



# Toastmasters International Protocol Change Chronology

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## 2020

<b>Protocol</b>	<b>Effective Date</b>
<a href="#">Protocol 10.0: Region Advisor Expenses</a>	January 29
<a href="#">Protocol 11.2: Board of Director Expenses</a>	January 29
<a href="#">Protocol 8.2: Fundraising</a>	March 13
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	April 2
<a href="#">Protocol 5.0: Toastmasters International Activities with Other Organizations</a>	June 24
<a href="#">Protocol 4.0: Intellectual Property</a>	July 8
<a href="#">Protocol 7.0: District Structure</a>	July 8
<a href="#">Protocol 3.0: Ethics and Conduct</a>	July 29
<a href="#">Protocol 7.1: District Events</a>	July 29
<a href="#">Protocol 8.4: District Fiscal Management</a>	July 29
<a href="#">Protocol 2.0: Club and Membership Eligibility</a>	August 17
<a href="#">Protocol 4.0: Intellectual Property</a>	August 17
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	August 17
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	September 23
<a href="#">Protocol 7.0: District Structure</a>	February 1, 2021
<a href="#">Protocol 7.1: District Events</a>	February 1, 2021
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	February 1, 2021

**2021**

<b>Protocol</b>	<b>Effective Date</b>
<a href="#">Protocol 2.3: Club Programs and Events</a>	March 31
<a href="#">Protocol 4.0: Intellectual Property</a>	No later than July 1
<a href="#">Protocol 4.0: Intellectual Property</a>	July 1
<a href="#">Protocol 9.2: Presidential Citations</a>	July 1
<a href="#">Protocol 10.1: Region Advisors Visits</a>	July 1
<a href="#">Protocol 2.3: Club Programs and Events</a>	No sooner than July 1
<a href="#">Protocol 11.5: Board of Directors Visits</a>	2021-2022 visit cycle
<a href="#">Protocol 3.0: Ethics and Conduct</a>	October 1
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	December 1
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	No later than July 1, 2022
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	No later than July 1, 2022
<a href="#">Protocol 2.3: Club Programs and Events</a>	No sooner than July 1, 2022
<a href="#">Protocol 4.0: Intellectual Property</a>	July 1, 2022
<a href="#">Protocol 7.0: District Structure</a>	July 1, 2022
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	July 1, 2022
<a href="#">Protocol 7.1: District Events</a>	August 2022 (after ABM vote)
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	August 2022 (after ABM vote)
<a href="#">Protocol 9.1: International Elections</a>	September 1, 2022

**2022**

<b>Protocol</b>	<b>Effective Date</b>
<a href="#">Protocol 2.0: Club and Membership Eligibility</a>	August (after ABM vote)
<a href="#">Protocol 2.1: Club Constitution: Modifications to Comply with Local Law</a>	August (after ABM vote)
<a href="#">Protocol 2.3: Club Programs and Events</a>	August (after ABM vote)
<a href="#">Protocol 3.0: Ethics and Conduct</a>	August (after ABM vote)

<a href="#">Protocol 5.0: Toastmasters International Activities with Other Organizations</a>	August (after ABM vote)
<a href="#">Protocol 7.0: District Structure</a>	August (after ABM vote)
<a href="#">Protocol 7.1: District Events</a>	August (after ABM vote)
<a href="#">Protocol 8.1: Club and District Events</a>	August (after ABM vote)
<a href="#">Protocol 8.2: Fundraising</a>	August (after ABM vote)
<a href="#">Protocol 8.4: District Fiscal Management</a>	August (after ABM vote)
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	August (after ABM vote)
<a href="#">Protocol 9.1: International Elections</a>	August (after ABM vote)
<a href="#">Protocol 10.0: Region Advisor Expenses</a>	August (after ABM vote)
<a href="#">Protocol 10.1: Region Advisor Visits</a>	August (after ABM vote)
<a href="#">Protocol 11.1: Board of Directors Meetings</a>	August (after ABM vote)
<a href="#">Protocol 11.2: Board of Directors Expenses</a>	August (after ABM vote)
<a href="#">Protocol 11.3: Board of Directors Confidentiality</a>	August (after ABM vote)
<a href="#">Protocol 3.0: Ethics and Conduct</a>	March 13
<a href="#">Protocol 8.4: District Fiscal Management</a>	July 1
<a href="#">Protocol 7.1: District Events</a>	August (after ABM vote)
<a href="#">Protocol 3.0: Ethics and Conduct</a>	August 16
<a href="#">Protocol 7.1: District Events</a>	September 12
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	October 26

