 seconds.
 - ◆ 4. Tall Tales **Contest** speeches must be from three (3) to five (5) minutes. A contestant will be disqualified if the speech is less than two (2) minutes 30 seconds or more than five (5) minutes 30 seconds.
- F. Upon being introduced, the contestant must proceed immediately to the speaking position.
 1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
- ◆ G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.
 1. For International and Humorous contests:
 - a) **AThe** green signal will be displayed at five **(5)** minutes and remain displayed for one **(1)** minute.
 - b) **AThe** yellow signal will be displayed at six **(6)** minutes and remain displayed for one **(1)** minute.
 - c) **AThe** red signal will be displayed at seven **(7)** minutes and will remain on until the conclusion of the speech.
 2. For Evaluation contests:
 - a) The green signal will be displayed at two **(2)** minutes and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at two **(2)** minutes and 30 seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at three **(3)** minutes and remain displayed until the evaluation is concluded.
 3. For Table Topics contests:
 - a) The green signal will be displayed at one **(1)** minute and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at one **(1)** minute 30 seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at two **(2)** minutes and remain displayed until the speech is concluded.
 4. For Tall Tales contests:
 - a) The green signal will be displayed at three **(3)** minutes and remain displayed for one **(1)** minute.
 - b) The yellow signal will be displayed at four **(4)** minutes and remain displayed for one **(1)** minute.
 - c) The red signal will be displayed at five **(5)** minutes and remain displayed until the speech is concluded.
- ◆ 5. In all speech contests, no signal can be given for the overtime period.
6. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of 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 **(5)**, six **(6)**, and seven **(7)** minutes.
 - b) If any special device and/or specific instructions for such a signal is/are required, the contestant must provide same.
7. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.
- ◆ H. Prior to announcing results, the contest chair must announce if time disqualifications occurred, but not name the contestant(s) involved.

7. Protests and Disqualifications

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

8. Use of Props and Electronic Devices

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

International Speech Contest Rules

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 aArea, dDivision, dDistrict, region quarterfinal, semifinal, and final levels.
 - A. District-level contest videos that are submitted to World Headquarters to be used in region quarterfinal judging must meet these requirements:
 - Audio
 - The audio must be clear and without echo, static, or other excessive noise.
 - Camera
 - The camera must record in high definition.
 - Only single-camera setup is permitted; use of multiple camera angles is not allowed.
 - The camera must be placed on a tripod to maintain stability and prevent unwanted movement.

- The camera must have an unobstructed, in-focus view of the contestants.
- The entire speaking area must be visible throughout the recording.
- The camera must be monitored by a camera operator at all times to ensure it is recording properly.
- Zooming is not permitted.

Lighting

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

Recording

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

B. District Submission to World Headquarters

1. Following the ~~4~~District-level International Speech Contest, the chief judge ranks all ~~4~~District-level contestants in order of results on the Notification of ~~District Contest~~ Winner form (**Item 1182**) and then submits the form to the ~~p~~Program ~~q~~Quality ~~4~~Director.
2. The ~~p~~Program ~~q~~Quality ~~4~~Director submits the Notification of ~~District Contest~~ Winner form, Region Quarterfinals Video Release ~~f~~Form, and video of the first-place winner to World Headquarters in the format and manner requested.

C. Region quarterfinals are conducted by video after the submission of ~~4~~District winners.

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

D. Semifinals are to be held at the International Convention, and will include the top two **(2)** winners from each region quarterfinal contest, randomly assigned to four **(4)** separate contests.

1. All contestants' briefings for the semifinal speech contests will be conducted simultaneously by World Headquarters staff.
2. All judges' briefings for the semifinal speech contests will also be conducted simultaneously by World Headquarters staff.

E. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.

1. Winners advancing to the semifinal level at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal speech. If they have previously competed at the semifinal or final levels, contestants will provide World Headquarters with outlines from all

speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judge's briefing for the World Championship of Public Speaking.

2. Qualifying judges will also be given a qualification sheet. On this sheet, qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest or any previous year's semifinal and final-round contests.
 3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the qualification sheet, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.
 4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three (3) of the five (5) qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.
2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

Evaluation Contest Rules

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

1. At the beginning of this contest, a five (5)- to seven (7)-minute test speech will be presented.
 - ◆ A. The test speech must be a contest-type speech or a project speech from the Toastmasters Pathways learning experience.
 - B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one (1) sheet may be used.
 - C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not be a member of the same club as any one of the contestants.
 - ◆ D. The test speaker must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
 - ◆ E. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- ◆ 2. At the conclusion of the test speech, all contestants must leave the room. They then have five (5) minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - ◆ A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
 - B. Where it is not practical for contestants to leave the room, contestants will complete their five (5)-minute preparation in the same room under the control of the contest sergeant at arms.
 - ◆ C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five (5) minutes have elapsed, no further preparation is allowed and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be

handed back to contestants as they are introduced to present their evaluation.

4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard "name, speech title, speech title, name" **format**, because Evaluation speeches do not have titles.

Humorous Speech Contest Rules

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

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

Table Topics Contest Rules

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

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

Tall Tales Contest Rules

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 **tT**erritorial **eC**ouncils and **pP**rovisional **dD**istricts) are invited to participate in the Video Speech Contest. Videos must be in English.
- 2. The Toastmasters International Speech Contest **R**ules are to be followed as far as they are applicable.
 - A. There is no **aA**rea, **dD**ivision, **dD**istrict, or semifinal competition for the Video Speech Contest, nor are there any travel allowances.
 - B. To enter, clubs conduct a speech contest and submit a video recording of the winning speech.

- ◆ 3. Only one **(1)** speech per club may be submitted. The video must be made using the following procedures:
 - A. Complete and submit a Video Speech Contest Entry Form **(Item 1178)** 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 videospchcontest@toastmasters.org and received at World Headquarters on or before 5 p.m. 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~~ **to attend** the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.
2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.
3. Determine the agenda for the contest.
4. Arrange for the supplies and services required for the event.
5. Order certificates of participation for all contest speakers, and order trophies from World Headquarters for the winners.
Note: It is a trademark violation to put the Toastmasters logo, or the words "Toastmasters" or "Toastmasters International," on speech contest awards not purchased from World Headquarters.
6. Toastmasters International speech contest materials are available for free download at

www.toastmasters.org:

- Speaker's Certification of Eligibility and Originality (Item 1183)
- Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
- Judge's Guide and Ballot
- Judge's Certification **of Eligibility** and Code of Ethics (Item 1170)
- Counter's Tally Sheet (Item 1176)
- Tiebreaking Judge's Guide and Ballot
- Speech Contestant Profile (Item 1189)
- Results Form (Item 1168)

7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge.
8. 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 **(2)** to six **(6)** weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:
 - ` *Speech Contest Rulebook* (Item 1171)
 - ` Speech Contestant Profile (Item 1189)
 - ` Speaker's Certification of Eligibility and Originality (Item 1183)
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 **dD**istrict leaders can use the Eligibility Assistant available in Leader-ship Central of www.toastmasters.org to determine if a contestant is a paid member of a paid club, or a current **dD**istrict 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 contest-ants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.
4. Review timing protocol with speakers.
- ◆ 5. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.
6. Draw for speaking positions.

During the Contest

1. Open the contest with a brief introduction. Inform the audience:
 - The rules have been reviewed with the chief judge and contestants.
 - The contestants have been informed of the location of the timing lights.
 - The taking of photographs during the speeches is not permitted.
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject **of their speech**, 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, ~~F~~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, ~~a~~Area, and ~~d~~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~~ **must** be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.
- ◆ 7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).
8. In closing, thank all who helped make the contest a success.

After the Contest

1. Provide the contact details for all contestants to the chief judge so 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 ~~d~~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, provides each counter with a copy of the Counter's Tally Sheet (Item 1176).
3. Encourages all speech contest officials to view the online Speech Contest training at www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials 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 **(1)** minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.
2. After your introduction, proceed immediately to the speaking area and begin your speech.
3. Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you're not finished with your speech yet.
4. Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.

SPEECH CONTEST MATERIALS

Speech contest materials are available to 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	<i>Speech Contest Rulebook</i> (Item1171) Chief judge Notification of Contest Winner (Item1182) Results Form	(Item 1168)
Voting and of Ethics Counters	Judge's Certification of Eligibility (Item1170) tiebreaking judges Counter's Tally Sheet (Item1176) Timers	and Code Speech
Contest Time Record Sheet	(Item1175) and Instructions for Timers	
Contestants	Speaker's Certification of Eligibility and Originality Speech Contestant Profile	(Item 1183) (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 Quarterfinals 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>~~

www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials

Policy 6.0: Speech Contests

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

TOASTMASTERS
INTERNATIONAL

Item 1171

Protocol 4.0

Intellectual Property

1. Trademarks

- A. Toastmasters International's trademarks are used to support and further its mission and support its programs.
- B. The following table itemizes who may use Toastmasters International's trademarks, the type of uses authorized and unauthorized, and the parties responsible for their use:

User	Authorized	Not Authorized	Responsible
Clubs, Areas, Divisions, and Districts	Stationery, business cards, bulletins, newsletters, electronic media, websites, program covers, agendas, and similar items only if directly related to and focused on the mission	Articles such as trophies, ribbons, banners, certificates, clothing or other items, except by specific, prior written authorization from the Chief Executive Officer	Club President, District Director
Officer candidates at all levels	Stationery, business cards, mailings, electronic media, websites, campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, and websites, solely to indicate the person's affiliation with a Member Club	Any personal newsletter, electronic media, bulletin, or similar item; articles such as trophies, ribbons, banners, certificates, clothing, or other items except by specific, prior written authorization from the Chief Executive Officer	Individual

2. Websites

- A. Club, Area, Division, District, and region websites should contain information useful to current and prospective members and officers including, but not limited to, event calendars, membership benefits, performance-motivating articles, newsletters, distinguished program goals and progress, dates of latest updates, a link to the Toastmasters International website (which is the primary source for

club meeting times and locations).

- B. Each club website should contain the club name, meeting time and location, a contact telephone number or email address, the club mission, and a link to the District website.
 - I. Club websites may not contain material irrelevant to achieving the mission of the club.
 - II. The Club President is the publisher of the club website and ultimately responsible for its content.
- C. Each Area and Division website may also contain listings of clubs within the Area or Division, membership-building tips for clubs, the club and District missions, and a link to the District website.
 - I. The District Director is ultimately responsible for the content of Area and Division websites within the District.
 - II. Area and Division websites must either be part of the District website or published on a free or donated Web hosting site and linked to and from the District website.
 - III. Websites must be transferred to the incoming District Director by July 1. If a website cannot be transferred or the incoming District Director does not want to continue its use, the page must be removed.
- D. Each District website should also contain information such as how to organize new Toastmasters clubs; membership-building tips for clubs; a calendar with information about events such as training, District conferences, and the International Convention; the club and District missions; and links to Area and Division websites within the District.
 - I. District websites may not contain material that is irrelevant to achieving the mission of the District.
 - II. The District Director is the publisher of the District website and ultimately responsible for its content.
- E. Region websites may also contain information such as articles and ideas to motivate the Districts' achievement of goals, links to District performance information on the Toastmasters International website, promotion of Toastmasters programs, the mission and vision of Toastmasters International, District and club missions, recognition for achievements or progress toward achievements of District goals, schedules and information about District visits, links to websites of Districts within the region, and District conference dates and locations.
 - I. Region websites may contain a list of Past International Presidents and Past International Directors showing only their home Districts and years of service.
 - II. The Region Advisor is the publisher of the region website and is ultimately

responsible for its content.

- F. Officers at all levels shall not create office-related websites separate from those of their clubs, Areas, Divisions, Districts, or regions.
- G. Officers may reference their Toastmasters membership and position on a personal website.
- H. All club, Area, Division, District, and region websites shall include a Toastmasters International trademark acknowledgement statement as published by Toastmasters International. As the trademark owner, Toastmasters International reserves the right to determine how trademarks are used on websites.
- I. Toastmasters websites may not include copyrighted information from Toastmasters International or any other source without the express written permission of the copyright owner.
- J. Clubs, Areas, Divisions, Districts, and regions may publish websites in donated space and acknowledge the donation on the website.
- K. Clubs and Districts may sell advertising space to offset costs and increase income.
- L. Regions may sell advertising space to offset costs.
- M. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover any such tax from the revenues thereby generated.
- N. Individual members may not receive any compensation to create, maintain, or host Toastmasters websites; however, normal and reasonable costs to maintain the site may be reimbursed by the club or District.
- O. A disclaimer must be included on all Toastmasters websites as follows: "The information on this website is for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation and distribution of non-Toastmasters material or information."

3. Language and Translations

- A. English is the official business language of Toastmasters International. All club officers and District leaders must be proficient in English.
- B. Toastmasters supports additional languages by translating educational and marketing materials, as dictated by protocol, in the following languages:
 - I. Arabic
 - II. French

- III. German
- IV. Japanese
- V. Korean
- VI. Portuguese
- VII. Simplified Chinese
- VIII. Spanish
- IX. Tamil
- X. Traditional Chinese

- C. Translation and distribution of any Toastmasters International material bearing Toastmasters trademarks or copyrights must be ~~conducted and~~ managed by World Headquarters.
- D. ~~Permission to translate any additional Toastmasters materials shall be obtained in advance from the Chief Executive Officer.~~
- E. ~~Permission to~~**Upon request Toastmasters International may** translate into a new language ~~is granted on a case-by-case basis and~~ based on the following factors:
 - I. When at least 20 chartered Member Clubs in good standing **currently** conduct their meetings primarily in the language being considered for translation and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may ~~grant permission to~~ translate promotional **and select marketing materials, two (2) Pathways paths, the DTM project, the Mentor Path, electives, and other related materials.** ~~brochures, the Competent Communication manual, the Competent Leadership manual, at least two (2) Advanced Communication manuals and the Club Leadership Handbook.~~
 - II. When at least **3545** chartered Member Clubs in good standing **currently** conduct their meetings primarily in that language and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may ~~give permission to~~ translate **additional promotional and select marketing materials, five (5) additional Pathways paths, electives and other related material.** ~~at least two (2) additional Advanced Communication manuals and select marketing material.~~
 - III. When 60 or more **chartered** Member Clubs in good standing **currently** conduct their meetings primarily in that language, World Headquarters may ~~give permission to~~ translate the remaining **Pathways paths, electives, educational materials Advanced Communication manuals, the High-Performance Leadership program,** and other **related** materials.
 - IV. **When requesting permission, data and sources for translation into a new language, a detailed needs analysis is submitted to the Chief Executive Officer that includes the following by country must be provided:**

- a. **Gross domestic product (GDP) growth over the three (3) previous years.**
- b. **Language ranking by the number of native speakers.**
- ~~c. **Average internet speed and availability.**~~
- d. **Urban population.**
- e. **Rural population.**
- f. **Average income.**
- g. **Percentage of English speakers out of total population.**
- h. **Analysis of market opportunity and projections of growth among in-country, proposed language speakers.**
- i. **Potential local sources of funding to cover translation costs.**

~~IV~~ **V.** World Headquarters determines which materials have priority for translation.

- F. **A District, Provisional District, Territorial Council, or group of clubs that conduct their meetings in a common language** may request permission to translate **select** existing Toastmasters ~~non-public facing, club-related~~ **documentation, educational, marketing, and club officer and district officer training** materials **approved by the Chief Executive Officer** ~~into a supported language~~. Permission may be granted ~~on a case-by-case basis~~ under the following conditions:
- I. Materials are translated, edited, and proofed by a **Translations and Review Team overseen by the District, Provisional District, Territorial Council, group of clubs, the member** or by an individual or service designated by World Headquarters.
 - II. World Headquarters reviews **and approves** all **translated** ~~content to ensure accuracy and quality~~ **materials** prior to distribution.
 - III. An Assignment Agreement must be completed to assign copyright of the translated materials **s** to Toastmasters International.
 - IV. World Headquarters reserves all rights to create and distribute all translated materials.

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 Member 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 (4) to six (6) clubs; however, an Area may consist of three (3) 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 (6) clubs on July 1.
 - III. Advanced clubs may not be segregated into Areas.
 - IV. Areas may be segregated by language, subject to the approval of the District Council.
 - V. 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 (3) 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 (5) years and the evidence of potential of at least 20 clubs therein for eventual District status.
- ~~G.~~ ~~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.~~
- CD.** Once granted Territorial Council status by the Board, a Territorial Council is entitled to:
- I. **Aa** administrative support from World Headquarters;
 - II. **Aa** District number, which is the next sequential District number available; **and assignment to a region**;
 - III. ~~official-P~~ **participation** in the Distinguished District Program;
 - IV. **Aa** District reserve account; **and** applicable membership dues income; ~~assignment to a region~~;
 - V. ~~and-T~~ **travel reimbursement to official District leader training; provided by World Headquarters**
- DC.** **As stated in Article I: Authority and Title, of the District Administrative Bylaws, all polices and protocols governing Districts shall apply to Territorial Councils, unless otherwise directed by the Board in the best interests of the council. The clubs within a Territorial Council may organize an informal operating structure, electing such officers, similar to Districts, to coordinate and guide a club growth and support programs for District status. Elected officers of the council may be re-elected to succeed themselves for one (1) term.**
- E.** ~~The clubs~~ **Territorial Council** may plan and ~~participate~~ **conduct** in training sessions, educational programs, speech contests, and other growth-oriented activities.
- FE.** Individual members of clubs in a Territorial Council may participate in the Video Speech Contest.
- GF.** 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.
- HG.** 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.

- II. Each year, the Board reviews the progress of Territorial Councils. If, after three (3) 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 (2) 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; 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. A Past Provisional District Director is eligible to be nominated for election to the Board.
- E. Within three (3) 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. 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. When a Provisional District reaches 60 or more clubs in good standing, it may apply to the Board for District status.
- H. Before becoming eligible for full District status, each newly created Provisional District is required to be in operation for a minimum of nine (9) 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. 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 (3) 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.

- 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, such as rivers, mountains, proximity of clubs to one another, and international borders, 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 (2) years prior to reformation, the District elects two (2) Club Growth Directors, one (1) Program Quality Director and a District Director. One (1) year prior to reformation, the District elects two (2) Club Growth Directors, two (2) Program Quality Directors and one (1) District Director. In cases when two (2) or more Districts jointly reform or when one (1) District reforms into more than two (2) 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 (3) 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.

Protocol 3.0

Ethics and Conduct

1. Violation Reporting

- A. If an ethics or conduct violation arises, it is to be handled initially at the closest practical level to the incident.
- B. If the resolution of a violation is not satisfactory, the matter may be safely reported to the next level. Club-level matters not resolved at the club level are reported to World Headquarters.
- C. If the matter is not reported, the next level is not to be held responsible for the situation.
- D. The person receiving the report shall conduct a confidential investigation and shall initiate appropriate action to resolve the matter.
- E. Regardless of the level at which an incident occurs, if any person involved in the matter believes it was not resolved in accordance with the governing documents of Toastmasters International, or if the process is not feasible, such person may promptly report the situation to the Chief Executive Officer or to the International President if the Chief Executive Officer is charged with a violation.
- F. Any claim, threat of lawsuit, or lawsuit involving an ethics violation occurring outside the club level must be reported promptly to the Chief Executive Officer.
- G. In jurisdictions where laws are stricter than the Toastmasters International governing documents, members and clubs are required to observe the stricter standards.
- H. Suspected violations of criminal law, such as embezzlement, theft, assault, or trespass should be reported to the appropriate law enforcement authorities in the jurisdiction. Any such violation occurring outside the club level must be reported to World Headquarters.
- I. **The *Policy Violations Quick Reference Guide* applies to all violations at the club, District, and international level. Modifications to the guide shall only be made through the administrative protocol review process. Exceptions are not permitted.**

2. Club Procedure to Discipline a Member

- A. Disciplinary actions conducted by a club relating to an individual member are addressed in Article II, Section 6 of the Club Constitution. Each club is responsible for handling its own disciplinary matters following Toastmasters Policy and Protocol. District leaders have no club-level authority and shall not be involved in club-level disciplinary matters. World Headquarters, at the request of club officers, provides counsel and direction in matters of process.
- B. The process set forth below in C through K applies if a club considers disciplining an individual member. This includes, but is not limited to, situations

in which the International President requests that the club initiate proceedings against a particular member.

- C. An individual member who wishes to express concern about any ethics and conduct or other violations involving a member of the Club Executive Committee or club may submit a complaint containing reasonably credible information to the Club President, who becomes the investigative officer. If the Club President is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking club officer replaces the Club President throughout the remainder of the proceedings. A conflict of interest occurs when the Club President has a business or personal relationship with the charged member. In such cases, the Club President must not participate in the investigation.
- D. If the investigative officer believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The investigative officer discusses the findings from the investigation with the complaining member and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- E. If a resolution is not reached, the investigative officer refers the matter to the Club Executive Committee. The Club Executive Committee determines, by a majority vote, whether:
 - I. Sufficient evidence of alleged violations exists
 - II. A disciplinary hearing takes place.
 - III. The disciplinary hearing is conducted by the Club Executive Committee or the club members.
- F. The following disciplinary actions are available to the club:
 - I. Request a public apology
 - II. Letter of censure
 - III. Suspension of up to 90 days
 - IV. Decline to renew membership
 - V. Terminate membership in the club
 - VI. Refer the matter to World Headquarters for further investigation
- G. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Location, date and time of the hearing
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
 - IV. The potential disciplinary actions available to the club, as listed above

- H. This is the disciplinary hearing procedure when conducted by the Club Executive Committee.
 - I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.
 - II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
 - III. The Club Executive Committee distributes copies of the Notice of Hearing and any response from the charged member to all members of the Club Executive Committee no fewer than seven (7) days prior to the disciplinary hearing.
 - IV. After the 15-day response time, the Club Executive Committee holds the disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past Club President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The Club Executive Committee must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the Club Executive Committee.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the committee to address the charges.
 - e. Club Executive Committee members may ask clarifying questions of the investigative officer and charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The Club Executive Committee, by majority vote, determines if the charges are substantiated.
 - h. If the charges are substantiated, the Club Executive Committee, by majority vote, determines the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership, two-thirds of the Club Executive Committee present and voting must vote in favor of termination.
 - V. The charged member and club members are notified of the action taken.
 - VI. The charged member may appeal the Club Executive Committee's decision to the club within 15 days of the date of notice. Below is the procedure to hold an appeal hearing:
 - a. The Club Executive Committee sends notice of a special business meeting to all club members to conduct the appeal hearing, along with a copy of the original Notice of Hearing, no fewer than seven (7) days prior to the appeal hearing.

- b. The chair of the appeal hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - c. The club must have a quorum present (majority).
 - d. At the appeal hearing, the investigative officer will present the list of charges to the club members.
 - e. If the charged member requests, the charged member will be given the opportunity to address the charges.
 - f. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - g. The charged member is excused for discussion and voting.
 - h. A majority of members present and voting is required to overturn the Club Executive Committee's decision.
- I. Below is the disciplinary hearing procedure when conducted by the club members.
 - I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.
 - II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
 - III. The Club Executive Committee distributes copies of the Notice of Hearing, and any response from the charged member, to all members of the club no fewer than seven (7) days prior to the disciplinary hearing.
 - IV. After the 15-day response time, the club members hold a disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past Club President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The club must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the club members.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the club to address the charges.
 - e. Members of the club may ask clarifying questions of the investigative officer and the charged member.

- f. The charged member is excused for discussion and voting.
 - g. The club members, by majority vote, determine if the charges are substantiated.
 - h. If the charges are substantiated, the club members, by majority vote, determine the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership in the club, two-thirds of the club members present and voting must vote in favor of termination.
- V. The charged member and club members are notified of the action taken.
- VI. There is no appeal of a decision made by the club members.
- J. When an individual is removed from membership in a club, the Club President must notify World Headquarters within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.
- K. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters within seven (7) days.

3. District Procedure to Discipline a Member

- A. Resignation or removal of a District officer is addressed in Article VII, Section(g) of the District Administrative Bylaws.
- B. An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the District Executive Committee, other appointed District leader, or an individual Toastmasters member participating in District activities, may submit a complaint to the District Director. If the District Director is the charged member, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings.
- C. The District Director completes a confidential investigation within seven (7) days. The District Director discusses the findings from the investigation with the complaining member (complainant) and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- D. If a resolution is not reached, the District Director or the next highest-ranking District officer replacing the District Director appoints a District Disciplinary Committee and informs World Headquarters. World Headquarters provides counsel and direction in matters of process.
- E. The District Disciplinary Committee has five (5) members: the Immediate Past District Director (chair), a Past District Director (co-chair), and three (3) DEC members, selected for their impartiality. If the Immediate Past District Director (IPDD) is involved in the complaint, a Past District Director chairs the committee and the IPDD is excused. Where there is no IPDD or insufficient PDDs, the District Director may invite other past District leaders to serve on the committee.

- F. The committee receives copies of the original complaint, the charged member's response and the results of the District Director's confidential investigation and carries out further investigations at its discretion.
- G. If the committee determines that sufficient evidence of alleged violations exists, charges are developed, and the member is notified that a hearing will take place. The hearing may be in person or by teleconference. All discussion and materials are subject to confidentiality.
- H. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Date, time and location, including in-person address or teleconference information
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
- I. The charged member's club shall have the opportunity to participate as follows:
 - I. The charged member's club shall be entitled to the same written notice as the charged member, including any modified notice.
 - II. The charged member's club may choose to appear at the hearing or make a statement as a witness to the committee at its own cost only to present testimony within the limits stated below.
- J. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- K. After the 15-day response time, the committee holds the disciplinary hearing.
- L. The complainant and the charged member have the opportunity to participate in the hearing. The committee determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
- M. The charged member provides any written, physical, or other evidence (other than oral testimony) to the committee no later than 48 hours prior to the hearing.
- N. The hearing is a closed hearing. The only people permitted in attendance are the District Disciplinary Committee members, the complainant, the charged member, and witnesses. Witnesses may be suggested by the complainant, the charged member and the committee. If witnesses are in attendance, they speak only to the charges and evidence presented.
- O. At the hearing, the co-chairs:
 - I. Confirm that a quorum is present.
 - II. Indicate the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.

- III. Advise participants that recording of the hearing is prohibited.
- IV. State that all discussion is limited to the charges and evidence presented.
- V. Present findings from the investigation. The findings may contain sensitive and confidential information. The committee may keep the source of information confidential.
- VI. Provide the charged member with a predetermined amount of time to speak and respond to the charges.
- VII. Provide any witnesses who are speaking a predetermined amount of time to speak.
- VIII. Excuse all parties present except the committee to discuss the charges, evidence and response of the charged member.
 - a. The committee discusses, and determines, by majority vote, whether the charges were substantiated.
 - b. If the charges are substantiated, the committee discusses disciplinary action and determines, by majority vote, the proposed disciplinary action.
- IX. Disciplinary actions may include one (1) or more of the following:
 - a. Private written censure of the member by the District Executive Committee
 - b. Public written censure of the member by the District Executive Committee
 - c. Suspension from participation in District activities – not to exceed 18 months
 - d. Suspension or removal from District office
 - e. Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months
 - f. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.
- X. The committee makes a motion setting out the proposed disciplinary action to the District Executive Committee. The District Executive Committee may ask clarifying questions, and proceed to vote on the proposed disciplinary action. Voting may take place in person or in a virtual meeting, following the voting procedures outlined in Protocol 7.1: District Events.
- XI. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by a majority vote of those present and voting.

- P. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action.
- Q. The disciplinary process and the outcome must be kept confidential, except in the following circumstances. The District Director or next highest-ranking District officer replacing the District Director communicates the information, after consultation with World Headquarters.
 - I. If the charged member or the complainant has made the matter public
 - II. If club officers or District leaders should be notified in order to minimize potential harm to other members
 - III. In other appropriate situations, when the best interest of Toastmasters International may require discreet communications to others
- R. If the District Executive Committee approves disciplinary action, the charged member may appeal to the Board of Directors within 15 days.
- S. The Board of Directors may, on its own initiative, review the District Executive Committee's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs and individual members.

4. Procedure to Discipline Accredited Speakers, World Champions of Public Speaking, and Region Advisors

- A. An individual member who wishes to express concern about any ethics and conduct or other violation involving an Accredited Speaker, World Champion of Public Speaking, or Region Advisor, may submit a written complaint containing reasonably credible information to World Headquarters. If the complaint is deemed to be reasonably credible, a disciplinary review following the steps in this protocol may be conducted.
- B. Violations include, but are not limited to, harassment; discrimination; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; failure to uphold Toastmasters International's Bylaws, Policies or Protocols.
- C. Disciplinary actions may include, but are not limited to:
 - A warning or reprimand
 - A requirement to acknowledge the infraction or violation
 - A requirement to correct the infraction
 - A commitment to non-recurrence
 - An apology to affected parties
 - Provision of financial restitution to persons affected or to the organization for costs of the disciplinary process
 - Suspension of title for a specific time or permanently
 - Removal from good standing with Toastmasters International for a specific time or permanently
- D. Disciplinary review and action are based on the severity of the potential violation:
 - I. A level-one violation is a minor infraction (for example: inappropriate or disrespectful behavior with individual Toastmasters members or staff.

Inappropriate or disrespectful behavior at Toastmasters events.)

- a. The International President reviews the information, conducts an investigation and consults with the Executive Committee and others as needed, and engages in disciplinary communication (orally and/or in writing) to the Accredited Speaker, World Champion of Public Speaking, or Region Advisor.
 - b. If correctable, the individual acknowledges the infraction and corrects it.
 - c. If not correctable, the individual acknowledges the infraction and commits in writing to non-recurrence.
 - d. The International President informs the Board of Directors.
- II. A level-two violation is a severe violation (for example: excessive, inappropriate, or disrespectful behavior at a Toastmasters event, or relating to World Headquarters; consistently missing or being unprepared for Toastmasters-related speaking engagements; promoting the violation of Toastmasters Bylaws, Policies or Protocol; deliberately misusing the Accredited Speaker, World Champion of Public Speaking, or Region Advisor title, embarrassing the organization, tarnishing the reputation of the program).
- a. The International President reviews the information, conducts an investigation and consults with the Board of Directors and others as needed.
 - b. The Board of Directors determines the appropriate disciplinary measure, up to and including a hearing to consider revocation of the Accredited Speaker, World Champion of Public Speaking, or Region Advisor.
 - c. The Board may assign the matter to the Disciplinary Committee. The Disciplinary Committee and the Board of Directors must follow all required disciplinary processes.
 - d. If the Board decides to proceed with the Disciplinary Committee's recommendation, appropriate procedures are followed.
 - e. There is no appeal of the Board's decision.

5. Recognition Program Violations

- A. The Chief Executive Officer is authorized to delay, deny, or withdraw the granting of any recognition award, or the acceptance at World Headquarters of any documentation in support of any such award, if it appears that there were misrepresentations by or on behalf of the individual, club, Area, Division, or District seeking the award.
 - I. The final decision to deny or withdraw an award is the responsibility of and must be confirmed by the International President.
 - II. There is no right of appeal beyond the International President.

- B. If there are misrepresentations in the submission of a club's renewals, charter fees, or membership applications, that club shall be suspended from all performance results for the remainder of the program year.
 - I. The District Director, Program Quality Director, and Club Growth Director shall be immediately notified of the action and provided the reasons for suspension.
 - II. If all three (3) officers, or a majority of the officers and the Immediate Past District Director, or a majority of the District Executive Committee, certify in writing that, in their judgment, there was no misrepresentation, then the club can be reinstated to the performance results.
 - III. Clubs suspended from a District's year-end performance results must be reinstated before July 15 in order to receive credit for recognition as a Distinguished Club, Distinguished Area, Distinguished Division, and Distinguished District.
- C. Districts shall not create, administer, or promote any recognition programs which compete with official Toastmasters International recognition programs.

Protocol 3.0

Ethics and Conduct

1. Violation Reporting

- A. If an ethics or conduct violation arises, it is to be handled initially at the closest practical level to the incident.
- B. If the resolution of a violation is not satisfactory, the matter may be safely reported to the next level. Club-level matters not resolved at the club level are reported to World Headquarters.
- C. If the matter is not reported, the next level is not to be held responsible for the situation.
- D. The person receiving the report shall conduct a confidential investigation and shall initiate appropriate action to resolve the matter.
- E. Regardless of the level at which an incident occurs, if any person involved in the matter believes it was not resolved in accordance with the governing documents of Toastmasters International, or if the process is not feasible, such person may promptly report the situation to the Chief Executive Officer or to the International President if the Chief Executive Officer is charged with a violation.
- F. Any claim, threat of lawsuit, or lawsuit involving an ethics violation occurring outside the club level must be reported promptly to the Chief Executive Officer.
- G. In jurisdictions where laws are stricter than the Toastmasters International governing documents, members and clubs are required to observe the stricter standards.
- H. Suspected violations of criminal law, such as embezzlement, theft, assault, or trespass should be reported to the appropriate law enforcement authorities in the jurisdiction. Any such violation occurring outside the club level must be reported to World Headquarters.

2. Club Procedure to Discipline a Member

- A. Disciplinary actions conducted by a club relating to an individual member are addressed in Article II, Section 6 of the Club Constitution. Each club is responsible for handling its own disciplinary matters following Toastmasters Policy and Protocol. District leaders have no club-level authority and shall not be involved in club-level disciplinary matters. World Headquarters, at the request of club officers, provides counsel and direction in matters of process.
- B. The process set forth below in C through K applies if a club considers disciplining an individual member. This includes, but is not limited to, situations in which the International President requests that the club initiate proceedings against a particular member.
- C. An individual member who wishes to express concern about any ethics and conduct or other violations involving a member of the Club Executive Committee or club may submit a complaint containing reasonably credible information to the

Club President, who becomes the investigative officer. If the Club President is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking club officer replaces the Club President throughout the remainder of the proceedings. A conflict of interest occurs when the Club President has a business or personal relationship with the charged member. In such cases, the Club President must not participate in the investigation.

- D. If the investigative officer believes the member complaint to be reasonably credible, a confidential investigation must be completed within a reasonable time. The investigative officer discusses the findings from the investigation with the complaining member and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- E. If a resolution is not reached, the investigative officer refers the matter to the Club Executive Committee. The Club Executive Committee determines, by a majority vote, whether:
 - I. Sufficient evidence of alleged violations exists
 - II. A disciplinary hearing takes place.
 - III. The disciplinary hearing is conducted by the Club Executive Committee or the club members.
- F. The following disciplinary actions are available to the club:
 - I. Request a public apology
 - II. Letter of censure
 - III. Suspension of up to 90 days
 - IV. Decline to renew membership
 - V. Terminate membership in the club
 - VI. Refer the matter to World Headquarters for further investigation
- G. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Location, date and time of the hearing
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
 - IV. The potential disciplinary actions available to the club, as listed above
- H. This is the disciplinary hearing procedure when conducted by the Club Executive Committee.
 - I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.

- II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- III. The Club Executive Committee distributes copies of the Notice of Hearing and any response from the charged member to all members of the Club Executive Committee no fewer than seven (7) days prior to the disciplinary hearing.
- IV. After the 15-day response time, the Club Executive Committee holds the disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past Club President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The Club Executive Committee must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the Club Executive Committee.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the committee to address the charges.
 - e. Club Executive Committee members may ask clarifying questions of the investigative officer and charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The Club Executive Committee, by majority vote, determines if the charges are substantiated.
 - h. If the charges are substantiated, the Club Executive Committee, by majority vote, determines the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership, two-thirds of the Club Executive Committee present and voting must vote in favor of termination.
- V. The charged member and club members are notified of the action taken.
- VI. The charged member may appeal the Club Executive Committee's decision to the club within 15 days of the date of notice. Below is the procedure to hold an appeal hearing:
 - a. The Club Executive Committee sends notice of a special business meeting to all club members to conduct the appeal hearing, along with a copy of the original Notice of Hearing, no fewer than seven (7) days prior to the appeal hearing.
 - b. The chair of the appeal hearing shall be the Immediate Past President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.

- c. The club must have a quorum present (majority).
 - d. At the appeal hearing, the investigative officer will present the list of charges to the club members.
 - e. If the charged member requests, the charged member will be given the opportunity to address the charges.
 - f. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - g. The charged member is excused for discussion and voting.
 - h. A majority of members present and voting is required to overturn the Club Executive Committee's decision.
- I. Below is the disciplinary hearing procedure when conducted by the club members.
- I. The Club Executive Committee creates the Notice of Hearing and provides it to the charged member.
 - II. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
 - III. The Club Executive Committee distributes copies of the Notice of Hearing, and any response from the charged member, to all members of the club no fewer than seven (7) days prior to the disciplinary hearing.
 - IV. After the 15-day response time, the club members hold a disciplinary hearing.
 - a. The chair of the disciplinary hearing shall be the Immediate Past Club President unless unable to do so, in which case the highest-ranking club officer who is present will serve as chair. The investigative officer may not chair the hearing.
 - b. The club must have a quorum present (majority).
 - c. At the disciplinary hearing, the investigative officer will present the list of charges to the club members.
 - d. If the charged member requests, the charged member is given an opportunity to appear before the club to address the charges.
 - e. Members of the club may ask clarifying questions of the investigative officer and the charged member.
 - f. The charged member is excused for discussion and voting.
 - g. The club members, by majority vote, determine if the charges are substantiated.

- h. If the charges are substantiated, the club members, by majority vote, determine the appropriate disciplinary action(s) to be taken.
 - i. In order to terminate membership in the club, two-thirds of the club members present and voting must vote in favor of termination.
- V. The charged member and club members are notified of the action taken.
- VI. There is no appeal of a decision made by the club members.
- J. When an individual is removed from membership in a club, the Club President must notify World Headquarters within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.
- K. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters within seven (7) days.

3. District Procedure to Discipline a Member

- A. Resignation or removal of a District officer is addressed in Article VII, Section(g) of the District Administrative Bylaws.
- B. An individual member who wishes to express concern about any ethics and conduct or other violation involving a member of the District Executive Committee, other appointed District leader, or an individual Toastmasters member participating in District activities, may submit a complaint to the District Director. If the District Director is the charged member, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings.
- C. The District Director completes a confidential investigation within seven (7) days. The District Director discusses the findings from the investigation with the complaining member (complainant) and the charged member (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- D. If a resolution is not reached, the District Director or the next highest-ranking District officer replacing the District Director appoints a District Disciplinary Committee and informs World Headquarters. World Headquarters provides counsel and direction in matters of process.
- E. The District Disciplinary Committee has five (5) members: the Immediate Past District Director (chair), a Past District Director (co-chair), and three (3) DEC members, selected for their impartiality. If the Immediate Past District Director (IPDD) is involved in the complaint, a Past District Director chairs the committee and the IPDD is excused. Where there is no IPDD or insufficient PDDs, the District Director may invite other past District leaders to serve on the committee.
- F. The committee receives copies of the original complaint, the charged member's response and the results of the District Director's confidential investigation and carries out further investigations at its discretion.
- G. If the committee determines that sufficient evidence of alleged violations exists, charges are developed, and the member is notified that a hearing will take

place. The hearing may be in person or by teleconference. All discussion and materials are subject to confidentiality.

- H. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing shall include the following:
 - I. Date, time and location, including in-person address or teleconference information
 - II. A list of the charges
 - III. The specific Policy or Protocol referring to the charges
- I. The charged member's club shall have the opportunity to participate as follows:
 - I. The charged member's club shall be entitled to the same written notice as the charged member, including any modified notice.
 - II. The charged member's club may choose to appear at the hearing or make a statement as a witness to the committee at its own cost only to present testimony within the limits stated below.
- J. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, either orally or in writing.
- K. After the 15-day response time, the committee holds the disciplinary hearing.
- L. The complainant and the charged member have the opportunity to participate in the hearing. The committee determines the time limit for discussions, as well as the amount of and the manner in which evidence is received, whether in person or in writing.
- M. The charged member provides any written, physical, or other evidence (other than oral testimony) to the committee no later than 48 hours prior to the hearing.
- N. The hearing is a closed hearing. The only people permitted in attendance are the District Disciplinary Committee members, the complainant, the charged member, and witnesses. Witnesses may be suggested by the complainant, the charged member and the committee. If witnesses are in attendance, they speak only to the charges and evidence presented.
- O. At the hearing, the co-chairs:
 - I. Confirm that a quorum is present.
 - II. Indicate the hearing is not a court of law, and that the disciplinary process is being followed as outlined in Toastmasters' governing documents.
 - III. Advise participants that recording of the hearing is prohibited.
 - IV. State that all discussion is limited to the charges and evidence presented.

- V. Present findings from the investigation. The findings may contain sensitive and confidential information. The committee may keep the source of information confidential.
- VI. Provide the charged member with a predetermined amount of time to speak and respond to the charges.
- VII. Provide any witnesses who are speaking a predetermined amount of time to speak.
- VIII. Excuse all parties present except the committee to discuss the charges, evidence and response of the charged member.
 - a. The committee discusses, and determines, by majority vote, whether the charges were substantiated.
 - b. If the charges are substantiated, the committee discusses disciplinary action and determines, by majority vote, the proposed disciplinary action.
- IX. Disciplinary actions may include one (1) or more of the following:
 - a. Private written censure of the member by the District Executive Committee
 - b. Public written censure of the member by the District Executive Committee
 - c. Suspension from participation in District activities – not to exceed 18 months
 - d. Suspension or removal from District office
 - e. Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months
 - f. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.
- X. The committee makes a motion setting out the proposed disciplinary action to the District Executive Committee. The District Executive Committee may ask clarifying questions, and proceed to vote on the proposed disciplinary action. Voting may take place in person or in a virtual meeting, following the voting procedures outlined in Protocol 7.1: District Events.
- XI. Removal from office requires a two-thirds vote of the entire District Executive Committee. Other disciplinary action must be approved by a majority vote of those present and voting.
- P. The charged member and World Headquarters are notified in writing within 24 hours of any disciplinary action.
- Q. The disciplinary process and the outcome must be kept confidential, except in the following circumstances. The District Director or next highest-ranking District

officer replacing the District Director communicates the information, after consultation with World Headquarters.

- I. If the charged member or the complainant has made the matter public
 - II. If club officers or District leaders should be notified in order to minimize potential harm to other members
 - III. In other appropriate situations, when the best interest of Toastmasters International may require discreet communications to others
- R. If the District Executive Committee approves disciplinary action, the charged member may appeal to the Board of Directors within 15 days.
- S. The Board of Directors may, on its own initiative, review the District Executive Committee's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs and individual members.

4. Procedure to Discipline Accredited Speakers, and World Champions of Public Speaking, ~~and Region Advisors~~

- A. An individual member who wishes to express concern about any ethics and conduct or other violation involving an Accredited Speaker, **or** World Champion of Public Speaking, ~~or Region Advisor~~, may submit a written complaint containing reasonably credible information to World Headquarters. If the complaint is deemed to be reasonably credible, a disciplinary review following the steps in this protocol may be conducted.
- B. Violations include, but are not limited to, harassment; discrimination; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; failure to uphold Toastmasters International's Bylaws, Policies or Protocols.
- C. Disciplinary actions may include, but are not limited to:
 - A warning or reprimand
 - A requirement to acknowledge the infraction or violation
 - A requirement to correct the infraction
 - A commitment to non-recurrence
 - An apology to affected parties
 - Provision of financial restitution to persons affected or to the organization for costs of the disciplinary process
 - Suspension of title for a specific time or permanently
 - Removal from good standing with Toastmasters International for a specific time or permanently
- D. Disciplinary review and action are based on the severity of the potential violation:
 - I. A level-one violation is a minor infraction (for example: inappropriate or disrespectful behavior with individual Toastmasters members or staff. Inappropriate or disrespectful behavior at Toastmasters events.)
 - a. The International President reviews the information, conducts an investigation and consults with the Executive Committee and others as needed, and engages in disciplinary communication (orally and/or in

writing) to the Accredited Speaker; **or** World Champion of Public Speaking; ~~or Region Advisor~~.

- b. If correctable, the individual acknowledges the infraction and corrects it.
 - c. If not correctable, the individual acknowledges the infraction and commits in writing to non-recurrence.
 - d. The International President informs the Board of Directors.
- II. A level-two violation is a severe violation (for example: excessive, inappropriate, or disrespectful behavior at a Toastmasters event, or relating to World Headquarters; consistently missing or being unprepared for Toastmasters-related speaking engagements; promoting the violation of Toastmasters Bylaws, Policies or Protocol; deliberately misusing the Accredited Speaker; **or** World Champion of Public Speaking; ~~or Region Advisor~~ title, embarrassing the organization, tarnishing the reputation of the program).
- a. The International President reviews the information, conducts an investigation and consults with the Board of Directors and others as needed.
 - b. The Board of Directors determines the appropriate disciplinary measure, up to and including a hearing to consider revocation of the Accredited Speaker; **or** World Champion of Public Speaking; ~~or Region Advisor~~.
 - c. The Board may assign the matter to the Disciplinary Committee. The Disciplinary Committee and the Board of Directors must follow all required disciplinary processes.
 - d. If the Board decides to proceed with the Disciplinary Committee's recommendation, appropriate procedures are followed.
 - e. There is no appeal of the Board's decision.

5. Procedure to Discipline Region Advisors

- A. All Region Advisors' actions and communications are to be ethical and consistent with Toastmasters International's Bylaws, Policies, Protocols, mission, vision, and core values.**
- B. Region Advisors do not support, aid, facilitate, invite, or condone anyone or anything that interferes with or is detrimental to the programs, proceedings, or affairs of Toastmasters International.**
- C. Violations include, but are not limited to, a breach of confidentiality; harassment; discrimination; illegal, dishonest, or unethical behavior; failure to uphold Toastmasters International's Bylaws, Policies or Protocols; and undermining a decision of the Board.**
- D. Disciplinary measures include, but are not limited to, a warning; a reprimand; correction of the infraction; commitment to non-recurrence; acknowledgement of the infraction or violation; apology to affected parties; private or public censure from the International President;**

removal from the role of Region Advisor; and removal from good standing.