**2023**

<b>Protocol</b>	<b>Effective Date</b>
<a href="#">Protocol 9.2: Presidential Citation</a>	January 26
<a href="#">Protocol 8.4: District Fiscal Management</a>	July 1, 2024
<a href="#">Protocol 3.0: Ethics and Conduct</a>	May 24
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	May 24
<a href="#">Protocol 7.1: District Events</a>	August 14
<a href="#">Protocol 11.2: Board of Directors (section 2.C)</a>	August 14
<a href="#">Protocol 10.0: Region Advisor Expenses (1.C)</a>	August 14

**2024**

<b>Protocol</b>	<b>Effective Date</b>
<a href="#">Protocol 3.0: Ethics and Conduct</a>	January 25
<a href="#">Protocol 9.0 District Campaigns and Elections</a>	January 25
<a href="#">Protocol 11.1: Board of Directors Meetings</a>	January 25
<a href="#">Protocol 8.4: District Fiscal Management</a>	July 1
<a href="#">Protocol 7.0: District Structure</a>	July 1
<a href="#">Protocol 7.0: District Structure</a>	July 1, 2025
<a href="#">Protocol 9.0: District Campaigns and Elections</a>	July 1
<a href="#">Protocol 3.0: Ethics and Conduct</a>	July 25
<a href="#">Protocol 7.0: District Structure</a>	August 12
<a href="#">Protocol 7.0: District Structure</a>	July 1, 2025
<a href="#">Protocol 2.0: Club and Membership Eligibility</a>	August 12

## 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.

## 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:**

Modifications in **blue** were approved in August 2018 to be effective July 1, 2019  
Proposed modifications in **red** are contingent upon the adoption

- 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 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.
- ~~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.
- 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-Pp~~ **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.

- III. 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 ( <i>% of District Membership Dues Allocation</i> )
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 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.

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

## 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, <b>social media</b> , 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, <b>social media</b> , campaign literature, and similar items	Same as above	Candidate
Individual members and officers at all levels	Stationery, business cards, electronic media, <del>and</del> websites, <b>and social media</b> , 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

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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



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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:

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- 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.

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- 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.



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## 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 much 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



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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.

## 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.

## 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.



Amendments in **red** are approved, effective no earlier than July 1, 2021.  
Amendments in **blue** are recommended for adoption, effective March 31, 2021.

## Protocol 2.3

### Club Programs and Events

#### 1. Club Coach Program

- A. **The objective of this program is to coach struggling clubs back to a healthy membership, and to instruct club members in strategies to encourage continued member enthusiasm and interest in continuing with the Toastmasters Education Program.**
  - I. **Eligible clubs and prospective coaches may approach the District Director to request the appointment of a club coach to a given club. The District Director may also determine a club is eligible without external prompting.**
  - II. **Once it has been determined that a club requires coaching, the District Director arranges a meeting between the eligible club, a qualified club coach, and either the District Director, Program Quality Director, or Club Growth Director. The purpose of this meeting is to fill out and sign the Club Coach Agreement.**
  - III. **Once all parties have agreed to the specific terms of the Club Coach Agreement, the document is sent to World Headquarters for final approval and filing. Once this confirmation has been received, club coaching may begin.**
- B. **Clubs seeking a club coach must meet the following criteria in order to be considered eligible for the program:**
  - I. **Must have between three (3) and 12 active members in good standing.**
  - II. **Must not be currently suspended.**
- C. **Toastmasters members seeking to become club coaches must meet the following criteria prior to their appointment in order to be considered qualified:**
  - I. **Must be an active member in good standing with Toastmasters International, having maintained an active membership in any club other than the club to be coached for a minimum of one (1) program year.**
    - a. **Club coaches may not become members of, or hold any position in, any club they are appointed to coach for the duration of their appointment.**
    - b. **Club coaches may be former members of an eligible club, so long as they have not been a member of that club for a minimum of six (6) months prior to their appointment.**
  - II. **Must have completed Level Two (2) in any Pathways path, or achieved**

an Advanced Communicator Bronze (ACB) or Advanced Leadership Bronze (ALB) designation in the traditional education program.