E. Disciplinary action for a violation is based on the severity of the offense:

- I. A level-one violation is a minor infraction (for example: inappropriate or disrespectful behavior at a meeting, or relating to the World Headquarters staff; consistently missing or being unprepared)**
 - a. The International President investigates a level-one violation and consults with the Chief Executive Officer.**
 - b. The International President engages in disciplinary communication (oral and/or written) to the Region Advisor.**
 - c. If correctable, the Region Advisor acknowledges the infraction and corrects it.**
 - d. If not correctable, the Region Advisor acknowledges the infraction and commits to non-recurrence.**
 - e. The International President advises the Executive Committee of the situation.**
 - f. The Region Advisor may make a single appeal to the Executive Committee only (not to the Board) within 10 days of the disciplinary communication.**
- II. A level-two violation is a medium violation (for example: an inadvertent breach of confidentiality; commits, promotes, or ignores a violation of Toastmasters Bylaws, Policy or Protocol)**
 - a. The International President investigates a level-two violation and consults with the Chief Executive Officer.**
 - b. The International President and Chief Executive Officer consult with the Executive Committee.**
 - c. The International President determines, in consultation with the Executive Committee, appropriate disciplinary measures; the Executive Committee reports that matter to the Board.**
 - d. The Executive Committee may assign the matter to the Disciplinary Committee. The Disciplinary Committee and the Board of Directors must follow all required disciplinary processes.**
 - e. The International President engages in a disciplinary communication (oral and written) to the Region Advisor.**
 - f. The Region Advisor commits to non-recurrence.**
 - g. The Region Advisor may make a single appeal to the Executive Committee only (not to the Board) within 10 days of the written disciplinary communication.**

- III. A level-three violation is a severe violation (for example: excessive inappropriate or disrespectful behavior at a meeting, or relating to the World Headquarters staff; promoting the violation of Toastmasters Bylaws, Policy or Protocol)**
- a. The International President investigates a level-three violation and consults with the Chief Executive Officer.**
 - b. The International President and Chief Executive Officer consult with the Executive Committee.**
 - c. The International President determines, in consultation with the Executive Committee, appropriate disciplinary measures, up to and including a hearing to consider removal of the Region Advisor's good standing with Toastmasters International.**
 - d. The Executive Committee may assign the matter to the Disciplinary Committee. The Disciplinary Committee and the Board of Directors must follow all required disciplinary processes.**
 - e. If the Executive Committee recommends a hearing to consider removal of the Region Advisor's good standing, the International President presents the situation and the Executive Committee's recommendation to the Board.**
 - f. If the Board decides to proceed with a hearing to consider removal of the Region Advisor's good standing, appropriate procedures are followed.**
 - g. If the Board decides not to proceed with a hearing to consider removal of the Region Advisor's good standing, the International President engages in disciplinary communication (oral and written) to the Region Advisor, including appropriate disciplinary measures, as decided by the Board.**
 - h. There is no appeal against the Board's decision.**

5 6. Recognition Program Violations

- A. The Chief Executive Officer is authorized to delay, deny, or withdraw the granting of any recognition award, or the acceptance at World Headquarters of any documentation in support of any such award, if it appears that there were misrepresentations by or on behalf of the individual, club, Area, Division, or District seeking the award.**
 - I. The final decision to deny or withdraw an award is the responsibility of and must be confirmed by the International President.**
 - II. There is no right of appeal beyond the International President.**
- B. If there are misrepresentations in the submission of a club's renewals, charter fees, or membership applications, that club shall be suspended from all performance results for the remainder of the program year.**

- I. The District Director, Program Quality Director, and Club Growth Director shall be immediately notified of the action and provided the reasons for suspension.
 - II. If all three (3) officers, or a majority of the officers and the Immediate Past District Director, or a majority of the District Executive Committee, certify in writing that, in their judgment, there was no misrepresentation, then the club can be reinstated to the performance results.
 - III. Clubs suspended from a District's year-end performance results must be reinstated before July 15 in order to receive credit for recognition as a Distinguished Club, Distinguished Area, Distinguished Division, and Distinguished District.
- C. Districts shall not create, administer, or promote any recognition programs which compete with official Toastmasters International recognition programs.

District Events

1. District Events

- A. All District events, including but not limited to District conferences, club officer training, District leader training and District Council meetings, must not be held jointly with any other District.

2. Training

- A. All District-sponsored officer training incorporates the core content of the training programs for District leaders and club officers provided by Toastmasters International.
- B. Training events are included as part of the District calendar and published in District communications, including District newsletters and websites.
- C. If unable to attend training in their home District, a club officer may get credit for training in another District. An attending club officer is responsible for notifying both Districts.

3. Area and Division Director Training

- A. It is recommended that initial Area and Division Director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial Area and Division Director training is four (4) hours.
- C. Area and Division Directors should be trained together in a central location; however, geographically large Districts may train Area Directors by Division or by Divisions grouped together. Further, at the discretion of the District Director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two (2) or more Area or Division Directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two (2) hours round trip.
 - IV. Travel conditions place the safety of the Area and Division Directors at risk.
- D. Additional training for Division and Area Directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the District and club mission:

- I. Supporting all clubs in achieving excellence
 - II. Effective club visits
 - III. Techniques for creating new club opportunities and building new clubs
 - IV. Success plan status review
 - V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities
 - VI. Conducting effective Area and Division Council meetings to reinforce club support
 - VII. Succession planning
- E. Such additional training of Division and Area Directors may include other elected and appointed District leaders and is conducted at Division or District meetings.

4. Club Officer Training

- A. Districts train club officers a minimum of twice yearly: between June 1 and August 31 and between November 1 and February 28 (or February 29 in leap years).
- B. The Toastmasters Leadership Institute (TLI) is the recommended method of club officer training. If the District chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All District events are training opportunities. As part of District leader and club officer training, Districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club officers or District leaders and the achievement of the club or District mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

5. District Executive Committee Meetings

- A. The District Executive Committee ensures that District leaders work to achieve the District mission.
- B. The composition and duties of the District Executive Committee are defined and described in [Article XI](#), Section (a) of the District Administrative Bylaws.

- C. The District Executive Committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the District; recommends the assignment of clubs to Areas and Divisions; reviews recommendations and reports of District committees, including those of the Audit Committee; and performs any duties assigned by the District Council.
- D. The District Executive Committee meets at least four (4) times each year. One (1) meeting shall be conducted in-person. Additional meetings are conducted in-person or **virtually online**.
- E. **Virtual Online** meetings occur as recommended by the District Director and agreed upon by a majority of the committee. Any agenda item that requires the District Executive Committee to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the District website four (4) weeks in advance of the vote opening.
 - II. The District posts the proposed agenda item at least 14 days in advance of the vote.
- F. District Executive Committee meeting information is included in the District calendar and in other District communications.
- G. Only those who have business before the District Executive Committee and have been invited by the District Director attend District Executive Committee meetings.
- H. Any training at District Executive Committee meetings focuses on achieving the District mission.
- I. At District Executive Committee meetings, unless noted, the following business is conducted:
 - I. The District mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The District budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The Audit Committee's report is presented to the District Executive Committee prior to each District Council meeting; copies of the audit are provided at or before the meeting. The Audit Committee is governed by [Article XI](#), Section (c) of the District Administrative Bylaws.
 - V. The Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.
 - VI. At the meeting prior to the District Council's annual meeting, the alignment of clubs into Areas and Divisions is recommended.

- VII. The District Director's recommendations to fill any vacancies in office are approved.
- VIII. The District Director, Program Quality Director, Club Growth Director, Division Directors, and Area Directors report on the District Success Plan and Distinguished program progress.

6. District Council Meetings

- A. The District Council is defined and described [Article XII](#), Section 3(c) of the Bylaws of Toastmasters International and in [Article IX of the District Administrative Bylaws](#).
- B. District Council meetings are governed by [Article XII](#), Section 3(c) of the Bylaws of Toastmasters International and by [Article X of the District Administrative Bylaws](#).
- C. The District Council's annual meeting in which the elections take place is conducted in person. Other meetings of the District Council, including special meetings, are conducted **virtually online**.
- D. **Virtual Online** meetings occur as recommended by the District Director and agreed upon by a majority of the District Executive Committee. Any agenda item that requires the District Council to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the District website four (4) weeks in advance of the vote opening.
 - II. The District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. The District posts the proposed budget at least 14 days in advance of the vote.
 - IV. The District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others, whose participation the council requires, may attend. Members, who are not voting members of the council or their proxyholders, may attend the meeting but do not participate in council deliberations.
- F. At District Council meetings, unless noted, the following business is conducted:
 - I. The District mission is reviewed.
 - II. The Credentials Committee report is presented.
 - III. The Audit Committee report is presented.

- IV. The District budget is adopted at the first District Council meeting.
- V. The Profit and Loss Statement is presented.
- VI. Appointed officers are confirmed at the first District Council meeting.
- VII. The District Executive Committee's action to fill any vacancies in District office is confirmed.
- VIII. The assignment of clubs to Areas and Divisions for the following year is adopted at the District Council annual meeting.
- IX. The District Leadership Committee report is presented at the District council annual meeting.
- X. Nominations from the floor are taken, and election of District officers is conducted at the District Council annual meeting.
- XI. The District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, and District Public Relations Manager report on progress toward District goals.

7. Division Council Meetings

- A. The Division Council manages Division activities; facilitates the achievement of club, Area, Division, and District goals; and helps with administrative activities, such as Division contests, meetings, and training.
- B. The Division Council meets at least twice each year. Meetings are conducted in-person when practicable. The Division Director notifies attendees at least four (4) weeks before each meeting.
- C. Council members are the Division Director, Assistant Division Director Program Quality, Assistant Division Director Club Growth, and Area Directors within the Division.
- D. Unless noted, the following business is conducted at Division Council meetings:
 - I. Area Success Plan and progress in the Distinguished Area Program are presented.
 - II. Club Success Plan and progress in the Distinguished Club Program are presented.
 - III. The club officer training attendance report is presented.
 - IV. Plans for Division events, such as training and speech contests, are made.

8. Area Council Meetings

- A. The Area Council manages Area activities and supports each club in the Area in fulfilling the club mission.
- B. The Area Council meets at least twice each year. Meetings are conducted in-person when practicable. The Area Director notifies attendees at least four (4) weeks before each meeting.
- C. Council members include the Area Director, Assistant Area Director Program Quality, Assistant Area Director Club Growth, Area Secretary, Club Presidents within the Area, Club Vice Presidents Education within the Area, and Club Vice Presidents Membership within the Area.
- D. Unless noted, the following business is conducted at Area Council meetings:
 - I. Club Success Plan and progress in the Distinguished Club Program are presented.
 - II. Club officer training attendance reports are presented.
 - III. Plans for Area events, such as training and speech contests, are made.
 - IV. In accordance with the District Council's decision to elect or appoint Area Directors as specified in the [District Administrative Bylaws, Article VII](#), Section C, evaluate and assess Area Director candidates in order to either:
 - a. Provide one (1) or more appointment recommendations to the District Director no later than a date recommended by the District Director and approved by the District Executive Committee. That date will be announced in the District's annual call for nominations. The recommendations are subject to alignment changes by the District Council, or
 - b. Elect the following year's Area Director and provide the results of the election to the District Director no later than a date recommended by the District Director and approved by the District Executive Committee. That date will be announced in the District's annual call for nominations. The elections are subject to alignment changes by the District Council.

9. Annual District Conferences

- A. The purpose of the annual District conference is to provide communication and leadership training opportunities toward achieving the club and District missions and to hold the in-person District Council meeting. The annual conference is established in [Article XII](#), Section 4 of the Bylaws of Toastmasters International and further defined in [Article X](#), Section (a) of the District Administrative Bylaws.
- B. District conference information is included in the District calendar and in other District communications.

- C. The following events occur at the annual District conference:
 - I. The in-person District Council meeting. Voting members or their proxyholders are required to attend the annual District Council meeting.
 - II. The International Speech Contest and any other District-level speech contests. These District-level contests may only take place at this event.
 - III. Educational sessions that focus on achieving the club and District missions.

10. District Leader Training

- A. District Directors, Program Quality Directors, and Club Growth Directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns Districts, and develops and implements training programs.
- C. Region Advisors attend the in-person trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

District Fiscal Management

1. District Funds

- A. District funds are to be used to support the District mission. District officers are required to use funds effectively according to the District Success Plan, as well as Toastmasters Policy and Protocol. Expenses shall be incurred according to the following priorities:

- I. Education and Training
- II. Marketing outside Toastmasters
- III. Club growth and club retention
- IV. Membership growth and membership retention
- V. District communication and public relations

While the above five categories are considered the highest priority, the following expense categories are also considered important to the District mission; however, the level of priority for the categories below is not strictly mandated and may be determined on an annual basis by the District:

- Recognition
- Travel and lodging
- Food and meals
- Speech contests conducted by the District
- Administration and District meetings

- B. District funds may be used for the International Convention and Mid-Year Training, but shall not be used for other events or meetings outside the District. District funds will not be used for membership payments, or club dues or fees. District funds may not be donated to any charitable fund, including the Ralph C. Smedley Memorial Fund®.
- C. Any noncompliance with regard to District fund usage may result in possible disciplinary actions and/or the withholding of District funds and reimbursements.

2. District Financial Records

- A. All District funds, bank statements, canceled checks, and other financial records are the property of the District and of Toastmasters International.
- B. Such funds and records are delivered to the new District Finance Manager or new District Director no later than July 1 of the new District program year under Article XII, Section (b) of the District Administrative Bylaws.
- C. The outgoing District Finance Manager and the outgoing District Director retain copies of any records necessary to complete the District year-end audit. Any funds, statements, or other financial documents received after July 1 are given immediately to the new District Finance Manager or new District Director.

3. District Reserve Account

- A. At the end of the program year, the District reserve account balance shall remain equal to or greater than 25% of that District's membership dues income for the prior year. This amount shall be referred to as the Required Retention. If the Required Retention is not met in a particular year, the deficit shall be included in the subsequent year's budget, or otherwise agreed upon with the Chief Executive Officer, to allow the District to regain compliance.
- B. If the District reserve exceeds 1.25 times the Required Retention at the end of the program year, 50% of that amount shall be reduced from the District reserve and reallocated to Toastmasters International for purposes related to the organization's mission.
- C. District reserve accounts are only available for funds requisitions or supply orders when the following requirements have been fulfilled:
 - I. A list of all elected and appointed District leaders (along with their signed Officer Agreement and Release Statements), the District signature form for withdrawal of District funds, a bank-provided list of authorized signers for all District accounts, a calendar of District events for the year, and the alignment of clubs into Areas and Divisions are received at World Headquarters by July 15.
 - II. The year-end audit for the preceding District year and financial records for January 1 through June 30 are received at World Headquarters by August 31.
 - III. The District budget is received at World Headquarters by September 30.
 - IV. The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.
 - V. The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
 - VI. The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
 - VII. A list of assets must be signed by the Immediate Past District Director and current District Director and submitted to World Headquarters by August 31 of each year.
 - VIII. Account reconciliations must be completed in the online District accounting system within 30 days of each month end.

4. Financial Controls

- A. The financial duties of District officers and other financial controls are set forth in Articles III, VIII, IX, XI, and XII of the District Administrative Bylaws.
- B. The annual District Membership Dues Allocation shall be budgeted to equal the actual prior year's District Membership Dues Allocation, or an amount otherwise approved by the Chief Executive Officer.
- C. A budgeted loss, whereby budgeted expenses exceed budgeted revenues, is

not permitted.

- D. District checks must be signed by the District Director and District Finance Manager. Checks made payable to the District Director or District Finance Manager must be signed or approved in advance in writing by the Program Quality Director or Club Growth Director. Alternate signers are permissible only if approved by the Toastmasters International Executive Committee.
- E. If District account signers are cohabitants, spouses, children, grandchildren, siblings, and/or spouses of their children, grandchildren, and siblings, their signatures or approvals must always be countersigned or approved by another approved signer who is not one (1) of the above.
- F. The District Profit and Loss Statement must be provided at each District Executive Committee and District Council meeting.
- G. Within 30 days of the relevant month end, the District Finance Manager must submit the District Profit and Loss Statement, with narrative explanations:
 - monthly, to the District Director, Program Quality Director, and Club Growth Director; and
 - quarterly, to World Headquarters.

On receipt of these documents, the aforementioned directors shall review them for accuracy and discuss any variance. Concerns or questions should be raised directly with the District Finance Manager within 30 days of receipt or as soon as the director becomes aware.

- H. All District expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.
- I. All expense reimbursement claims must be approved by the District Director, apart from those submitted by the District Director. The District Director's reimbursement claims must be approved by the Program Quality Director or Club Growth Director.
- J. A single expenditure in excess of \$500 USD must be authorized in advance in writing by both the District Director and the Program Quality Director or Club Growth Director.
- K. Itemized point-of-sale receipts are required for all reimbursements. Credit card statements and bank statements are not receipts. When no receipt is available, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.
- L. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June. Districts must reimburse requestors within 30 days after receipt of an authorized reimbursement request.
- M. Commingling of District funds with funds in personal accounts, club accounts, or any other accounts is prohibited.
- N. All District bank accounts and funds are included in the District budget, including any accounts held at the Division, Area, and conference level.

5. District Budget

- A. The District Director, Program Quality Director, Club Growth Director, and District Finance Manager prepare the District budget between June 1 and August 31.
- B. Before signing, the District Finance Manager will send the proposed budget to WHQ for initial review. The District Director, Program Quality Director, Club Growth Director, and District Finance Manager must sign the reviewed District budget by September 30, certifying that they have participated in the preparation of the budget.
- C. Under Article XI, Section (a) of the District Administrative Bylaws, the District Executive Committee gives preliminary approval to the District budget. The District Director submits the budget to World Headquarters between September 1 and September 30.
- D. The District Director must distribute copies of the budget prior to the District Council meeting.
- E. By September 30, at the District Council meeting, the District Finance Manager or another member of the District Executive Committee presents the District budget for approval.
- F. A District's budget must align with the District Success Plan.
- G. District budget expenses shall be limited as follows:

Category of Expenses	Nature of Expenses	Limit (% of District Membership Dues Allocation)
Education and Training	Training club officers Training District, Division, and Area Directors Training club sponsors, mentors, and coaches Educational workshops	max. 15%
Marketing outside Toastmasters	Marketing the Toastmasters program outside the organization	min. 5%, max. 10% (may be exceeded with prior approval from the Chief Executive Officer)
Club Growth	Building new clubs Rebuilding clubs Membership growth Membership retention Club coaching	max. 15%
Public Relations	Internal and external communications Public relations within the District	max. 10%

Recognition	Acknowledge and honor District, Division, Area, club, and member achievement	max. 20%
Travel	Reimbursement of travel-related expenses incurred by members of the District Executive Committee, keynote speakers, and members in the course of their District-approved duties	max. 25% (may be exceeded with prior approval from the Chief Executive Officer)
Lodging	Reimbursement of lodging-related expenses incurred by members of the District Executive Committee, keynote speakers, and members in the course of their District-approved duties	max. 15%
Food and Meals	Any food items purchased, as approved by the District	max. 15%
Speech Contests	Expenses incurred in support of District-, Division-, and Area-level speech contests	max. 5%
Administration	Items related to the general upkeep of the District and facilitation of District officers' duties	max. 10%

The following items must necessarily break even or turn a profit (revenue earned must be equal to or greater than expenses incurred):

- Annual Conference
- District Store
- Fundraising

Any shortfall or deficit in these three items will be made up by the deduction of the loss from the following year's District Membership Dues Allocation, unless otherwise exempted by the Chief Executive Officer.

Districts may request a one-year increase in the maximum limit for the categories of travel and marketing outside Toastmasters. The Chief Executive Officer will only approve the request if it is determined that the increase is the best solution to support the District mission.

6. District Audit

- The Audit Committee's composition, functions, and deadlines are described in Article XI, Section (c) of the District Administrative Bylaws.
- Between July 1 and November 1, the District Director appoints a District Audit Committee prior to the mid-year audit.
- The mid-year audit accounts for all District financial transactions between July 1 and December 31. Between January 1 and January 31, the District Finance Manager provides documents and financial records for the mid-year audit

period to the District Audit Committee.

- D. The year-end audit accounts for all District financial transactions between July 1 and June 30. Between July 1 and August 15 of the new program year, the District Finance Manager provides documents and financial records for the year-end audit period to the District Audit Committee.
- E. The above-noted audit documents and financial records include:
 - I. The District Profit and Loss Statement, including all District income and expenses
 - II. All District bank statements and District reserve statements, including those held at the Division, Area, and conference levels
 - III. Statements of outstanding liabilities and obligations, accruals, and fixed assets
 - IV. Financial records and supporting documentation associated with District finances, including but not limited to cancelled checks, paid invoices, cash receipts, and disbursement journals.
- F. The District Audit Committee presents the mid-year audit report to the District Executive Committee by February 15. Once presented to the District Executive Committee, the mid-year audit report and financial records will be submitted by the District Audit Committee or District Finance Manager to World Headquarters by February 15. The District Audit Committee or the District Executive Committee then present the mid-year audit report at the District Council meeting, distributed four weeks prior to the meeting.
- G. The District Audit Committee presents the year-end audit report to the District Executive Committee by August 31. Once presented to the District Executive Committee, the year-end audit report and financial records will be submitted by the District Audit Committee or District Finance Manager to World Headquarters by August 31. By September 30, the District Audit Committee or District Executive Committee present the year-end audit report at the District Council meeting, distributed prior to the meeting.

7. Electronic Payments, Cash Advances, and Debit Cards

- A. Checks, debit cards, electronic funds transfers or similar forms of payment are used for District obligations.
- B. Debit cards may be used as a method of payment for District obligations. Only the District Director or District Finance Manager may use such cards. Payments made by the District Director must be authorized in advance in writing by the District Finance Manager and Program Quality Director or Club Growth Director. Payments made by the District Finance Manager must be authorized in advance in writing by the District Director and Program Quality Director or Club Growth Director.
- C. Where payment by check or debit card is not possible, electronic funds transfer or other similar forms of payments may be used. These types of transactions may only be conducted when approved in advance by the Chief Executive Officer.

- D. Cash advances for budgeted District expenses (limit \$100 USD) may be extended so that members need not spend personal funds on behalf of the District.

All advances must have prior written approval from the District Director and District Finance Manager, or Program Quality Director or Club Growth Director and District Finance Manager if the advance is for the District Director. Receipts must be submitted to the District Finance Manager and the advance reconciled within five (5) business days.

8. Other District Expenses

Toastmasters International's nonprofit, tax-exempt status depends upon devoting the organization's resources to its educational and charitable mission. Districts periodically incur non-routine expenses that must be appropriately managed to preserve this status.

Expenses that are essentially personal gifts must provide no more than "incidental private benefit" and must have a reasonable relationship to activities that directly support the mission. Examples are tokens of appreciation, expressions of sympathy and modest incentives. These items are appropriate if they promote goodwill and a positive atmosphere for the delivery of the Toastmasters program, but must never be lavish or excessive. **Cash and cash equivalents, including but not limited to non-Toastmasters gift certificates, gift cards, or any other stored-value products, are not permitted.**

The following examples are representative of non-routine expenses, but are not all-inclusive.

Category	Examples
Tokens of Appreciation	<ul style="list-style-type: none">• Thank You cards• Flowers up to \$25 USD• Toastmasters gift certificates• Toastmasters products• Gifts up to \$25 USD
Expressions of Sympathy	<ul style="list-style-type: none">• Sympathy cards• Flowers up to \$25 USD
Incentives	<ul style="list-style-type: none">• Toastmasters products• Toastmasters gift certificates• Registration (i.e. Conference, TLI)

Club and Membership Eligibility

1. Club Reinstatement

- A. Clubs inactive for one (1) full dues renewal period may be reinstated within the following dues renewal period. To do so, the club, or its individual members when verified by a club officer, pay all of the following in full:
 - I. Current renewal dues for a minimum of eight (8) individual members, at least three (3) of whom were individual members of the club immediately prior to its inactive status;
 - II. Any overdue account balance;
 - III. And one of the following fees or dues:
 - a. a reinstatement fee equal to the current individual semiannual dues amount multiplied by eight (8) to cover the missed period. By this method, membership of individual members begins the date of club reinstatement; continuous membership is lost.
 - b. dues for all individual members in the club during the previous reporting period. Membership of individual members continues from the dates they originally joined the club.
- B. Clubs inactive for two (2) or more full dues renewal periods are required to be chartered as new clubs, meeting all chartering requirements.

2. Members with Disabilities

- A. Various external laws apply to facilities and organizations regarding their responsibilities, if any, to provide accommodation to support the participation of persons with disabilities. If no public accommodation is involved, the laws may not apply.
- B. Toastmasters International and each of its subordinate units, including regions, Districts, Divisions, and Areas, shall comply with applicable laws regarding accommodations for persons with disabilities in the jurisdictions in which meetings or other functions are held.
- C. Since Toastmasters Member Clubs are separate legal entities, their legal obligations with respect to persons with disabilities may differ from the obligations of Toastmasters International, depending on national, state, or local regulations and the availability of facilities for meetings in their communities. It may not be reasonable, feasible, or possible to provide accommodation in every instance.
- D. Where disability laws apply, it is the responsibility of the highest-ranking officer at the level for which an event is planned (e.g., the District Director for a District, the Club President for a club) to determine what laws and regulations may apply regarding accommodations for persons with disabilities at the event facility.

- E. If the responsible person determines that an event facility must meet a certain standard of disability accommodation, a written guarantee shall be obtained from the facility owner or operator that the facility complies with that standard and holds Toastmasters International or the club harmless if the facility should violate that standard. If a claim or suit is subsequently brought against Toastmasters International or the club regarding disability accommodation at such event, defense of the claim or suit shall be tendered immediately to the facility owner or operator.
- F. In the case of practical limitations or unforeseen circumstances that could result in some obstacle, hindrance, or other difficulty for a person with a disability at an event, Toastmasters International cannot and does not promise full participation in its programs to persons who are not able to participate through their own efforts.

3. Online Attendance at Club Meetings

- A. Online attendance is defined as any member participating and interacting in a club meeting through the use of live audio and video conferencing tools utilizing an online platform.
 - I. Participants are not in the same physical location as the rest of the club members attending the in-person meeting.
 - II. Participants must be able to communicate with all other members in attendance at the in-person meeting.
 - III. Online participation in a club meeting does not include voice-only teleconferencing, recorded video, or recorded audio.
- B. Clubs that opt to allow online attendance at the regular in-person meeting must specify this in the Addendum of Standard Club Options.
- C. Each club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
- D. Each member participating in online club meetings will provide their own technology at their own expense if there is a fee for use.

4. Online Clubs

- A. Online clubs are defined as having ~~a majority of~~ members attending meetings through the use of live, online video-conferencing tools.
 - I. Each online club determines the type of online platform(s) to be used and must acquire it at the club's expense if there is a fee for use.
 - II. Each member participating in an online club will provide their own technology at their own expense if there is a fee for use.
 - III. Voice-only teleconferencing, recorded video, or recorded audio are not acceptable forms of attendance.

~~B. Online clubs must begin existence as newly chartered clubs. Existing clubs may not become online clubs, nor may online clubs change their status and become in-person clubs~~

~~C. Online clubs are undistricted.~~

~~D. Online clubs must self-identify as such in the Addendum of Standard Club Options.~~

5. Designating how Club Meetings are Conducted

- A. At the time of charter, a club must designate whether it will conduct meetings in person, online, or hybrid. Modifications to the designation require a majority vote of the active individual membership.**

6 5. Guest Participation at Club Meetings

- A. Participation in any meeting role at a club meeting is limited to individuals who are 18 years of age or older.
- B. By attending, guests agree to conduct themselves in an appropriate manner as described in Policy 3.0: Ethics and Conduct.
- C. Clubs may create club-level rules relating to guest attendance and participation. Such rules shall not contradict the governing documents of Toastmasters International. Examples include but are not limited to:
- I. Clubs may determine a limited number of meetings a guest may attend before being required to apply for membership.
 - II. Clubs may choose to restrict the attendance of guests who detract from the positive meeting environment.
 - III. Clubs may choose to restrict the attendance of guests who are under 18 years of age.

Intellectual Property

1. Trademarks

- A. Toastmasters International's trademarks are used to support and further its mission and support its programs.
- B. The following table itemizes who may use Toastmasters International's trademarks, the type of uses authorized and unauthorized, and the parties responsible for their use:

User	Authorized	Not Authorized	Responsible
Clubs, Areas, Divisions, and Districts	Stationery, business cards, bulletins, newsletters, electronic media, websites, social media , program covers, agendas, and similar items only if directly related to and focused on the mission	Articles such as trophies, ribbons, banners, certificates, clothing or other items, except by specific, prior written authorization from the Chief Executive Officer	Club President, District Director
Officer candidates at all levels	Stationery, business cards, mailings, electronic media, websites, social media , campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, and websites, and social media , solely to indicate the person's affiliation with a Member Club	Any personal newsletter, electronic media, bulletin, or similar item; articles such as trophies, ribbons, banners, certificates, clothing, or other items except by specific, prior written authorization from the Chief Executive Officer	Individual

2. Websites and Social Media

- A. Club, Area, Division, District, and region websites **and social media** should contain information useful to current and prospective members and officers including, but not limited to, event calendars, membership benefits, performance-motivating articles, newsletters, distinguished program goals and progress, dates of latest updates, a link to the Toastmasters International website (which is the primary source for club meeting times and locations). **Social media profiles should link to the official Toastmasters International profile on the same platform.**
- B. Each club website **and social media profile** should contain the club name, meeting time and location, a contact telephone number or email address, the club mission, and a link to the District website. **Club social media profiles should link to the District profile on the same platform.**

- I. Club websites **and social media** may not contain material irrelevant to achieving the mission of the club.
 - II. The Club President is the publisher of the club website **and owner of all club-related social media. The Club President is and** ultimately responsible for ~~its~~ **all** content **that appears on these platforms.**
- C. Each Area and Division website **and social media profile** may also contain listings of clubs within the Area or Division, membership-building tips for clubs, the club and District missions, and a link to the District website. **Area and Division social media profiles should link to the District profile on the same platform.**
- I. The District Director is ultimately responsible for the content of Area and Division websites **and social media** within the District.
 - II. Area and Division websites must either be part of the District website or published on a free or donated Web hosting site and linked to and from the District website.
 - III. Websites **and social media** must be transferred to the incoming District Director by July 1. If a website **or social media profile** cannot be transferred or the incoming District Director does not want to continue its use, the page must be removed.
- D. Each District website should also contain information such as how to organize new Toastmasters clubs; membership-building tips for clubs; a calendar with information about events such as training, District conferences, and the International Convention; the club and District missions; and links to Area and Division websites within the District. **District social media profiles may also contain this information.**
- I. District websites **and social media** may not contain material that is irrelevant to achieving the mission of the District.
 - II. The District Director is the publisher of the District website **and owner of all District-, Area-, and Division-related social media. The District Director is and** ultimately responsible for ~~its~~ **all** content **that appears on these platforms.**
- E. Region websites **and social media profiles** may also contain information such as articles and ideas to motivate the Districts' achievement of goals, links to District performance information on the Toastmasters International website, promotion of Toastmasters programs, the mission and vision of Toastmasters International, District and club missions, recognition for achievements or progress toward achievements of District goals, schedules and information about District visits, links to websites of Districts within the region, and District conference dates and locations.
- I. Region websites **and social media** may contain a list of Past International Presidents and Past International Directors showing only their home Districts and years of service.
 - II. The Region Advisor is the publisher of the region website **and owner of all region-related social media profiles. The Region Advisor is and** ultimately responsible for ~~its~~ **all** content **that appears on these platforms.**

- F. Officers at all levels shall not create office-related websites **or social media profiles** separate from those of their clubs, Areas, Divisions, Districts, or regions.
- G. Officers may reference their Toastmasters membership and position on a personal website **or social media profile**.
- H. All club, Area, Division, District, and region websites **and social media profiles** shall include a Toastmasters International trademark acknowledgement statement as published by Toastmasters International. As the trademark owner, Toastmasters International reserves the right to determine how trademarks are used on websites **and social media**.
- I. Toastmasters websites **and social media** may not include copyrighted information from Toastmasters International or any other source without the express written permission of the copyright owner.
- J. Clubs, Areas, Divisions, Districts, and regions may publish websites in donated space and acknowledge the donation on the website.
- K. Clubs and Districts may sell advertising space **on any website they operate** to offset costs and increase income.
- L. Regions may sell advertising space **on any website they operate** to offset costs.
- M. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover any such tax from the revenues thereby generated.
- N. Individual members may not receive any compensation to create, maintain, or host Toastmasters websites; however, normal and reasonable costs to maintain the site may be reimbursed by the club or District.
- ~~O. **A The following** disclaimer must be included on all Toastmasters websites **as follows**: "The information on this website is for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation and distribution of non-Toastmasters material or information."~~
- O. The following disclaimer must be included on all Toastmasters-related websites and social media pages: "Information, photos, and all other materials posted to this social media profile are for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation or distribution of non-Toastmasters material or information."**

3. Language and Translations

- A. English is the official business language of Toastmasters International. All club officers and District leaders must be proficient in English.
- B. Toastmasters supports additional languages by translating educational and marketing materials, as dictated by protocol, in the following languages:
 - I. Arabic
 - II. French
 - III. German

- IV. Japanese
- V. Korean
- VI. Portuguese
- VII. Simplified Chinese
- VIII. Spanish
- IX. Tamil
- X. Traditional Chinese

- C. Translation and distribution of any Toastmasters International material bearing Toastmasters trademarks or copyrights must be conducted and managed by World Headquarters.
- D. Permission to translate any additional Toastmasters materials shall be obtained in advance from the Chief Executive Officer.
- E. Permission to translate into a new language is granted on a case-by-case basis and based on the following factors:
 - I. When at least 20 chartered Member Clubs in good standing currently conduct their meetings primarily in the language being considered for translation and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may grant permission to translate promotional brochures, the *Competent Communication* manual, the *Competent Leadership* manual, at least two (2) *Advanced Communication* manuals and the Club Leadership Handbook.
 - II. When at least 35 chartered Member Clubs in good standing currently conduct their meetings primarily in that language and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may give permission to translate at least two (2) additional *Advanced Communication* manuals and select marketing material.
 - III. When 60 or more Member Clubs in good standing currently conduct their meetings primarily in that language, World Headquarters may give permission to translate the remaining *Advanced Communication* manuals, the *High Performance Leadership* program, and other materials.
 - IV. World Headquarters determines which materials have priority for translation.
- F. Members may request permission to translate existing Toastmasters materials into a supported language. Permission may be granted on a case-by-case basis under the following conditions:
 - I. Materials are translated, edited, and proofed by the member or by an individual or service designated by World Headquarters.
 - II. World Headquarters reviews all content to ensure accuracy and quality prior to distribution.
 - III. An Assignment Agreement must be completed to assign copyright of the translated material to Toastmasters International.
 - IV. World Headquarters reserves all rights to create and distribute all translated materials.

District Campaigns and Elections

1. Schedule

Date	Action
No later than November 1	District Director appoints District Leadership Committee (DLC) Chair.
No later than December 1	DLC members are recommended by the DLC Chair and approved by the District Director.
No Later than January 15	Call for candidate declarations.
Determined by the DLC Chair and announced to the members of the clubs in the District	Deadline for candidates to declare intent to run.
March 15 – June 1	District Council annual meetings occur (actual dates set by each District).
Six (6) weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four (4) weeks prior to the election date	DLC report and biographical forms are emailed to all members of the District Council and posted on the District website. Eligible floor candidates shall declare their intent to run in writing to the DLC Chair after the DLC report has been published and at least one (1) week prior to the annual District Council meeting.
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

2. District Leadership Committee

A. The District Leadership Committee (DLC) is defined and governed by Article XI, Section (b) of the District Administrative Bylaws.

B. Members of the DLC acknowledge and agree to the following guidelines:

- I. Abide by the timeline provided in Article XI of the District Administrative Bylaws.
- II. Identify and seek qualified candidates for each position.
- III. Commit to meet on a regular basis to conduct candidate assessments and to complete the selection process.

DLC meetings and deliberations are confidential and may not be attended by or shared with those who are not DLC members. A DLC candidate interview is attended only by the DLC members and the candidate.

- IV. Confirm that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.

- V. Ensure that there is a minimum of one (1) candidate each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.
- C. DLC composition:
- I. The District Director appoints a chair, who is a past District leader, preferably a Past District Director. The DLC Chair shall not hold any other District role (with the exception of the Immediate Past District Director) during the program year in which the report is presented.
 - II. Committee members are appointed by DLC Chair, subject to the approval of the District Director.
 - III. Each committee member and the DLC Chair must be an active and paid member.
 - IV. Each Division in the District must be equally represented on the committee.
 - V. A member of a club from a different District in the same region may be appointed to the DLC to provide outside perspective during deliberations. This member will not represent a Division.
 - VI. The District Director, Program Quality Director, and Club Growth Director shall not serve as members of the DLC.
 - VII. International Officer and Director candidates, Board Members and Region Advisors may not serve on the DLC.
 - VIII. All committee members must complete a Committee Member Agreement and submit it to the DLC Chair before the committee begins its work.
- D. DLC members serve one (1) year on the DLC and may be reappointed after a one-year absence from the committee.
- E. Communication may be by conference call, email, or other means when geographic distance and other factors impede in-person participation.
- F. DLC members shall not participate in any campaign or endorse any candidate for District office.
- G. No DLC member may be nominated or run from the floor for any District office for the program year following the election at which the committee's report is presented.
- H. DLC members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting or as soon as the conflict is identified. They must also abstain from the interviews, discussion, and voting regarding that candidate in the context of the

Committee.

3. Candidate Assessment and Selection

- A. Before candidate assessment begins, the DLC verifies that each candidate meets the qualifications listed in Article VII of the District Administrative Bylaws.
- B. The DLC interviews and evaluates all known candidates for each elected position. The DLC reviews, in detail, the duties of the position as defined in Article VIII of the District Administrative Bylaws with each candidate. Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The chair provides these documents to the DLC members.
- C. All candidates are interviewed by at least two (2) committee members jointly or individually. Candidates for the same position are interviewed by the same interviewers.
 - I. **If a DLC member resigns or is replaced after interviews have begun, candidates who have completed their interviews do not need to be interviewed again by the newly appointed DLC member in order to meet the requirement as defined under Section 3(C) of this protocol.**
- D. The DLC members, including the chair:
 - I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
 - II. Exercise independent judgment during the selection process.
 - III. Consider the experience, abilities, and qualifications of each candidate.
 - IV. Keep in mind the best interests of Toastmasters International, its Member Clubs, individual members and the District.
 - V. Discuss each candidate for each elective District office.
- E. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- F. Committee members cast their votes in written form, and the committee nominates a minimum of one (1) candidates each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.
- G. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- H. To be nominated, a candidate must receive a majority vote of the DLC.

- I. DLC deliberations and votes are confidential and may be shared only with the District Director, World Headquarters, and the Toastmasters International Board of Directors.

4. Nomination Results

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The DLC Chair or the District Director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.
- C. The District Director distributes the committee report and the Candidate Biographical Form for each candidate to the District Council.
- D. The DLC Chair or District Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.
- E. **The DLC report is incomplete if the DLC is unable to nominate the required number of candidates for any individual office(s). The nomination report is invalid if any other DLC requirement, process, or deadline is not complied with.**
- F. **If the DLC report is incomplete, qualified candidates may run from the floor for any position for which the DLC did not nominate the required number of candidates. Qualified candidates must notify the District Director seven (7) days prior of their intent to run from the floor. Any nominations made by the DLC are valid.**
- G. **If the DLC report is invalid, qualified candidates may run from the floor for all positions. Any nominations made by the DLC are invalid. The report may be presented to District Council members as an advisory report at the discretion of the District Executive Committee.**
- H. **Any protest related to the DLC report must be submitted to the District Director two (2) weeks prior to the elections.**
- ~~I.~~ It is recommended that the DLC Chair or designated committee member provide feedback to all candidates for leadership development.

5. Announcement of Candidacy

- A. Members, including current members of the District Executive Committee, may self-nominate for District office, be sought out by the DLC, or be nominated by an individual member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.
- C. To be nominated, elected or appointed, or run from the floor for any District officer position, candidates must:

- I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.
- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email, social media, and facsimile) unsolicited by the recipient that promotes or publicizes a candidate.
- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social media profiles, related to this campaign may be of the candidate only; no other persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites, and on social media profiles. Proof of written permission may be requested for review by the District Director.
- C. Unsolicited subscriptions to information by or about a candidate, such as a newsletter or blog, are not permitted.
- D. Communications by the District in connection with a candidate's presentation at a District conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The District Director provides contact information to nominated candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only District Council members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two (2) campaign communications. These communications may only be sent to members of the District Council:
 - I. The first communication may be sent between January 1 and March 15.
 - II. The second communication may be sent between the announcement of the DLC results and the District Council's annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No District or club social media sites or websites may be used to promote any individual candidate. District and club websites may list the nominated candidates.
- H. Candidates are prohibited from participating in Toastmasters-related

discussion groups on websites, including social media sites, for campaign purposes.

- I. District candidates may use the Toastmasters trademarks, including the logo and the names "Toastmasters" and "Toastmasters International," on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- K. At District conferences and District non-election meetings (such as Area and Division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidate Corner (if there is a Candidate Corner). Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- L. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- M. Candidates may not host hospitality suites at any District event or contribute to a District hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. Candidates may speak and give educational presentations at District conferences, at a time other than during the District Council's annual meeting, at the discretion of the District Director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the District Director.

III. Candidates shall not serve as speech contest officials.

- O. Candidates may not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- P. Advertisements in District publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for District office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other District publication.

7. Candidate Endorsements

- A. District Executive Committee members shall not take any action to endorse or officially support any candidate; however, District Executive Committee members who are running for District office may campaign on their own behalf.

- B. International Officer and Director candidates, members of the Toastmasters International Board of Directors and Region Advisors may not take any action to endorse or support any candidate for District office.
- C. All candidates must obtain written permission for any endorsements (i.e. quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the District Director.

8. Campaign Violations

- A. All actions by individual members must comply with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct.
- B. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies. Candidates acknowledge that violation of Policies and Protocols may result in consequences.
 - I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).
 - a. The violation is reported to the District Director, who investigates the matter. If the District Director cannot resolve the matter, it is turned over to the District Executive Committee.
 - b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.
 - II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future District Executive Committee action in exchange for votes).
 - a. The violation is reported to the District Director who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the District's website as determined by the District Executive Committee.
 - 2. A letter of censure may be issued to the candidate by the District Executive Committee.
 - III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters Bylaws, Policy or Protocol).

- a. A violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. Any or all penalties for level-two violations.
 - 2. Request that a candidate withdraw from candidacy.
 - 3. Engage in further discipline following the processes outlined in Protocol 3.0.
- C. Discipline, related to campaign violations, that is administered by the District Executive Committee may be appealed to the District Council. The District Council's decision is final. Such decisions may not be appealed to the Toastmasters International Board of Directors or World Headquarters. However, the Board of Directors may, on its own initiative, review the District's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs or individual members.
- D. After the nominations are published, any proven candidate Policy violations must be shared with the District Leadership Committee Chair. Such violations may be disclosed at the District Council's annual meeting by the DLC chair or District Director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidate Showcase

- A. At the District conference, it is recommended that a Candidate Showcase occur before the District Council's annual meeting.
- B. Prior to the District conference, the District Director appoints members to serve as chair and co-chair of the Candidate Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the District mission.
- D. The presentation schedule, with the names of all nominated candidates and known floor candidates for District office, is prepared by the District Administration Manager. **The showcase begins with all candidates for the office of District Director, in alphabetical order by surname, and then proceeds to subsequent offices in order.**
- E. There is no census or poll taken of the delegates at a Candidate Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the District Administrative Bylaws, Article X, Sections (d) and (e).

- B. The District Director sends a credential or proxy form to each Club President and Vice President Education 30 days before a District Council annual meeting in the District newsletter or in a separate mailing.
- C. Prior to the District Council annual meeting, the District Director appoints a Credentials Chair to supervise the credentials, voting, and ballot counting processes. The Credentials Chair may select members to form a Credentials Committee.
- D. The Credentials Chair is, when practicable, a Past District Director.
- E. The Credentials Chair obtains a list of paid clubs and a list of current District Council members (Club Presidents, Vice Presidents Education, and District officers eligible to vote). The Credentials Chair ensures that ballots are only issued to current District Council members or their authorized proxyholders and are signed for upon distribution.
- F. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- G. The Credentials Committee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The District Director or a person designated by the District Director explains the election rules and procedures to the delegates.
- B. The DLC Chair shall present the committee's report. In the chair's absence, the District Director designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of District Director, Program Quality Director, Club Growth Director and Division Directors. The Area Directors, District Public Relations Manager, District Administration Manager, and District Finance Manager are also announced if elected.
- C. If any proven level-two or -three Policy violation(s) by a candidate have occurred, according to Section 8 of this Protocol, the District Executive Committee may disclose that violation and its consequences prior to the election.
- D. For each office, the District Director inquires whether there are additional nominations from the floor.
 - I. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director who have completed the evaluation process conducted by the DLC are eligible to run from the floor at the annual District Council meeting, according to Article VII,

Section (e) of the District Administrative Bylaws. **All eligible floor candidates must declare their intent to run to the District Director at least seven (7) days prior to the elections.**

- II. If the DLC report is invalid, candidates for District Director, Program Quality Director, Club Growth Director, and Division Director may be nominated as floor candidates without going through the DLC evaluation process.
- III. Floor candidates must be nominated by a member of the District Council or their proxyholder. Floor candidates may self-nominate when they are a member of the District Council or a proxyholder.
- IV. Floor candidates or, in their absence, their representatives state their eligibility qualifications.
- V. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director must **declare their intent to run to the District Director and** sign the Officer Agreement and Release Statement **at least seven (7) days** prior to the election. Only the Officer Agreement and Release Statements of those elected are sent to World Headquarters.
- VI. The District Director may declare any proven level-two or -three Policy violations by floor candidates to the District Council.
- VII. When nominations are complete, the District Director declares the nominations for that office closed.
- E. After nominations are closed, candidate speeches are given. Candidates speak on their own behalves. If a candidate is not present, an authorized representative may speak for the candidate. If there is only one (1) candidate nominated, no speech is given.
- F. A candidate's representative may not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
- G. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by Article X, Section (e) of the District Administrative Bylaws.
- H. After nominations for an office are closed, if there is only one (1) candidate for the office, the District Director may entertain a motion to dispense with the secret ballot for the uncontested office **and** ~~or~~ instruct the District Administration Manager to cast a single ballot for the candidate.
- I. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- J. Each election is completed and the winner announced before moving to the

subsequent election.