III. Must have served as a club officer for one (1) program year (or two (2) six (6)-month terms).

III. Must have completed Club Coach Training.

IV. Must not be coaching any other club.

D. On completion of their assigned term of service,

I. a club coach will be considered eligible for Distinguished Toastmaster (DTM) credit if all of the following conditions have been met:

a. The club coach served for a minimum of six months in their assigned role.

b. The club coach submitted reports on club status to World Headquarters, club officers, and relevant District personnel at the appropriate times. Initial reports are to be submitted within 30 days of a club coach's assignment; ongoing reports every 60 days thereafter; and final reports following the conclusion of the assigned term.

c. The Club President of the coached club and District Director have both confirmed in writing that the Club Coach has successfully discharged their duties. Club coach evaluations may be collected to aid in this determination.

d. The coached club has achieved Distinguished or higher recognition in the Distinguished Club Program by June 30 of the relevant program year.

II. The club coach, in addition to being eligible for Distinguished Toastmaster (DTM) credit, shall also be eligible for District officer credit if they are able to bring the coached club up to full charter strength (20 members) within their assigned term.

E. Eligible undistricted clubs may seek the assistance of World Headquarters for appointment of a qualified club coach or coaches. All other requirements as applicable to eligible clubs and club coaches shall apply to club coaches coaching undistricted clubs.

## 4 2. 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 or in person.

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.**

## 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.

**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 or 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 **(within 21 days)**. 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 **the notice of hearing in writing** 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- **for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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 **who are** present and voting must vote in favor of termination.
  - V. The charged member and club members are notified **in writing** of the action taken **within one (1) week of the Disciplinary Hearing.**
  - VI. The charged member may appeal the Club Executive Committee's decision to the club **in writing and** 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 appear before the club members** to address the charges **for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters in writing within seven (7) 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 **the notice of hearing in writing** ~~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 **for a period of time as determined by the Club Executive Committee, provided that such time is equal to or greater than the amount of time taken to present 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 **who are** 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 **in writing** 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, **in writing**, to the **investigating officer, who is typically the District Director, and World Headquarters. The written complaint includes the following: If the District Director is the charged member, the next highest ranking District officer replaces the District Director throughout the remainder of the proceedings.**
  - I. **All parties involved**
  - II. **Description of what occurred**
  - III. **A list of the violation(s) and the specific Policy or Protocol referring to the violation(s)**

**IV. Documentation supporting the violation(s)**

**V. The desired resolution(s)**

**If the District Director is the charged member, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings as the investigating officer.**

- C. The **investigating officer** ~~District Director~~ completes a confidential investigation within seven (7) days. The **investigating officer** ~~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 **District Disciplinary Committee** receives copies of the original complaint, the charged member's response and the results of the **investigating officer's** ~~District Director~~ confidential investigation and carries out further investigations at its discretion.
- G. If the **District Disciplinary 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 **is sent by the District Disciplinary Committee Chair and** shall include the following:
  - I. Date, time and location, including in-person address or teleconference information
  - II. A list of the charges **with supporting documentation**
  - 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.~~

**IJ.** After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, ~~either orally or~~ in writing **to the District Disciplinary eCommittee Chair.**

**JK.** After the 15-day response time, the **District Disciplinary Ceommittee** holds the disciplinary hearing.

**KL.** The complainant and the charged member have the opportunity to participate in the hearing. The **District Disciplinary Ceommittee** 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.

**LM.** The **complainant and the** charged member provides any written, physical, or other evidence (other than oral testimony); **and a list of witnesses** to the **District Disciplinary Ceommittee** no later than **96-48** hours prior to the hearing.