- K. Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices.
- L. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots. Prior to the second ballot, the nominee having the lowest vote on the first ballot and any nominee receiving less than 10% of the votes cast shall be dropped, and on such succeeding ballots the same procedure shall be followed until a nominee has received a majority of all votes cast. In case of a tie between two (2) remaining nominees, the election shall be decided by lot.
- M. Upon adjournment of the District Council's annual meeting, all election results are final. Results of the election must be displayed on the District website and may also be announced in other public forums as soon as possible following adjournment of the meeting.
- N. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the District Director or District Credentials Chair, as necessary, and immediately thereafter destroyed by the District Director or District Credentials Chair.

District Campaigns and Elections

1. Schedule

Date	Action
No later than November 1	District Director appoints District Leadership Committee (DLC) Chair.
No later than December 1	DLC members are recommended by the DLC Chair and approved by the District Director.
No Later than January 15	Call for candidate declarations.
Determined by the DLC Chair and announced to the members of the clubs in the District	Deadline for candidates to declare intent to run.
March 15 – June 1	District Council annual meetings occur (actual dates set by each District).
Six (6) weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four (4) weeks prior to the election date	DLC report and biographical forms are emailed to all members of the District Council and posted on the District website. Eligible floor candidates shall declare their intent to run in writing to the DLC Chair after the DLC report has been published and at least one (1) week prior to the annual District Council meeting.
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

2. District Leadership Committee

A. The District Leadership Committee (DLC) is defined and governed by Article XI, Section (b) of the District Administrative Bylaws.

B. Members of the DLC acknowledge and agree to the following guidelines:

- I. Abide by the timeline provided in Article XI of the District Administrative Bylaws.
- II. Identify and seek qualified candidates for each position.
- III. Commit to meet on a regular basis to conduct candidate assessments and to complete the selection process.

DLC meetings and deliberations are confidential and may not be attended by or shared with those who are not DLC members. A DLC candidate interview is attended only by the DLC members and the candidate.

- IV. Confirm that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.

- V. Ensure that there is a minimum of one (1) candidate each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.
- C. DLC composition:
 - I. The District Director appoints a chair, who is a past District leader, preferably a Past District Director. The DLC Chair shall not hold any other District role (with the exception of the Immediate Past District Director) during the program year in which the report is presented.
 - II. Committee members are appointed by DLC Chair, subject to the approval of the District Director.
 - III. Each committee member and the DLC Chair must be an active and paid member.
 - IV. Each Division in the District must be equally represented on the committee.
 - V. A member ~~of a club~~ from a different District in the same region may be appointed to the DLC **by the District Director, in order as a voting member or non-voting member, to provide outside perspective and to enhance the DLC process** during deliberations. This member will not represent a Division.
 - VI. The District Director, Program Quality Director, and Club Growth Director shall not serve as members of the DLC.
 - VII. International Officer and Director candidates, Board Members and Region Advisors may not serve on the DLC.
 - VIII. All committee members must complete a Committee Member Agreement and submit it to the DLC Chair before the committee begins its work.
- D. DLC members serve one (1) year on the DLC and may be reappointed after a one-year absence from the committee.
- E. Communication may be by conference call, email, or other means when geographic distance and other factors impede in-person participation.
- F. DLC members shall not participate in any campaign or endorse any candidate for District office.
- G. No DLC member may be nominated or run from the floor for any District office for the program year following the election at which the committee's report is presented.
- H. DLC members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting or

as soon as the conflict is identified. They must also abstain from the interviews, discussion, and voting regarding that candidate in the context of the Committee.

3. Candidate Assessment and Selection

- A. Before candidate assessment begins, the DLC verifies that each candidate meets the qualifications listed in Article VII of the District Administrative Bylaws.
- B. The DLC interviews and evaluates all known candidates for each elected position. The DLC reviews, in detail, the duties of the position as defined in Article VIII of the District Administrative Bylaws with each candidate. Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The chair provides these documents to the DLC members.
- C. All candidates are interviewed by at least two (2) committee members jointly or individually. Candidates for the same position are interviewed by the same interviewers **except for the Division Director position.**
 - I. Candidates for the same Division Director position (i.e., Division A, Division B, etc.) are interviewed by the same interviewers.**
 - II. Division Director candidates who have completed the DLC interview process for any Division(s) are eligible as a floor candidate and may run for any Division Director position.**
 - III. If a DLC member resigns or is replaced after interviews have begun, candidates who have completed their interviews do not need to be interviewed again by the newly appointed DLC member in order to meet the requirement as defined under Section 3.C. of this protocol.**
- D. The DLC members, including the chair:
 - I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
 - II. Exercise independent judgment during the selection process.
 - III. Consider the experience, abilities, and qualifications of each candidate.
 - IV. Keep in mind the best interests of Toastmasters International, its Member Clubs, individual members and the District.
 - V. Discuss each candidate for each elective District office.
- E. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- F. Committee members cast their votes in written form, and the committee nominates a minimum of one (1) candidates each for the offices of District

Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.

- G. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- H. To be nominated, a candidate must receive a majority vote of the DLC.
- I. DLC deliberations and votes are confidential and may be shared only with the District Director, World Headquarters, and the Toastmasters International Board of Directors.

4. Nomination Results

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The DLC Chair or the District Director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.
- C. The District Director distributes the committee report and the Candidate Biographical Form for each candidate to the District Council.
- D. The DLC Chair or District Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.
- E. The DLC report is incomplete if the DLC is unable to nominate the required number of candidates for any individual office(s). The nomination report is invalid if any other DLC requirement, process, or deadline is not complied with.
- F. If the DLC report is incomplete, qualified candidates may run from the floor for any position for which the DLC did not nominate the required number of candidates. Qualified candidates must notify the District Director seven (7) days prior of their intent to run from the floor. Any nominations made by the DLC are valid.
- G. If the DLC report is invalid, qualified candidates may run from the floor for all positions. Any nominations made by the DLC are invalid. The report may be presented to District Council members as an advisory report at the discretion of the District Executive Committee.
- H. Any protest related to the DLC report must be submitted to the District Director two (2) weeks prior to the elections.
- I. It is recommended that the DLC Chair or designated committee member provide feedback to all candidates for leadership development.

5. Announcement of Candidacy

- A. Members, including current members of the District Executive Committee, may self-nominate for District office, be sought out by the DLC, or be nominated by an individual member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.
- C. To be nominated, elected or appointed, or run from the floor for any District officer position, candidates must:
 - I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.
- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email, social media, and facsimile) unsolicited by the recipient that promotes or publicizes a candidate.
- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social media profiles, related to this campaign may be of the candidate only; no other persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites, and on social media profiles. Proof of written permission may be requested for review by the District Director.
- C. Unsolicited subscriptions to information by or about a candidate, such as a newsletter or blog, are not permitted.
- D. Communications by the District in connection with a candidate's presentation at a District conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The District Director provides contact information to **declared nominated** candidates ~~and floor candidates~~ only after receiving their Officer Agreement and Release Statement.
 - I. Only District Council members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two (2) campaign communications. These communications may only be sent to members of the District Council:

- I. The first communication may be sent **between January 1 and two (2) weeks prior to the District Council's annual meeting.**
 - II. The second communication may be sent **betweentwo (2) weeks prior to and no later than the date ofthe announcement of the DLC results** ~~and~~ the District Council's annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No District or club social media sites or websites may be used to promote any individual candidate. District and club websites may list the nominated candidates.
- H. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- I. District candidates may use the Toastmasters trademarks, including the logo and the names "Toastmasters" and "Toastmasters International," on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- K. At District conferences and District non-election meetings (such as Area and Division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidate Corner (if there is a Candidate Corner). Candidates or their representatives are responsible for the delivery, set-up, and removal of materials.
- L. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- M. Candidates may not host hospitality suites at any District event or contribute to a District hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. Candidates may speak and give educational presentations at District conferences, at a time other than during the District Council's annual meeting, at the discretion of the District Director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the District Director.
- III. Candidates shall not serve as speech contest officials.**
- O. Candidates may not present campaign speeches at any District non-election meeting, or campaign at any club meetings.

- P. Advertisements in District publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for District office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other District publication.

7. Candidate Endorsements

- A. District Executive Committee members shall not take any action to endorse or officially support any candidate; however, District Executive Committee members who are running for District office may campaign on their own behalf.
- B. International Officer and Director candidates, members of the Toastmasters International Board of Directors and Region Advisors may not take any action to endorse or support any candidate for District office.
- C. All candidates must obtain written permission for any endorsements (i.e. quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the District Director.

8. Campaign Violations

- A. All actions by individual members must comply with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct.
- B. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies. Candidates acknowledge that violation of Policies and Protocols may result in consequences.
 - I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).
 - a. The violation is reported to the District Director, who investigates the matter. If the District Director cannot resolve the matter, it is turned over to the District Executive Committee.
 - b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.
 - II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future District Executive Committee action in exchange for votes, **or in violation of Policy 3.0, Section 6.D.**).
 - a. The violation is reported to the District Director **no later than 72 hours before the election.** **The District Director** ~~who~~ investigates the matter or assigns the investigation to the District Executive Committee.

- b. **The District Director may, at their discretion, investigate violations that occur later than 72 hours prior to the election.**
- c b. The District Executive Committee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the District's website as determined by the District Executive Committee.
 - 2. A letter of censure may be issued to the candidate by the District Executive Committee.
- III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters Bylaws, Policy or Protocol).
 - a. **TheA** violation is reported to the District Director **no later than 72 hours before the election.**; **The District Director** ~~who~~ investigates the matter or assigns the investigation to the District Executive Committee.
 - b. **The District Director may, at their discretion, investigate violations that occur later than 72 hours prior to the election.**
- c b. The District Executive Committee may enact these penalties:
 - 1. Any or all penalties for level-two violations.
 - 2. Request that a candidate withdraw from candidacy.
 - 3. Engage in further discipline following the processes outlined in Protocol 3.0.
- C. Discipline, related to campaign violations, that is administered by the District Executive Committee may be appealed to the District Council. The District Council's decision is final. Such decisions may not be appealed to the Toastmasters International Board of Directors or World Headquarters. However, the Board of Directors may, on its own initiative, review the District's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs or individual members.
- D. After the nominations are published, any proven candidate Policy violations must be shared with the District Leadership Committee Chair. Such violations may be disclosed at the District Council's annual meeting by the DLC chair or District Director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidate Showcase

- A. At the District conference, it is recommended that a Candidate Showcase occur before the District Council's annual meeting.
- B. Prior to the District conference, the District Director appoints members to serve as chair and co-chair of the Candidate Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the District mission.
- D. The presentation schedule, with the names of all nominated candidates and known floor candidates for District office, is prepared by the District Administration Manager. **The showcase begins with all candidates for the office of District Director, in alphabetical order by surname, and then proceeds to subsequent offices in order.**
- E. There is no census or poll taken of the delegates at a Candidate Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the District Administrative Bylaws, Article X, Sections (d) and (e).
- B. The District Director sends a credential or proxy form to each Club President and Vice President Education 30 days before a District Council annual meeting in the District newsletter or in a separate mailing.
- C. Prior to the District Council annual meeting, the District Director appoints a Credentials Chair to supervise the credentials, voting, and ballot counting processes. The Credentials Chair may select members to form a Credentials Committee.
- D. The Credentials Chair is, when practicable, a Past District Director.
- E. The Credentials Chair obtains a list of paid clubs and a list of current District Council members (Club Presidents, Vice Presidents Education, and District officers eligible to vote). The Credentials Chair ensures that ballots are only issued to current District Council members or their authorized proxyholders and are signed for upon distribution.
- F. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- G. The Credentials Committee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The District Director or a person designated by the District Director explains

the election rules and procedures to the delegates.

- B. The DLC Chair shall present the committee's report. In the chair's absence, the District Director designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of District Director, Program Quality Director, Club Growth Director and Division Directors. The Area Directors, District Public Relations Manager, District Administration Manager, and District Finance Manager are also announced if elected.
- C. If any proven level-two or -three Policy violation(s) by a candidate have occurred, according to Section 8 of this Protocol, the District Executive Committee may disclose that violation and its consequences prior to the election.
- D. For each office, the District Director inquires whether there are additional nominations from the floor.
 - I. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director who have completed the evaluation process conducted by the DLC are eligible to run from the floor at the annual District Council meeting, according to Article VII, Section (e) of the District Administrative Bylaws. **All eligible floor candidates must declare their intent to run to the District Director at least seven (7) days prior to the elections.**
 - II. If the DLC report is invalid, candidates for District Director, Program Quality Director, Club Growth Director, and Division Director may be nominated as floor candidates without going through the DLC evaluation process.
 - III. Floor candidates must be nominated by a member of the District Council or their proxyholder. Floor candidates may self-nominate when they are a member of the District Council or a proxyholder.
 - IV. Floor candidates or, in their absence, their representatives state their eligibility qualifications.
 - V. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director must **declare their intent to run to the District Director and** sign the Officer Agreement and Release Statement **at least seven (7) days** prior to the elections. Only the Officer Agreement and Release Statements of those elected are sent to World Headquarters.
 - VI. The District Director may declare any proven level-two or -three Policy violations by floor candidates to the District Council.
 - VII. When nominations are complete, the District Director declares the nominations for that office closed.

- E. After nominations are closed, candidate speeches are given. Candidates speak on their own behalves. If a candidate is not present, an authorized representative may speak for the candidate. **Candidate speeches shall not contain negative information about other candidates.** If there is only one (1) candidate nominated, no speech is given.
- F. A candidate's representative may not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
- G. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by Article X, Section (e) of the District Administrative Bylaws.
- H. After nominations for an office are closed, if there is only one (1) candidate for the office, the District Director may entertain a motion to dispense with the secret ballot for the uncontested office **and** ~~or~~ instruct the District Administration Manager to cast a single ballot for the candidate.
- I. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- J. Each election is completed and the winner announced before moving to the subsequent election.
- K. Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices **as follows:-**
 - I. Candidates must have completed the DLC interview process for each office.**
 - II. Candidates must have declared their intent to run at least seven (7) days prior to the elections, for each office.**
 - III. Upon approval of a new Division or new Divisions, candidates who have gone through the DLC interview process, for any Division, are eligible to run from the floor for the new Division or Divisions.**
- L. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots. Prior to the second ballot, the nominee having the lowest vote on the first ballot and any nominee receiving less than 10% of the votes cast shall be dropped, and on such succeeding ballots the same procedure shall be followed until a nominee has received a majority of all votes cast. In case of a tie between two (2) remaining nominees, the election shall be decided by lot.
- M. Upon adjournment of the District Council's annual meeting, all election results are final. Results of the election must be displayed on the District website and

Blue – August 2020 approved modifications

Red – September 2020 proposed modifications

may also be announced in other public forums as soon as possible following adjournment of the meeting.

- N. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the District Director or District Credentials Chair, as necessary, and immediately thereafter destroyed by the District Director or District Credentials Chair.

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 Member 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 (4) to six (6) clubs; however, an Area may consist of three (3) 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 (6) clubs on July 1.
 - III. Advanced clubs may not be segregated into Areas.
 - IV. Areas may be segregated by language, subject to the approval of the District Council.
 - V. Districts assign clubs to Areas based upon:
 - a. Geographic proximity to other clubs
 - b. The ability of an Area Director to effectively provide service, **without requiring the clubs to change how meetings are conducted to accommodate an Area Director visit**
 - 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 (3) 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 (5) years and the evidence of potential of at least 20 clubs therein for eventual District status.
- C. Once granted Territorial Council status by the Board, a Territorial Council is entitled to:
 - I. Administrative support from World Headquarters
 - II. A District number, which is the next sequential District number available, and assignment to a region
 - III. Participate in the Distinguished District Program
 - IV. A District reserve account and applicable membership dues income
 - V. Travel reimbursement to official District leader training provided by World Headquarters
- D. As stated in Article I: Authority and Title, of the District Administrative Bylaws, all policies and protocols governing Districts shall apply to Territorial Councils, unless otherwise directed by the Board in the best interests of the council. The clubs within a Territorial Council organize an operating structure, electing such officers, similar to Districts, to coordinate and guide club growth and support programs. Elected officers of the council may be re-elected to succeed themselves for one (1) term.
- E. The Territorial Council may plan and conduct training sessions, educational programs, speech contests, and other growth-oriented activities.
- F. Individual members of clubs in a Territorial Council may participate in the Video Speech Contest.
- G. 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.
- H. 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.

- I. Each year, the Board reviews the progress of Territorial Councils. If, after three (3) 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 (2) 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; 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. A Past Provisional District Director is eligible to be nominated for election to the Board.
- E. Within three (3) 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. 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. When a Provisional District reaches 60 or more clubs in good standing, it may apply to the Board for District status.
- H. Before becoming eligible for full District status, each newly created Provisional District is required to be in operation for a minimum of nine (9) 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. 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 (3) 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.
- 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, such as rivers, mountains, proximity of clubs to one another, and international borders, 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 (2) years prior to reformation, the District elects two (2) Club Growth Directors, one (1) Program Quality Director and a District Director. One (1) year prior to reformation, the District elects two (2) Club Growth Directors, two (2) Program Quality Directors and one (1) District Director. In cases when two (2) or more Districts jointly reform or when one (1) District reforms into more than two (2) 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 (3) 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.

District Events

1. District Events

- A. All District events, including but not limited to District conferences, club officer training, District leader training and District Council meetings, must not be held jointly with any other District.

2. Training

- A. All District-sponsored officer training incorporates the core content of the training programs for District leaders and club officers provided by Toastmasters International.
- B. Training events are included as part of the District calendar and published in District communications, including District newsletters and websites.
- C. If unable to attend training in their home District, a club officer may get credit for training in another District. An attending club officer is responsible for notifying both Districts.

3. Area and Division Director Training

- A. It is recommended that initial Area and Division Director training be held before the program year begins. If this is not possible, training must occur no later than September 30.
- B. The mandatory minimum duration of initial Area and Division Director training is four (4) hours.
- C. Area and Division Directors should **participate in training provided by the District in which they are serving.** ~~be trained together in a central location; however, geographically large~~ Districts may train Area Directors by Division or by Divisions grouped together. Further, at the discretion of the District Director, training may be conducted online through use of live audio and video conferencing tools utilizing an online platform if:
 - I. The cost of travel to attend training is higher than half the cost of semi-annual dues.
 - II. The distance for two (2) or more Area or Division Directors to meet in a central location is greater than 60 miles/100 kilometers.
 - III. Travel time to a central location is greater than two (2) hours round trip.
 - IV. Travel conditions place the safety of the Area and Division Directors at risk.

V. There are remote District leaders.

- D. Additional training for Division and Area Directors shall be conducted throughout the year. Such training must focus on topics that support the achievement of the District and club mission:
 - I. Supporting all clubs in achieving excellence
 - II. Effective club visits
 - III. Techniques for creating new club opportunities and building new clubs
 - IV. Success plan status review
 - V. Individual leadership development topics such as time management, conflict resolution, delegation and leadership opportunities
 - VI. Conducting effective Area and Division Council meetings to reinforce club support
 - VII. Succession planning
- E. Such additional training of Division and Area Directors may include other elected and appointed District leaders and is conducted at Division or District meetings.

4. Club Officer Training

- A. Districts train club officers a minimum of twice yearly: between June 1 and August 31 and between November 1 and February 28 (or February 29 in leap years).
- B. The Toastmasters Leadership Institute (TLI) is the recommended method of club officer training. If the District chooses this format, it must conform to the guidelines published by Toastmasters International. The terms “university” and “college” shall not be used.
- C. All District events are training opportunities. As part of District leader and club officer training, Districts may include educational sessions on communication and leadership for all members. District funds shall not be used to subsidize separate sessions for non-officers.
- D. Districts do not create any educational awards, including degrees, diplomas, or certifications.
- E. Districts only conduct training sessions focused on the training of club officers or District leaders and the achievement of the club or District mission.
- F. Districts do not compete with for-profit enterprises that deliver training programs. District-sponsored training is available only to members and their guests. These events are not open to the general public nor used as fundraising events.

5. District Executive Committee Meetings

- A. The District Executive Committee ensures that District leaders work to achieve the District mission.

- B. The composition and duties of the District Executive Committee are defined and described in Article XI, Section (a) of the District Administrative Bylaws.
- C. The District Executive Committee reviews and approves the District Success Plan; approves the budget and oversees the financial operation of the District; recommends the assignment of clubs to Areas and Divisions; reviews recommendations and reports of District committees, including those of the Audit Committee; and performs any duties assigned by the District Council.
- D. The District Executive Committee meets at least four (4) times each year. One (1) meeting shall be conducted in-person. Additional meetings are conducted in-person or online. **Online participation options must be made available for remote District leaders, if needed.**
- E. Online meetings occur as recommended by the District Director and agreed upon by a majority of the committee. Any agenda item that requires the District Executive Committee to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the District website four (4) weeks in advance of the vote opening.
 - II. The District posts the proposed agenda item at least 14 days in advance of the vote.
- F. District Executive Committee meeting information is included in the District calendar and in other District communications.
- G. Only those who have business before the District Executive Committee and have been invited by the District Director attend District Executive Committee meetings.
- H. Any training at District Executive Committee meetings focuses on achieving the District mission.
- I. At District Executive Committee meetings, unless noted, the following business is conducted:
 - I. The District mission is reviewed.
 - II. Roll call is taken, and a quorum is certified.
 - III. The District budget is prepared prior to the budget submittal deadline; copies of the budget are provided at or before the meeting.
 - IV. The Audit Committee's report is presented to the District Executive Committee prior to each District Council meeting; copies of the audit are provided at or before the meeting. The Audit Committee is governed by Article XI, Section (c) of the District Administrative Bylaws.
 - V. The Profit and Loss Statement is presented; copies of the report are provided at or before the meeting.

- VI. At the meeting prior to the District Council's annual meeting, the alignment of clubs into Areas and Divisions is recommended.
- VII. The District Director's recommendations to fill any vacancies in office are approved.
- VIII. The District Director, Program Quality Director, Club Growth Director, Division Directors, and Area Directors report on the District Success Plan and Distinguished program progress.

6. District Council Meetings

- A. The District Council is defined and described in Article XII, Section 3(c) of the Bylaws of Toastmasters International and in Article IX of the District Administrative Bylaws.
- B. District Council meetings are governed by Article XII, Section 3(c) of the Bylaws of Toastmasters International and by Article X of the District Administrative Bylaws.
- C. The District Council's annual meeting in which the elections take place is conducted in person, **unless otherwise directed by the Board of Directors**. Other meetings of the District Council, including special meetings, are conducted online.
- D. Online meetings occur as recommended by the District Director and agreed upon by a majority of the District Executive Committee. Any agenda item that requires the District Council to vote must adhere to the following process:
 - I. Notice of the electronic vote is posted to the District website four (4) weeks in advance of the vote opening.
 - II. The District posts the proposed agenda item at least 14 days in advance of the vote.
 - III. The District posts the proposed budget at least 14 days in advance of the vote.
 - IV. The District posts information about proposed appointees at least 14 days in advance of the vote.
- E. District committee chairs and others, whose participation the council requires, may attend. **At the discretion of the District Director, an option for online participation for non-voting individuals may be provided.**
- ~~F~~ **G.** Members, who are not voting members of the council or their proxyholders, may attend the meeting but do not participate in council deliberations.
- ~~F~~ **G.** At District Council meetings, unless noted, the following business is conducted:
 - I. The District mission is reviewed.

- II. The Credentials Committee report is presented.
- III. The Audit Committee report is presented.
- IV. The District budget is adopted at the first District Council meeting.
- V. The Profit and Loss Statement is presented.
- VI. Appointed officers are confirmed at the first District Council meeting.
- VII. The District Executive Committee's action to fill any vacancies in District office is confirmed.
- VIII. The assignment of clubs to Areas and Divisions for the following year is adopted at the District Council annual meeting.
- IX. The District Leadership Committee report is presented at the District council annual meeting.
- X. Nominations from the floor are taken, and election of District officers is conducted at the District Council annual meeting.
- XI. The District Director, Program Quality Director, Club Growth Director, Immediate Past District Director, and District Public Relations Manager report on progress toward District goals.

7. Division Council Meetings

- A. The Division Council manages Division activities; facilitates the achievement of club, Area, Division, and District goals; and helps with administrative activities, such as Division contests, meetings, and training.
- B. The Division Council meets at least twice each year. Meetings are conducted in-person **or online** ~~when practicable~~. The Division Director notifies attendees at least four (4) weeks before each meeting.
- C. Council members are the Division Director, Assistant Division Director Program Quality, Assistant Division Director Club Growth, and Area Directors within the Division.
- D. Unless noted, the following business is conducted at Division Council meetings:
 - I. Area Success Plan and progress in the Distinguished Area Program are presented.
 - II. Club Success Plan and progress in the Distinguished Club Program are presented.
 - III. The club officer training attendance report is presented.

- IV. Plans for Division events, such as training and speech contests, are made.

8. Area Council Meetings

- A. The Area Council manages Area activities and supports each club in the Area in fulfilling the club mission.
- B. The Area Council meets at least twice each year. Meetings are conducted in-person ~~or online when practicable~~. The Area Director notifies attendees at least four (4) weeks before each meeting.
- C. Council members include the Area Director, Assistant Area Director Program Quality, Assistant Area Director Club Growth, Area Secretary, Club Presidents within the Area, Club Vice Presidents Education within the Area, and Club Vice Presidents Membership within the Area.
- D. Unless noted, the following business is conducted at Area Council meetings:
 - I. Club Success Plan and progress in the Distinguished Club Program are presented.
 - II. Club officer training attendance reports are presented.
 - III. Plans for Area events, such as training and speech contests, are made.
 - IV. In accordance with the District Council's decision to elect or appoint Area Directors as specified in the District Administrative Bylaws, Article VII, Section C, evaluate and assess Area Director candidates in order to either:
 - a. Provide one (1) or more appointment recommendations to the District Director no later than a date recommended by the District Director and approved by the District Executive Committee. That date will be announced in the District's annual call for nominations. The recommendations are subject to alignment changes by the District Council, or
 - b. Elect the following year's Area Director and provide the results of the election to the District Director no later than a date recommended by the District Director and approved by the District Executive Committee. That date will be announced in the District's annual call for nominations. The elections are subject to alignment changes by the District Council.

9. Annual District Conferences

- A. The purpose of the annual District conference is to provide communication and leadership training opportunities toward achieving the club and District missions and to hold the ~~in-person~~ District Council meeting. The annual conference is established in Article XII, Section 4 of the Bylaws of Toastmasters International and further defined in Article X, Section (a) of the District Administrative Bylaws.

- B. District conference information is included in the District calendar and in other District communications.
- C. The following events occur at the annual District conference:
 - I. The ~~in-person~~ District Council meeting. Voting members or their proxyholders, **where appropriate (District Administrative Bylaws, Article X [d])**, are required to attend the annual District Council meeting.
 - II. The International Speech Contest and any other District-level speech contests. These District-level contests may only take place at this event.
 - III. Educational sessions that focus on achieving the club and District missions.

10. District Leader Training

- A. District Directors, Program Quality Directors, and Club Growth Directors have training opportunities from World Headquarters: ongoing e-learning sessions, August District Leader Training at the International Convention, and Mid-year District Leader Training.
- B. The Chief Executive Officer establishes the training schedules, determines and coordinates training sites, assigns Districts, and develops and implements training programs.
- C. Region Advisors attend the ~~in-person~~ trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

District Campaigns and Elections

1. Schedule

Date	Action
No later than November 1	District Director appoints District Leadership Committee (DLC) Chair.
No later than December 1	DLC members are recommended by the DLC Chair and approved by the District Director.
No Later than January 15	Call for candidate declarations.
Determined by the DLC Chair and announced to the members of the clubs in the District	Deadline for candidates to declare intent to run.
March 15 – June 1	District Council annual meetings occur (actual dates set by each District).
Six (6) weeks prior to the election date	DLC notifies District Director of nominated candidates.
Four (4) weeks prior to the election date	DLC report and biographical forms are emailed to all members of the District Council and posted on the District website. Eligible floor candidates shall declare their intent to run in writing to the DLC Chair after the DLC report has been published and at least one (1) week prior to the annual District Council meeting.
July 15	Deadline to submit Officer Agreement and Release Statements and District Leader rosters to World Headquarters.

2. District Leadership Committee

A. The District Leadership Committee (DLC) is defined and governed by Article XI, Section (b) of the District Administrative Bylaws.

B. Members of the DLC acknowledge and agree to the following guidelines:

- I. Abide by the timeline provided in Article XI of the District Administrative Bylaws.
- II. Identify and seek qualified candidates for each position.
- III. Commit to meet on a regular basis to conduct candidate assessments and to complete the selection process.

DLC meetings and deliberations are confidential and may not be attended by or shared with those who are not DLC members. A DLC candidate interview is attended only by the DLC members and the candidate.

- IV. Confirm that each candidate meets the candidate qualifications defined in Article VII, Section (d) of the District Administrative Bylaws.

- V. Ensure that there is a minimum of one (1) candidate each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.
- C. DLC composition:
- I. The District Director appoints a chair, who is a past District leader, preferably a Past District Director. The DLC Chair shall not hold any other District role (with the exception of the Immediate Past District Director) during the program year in which the report is presented.
 - II. Committee members are appointed by DLC Chair, subject to the approval of the District Director.
 - III. Each committee member and the DLC Chair must be an active and paid member.
 - IV. Each Division in the District must be equally represented on the committee.
 - V. A member of a club from a different District in the same region may be appointed to the DLC in order to provide outside perspective during deliberations. This member will not represent a Division.
 - VI. The District Director, Program Quality Director, and Club Growth Director shall not serve as members of the DLC.
 - VII. International Officer and Director candidates, Board Members and Region Advisors may not serve on the DLC.
 - VIII. All committee members must complete a Committee Member Agreement and submit it to the DLC Chair before the committee begins its work.
- D. DLC members serve one (1) year on the DLC and may be reappointed after a one-year absence from the committee.
- E. Communication may be by conference call, email, or other means when geographic distance and other factors impede in-person participation.
- F. DLC members shall not participate in any campaign or endorse any candidate for District office.
- G. No DLC member may be nominated or run from the floor for any District office for the program year following the election at which the committee's report is presented.
- H. DLC members with a conflict of interest, such as a business or personal relationship with a candidate, must declare it at the Committee's first meeting or as soon as the conflict is identified. They must also abstain from the interviews,

discussion, and voting regarding that candidate in the context of the Committee.

3. Candidate Assessment and Selection

- A. Before candidate assessment begins, the DLC verifies that each candidate meets the qualifications listed in Article VII of the District Administrative Bylaws.
- B. The DLC interviews and evaluates all known candidates for each elected position. The DLC reviews, in detail, the duties of the position as defined in Article VIII of the District Administrative Bylaws with each candidate. Candidates are evaluated using the Candidate Evaluation and District Officer Competencies documents. The chair provides these documents to the DLC members.
- C. All candidates are interviewed by at least two (2) committee members jointly or individually. Candidates for the same position are interviewed by the same interviewers.

D. Online participation options for interviews must be made available if needed.

D E. The DLC members, including the chair:

- I. Have equal opportunity to express their perspectives during candidate-selection deliberations.
- II. Exercise independent judgment during the selection process.
- III. Consider the experience, abilities, and qualifications of each candidate.
- IV. Keep in mind the best interests of Toastmasters International, its Member Clubs, individual members and the District.
- V. Discuss each candidate for each elective District office.

E F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.

F G. Committee members cast their votes in written form, and the committee nominates a minimum of one (1) candidates each for the offices of District Director and Program Quality Director; two (2) or more candidates for the office of Club Growth Director; and a minimum of one (1) candidate for all other elective District offices.

G H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.

H I. To be nominated, a candidate must receive a majority vote of the DLC.

I J. DLC deliberations and votes are confidential and may be shared only with the District Director, World Headquarters, and the Toastmasters International

Board of Directors.

4. Nomination Results

- A. The reporting of committee results is governed by Article XI, Section (b) of the District Administrative Bylaws.
- B. The DLC Chair or the District Director notifies nominated candidates and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office.
- C. The District Director distributes the committee report and the Candidate Biographical Form for each candidate to the District Council.
- D. The DLC Chair or District Director notifies candidates who were not nominated and advises them of their eligibility to seek office as floor candidates.
- E. Any nomination reported by the DLC is invalid if any DLC requirement, process, or deadline is not complied with.
- F. It is recommended that the DLC Chair or designated committee member provide feedback to all candidates for leadership development.

5. Announcement of Candidacy

- A. Members, including current members of the District Executive Committee, may self-nominate for District office, be sought out by the DLC, or be nominated by an individual member.
- B. Floor candidates have the same opportunities and responsibilities as nominated candidates unless otherwise noted.
- C. To be nominated, elected or appointed, or run from the floor for any District officer position, candidates must:
 - I. Sign the Toastmasters International Officer Agreement and Release Statement.
 - II. Submit a completed Candidate Biography Form and photograph.
- D. All signed forms from elected or appointed leaders must be submitted to World Headquarters as soon as practicable after the elections but no later than July 15.

6. Campaign Communications

- A. A campaign communication is any message, in any form (such as phone calls, postal mail, email, social media, and facsimile) unsolicited by the recipient that promotes or publicizes a candidate.
- B. Photographs, audio, video, and electronic representations in all campaign materials and displays, and on the candidate's website and social media profiles, related to this campaign may be of the candidate only; no other

persons are permitted. All candidates are responsible for obtaining written permission for any quotes and testimonials used in candidate campaign materials and displays, on websites, and on social media profiles. Proof of written permission may be requested for review by the District Director.

- C. Unsolicited subscriptions to information by or about a candidate, such as a newsletter or blog, are not permitted.
- D. Communications by the District in connection with a candidate's presentation at a District conference, and internal communication among campaign team members, are not considered campaign communications.
- E. The District Director provides contact information to nominated candidates and floor candidates only after receiving their Officer Agreement and Release Statement.
 - I. Only District Council members' contact information is provided.
 - II. The contact information may only be used for campaign purposes.
- F. District candidates shall only send two (2) campaign communications. These communications may only be sent to members of the District Council:
 - I. The first communication may be sent between January 1 and March 15.
 - II. The second communication may be sent between the announcement of the DLC results and the District Council's annual meeting.
- G. Candidates may have a website and use social media to promote their candidacy. No District or club social media sites or websites may be used to promote any individual candidate. District and club websites may list the nominated candidates.
- H. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- I. District candidates may use the Toastmasters trademarks, including the logo and the names "Toastmasters" and "Toastmasters International," on printed and electronic campaign materials, websites and social media sites. Use of the trademarks on any other items requires the written permission of the Chief Executive Officer.
- J. Candidates may not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- K. At District conferences and District non-election meetings (such as Area and Division speech contests), nominated candidates and floor candidates may only distribute and display campaign materials in the Candidate Corner (if there is a Candidate Corner). Candidates or their representatives are responsible for

the delivery, set-up, and removal of materials.

- L. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- M. Candidates may not host hospitality suites at any District event or contribute to a District hospitality suite. A hospitality suite is defined as a room where refreshments are provided and attendance is open to any member.
- N. Candidates may speak and give educational presentations at District conferences, at a time other than during the District Council's annual meeting, at the discretion of the District Director.
 - I. All candidates must receive equal opportunity.
 - II. The time, place, and length of presentation are identified by the District Director.
- O. Candidates may not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- P. Advertisements in District publications, such as in newsletters, in conference programs, or on websites, by or on behalf of candidates for District office are not permitted.
- Q. The names of floor candidates are not published with the DLC report or in any other District publication.

7. Candidate Endorsements

- A. District Executive Committee members shall not take any action to endorse or officially support any candidate; however, District Executive Committee members who are running for District office may campaign on their own behalf.
- B. International Officer and Director candidates, members of the Toastmasters International Board of Directors and Region Advisors may not take any action to endorse or support any candidate for District office.
- C. All candidates must obtain written permission for any endorsements (i.e. quotes and testimonials) used in candidate campaign materials and displays, and on websites. Proof of written permission may be requested for review by the District Director.

8. Campaign Violations

- A. All actions by individual members must comply with Policy 3.0: Ethics and Conduct and Protocol 3.0: Ethics and Conduct.
- B. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies. Candidates acknowledge that violation of Policies and Protocols may result in consequences.

- I. A level-one violation is a minor infraction that is usually correctable (for example: posting a photo of someone other than the candidate on the candidate's website).
 - a. The violation is reported to the District Director, who investigates the matter. If the District Director cannot resolve the matter, it is turned over to the District Executive Committee.
 - b. The candidate is educated and informed about the violation. When the matter is resolved, there are no further ramifications.
- II. A level-two violation is one involving the election process or a continuing violation (for example: candidate makes a promise of future District Executive Committee action in exchange for votes).
 - a. The violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place or on the District's website as determined by the District Executive Committee.
 - 2. A letter of censure may be issued to the candidate by the District Executive Committee.
- III. A level-three violation is one of campaign ethics (for example: candidate actively engaging in or promoting the violation of Toastmasters Bylaws, Policy or Protocol).
 - a. A violation is reported to the District Director, who investigates the matter or assigns the investigation to the District Executive Committee.
 - b. The District Executive Committee may enact these penalties:
 - 1. Any or all penalties for level-two violations.
 - 2. Request that a candidate withdraw from candidacy.
 - 3. Engage in further discipline following the processes outlined in Protocol 3.0.
- C. Discipline, related to campaign violations, that is administered by the District Executive Committee may be appealed to the District Council. The District Council's decision is final. Such decisions may not be appealed to the Toastmasters International Board of Directors or World Headquarters.

However, the Board of Directors may, on its own initiative, review the District's decision and reach a different conclusion in the best interests of Toastmasters International, its Member Clubs or individual members.

- D. After the nominations are published, any proven candidate Policy violations must be shared with the District Leadership Committee Chair. Such violations may be disclosed at the District Council's annual meeting by the DLC chair or District Director. If any violations are disclosed at the meeting, all violations of equal level must be disclosed at the meeting.

9. Candidate Showcase

- A. At the District conference, it is recommended that a Candidate Showcase occur before the District Council's annual meeting.
- B. Prior to the District conference, the District Director appoints members to serve as chair and co-chair of the Candidate Showcase. Other members are assigned as needed.
- C. Each candidate is given equal time to be interviewed by the chair based on questions related to the achievement of the District mission.
- D. When held, a Candidate Showcase must be fully in person or fully online to give each candidate an equal platform.**
- ~~D~~ E. The presentation schedule, with the names of all nominated candidates and known floor candidates for District office, is prepared by the District Administration Manager.
- ~~E~~ F. There is no census or poll taken of the delegates at a Candidate Showcase.

10. Proxies and Credentials

- A. District proxies and voting are governed by the District Administrative Bylaws, Article X, Sections (d) and (e).
- B. The District Director sends a credential or proxy form to each Club President and Vice President Education 30 days before a District Council annual meeting in the District newsletter or in a separate mailing.
- C. Prior to the District Council annual meeting, the District Director appoints a Credentials Chair to supervise the credentials, voting, and ballot counting processes. The Credentials Chair may select members to form a Credentials Committee.
- D. The Credentials Chair is, when practicable, a Past District Director.
- E. The Credentials Chair obtains a list of paid clubs and a list of current District Council members (Club Presidents, Vice Presidents Education, and District officers eligible to vote). The Credentials Chair ensures that ballots are only issued to current District Council members or their authorized proxyholders and are signed for upon distribution.

- F. Ballots indicate the office being contested or are sequentially numbered. The names of nominated candidates may be printed on the ballots. The names of floor candidates may not be printed on the ballots. Ballot templates are available on the Toastmasters International website.
- G. The Credentials Committee ensures that no campaign materials are in the credentials area.

11. Elections

- A. The District Director or a person designated by the District Director explains the election rules and procedures to the delegates.
- B. The DLC Chair shall present the committee's report. In the chair's absence, the District Director designates another member of the DLC, when practicable, to present the report. The chair or designee announces the names of the committee members and reads the name of each nominated candidate, in alphabetical order, for each of the offices of District Director, Program Quality Director, Club Growth Director and Division Directors. The Area Directors, District Public Relations Manager, District Administration Manager, and District Finance Manager are also announced if elected.
- C. If any proven level-two or -three Policy violation(s) by a candidate have occurred, according to Section 8 of this Protocol, the District Executive Committee may disclose that violation and its consequences prior to the election.
- D. For each office, the District Director inquires whether there are additional nominations from the floor.
 - I. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director who have completed the evaluation process conducted by the DLC are eligible to run from the floor at the annual District Council meeting, according to Article VII, Section (e) of the District Administrative Bylaws.
 - II. If the DLC report is invalid, candidates for District Director, Program Quality Director, Club Growth Director, and Division Director may be nominated as floor candidates without going through the DLC evaluation process.
 - III. Floor candidates must be nominated by a member of the District Council or their proxyholder. Floor candidates may self-nominate when they are a member of the District Council or a proxyholder.
 - IV. Floor candidates or, in their absence, their representatives state their eligibility qualifications.
 - V. Floor candidates for District Director, Program Quality Director, Club Growth Director, and Division Director must sign the Officer Agreement and Release Statement prior to the election. Only the Officer Agreement

and Release Statements of those elected are sent to World Headquarters.

- VI. The District Director may declare any proven level-two or -three Policy violations by floor candidates to the District Council.
- VII. When nominations are complete, the District Director declares the nominations for that office closed.

E. At the discretion of the District Director, candidate speeches should all be delivered in person or should all be delivered online to give each candidate an equal platform.

E F. After nominations are closed, candidate speeches are given. Candidates speak on their own behalves. If a candidate is not present, an authorized representative may speak for the candidate. If there is only one (1) candidate nominated, no speech is given.

F-G. A candidate's representative may not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.

G-H. The balloting for each office takes place immediately following candidate speeches. The number of votes that a member may cast is governed by Article X, Section (e) of the District Administrative Bylaws.

H-I. After nominations for an office are closed, if there is only one (1) candidate for the office, the District Director may entertain a motion to dispense with the secret ballot for the uncontested office or instruct the District Administration Manager to cast a single ballot for the candidate.

I-J. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.

J-K. Each election is completed and the winner announced before moving to the subsequent election.

K-L. Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices.

L-M. Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues with the use of special ballots. Prior to the second ballot, the nominee having the lowest vote on the first ballot and any nominee receiving less than 10% of the votes cast shall be dropped, and on such succeeding ballots the same procedure shall be followed until a nominee has received a majority of all votes cast. In case of a tie between two (2) remaining nominees, the election shall be decided by lot.

M-N. Upon adjournment of the District Council's annual meeting, all election results are final. Results of the election must be displayed on the District website and

may also be announced in other public forums as soon as possible following adjournment of the meeting.

- ~~N~~O**. All proxies and ballots are retained for 24 hours following the close of the meeting for review only by the District Director or District Credentials Chair, as necessary, and immediately thereafter destroyed by the District Director or District Credentials Chair.

Club Programs and Events

1. Speakathons

- A. **Speakathons are special meetings conducted by clubs seeking to provide their members with meetings dedicated to project speeches and evaluations in accordance with the Toastmasters Education Program.**
 - I. **One or more clubs may cooperate to conduct a Speakathon. These clubs may be from any District.**
 - II. **Speakathons may only be conducted at the club level, and may be conducted either online, in person, or combination thereof.**
 - III. **Speakathons cannot be organized by Areas, Divisions, and Districts.**
 - IV. **Area, Division, and District resources (including websites and social media) may be used to promote Speakathons.**
- B. **Members of clubs other than the host club or clubs (if jointly organized) may be invited to attend and participate in Speakathons. Attendance may also be made open to the general public, at the club's discretion.**
 - I. **Members of the host club or clubs may take on any meeting role, including presenting speeches and evaluations (both verbal and written).**
 - II. **Members from clubs other than the host club or clubs may not present speeches, but may take on other meeting roles.**
 - III. **Non-members are not recommended to take on any roles.**
 - IV. **International Director and Second Vice President candidates are not permitted to participate in Speakathons conducted jointly with clubs outside their declared home region.**

Intellectual Property

1. Trademarks

- A. Toastmasters International's trademarks are used to support and further its mission and support its programs.
- B. The following table itemizes who may use Toastmasters International's trademarks, the type of uses authorized and unauthorized, and the parties responsible for their use:

User	Authorized	Not Authorized	Responsible
Clubs, Areas, Divisions, and Districts	Stationery, business cards, bulletins, newsletters, electronic media, websites, social media, program covers, agendas, and similar items only if directly related to and focused on the mission	Articles such as trophies, ribbons, banners, certificates, clothing or other items, except by specific, prior written authorization from the Chief Executive Officer	Club President, District Director
Officer candidates at all levels	Stationery, business cards, mailings, electronic media, websites, social media, campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, websites, and social media, solely to indicate the person's affiliation with a Member Club	Any personal newsletter, electronic media, bulletin, or similar item; articles such as trophies, ribbons, banners, certificates, clothing, or other items except by specific, prior written authorization from the Chief Executive Officer	Individual

2. Websites and Social Media

- A. Club, Area, Division, District, and region websites and social media should contain information useful to current and prospective members and officers including, but not limited to, event calendars, membership benefits, performance-motivating articles, newsletters, distinguished program goals and progress, dates of latest updates, a link to the Toastmasters International

website (which is the primary source for club meeting times and locations). Social media profiles should link to the official Toastmasters International profile on the same platform.