**MA.** 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.

**NO.** 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 **response time equal to the presentation of** ~~a predetermined amount of time to speak and respond to~~ the charges. **The chair may extend the time in the interest of fairness. The charged member speaks to all charges and is then excused.**

- VII. Provide any witnesses who are speaking a predetermined amount of time to speak. **The chair may extend the time in the interests of fairness. Witnesses may speak to all charges during one session and then be excused from the hearing.**
- VIII. Excuse all parties present except the **District Disciplinary Committee** to discuss the charges, evidence and response of the charged member.
- a. The **District Disciplinary Committee** discusses, and determines, by majority vote, whether the charges were substantiated.
  - b. If the charges are substantiated, the **District Disciplinary Committee** discusses **potential** disciplinary action(s) and determines, by majority vote, the **recommended**~~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 **District Disciplinary 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 an online 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.
- OP.** The charged member and World Headquarters are notified in writing within 24 hours **of the conclusion of the District Executive Committee meeting** of any disciplinary action.

**PQ.** The disciplinary process and the outcome ~~must be kept~~ **are** confidential, ~~except in~~ **unless** the ~~following~~ circumstances **of the case indicate that disclosure may be required, such as:** ~~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~~

~~III. If club officers or District leaders should be notified in order to minimize~~ **P**otential **of** harm to **other** members **or** guests

~~IIII. In other appropriate situations, w~~**W**hen the best interest of Toastmasters International may require discreet communications to others

**Prior to any disclosure, the District Director (or next highest-ranking District officer) must consult with World Headquarters to determine if further disclosure is necessary. World Headquarters will provide direction as to the audience and scope of the disclosure.**

**QR.** If the District Executive Committee approves disciplinary action, **the investigating officer provides the appeal criteria to the charged member, who then has 15 days to appeal to the Board of Directors.** ~~the charged member may appeal to the Board of Directors within 15 days.~~

**RS.** 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**

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, **in writing, and** 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; **intimidation or the creation of a hostile environment;** illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; **and** failure to uphold Toastmasters International's Bylaws, Policies or Protocols. 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. 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 **knowingly** 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.

## 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~~ **may** create, administer, ~~or and~~ promote ~~any District-specific~~ recognition programs **if and only if they act to supplement, and do not compete with or replace, which compete with** official Toastmasters International recognition programs.

Amendments in blue were approved, effective no later than July 1, 2022.

## Protocol 9.0

# 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 from a different District in the same region may be appointed to the DLC by the District Director, 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. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.

- 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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, **and** 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, **or social media page**, 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 candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. **The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council.**
  - II. The contact information may only be used for campaign purposes.

- F. District candidates may 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 two (2) weeks prior to and no later than the date of 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.
- R. Candidates or their representative(s) may not send campaign communications once the District Council annual meeting begins.**

## **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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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. **An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the District Council's annual meeting.**
- 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. 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.
- 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. 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. ~~Candidates nominated for one (1) office and not elected to the office may be nominated from the floor for subsequent offices as follows:~~
- A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the District Council's annual meeting. A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the District Council's annual meeting.**
- 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.**
- FE.** 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.
- GF.** 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.
- HG.** 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.
- IH.** 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.

- J. 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 instruct the District Administration Manager to cast a single ballot for the candidate.
- KJ. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- LK. Each election is completed and the winner announced before moving to the subsequent election.
- ~~L. 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.~~~~
- 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.
- 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.
- 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.

## 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 from a different District in the same region may be appointed to the DLC by the District Director, 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. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- G. Committee members cast their votes in written form, and the committee

nominates 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.

- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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, **and** 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, **or social media page**, 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 candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. **The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council.**
  - II. The contact information may only be used for campaign purposes.
- F. District candidates may 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.
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- 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.
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- 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.
- R. 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.

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  - 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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. **An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the District Council's annual meeting.**
- 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. 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.
- 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. 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. 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.
- 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. Candidate speeches shall not contain negative information about other candidates. If there is only one (1) candidate nominated, no speech is given.
- 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.
- 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.
- 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 and instruct the District Administration Manager to cast a single ballot for the candidate.
- J. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- K. Each election is completed and the winner announced before moving to the subsequent election.
- L. 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.
- 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.

- 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.
- 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.

Protocol 9.0

**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	<p>DLC report and biographical forms are emailed to all members of the District Council and posted on the District website.</p> <p>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.</p>
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 from a different District in the same region may be appointed to the DLC by the District Director, 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. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.