- B. Each club website and social media profile should contain the club name, meeting time and location, a contact telephone number or email address, the club mission, and a link to the District website. Club social media profiles should link to the District profile on the same platform.
 - I. Club websites and social media may not contain material irrelevant to achieving the mission of the club.
 - II. The Club President is the publisher of the club website and owner of all club-related social media. The Club President is ultimately responsible for all content that appears on these platforms.
- C. Each Area and Division website and social media profile may also contain listings of clubs within the Area or Division, membership-building tips for clubs, the club and District missions, and a link to the District website. Area and Division social media profiles should link to the District profile on the same platform.
 - I. The District Director is ultimately responsible for the content of Area and Division websites and social media within the District.
 - II. Area and Division websites must either be part of the District website or published on a free or donated Web hosting site and linked to and from the District website.
 - III. Websites and social media must be transferred to the incoming District Director by July 1. If a website or social media profile cannot be transferred or the incoming District Director does not want to continue its use, the page must be removed.
- D. Each District website should also contain information such as how to organize new Toastmasters clubs; membership-building tips for clubs; a calendar with information about events such as training, District conferences, and the International Convention; the club and District missions; and links to area and division websites within the District. District social media profiles may also contain this information.
 - I. District websites and social media may not contain material that is irrelevant to achieving the mission of the District.
 - II. The District Director is the publisher of the District website and owner of all District-, Area-, and Division-related social media. The District Director is ultimately responsible for all content that appears on these platforms.
- E. Region websites and social media profiles may also contain information such as articles and ideas to motivate the Districts' achievement of goals, links to District performance information on the Toastmasters International website, promotion of

Toastmasters programs, the mission and vision of Toastmasters International, District and club missions, recognition for achievements or progress toward achievements of District goals, schedules and information about District visits, links to websites of Districts within the region, and District conference dates and locations.

- I. Region websites and social media may contain a list of Past International Presidents and Past International Directors showing only their home districts and years of service.
- II. The Region Advisor is the publisher of the region website and owner of all region-related social media profiles. The Region Advisor is ultimately responsible for all content that appears on these platforms.

III. Region Advisors may appoint members from the region they serve to act as administrators of social media profiles. However, current District officers, current Board Members, and International Officer and Director candidates (including their campaign teams) may not act as administrators on any region websites or region-related social media profiles.

- F. Officers at all levels shall not create office-related websites or social media profiles separate from those of their clubs, Areas, Divisions, Districts, or regions.
- G. Officers may reference their Toastmasters membership and position on a personal website or social media profile.
- H. All club, Area, Division, District, and region websites and social media profiles shall include a Toastmasters International trademark acknowledgement statement as published by Toastmasters International. As the trademark owner, Toastmasters International reserves the right to determine how trademarks are used on websites and social media.
- I. Toastmasters websites and social media may not include copyrighted information from Toastmasters International or any other source without the express written permission of the copyright owner.
- J. Clubs, Areas, Divisions, Districts, and regions may publish websites in donated space and acknowledge the donation on the website.
- K. Clubs and Districts may sell advertising space on any website they operate to offset costs and increase income.
- L. Regions may sell advertising space on any website they operate to offset costs.
- M. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover

any such tax from the revenues thereby generated.

- N. Individual members may not receive any compensation to create, maintain, or host Toastmasters websites; however, normal and reasonable costs to maintain the site may be reimbursed by the club or District.
- O. The following disclaimer must be included on all Toastmasters websites and social media pages: "Information, photos, and all other materials posted are for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation or distribution of non-Toastmasters material or information."

3. Language and Translations

- A. English is the official business language of Toastmasters International. All club officers and District leaders must be proficient in English.
- B. Toastmasters supports additional languages by translating educational and marketing materials, as dictated by protocol, in the following languages:
 - I. Arabic
 - II. French
 - III. German
 - IV. Japanese
 - V. Korean
 - VI. Portuguese
 - VII. Simplified Chinese
 - VIII. Spanish
 - IX. Tamil
 - X. Traditional Chinese
- C. Translation and distribution of any Toastmasters International material bearing Toastmasters trademarks or copyrights must be managed by World Headquarters.
- D. Upon request Toastmasters International may translate into a new language based on the following factors:
 - I. When at least 20 chartered Member Clubs in good standing conduct their meetings primarily in the language being considered for translation and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may translate promotional and select marketing materials, two (2) Pathways paths, the DTM project, the Mentor Path, electives, and other related materials.
 - II. When at least 45 chartered Member Clubs in good standing conduct their meetings primarily in that language and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may translate additional promotional and select marketing materials, five (5) additional Pathways paths, electives, and other related material.

- III. When 60 or more chartered Member Clubs in good standing conduct their meetings primarily in that language, World Headquarters may translate the remaining Pathways paths, electives, and other related materials.
 - IV. When requesting translation into a new language, a detailed needs analysis is submitted to the Chief Executive Officer that includes the following:
 - a. Gross domestic product (GDP) growth over the three (3) previous years.
 - b. Language ranking by the number of native speakers.
 - c. Urban population.
 - d. Rural population.
 - e. Average income.
 - f. Percentage of English speakers out of total population.
 - g. Analysis of market opportunity and projections of growth among in-country, proposed language speakers.
 - h. Potential local sources of funding to cover translation costs.
 - V. World Headquarters determines which materials have priority for translation.
- F. A District, Provisional District, Territorial Council, or group of clubs that conduct their meetings in a common language may request permission to translate select existing Toastmasters club-related documentation, educational, marketing, and training materials approved by the Chief Executive Officer. Permission may be granted under the following conditions:
- I. Materials are translated, edited, and proofed by a Translations and Review Team overseen by the District, Provisional District, Territorial Council, group of clubs, or by an individual or service designated by World Headquarters.
 - II. World Headquarters reviews and approves all translated materials prior to distribution.
 - III. An Assignment Agreement must be completed to assign copyright of the translated materials to Toastmasters International.
 - IV. World Headquarters reserves all rights to create and distribute all translated materials.

Region Advisor Visits

1. The purpose of a Region Advisor (RA) visit is to provide support, leadership development, skill building, mentoring, and coaching to expand District leaders' capacity to achieve the District mission.
2. Visits should occur primarily between July and October, during Toastmasters Leadership Institutes, District trainings or District Executive Committee meetings when not held during a District conference.
3. RAs shall visit Districts as approved by the International President.
4. RAs request District visits by submitting a proposed visit schedule to World Headquarters for consideration by the International President or International President-Elect (depending on who will be International President at the time the visits will occur). World Headquarters confirms each visit, in writing, to the RA and the appropriate District leaders.
5. Districts must accept visits by an RA.
6. Visits to Toastmasters events may require prior approval of the International President or International President-Elect (depending on who will be International President at the time the visits will occur). The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.
 - A. Visits to club meetings within the RA's home ~~region~~ **District and assigned Districts** may be made at any time. Visits to club meetings outside of the RA's home ~~region~~ **District and assigned Districts** require prior approval. Reimbursement is not provided.
 - B. Visits to Area and Division events within the RA's home District ~~or home-region and assigned Districts~~ may be made at any time as an attendee. Visits to such events for purposes of training and support require prior approval. Reimbursement is not provided.

Visits to Area and Division events outside the RA's home ~~region~~ **District and assigned Districts** require prior approval. Reimbursement is not provided.
 - C. Visits to District events within the RA's home District **and or assigned Districts** may be made at any time as an attendee. Visits to such events for the purposes of training and support require prior approval. Reimbursement may be provided with prior approval.

~~Visits to District events within the RA's assigned region that are not a part of the approved schedule require prior approval. Reimbursement may be provided with prior approval.~~

Visits to District events outside the RA's home and assigned Districts require prior approval. Reimbursement is not provided.

- D. District visits outside the RA's assigned ~~region~~ **Districts** require prior approval. Reimbursement is not provided.
7. When visiting or presenting at any Toastmasters event, in-person or remotely, RAs may not sell or promote products, merchandise, or services.

Intellectual Property

1. Trademarks

- A. Toastmasters International's trademarks are used to support and further its mission and support its programs.
- B. The following table itemizes who may use Toastmasters International's trademarks, the type of uses authorized and unauthorized, and the parties responsible for their use:

User	Authorized	Not Authorized	Responsible
Clubs, Areas, Divisions, and Districts	Stationery, business cards, bulletins, newsletters, electronic media, websites, social media, program covers, agendas, and similar items only if directly related to and focused on the mission	Articles such as trophies, ribbons, banners, certificates, clothing or other items, except by specific, prior written authorization from the Chief Executive Officer	Club President, District Director
Officer candidates at all levels	Stationery, business cards, mailings, electronic media, websites, social media, campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, websites, and social media, solely to indicate the person's affiliation with a Member Club	Any personal newsletter, electronic media, bulletin, or similar item; articles such as trophies, ribbons, banners, certificates, clothing, or other items except by specific, prior written authorization from the Chief Executive Officer	Individual

2. Websites and Social Media

- A. Club, Area, Division, District, and region websites and social media should contain information useful to current and prospective members and officers including, but not limited to, event calendars, membership benefits, performance-motivating articles, newsletters, distinguished program goals and progress, dates of latest updates, a link to the Toastmasters International website (which is the primary source for club meeting times and locations). Social media profiles should link to the official Toastmasters International profile on the same platform.

- B. Each club website and social media profile should contain the club name, meeting time and location, a contact telephone number or email address, the club mission, and a link to the District website. Club social media profiles should link to the District profile on the same platform.
 - I. Club websites and social media may not contain material irrelevant to achieving the mission of the club.
 - II. The Club President is the publisher of the club website and owner of all club-related social media. The Club President is ultimately responsible for all content that appears on these platforms.
- C. Each Area and Division website and social media profile may also contain listings of clubs within the Area or Division, membership-building tips for clubs, the club and District missions, and a link to the District website. Area and Division social media profiles should link to the District profile on the same platform.
 - I. The District Director is ultimately responsible for the content of Area and Division websites and social media within the District.
 - II. Area and Division websites must either be part of the District website or published on a free or donated Web hosting site and linked to and from the District website.
 - III. Websites and social media must be transferred to the incoming District Director by July 1. If a website or social media profile cannot be transferred or the incoming District Director does not want to continue its use, the page must be removed.
- D. Each District website should also contain information such as how to organize new Toastmasters clubs; membership-building tips for clubs; a calendar with information about events such as training, District conferences, and the International Convention; the club and District missions; and links to area and division websites within the District. District social media profiles may also contain this information.
 - I. District websites and social media may not contain material that is irrelevant to achieving the mission of the District.
 - II. The District Director is the publisher of the District website and owner of all District-, Area-, and Division-related social media. The District Director is ultimately responsible for all content that appears on these platforms.
- E. Region websites and social media profiles may also contain information such as articles and ideas to motivate the Districts' achievement of goals, links to District performance information on the Toastmasters International website, promotion of Toastmasters programs, the mission and vision of Toastmasters International, District and club missions, recognition for achievements or progress toward achievements of District goals, schedules and information about District visits, links to websites of Districts within the region, and District conference dates and locations.

- I. Region websites and social media may contain a list of Past International Presidents and Past International Directors showing only their home districts and years of service.
- II. The Region Advisor is the publisher of the region website and owner of all region-related social media profiles. The Region Advisor is ultimately responsible for all content that appears on these platforms.
- F. Officers at all levels shall not create office-related websites or social media profiles separate from those of their clubs, Areas, Divisions, Districts, or regions.
- G. Officers may reference their Toastmasters membership and position on a personal website or social media profile.
- H. All club, Area, Division, District, and region websites and social media profiles shall include a Toastmasters International trademark acknowledgement statement as published by Toastmasters International. As the trademark owner, Toastmasters International reserves the right to determine how trademarks are used on websites and social media.
- I. Toastmasters websites and social media may not include copyrighted information from Toastmasters International or any other source without the express written permission of the copyright owner.
- J. Clubs, Areas, Divisions, Districts, and regions may publish websites in donated space and acknowledge the donation on the website.
- ~~K. Clubs and Districts may sell advertising space on any website they operate to offset costs and increase income.~~
- ~~L. Regions may sell advertising space on any website they operate to offset costs.~~
- ~~M. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover any such tax from the revenues thereby generated.~~
- N-K.** Individual members may not receive any compensation to create, maintain, or host Toastmasters websites; however, normal and reasonable costs to maintain the site may be reimbursed by the club or District.
- O-L.** The following disclaimer must be included on all Toastmasters websites and social media pages: "Information, photos, and all other materials posted are for the sole use of Toastmasters' members, for Toastmasters business only. It is not to be used for solicitation or distribution of non-Toastmasters material or information."

3. Websites and Social Media Advertising

A. Advertising

To advertise on a club, District (including Area and Division), or region website or social media profile, a payment or in-kind gift is received to place a graphic, logo, text, link, or other type of media with promotional messaging.

- I. A person (member or non-member) or organization providing sponsorship, support, or promotion to a club, District (including Area and Division), or region is not considered advertising. The person's or organization's name may be listed on a club, District (including Area and Division), or region website or social media profile for the duration of the person's or organization's support. Examples of sponsorship, support, or promotion include, but are not limited to:

- a. Financial or in-kind contribution related to an event or activity, such as a District conference;
- b. Providing meeting space; paying for member dues or new member fees; or hosting, creating, or maintaining a club, District (including Area and Division), or region website or social media profile;
- c. Video or text encouraging support of, or attendance at, an event or activity.

- II. All advertising must comply with the guidelines below.

- B. Clubs and Districts may sell advertising space on any website they operate to offset costs and increase income.

- C. Regions may sell advertising space on any website they operate to offset costs.

- D. Advertisements on websites and social media profiles for clubs, Districts (including Areas and Divisions), and regions must meet the following requirements:

- I. Advertisements must be consistent with the Toastmasters brand and core values.
- II. Advertisements must not be prominent or distract from the Toastmasters brand. Advertisements must not distract from the purpose of the website or social media profile.
- III. Advertisements must not be for causes, service activities, or projects of organizations with which Toastmasters International has not formed an alliance.
- IV. Advertisements must not be from competing organizations offering communication or leadership skills development.
- V. Advertisements should remain current and timely. Advertisements related to an event must be removed after the event concludes, or at a

pre-determined time for the advertisement.

- VI. To protect the nonprofit status of Toastmasters International, advertisements must not be from a member or an organization owned by a member.**
- VII. Advertisers are to create their own advertisement, following their own brand guidelines.**
- VIII. The responsible person, as described in Section 2 above, has ultimate responsibility for, and final approval of, all advertisements.**
- IX. The Chief Executive Officer may determine that an advertisement is inappropriate and require it to be removed from a club, District (including Area and Division), or region website or social media profile.**
- E. To facilitate clarity and a positive working relationship, an agreement documenting the payment or in-kind gift, the location, and the duration of the advertisement should be created and signed by both parties.**
- F. Advertising revenues may be subject to tax on unrelated business income. Clubs are responsible for any such tax implications resulting from club websites. District and regional advertising revenues may result in unrelated business income tax for Toastmasters International, and so must be reported in financial records submitted to World Headquarters, with provision made to cover any such tax from the revenues thereby generated.**

4 3. Language and Translations

- A. English is the official business language of Toastmasters International. All club officers and District leaders must be proficient in English.**
- B. Toastmasters supports additional languages by translating educational and marketing materials, as dictated by protocol, in the following languages:**
 - I. Arabic**
 - II. French**
 - III. German**
 - IV. Japanese**
 - V. Korean**
 - VI. Portuguese**
 - VII. Simplified Chinese**
 - VIII. Spanish**
 - IX. Tamil**
 - X. Traditional Chinese**
- C. Translation and distribution of any Toastmasters International material bearing Toastmasters trademarks or copyrights must be managed by World Headquarters.**
- D. Upon request Toastmasters International may translate into a new language based on the following factors:**
 - I. When at least 20 chartered Member Clubs in good standing conduct their meetings primarily in the language being considered for translation and there is**

the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may translate promotional and select marketing materials, two (2) Pathways paths, the DTM project, the Mentor Path, electives, and other related materials.

- II. When at least 45 chartered Member Clubs in good standing conduct their meetings primarily in that language and there is the potential to build more clubs whose meetings would be conducted primarily in that language, World Headquarters may translate additional promotional and select marketing materials, five (5) additional Pathways paths, electives, and other related material.
 - III. When 60 or more chartered Member Clubs in good standing conduct their meetings primarily in that language, World Headquarters may translate the remaining Pathways paths, electives, and other related materials.
 - IV. When requesting translation into a new language, a detailed needs analysis is submitted to the Chief Executive Officer that includes the following:
 - a. Gross domestic product (GDP) growth over the three (3) previous years.
 - b. Language ranking by the number of native speakers.
 - c. Urban population.
 - d. Rural population.
 - e. Average income.
 - f. Percentage of English speakers out of total population.
 - g. Analysis of market opportunity and projections of growth among in-country, proposed language speakers.
 - h. Potential local sources of funding to cover translation costs.
 - V. World Headquarters determines which materials have priority for translation.
- F. A District, Provisional District, Territorial Council, or group of clubs that conduct their meetings in a common language may request permission to translate select existing Toastmasters club-related documentation, educational, marketing, and training materials approved by the Chief Executive Officer. Permission may be granted under the following conditions:
- I. Materials are translated, edited, and proofed by a Translations and Review Team overseen by the District, Provisional District, Territorial Council, group of clubs, or by an individual or service designated by World Headquarters.
 - II. World Headquarters reviews and approves all translated materials prior to distribution.
 - III. An Assignment Agreement must be completed to assign copyright of the translated materials to Toastmasters International.
 - IV. World Headquarters reserves all rights to create and distribute all translated materials.

Presidential Citation

Each year the International President selects individuals to receive a Presidential Citation award. This is a significant honor, and to ensure the most qualified and deserving recipients are chosen to receive the award, this nomination and selection process has been established.

1. Criteria

The following criteria will be used to determine if an individual member is a qualified Presidential Citation recipient.

A. Organizational growth

- I. Has the member participated in the chartering of 15 or more clubs within the last 10 years?
- II. Was the member instrumental in the forming of a new District?

B. Organizational excellence

- I. What type of significant, long-term contributions has the individual made at the District or international levels?
- II. How has the person notably and publicly exemplified Toastmasters International's core values?

C. Brand equity

- I. What type of significant, public contributions has the member made outside of Toastmasters in their profession or community?
- II. How have these contributions created large-scale recognition or awareness of Toastmasters?

2. Nominee Selection

- A. There shall be no more than two (2) recipients selected per region **(including undistricted clubs)** per year.
- B. The International President refers to the criteria during the selection process.
- C. A maximum of 20 citations will be awarded each year.
- D. Past International Presidents are not eligible to receive a Presidential Citation.
- E. **At the time of selection the following are ineligible: District leaders, international-level candidates, incoming and outgoing Region Advisors, and members of the Board of Directors.**
- ~~E.~~**F.** An individual is eligible to receive a Presidential Citation only once in a lifetime.

3. Nomination Results

- A. If a member has been selected, World Headquarters notifies the member and the individual(s) who nominated the recipient, as well as the International Director and Region Advisor for the recipient's region.
- B. If the nominated member is not selected, World Headquarters notifies the individual(s) who nominated the member.
- C. Recipients are recognized at the International Convention.

Board of Directors Visits

1. The purposes of Board Members' District visits are: to evaluate and increase the effectiveness of the District in achieving the District mission; to meet with Toastmasters members and leaders and with business and community leaders; to represent the organization at District events; to share the organization's message as directed by the International President; to participate in club-building and strengthening opportunities; and to publicize Toastmasters International and its brand through media.
2. International Directors are expected to visit Districts as approved by the International President.
3. International Officer visits to Districts are scheduled every ~~seven (7)~~ **eight (8)** years, or as deemed necessary by the International President **based on criteria which may include:**
 - A. The elapsed time since an International Officer last visited the District.**
 - B. The performance of the District and benefit the visit can create for the District.**
 - C. The number of International Officer visits to Districts in the region within the same program year.**
 - D. The convenience of combining an already scheduled District visit with a visit to another District.**
4. International Directors request District visits by submitting a proposed visit schedule to World Headquarters for consideration by the International President or International President-Elect (depending on who will be International President at the time the visits will occur). World Headquarters confirms each visit, in writing, to the International Director and the appropriate District leaders.
5. Districts must accept visits by Board Members.
6. Visits to Toastmasters events may require prior approval of the International President or International President-Elect (depending on who will be International President at the time the visits will occur). The approval process is managed through World Headquarters. All requests must include details about the reasons for the proposed visit.
 - A. Visits to club meetings within the Board Member's region may be made at any time. Visits to club meetings outside of the Board Member's region require prior approval. Reimbursement is not provided.
 - B. Visits to Area and Division events within the Board Member's home District or region may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization require prior approval. Reimbursement is not provided.

Visits to Area and Division events outside the Board Member's region require prior approval. Reimbursement is not provided.

- C. Visits to District events within the Board Member's home Districts may be made at any time as an attendee. Visits to such events as a presenter or an ambassador for the organization require prior approval. Reimbursement may be provided with the International President's prior approval.

Visits to District events within the Board Member's region that are not part of the approved schedule require prior approval. Reimbursement may be provided with prior approval.

- D. District visits outside the Board Member's region require prior approval. Reimbursement is not provided.

TOASTMASTERS
INTERNATIONAL



SPEECH CONTEST RULEBOOK

JULY 1, 2021 TO JUNE 30, 2022



**WHERE LEADERS
ARE MADE**

TOASTMASTERS INTERNATIONAL
www.toastmasters.org

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CONTENTS

Introduction.	4
Speech Contest Rules.	5
General Rules for All Toastmasters Speech Contests	5
International Speech Contest Rules	15
Evaluation Contest Rules	17
Humorous Speech Contest Rules	18
Table Topics® Contest Rules	18
Tall Tales Contest Rules	19
Video Speech Contest	19
Speech Contest Checklists	20
Contest Chair's Checklist	20
Chief Judge's Checklist	23
Contestant's Checklist	23
Speech Contest Materials	25
Additional Resources	27

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 (3) parts:

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

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

SPEECH CONTEST RULES

General Rules for All Toastmasters Speech Contests

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

1. Speech Contest Policy

- A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including Territorial Councils and Provisional Districts). No other contest types, showcases, etc., 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 must only be conducted in English.
 - 2. Districts (including Areas and Divisions) may conduct up to three (3) additional English speech contests each year.
 - 3. Districts (including Areas and Divisions) may also conduct up to four (4) non-English speech contests each year.
 - a) Each of these contests is conducted in a language selected by the District Director and approved by the District executive committee.
 - b) ~~As a~~ Non-English contests **are optional and** may be conducted **as Evaluation, Humorous, Table Topics, or Tall Tales contests, or** using the rules of the International Speech Contest. ~~Such a~~ **A non-English** contest **using the rules of the International Speech Contest** must be titled using the name of the language. For example: Chinese Speech Contest.
 - c) Non-English contests must not continue beyond the District level.
- B. All District-level speech contests are conducted only at the annual District Conference.
- C. Contests must originate at the club level and proceed through the Area, Division, and District levels, respectively; only contests following this progression are permitted at the Area, Division, and District levels. All clubs are eligible to advance contestants to the Area level in all contests, regardless of the contest language or the primary language of the club. **.**
- D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of District leaders.
- E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.

F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants 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 a club in the Area, Division, and District in which ~~he or she is~~ **they are** competing.

a) The club must also be in good standing.

b) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.

2. Maintain eligibility at all levels of any contest.

a) **If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.**

B. ~~2.~~ In addition, to be eligible to compete in the International Speech Contest, a member must:

1. ~~b)~~ Have completed six (6) 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.

a) ~~4.~~ However, a charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.

b) ~~2.~~ Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to speech contest eligibility.

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.~~

C. ~~4.~~ The following are ineligible to compete in any Toastmasters speech contest:

a) ~~A member serving as a voting judge or tiebreaking judge beyond the club level for a contest type in which the member is still competing or intends to compete~~

1. ~~b)~~ Incumbent International Officers and Directors

2. ~~e)~~ Region Advisors or Region Advisor applicants

3. ~~d)~~ District officers whose terms expire June 30:

a) ~~4.~~ **District Director**

b) ~~2.~~ **Program Quality Director**

c) ~~3.~~ **Club Growth Director**

- d) ~~4.~~ **Administration Manager**
- e) ~~5.~~ **Finance Manager**
- f) ~~6.~~ **Public Relations Manager**
- g) ~~7.~~ **Division Director**
- h) ~~8.~~ **Area Director**

- 4. ~~e.)~~ International Officer and Director candidates
- 5. ~~f.)~~ Immediate Past District Directors
- 6. ~~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 the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.~~

7. Members who are serving in contest official or presenter roles that meet the following criteria:

- a) **Voting judge, tiebreaking judge or chief judge at the same contest type in which they would be competing beyond the club level, in any District.**
- b) **Timer, counter, sergeant at arms, or other contest official role for the same contest in which they would be competing.**
- c) **Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.**

~~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 in any of these roles~~

- 8. ~~7.~~ The winner of the World Championship of Public Speaking® held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.
- 9. ~~8.~~ The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.
- 10. ~~9.~~ Toastmasters who are members in more than one (1) club and who meet all eligibility requirements are permitted to compete in the club contest(s) in each club in which they hold paid membership.
 - a) No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts.

11. 10. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and Video Speech Contest.)

D. 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 (6) months.

b) Have completed a minimum of six (6) speech projects in *Competent Communication* or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.

1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.

c) Be physically present at the contest for which you are serving.

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

a) Be a paid member for a minimum of six (6) months.

b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one (1) path in the Toastmasters Pathways learning experience.

1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.

c) Have previously judged a Toastmasters speech contest at the Area, Division, District, or semifinal level.

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

F. Candidates for elected District leader positions for the term beginning the subsequent July 1 are ineligible to serve as a test speaker at the Area, Division, or District level.

3. Selection Sequence

A. Club, Area, Division, District. Each club in good standing is permitted to choose its contestant for each Area speech contest by whatever means the club desires. If a **club** contest is held, it must comply with the rules in this rulebook, and the contest result is final. **Contests must be held at the Area, Division, and District levels.** The Area speech contest winner then proceeds to the Division contest. The Division winner then proceeds to the District contest.

1. In those Districts with 10 or more Divisions, two (2) separate runoff competitions among Division winners may be held before the District contest finals.

- a) Insofar as is practical, the number of Divisions competing in each runoff will be the same.
 - b) The three (3) highest-placed available contestants from each runoff competition will then advance to the District contest. Placement in the runoff competitions will not be announced.
2. Should a club, Area, or Division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
 3. The International Speech Contest is the only contest that proceeds beyond the District level to region quarterfinals, semifinals, and the World Championship of Public Speaking.
 4. If a region quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight (8) weeks prior to the Area contest, if an Area has four (4) assigned clubs or fewer in good standing, Districts have the option to allow two (2) contestants from each club to compete in the Area contest.
1. Should additional clubs charter prior to the Area contest, two (2) contestants from each club are permitted to compete.
 2. In those Divisions with four (4) assigned Areas or fewer, Districts have the option to allow the two (2) highest-placed available contestants from each Area to compete.
 3. In Districts with four (4) assigned Divisions or fewer, Districts have the option to allow the two (2) highest-placed available contestants from each Division to participate in the District contest.
 4. The decision whether or not to allow two (2) contestants to advance from club to Area, from Area to Division, and/or from Division to District must be made and communicated throughout the District prior to the commencement of the contest cycle, i.e., prior to any club contests being held.
 - a) Once the decision is made, it must be implemented consistently throughout the District in all clubs, Areas, and Divisions affected.
 - b) If a District decides to allow two (2) contestants to advance from club to Area, its decisions regarding the number to advance from Area to Division and/or from Division to District need not be the same.
- 5. Occasionally, a contest will be held with only one (1) contestant. In such cases, a contest must still be held, and the contestant must be disqualified if they do not meet the timing, originality, and eligibility requirements.**

4. Speech Subject and Preparation

- A. The subject of all International, Humorous, and Tall Tales contest speeches must be selected by the contestant.
- B. The subject of Table Topics Contest speeches must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.

- D. Contestants must create their own speeches, and each must be substantially original.
1. Twenty-five percent or less of the speech may be devoted to quoting, 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. Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.
- F. All contestants will speak from the same platform or Area designated by the contest chair.
1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking Area before the contest begins.
 2. A lectern/podium will be available. However, use of the lectern/podium is optional.
 3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.
 4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

5. General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
1. At club contests, a contest chair, chief judge, at least five (5) voting judges, a tiebreak-ing judge, two (2) counters, and two (2) timers are appointed, unless impractical.
 2. At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed.
 3. At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
 4. At District contests, there must be an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed. The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member.
 5. For the International Speech Contest Region Quarterfinals, there must be a minimum of nine (9) voting judges and one (1) tiebreaking

judge for each contest. The Immediate Past International President once removed will be the chief judge for all region quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same region in which a contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.

6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each District, or a minimum of nine (9) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers are appointed. No chief judge, voting judge, or tiebreaking judge can be a member of any club in which a contestant is a member.

□ 7. At the World Championship of Public Speaking, there must be one (1) voting judge representing each region. In addition to these judges, a contest chair, five (5) qualifying judges, a tiebreaking judge, three (3) counters, and two (2) timers are appointed. The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.

8. Voting judges at all levels must remain anonymous when practical.

9. The contest chair may appoint a contest Toastmaster 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.

10. Contest officials must not serve in more than one (1) role for the same contest at the Area (when practical), Division, District, region quarterfinal, semifinal, and final levels.

B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.

C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.

1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.

2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:

a) Reports to the contest chair upon his/her arrival.

b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.

c) Waives the opportunity of a briefing.

D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.

1. Each voting judge receives the appropriate ballot for the contest.

a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).

b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).

c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191). Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).

d) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).

f) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.

2. Timers receive the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.

3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive instruction in the gathering of ballots and the counting room procedure (described below).

E. Before the contest, the chief judge selects a member to act as tiebreaking judge.

1. The identity of the tiebreaking judge is secret, and known only to the chief judge.

2. The tiebreaking judge does not attend the judges' briefing.

3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.

a) International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).

b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).

c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).

d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).

e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).

- ◆ F. For the International, Humorous, and Tall Tales contests, the contest chair must introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.

- ◆ 1. For Table Topics contests, the contest chair must introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.
 - ◆ 2. For Evaluation contests, the contest chair must introduce each contestant by announcing the contestant's name twice.
- G. Contestants in the International, Humorous, and Tall Tales contests are permitted to remain in the same room throughout the duration of the contest.
- H. Evaluation Contest participants are required to leave the room after the test speech has been delivered, as outlined in the Evaluation Contest section of this rulebook.
- I. Table Topics Contest contestants must stay out of the room until the preceding speaker has completed ~~his or her~~their response to the topic, as outlined in the Table Topics Contest section of this rulebook.
- J. There will be one (1) minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots. All voting judges and the tiebreaking judge will judge all contestants; the chief judge does not judge contestants.
- K. When the last contestant finishes speaking, the contest chair will ask for silence until the ballot counters have collected all ballots.
1. In order for a ballot to be valid, judges shall:
 - a) Complete their ballots by entering their choices for first, second, and third place.
 - b) Sign and print their names on the ballot.
 2. When voting judges have finished marking their ballots, they must tear off the bottom portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.
 - a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
 3. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
 - a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
 4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timers complete the Time 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 ~~A~~area and proceed to the counting room.
1. In the counting room, the ballot counters will tabulate the results of the contest using the Counter's Tally Sheet (Item 1176).
 - a) On the Counter's Tally Sheet, each contestant receives points for being ranked first, second, or third place on a voting judge's ballot.
 1. Three (3) points are scored for each first-place ranking.
 2. Two (2) points are scored for each second-place ranking.

3. One (1) point is scored for each third-place ranking.
- b) Once all points are entered, the ballot counters compute the total points for each contestant and enter the totals on the bottom of the tally sheet.
 1. Point totals must be verified by all ballot counters before results are entered on the sheet.
 2. Contestants are then ranked on the bottom of the tally sheet according to the number of points scored.
- c) In the event of a tie, the chief judge will consult the tiebreaking judge's ballot.
- d) The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
2. Once the results have been tabulated and verified, the chief judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level. The chief judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the contest chair.
 - a) All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
 - b) After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.
- M. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest.
 1. In contests with three (3) or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order.
 2. In contests with fewer than three (3) participants, a second place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order.
- ~~3. Occasionally, a contest will be held with only one (1) contestant. In such cases, a contest must still be held, and the contestant must be disqualified if he or she does not meet the timing, originality, and eligibility requirements.~~
- 3. Winners must be announced prior to the end of the event.**
 - a) If the contest is the only event taking place, winners must be announced before the contest adjourns.
 - b) If multiple contests are taking place as part of a larger conference or event, winners from all contests must be announced before the end of the conference or event.
- 4. If there are multiple contests taking place at one event, each contest must be officially adjourned prior to the beginning of the next contest, even if winners have not yet been announced.**
- 5. 4.** For the International Speech Contest Region Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. Placement will not be announced.
- 6. 5.** For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. Placement will not be announced.

- ~~7.6.~~ Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

6. Timing of the Speeches

- A. Two (2) timers are appointed by the chief judge. One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors.
- B. The signaling device must be in full view of each contestant.
- C. The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).
- D. The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- E. All speeches delivered by contestants must conform to the timing guidelines for the contest.
 - 1. International and Humorous contest speeches must be from five (5) to seven (7) minutes. A contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds.
 - 2. Table Topics Contest speeches must be from one (1) minute to two (2) minutes.
A contestant- will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds.
 - 3. Evaluation Contest speeches must be from two (2) to three (3) minutes.
A contestant will be disqualified if the speech is less than one (1) minute 30 seconds or more than three (3) minutes 30 seconds.
 - 4. Tall Tales Contest speeches must be from three (3) to five (5) minutes. A contestant will be disqualified if the speech is less than two (2) minutes 30 seconds or more than five (5) minutes 30 seconds.
- F. Upon being introduced, the contestant must proceed immediately to the speaking position.
 - 1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.
 - 2. The speaker should begin speaking within a short time after arriving at the speaking- Area, and is not permitted to delay the contest unnecessarily.
- G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.
 - 1. For International and Humorous contests:
 - a) The green signal will be displayed at five (5) minutes and remain displayed for one (1) minute.
 - b) The yellow signal will be displayed at six (6) minutes and remain displayed for one (1) minute.
 - c) The red signal will be displayed at seven (7) minutes and will remain on until the conclusion of the speech.
 - 2. For Evaluation contests:

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

7. Protests and Disqualifications

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

8. Use of Props and Electronic Devices

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

International Speech Contest Rules

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

- ◆ 1. The International Speech Contest begins at the club level, and proceeds through the Area, Division, District, region quarterfinal, semifinal, and final levels.
 - A. District-level contest videos that are submitted to World Headquarters to be used in region quarterfinal judging must meet these requirements:
- Audio
- The audio must be clear and without echo, static or other excessive noise.
- Camera
- The camera must record in high definition.
 - Only single-camera setup is permitted; use of multiple camera angles is not allowed.
 - The camera must be placed on a tripod to maintain stability and prevent unwanted movement.
 - The camera must have an unobstructed, in-focus view of the contestants.
 - The entire speaking area must be visible throughout the recording.
 - The camera must be monitored by a camera operator at all times to ensure it is recording properly.
 - Zooming is not permitted.

Lighting

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

Video Recording

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

B. District Submission to World Headquarters

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

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

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

D. Semifinals are to be held at the International Convention, and will include the top two (2) winners from each region quarterfinal contest, randomly assigned to four (4) separate contests.

1. All contestants' briefings for the semifinal speech contests will be conducted simultaneously by World Headquarters staff.
2. All judges' briefings for the semifinal speech contests will also be conducted simultaneously by World Headquarters staff.

E. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.

- ◆ 1. Winners advancing to the semifinal level at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal speech. If they have previously competed at the semifinal or final levels, contestants will provide World Headquarters with outlines from all speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judges' briefing for the World Championship of Public Speaking.
- ◆ 2. Qualifying judges will also be given a qualification sheet. On this sheet, qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest or any previous year's semifinal and final-round contests.

- ◆ 3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the qualification sheet, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.
- 4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three (3) of the five (5) qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.
- 2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

Evaluation Contest Rules

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

- 1. At the beginning of this contest, a five (5)- to seven (7)-minute test speech will be presented.
- ◆ A. The test speech must be a contest-type speech or a project speech from the Toastmasters Pathways learning experience.
- B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one (1) sheet may be used.
- C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech not be a member of the same club as any one of the contestants.
- D. The test speaker must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
- E. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- 2. At the conclusion of the test speech, all contestants must leave the room. They then have five (5) minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
- A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
- B. Where it is not practical for contestants to leave the room, contestants will complete their five (5)-minute preparation in the same room under the control of the contest sergeant at arms.
- C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five (5) minutes have elapsed, no further preparation is allowed and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.

4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard "name, speech title, speech title, name," format because Evaluation speeches do not have titles.

Humorous Speech Contest Rules

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

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

Table Topics Contest Rules

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

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

Tall Tales Contest Rules

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.

A. Members of undistricted clubs may not compete in the Video Speech Contest if they also belong to a club assigned to a District.

2. The Toastmasters International Speech Contest rules are to be followed as far as they are applicable.

A. There is no Area, Division, District, or semifinal competition for the Video Speech Contest, nor are there any travel allowances.

B. To enter, clubs conduct a speech contest and submit a video recording- of the winning speech.

3. Only one (1) speech per club may be submitted. ~~The video must be made using the following procedures~~

A. Video Speech Contest entries must meet these requirements:

- The audio must be clear and without echo, static, or other excessive noise.
- Only single-camera setup is permitted; use of multiple camera angles is not allowed.
- The camera must have an unobstructed, in-focus view of the contestant.
- The camera must be mounted or secured to avoid unwanted movement.
- Zooming is not permitted.
- The speaking area must be fully lit.
- The speaker's facial expressions must be visible throughout the speech; the image should not be too bright or too dark; the speaker should remain in frame through the entire speech.
- No lighting, artificial or natural, should point directly at the camera.
- The recording must only contain the introduction of the winning contestant's speech by the contest chair and the entire winning speech.
- The recording may not be edited in any way, such as by adding text, graphics, images, or anything that does not meet the requirements above.

B. ~~A. Complete and submit~~ Video Speech Contest entries must be submitted using a Video Speech Contest Entry Form (Item 1178) that includes a live URL linking to a video submission.

~~A. Include the entire speech on the video, including the introduction. Speeches that have been edited will not be accepted.~~

~~B. Time the speech carefully to comply with the International Speech Contest rules.~~

C. ~~D. Submit~~ Video Speech Contest entries must include a completed Speaker's Certification of Eligibility and Originality (Item 1183) with the entry form.

D. Entry forms must be emailed to videosppeechcontest@toastmasters.org and received at World Headquarters on or before 5 p.m. Mountain Time, March 31, to be eligible for competition.

4. Should more than 10 eligible video submissions be received in a given contest cycle, separate run-off competitions can be held.

A. Each run-off competition will have no more than 10 contestants.

B. Insofar as practical, the number of contestants competing in each run-off competition will be the same.

- C. The three (3) highest-placed contestants from each run-off competition will advance to the next level of the contest.
5. For each run-off competition and the final level of the contest, a minimum of five (5) voting judges and one (1) tiebreaking judge will be appointed.
- A. Voting judges and tiebreaking judges must meet the eligibility requirements for judging the International Speech Contest.
1. Voting judges and tiebreaking judges will not be physically present for the Video Speech Contest.
 2. The Immediate Past International President twice removed will be the chief judge for all Video Speech Contest competitions.
 - a) If the Immediate Past International President twice removed is unable to serve as chief judge, the First Vice President will appoint another Past International President.
- B. Timers are not appointed for the Video Speech Contest.
1. Speeches will be timed at the club level and verified when videos are reviewed for eligibility.
 - a) Speeches that do not meet the timing requirements will be reviewed by the chief judge. If the chief judge determines the contestant went overtime or undertime, the video submission will not be accepted.

SPEECH CONTEST CHECKLISTS

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

Contest Chair's Checklist

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

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

Preparation

- ☐ 1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, printing, postage, etc.
Note: If there is an entry fee to attend the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.

2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.
3. Determine the agenda for the contest.
4. Arrange for the supplies and services required for the event.
5. Order certificates of participation for all contest speakers, and order trophies from World Headquarters for the winners.
 Note: It is a trademark violation to put the Toastmasters logo, or the words "Toastmasters" or "Toastmasters International," on speech contest awards not purchased from World Headquarters.
6. Toastmasters International speech contest materials are available for free download at www.toastmasters.org:
 - Speaker's Certification of Eligibility and Originality (Item 1183)
 - Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
 - Judge's Guide and Ballot
 - Judge's Certification of Eligibility and Code of Ethics (Item 1170)
 - Counter's Tally Sheet (Item 1176)
 - Tiebreaking Judge's Guide and Ballot
 - Speech Contestant Profile (Item 1189)
 - Results Form (Item 1168)
7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements- for a chief judge.
8. 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 (2) to six (6) weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:
 - *Speech Contest Rulebook* (Item 1171)
 - Speech Contestant Profile (Item 1189)
 - Speaker's Certification of Eligibility and Originality (Item 1183)
9. Promote the contest in your community by sending news releases to the media.
10. 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 Leader-ship 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, **after all ballots are collected 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 must have the opportunity to test any amplifying equipment before the contest.
6. Draw for speaking positions.

During the Contest

1. Open the contest with a brief introduction. Inform the audience:
 - The rules have been reviewed with the chief judge and contestants.
 - The contestants have been informed of the location of the timing lights.
 - The taking of photographs during the speeches is not permitted.
 - **Each contestant selects their own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.**
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject of their speech, or mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly.
3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges' ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge's ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.
 - All ballots, Counter's Tally Sheet forms, and Time Record Sheets are considered confidential.
 - Give all forms to the chief judge for disposal.
 - Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.
 - At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, Area, and District they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
5. When the interviews are completed, collect the contest results from the chief judge.
6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges, and contestants must not consider potential pro-tests from audience members. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.
7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).

8. In closing, thank all who helped make the contest a success.

After the Contest

1. Provide the contact details for all contestants to the chief judge so ~~he or~~ **the judge** can complete the Notification of Contest Winner form (Item 1182). Confirm that the chief judge gives this form to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level.
2. Send news releases (and photographs, if possible) to each winner's community 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. Appoint ~~s~~ and counsel ~~s~~ voting judges, counters, timers, and a secret tiebreaking judge.
2. Act ~~ing~~ as chief counter, ~~and~~ provide ~~s~~ each counter with a copy of the Counter's Tally Sheet (Item 1176).
3. Encourage ~~s~~ all speech contest officials to view the online Speech Contest training at www.toastmasters.org/leadership-central/speech-contests/speech-contest-tutorials.
4. Conduct ~~s~~ 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 ~~all 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 Contestants' Briefing.
3. Inform the contest chair of any props you plan to use.
4. Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.
5. Attend the Speaker's Rehearsal and take note of the speaking area.

During the Contest

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

SPEECH CONTEST MATERIALS

Speech contest materials are available ~~to order in hard copy or~~ to download as free digital content at www.toastmasters.org/resources/resource-library?t=kit.

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 Quarterfinals 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)

25

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 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

www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials

Policy 6.0: Speech Contests

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

TOASTMASTERS
INTERNATIONAL

Item 1171

SPEAKER'S

CERTIFICATION OF ELIGIBILITY AND ORIGINALITY



All contestants must complete this form before the contest and submit it to the chief judge at each level of competition.

Club No. _____

District _____

Eligibility (To be completed for all contests)

I certify that I am eligible to compete, under the current speech contest rules. I am a paid member of a club in good standing and meet all other eligibility requirements.

To be eligible to compete in any official Toastmasters speech contest, a member must be a paid member of a club in the area, division, and district in which he or she is competing. The club must also be in good standing. In addition, to be eligible to compete in the International Speech Contest, a member must have completed at least 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 prior to the club contest. **Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.** Contestants in speech contests other than the International contest do not need to meet this education requirement. **A charter member of a club chartered less than one (1) year before the club contest is permitted to compete without having completed this education requirement. The club must have officially chartered before the Area contest.**

The following are ineligible to compete in any Toastmasters speech contest:

- ~~a) 1.~~ A member serving as a 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) 2.~~ Incumbent international officers and directors
- ~~c) 3.~~ Region advisors or region advisor applicants ~~d) 4.~~ 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) 5.~~ International officer and director candidates
- ~~f) 6.~~ Immediate past district governors
- ~~g) 7.~~ District officers or candidates ~~campaigning~~ for elected positions for the term beginning the upcoming July 1
- ~~h) 8.~~ ~~Presenters of education sessions, contest chairs, contest Toastmasters, chief judges and event committee chairs for the event at which the contest will be held, including area, division, and district events, as well as the International Convention~~ **Members who are serving in contest official or presenter roles that meet the following criteria:**
 - a) Voting judge, tiebreaking judge, or chief judge at the same contest type in which they would be competing, beyond the club level, in any District.**
 - b) Timer, counter, sergeant at arms, or other contest official role for the same contest in which they would be competing.**
 - c) Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.**

~~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.~~

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. 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.

Contestants must maintain eligibility at all levels of any contest. 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.

Signature _____

Printed Name _____

Originality (To be completed for all contests)

Name of Contest (check one): ☐ Humorous ☐ Tall Tales ☐ International ☐ Evaluation ☐ Table Topics®

Contest Level: ☐ Club ☐ Area ☐ Division ☐ District ☐ Semifinal ☐ World Championship

Date of Contest: _____

Speech Title: _____

In compliance with current speech contest rules, I certify that the content of my speech is or will be substantially original.

Signature

Printed Name