- G. Committee members cast their votes in written form, and the committee nominates 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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, **and** 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, **or social media page**, 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 candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. **The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council.**
  - II. The contact information may only be used for campaign purposes.
- F. District candidates may 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 two (2) weeks prior to and no later than the date of 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.
- R. Candidates or their representative(s) may not send campaign communications once the District Council annual meeting begins.**

## 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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. **An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the District Council's annual meeting.**
- 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. 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.
- F. There is no census or poll taken of the delegates at a Candidate Showcase.

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- 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. 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.
- 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. Candidate speeches shall not contain negative information about other candidates. If there is only one (1) candidate nominated, no speech is given.
- 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.
- 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.
- 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 and instruct the District Administration Manager to cast a single ballot for the candidate.
- J. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- K. Each election is completed and the winner announced before moving to the subsequent election.
- L. 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.
- 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.

- 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.
- 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. Club Coach Program

- A. The objective of this program is to coach struggling clubs back to a healthy membership, and to instruct club members in strategies to encourage continued member enthusiasm and interest in continuing with the Toastmasters Education Program.
  - I. Eligible clubs and prospective coaches may approach the District Director to request the appointment of a club coach to a given club. The District Director may also determine a club is eligible without external prompting.
  - II. Once it has been determined that a club requires coaching, the District Director arranges a meeting between the eligible club, a qualified club coach, and either the District Director, Program Quality Director, or Club Growth Director. The purpose of this meeting is to fill out and sign the Club Coach Agreement.
  - III. Once all parties have agreed to the specific terms of the Club Coach Agreement, the document is sent to World Headquarters for final approval and filing. Once this confirmation has been received, club coaching may begin.
- B. Clubs seeking a club coach must meet the following criteria in order to be considered eligible for the program:
  - I. Must have between three (3) and 12 active members in good standing.
  - II. Must not be currently suspended.
- C. Toastmasters members seeking to become club coaches must meet the following criteria prior to their appointment in order to be considered qualified:
  - I. Must be an active member in good standing with Toastmasters International, having maintained an active membership in any club other than the club to be coached for a minimum of one (1) **program** year.
    - a. Club coaches may not become members of, or hold any position in, any club they are appointed to coach for the duration of their appointment.
    - b. Club coaches may be former members of an eligible club, so long as they have not been a member of that club for a minimum of six (6) months prior to their appointment.
  - II. Must have completed Level Two (2) in any Pathways path, or achieved an Advanced Communicator Bronze (ACB) or Advanced Leadership Bronze (ALB) designation in the traditional education program.

- III. Must have served as a club officer for one (1) program year (or two [2] six [6]-month terms).
  - IV. Must have completed Club Coach Training.
  - V. Must not be coaching any other club.
- D. On completion of their assigned term of service,
- I. A club coach will be considered eligible for Distinguished Toastmaster (DTM) credit if all of the following conditions have been met:
    - a. The club coach served for a minimum of six (6) months in their assigned role.
    - b. The club coach submitted reports on club status to World Headquarters, club officers, and relevant District personnel at the appropriate times. Initial reports are to be submitted within 30 days of a club coach's assignment; ongoing reports every 60 days thereafter; and final reports following the conclusion of the assigned term.
    - c. The Club President of the coached club and District Director have both confirmed in writing that the club coach has successfully discharged their duties. Club coach evaluations may be collected to aid in this determination.
    - d. The coached club has achieved Distinguished or higher recognition in the Distinguished Club Program by June 30 of the relevant program year.
  - II. The club coach, in addition to being eligible for Distinguished Toastmaster (DTM) credit, shall also be eligible for District leader credit towards the DTM award if they are able to bring the coached club up to full charter strength (20 members) within their assigned term.
- E. Eligible undistricted clubs may seek the assistance of World Headquarters for appointment of a qualified club coach or coaches. All other requirements as applicable to eligible clubs and club coaches shall apply to club coaches coaching undistricted clubs.
- F. Any club coach who is unsuccessful after two (2) program years with their assigned club may be reappointed at the request of the Club Growth Director or District Director to continue to coach their assigned club.**
- I. Such requests for reappointment must be received by World Headquarters prior to September 30 after the club's second unsuccessful program year.**
  - II. Reappointment assignments are for up to an additional two (2) program years.**
  - III. A club coach may only be reappointed to the same club once per coaching appointment.**



## 2. **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. 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.
  - 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. 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.

## 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.~~

## 2-3. Provisional Districts

- A. **The Board may create Provisional Districts in any geographic area that is undistricted. A Territorial Council may apply to the Chief Executive Officer for Provisional District status when the following requirements are met:**
- B-I.** The **criteria for the creation of a Provisional District is council has 45 25** or more clubs in good standing ~~for two (2) consecutive semiannual reporting periods.~~ **Applications for Provisional District status are submitted to the Chief Executive Officer.**
- C-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.
- D-C.** Individual members of clubs in provisional districts may participate in the Video Speech Contest.
- E-D.** A Past Provisional District Director is eligible to be nominated for election to the Board.
- F-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.
- G-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.
- H-G.** When a Provisional District reaches 60 or more clubs in good standing, it may apply to the Board for District status.
- I-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.
- J-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.

## 3-4. 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.

#### **4-5. 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 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 from a different District in the same region may be appointed to the DLC by the District Director, 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. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.

- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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, **and** 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, **or social media page**, 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 candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. **The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council.**
  - II. The contact information may only be used for campaign purposes.
- F. District candidates may 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 two (2) weeks prior to and no later than the date of 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 **or test speakers above the club level.**
- 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.
- R. **Candidates or their representative(s) may not send campaign communications once the District Council annual meeting begins.**

## 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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. **An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the District Council's annual meeting.**
- 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. 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.
- 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. 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. 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.
  - 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. Candidate speeches shall not contain negative information about other candidates. If there is only one (1) candidate nominated, no speech is given.
  - 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.
  - 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.
  - 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 and instruct the District Administration Manager to cast a single ballot for the candidate.

- J. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- K. Each election is completed and the winner announced before moving to the subsequent election.
- L. 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.
- 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.
- 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.
- 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.

## **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. 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. **Each program year** ~~the~~ 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; **determines the method of attendance for the annual District Council**

**meeting, whether it be online or hybrid;** 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. **Each program year the District Executive Committee determines whether** ~~the~~ District Council's annual meeting in which the elections take place is conducted ~~in person,~~ **online or hybrid, as stated in the District Administrative Bylaws, Article X, Section (a)** ~~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. Members, who are not voting members of the council ~~or their proxyholders,~~ may attend the meeting but do not participate in council deliberations.
- 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. 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. 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 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 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 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 from a different District in the same region may be appointed to the DLC by the District Director, 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. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.

- 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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 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 may 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 two (2) weeks prior to and no later than the date of 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. In the event of a hybrid or online election, a District may host an online Candidate Corner event at the District conference with breakout rooms where each candidate has their own breakout room and members can visit the room to ask questions.**
- ~~L-M.~~ 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-N.~~ 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-O.~~ 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.

~~Q-P~~. Candidates may not present campaign speeches at any District non-election meeting, or campaign at any club meetings.

~~P-Q~~. 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-R~~. 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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.
- 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. 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.
- F. There is no census or poll taken of the delegates at a Candidate Showcase.

## 10. Proxies and Credentials

- A. District ~~proxies and~~ voting ~~is 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. 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.
- 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. Candidate speeches shall not contain negative information about other candidates. If there is only one (1) candidate nominated, no speech is given.
- 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.
- 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.
- 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 and instruct the District Administration Manager to cast a single ballot for the candidate.
- J. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- K. Each election is completed and the winner announced before moving to the subsequent election.
- L. 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.

- 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.
- 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.
- 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.

## 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 Board Member 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 [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 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 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) 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 International 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 Officer positions closed.
- O. After all International 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 Secretary to cast a single vote for the candidate for each such office.
- P. If any Policy violations by an International Officer candidate have occurred, the International President may disclose such violations.
- Q. Each opposed International 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 Directors commences after the voting for International 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 of the International 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 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 an International 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. U.~~ When the names of the candidates are announced, they are displayed to the delegates.

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

~~X. W.~~ 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. X.~~ After each count is calculated, the Supervising Director verifies the count and provides the results to the International President or Parliamentarian.

~~Z. Y.~~ 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. Z.~~ 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 Officers and Directors 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 Election Committee consisting of the corporate Secretary 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 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 voting members from the Board.
  - I. The ballot states that it concerns the annual election of International 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 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 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 voting 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 (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 lot.
  
- 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 (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.~~

### **5-3. Designating How Club Meetings Are Conducted**

- A. At the time of charter, a club must designate whether it will conduct meetings **on-site-in-person**, online, or **in a hybrid format**.**
  - I. An on-site meeting is defined as a meeting where all attendees participate in one (1) physical location.**
  - II. An online meeting is defined as a meeting where attendees participate via an electronic conferencing platform.**
  - III. A hybrid meeting is defined as a meeting where provision is made for attendees to participate concurrently on-site and online.**

- B. Modifications to the designation require a majority vote of the active individual membership, and must be specified in the Addendum of Standard Club Options.**

#### **4. Online Clubs Meetings**

- A. ~~At Online clubs meetings, are defined as having members participate-attend-meetings~~ through the use of live, ~~online audio and~~ videoconferencing ~~platforms 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 **meeting will-must** 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.

#### **3-5. Online Attendance at Club Meetings**

- A. Online attendance is defined as **including** any member participating and interacting in a club meeting through the use of live audio and videoconferencing ~~tools-utilizing-an-online~~ platforms.
  - I. Participants are not **typically** in the same physical location as the rest of the club members attending the ~~in-person~~ meeting **on-site**.
  - II. Participants must be able to communicate **concurrently** with all other members in attendance at the ~~in-person~~ meeting.
  - III. **Online participants in club meetings must provide their own technology at their own expense if there is a fee for use.**
  - ~~III-IV. Online participation in a club meeting does not include v~~Voice-only teleconferencing, recorded video, or recorded audio **are not acceptable forms of attendance.**

#### **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. 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.

## Club Constitution: Modifications to Comply with Local law

### 1. Authority

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

### 2. Jurisdictional Modifications

**The F**ollowing 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.”
  - I. California: Article XI, Section 3, insert a new paragraph that reads: “All Toastmasters clubs in California must register with the Secretary of State.”

## Club Programs and Events

### 1. Club Coach Program

- A. The objective of this program is to coach struggling clubs back to a healthy membership, and to instruct club members in strategies to encourage continued member enthusiasm and interest in continuing with the Toastmasters Education Program.
  - I. Eligible clubs and prospective coaches may approach the District Director to request the appointment of a club coach to a given club. The District Director may also determine a club is eligible without external prompting.
  - II. Once it has been determined that a club requires coaching, the District Director arranges a meeting between the eligible club, a qualified club coach, and either the District Director, Program Quality Director, or Club Growth Director. The purpose of this meeting is to fill out and sign the Club Coach Agreement.
  - III. Once all parties have agreed to the specific terms of the Club Coach Agreement, the document is sent to World Headquarters for final approval and filing. Once this confirmation has been received, club coaching may begin.
- B. Clubs seeking a club coach must meet the following criteria in order to be considered eligible for the program:
  - I. Must have between three (3) and 12 active members in good standing.
  - II. Must not be currently suspended.
- C. Toastmasters members seeking to become club coaches must meet the following criteria prior to their appointment in order to be considered qualified:
  - I. Must be an active member in good standing with Toastmasters International, having maintained an active membership in any club other than the club to be coached for a minimum of one (1) year.
    - a. Club coaches may not become members of, or hold any position in, any club they are appointed to coach for the duration of their appointment.
    - b. Club coaches may be former members of an eligible club, so long as they have not been a member of that club for a minimum of six (6) months prior to their appointment.
  - II. Must have completed Level ~~Two (2)~~ in any Pathways path, or achieved an Advanced Communicator Bronze (ACB) or Advanced

Leadership Bronze (ALB) designation in the traditional education program.

- III. Must have served as a club officer for one (1) program year (or two [2] six [6]-month terms).
  - IV. Must have completed Club Coach Training.
  - V. Must not be coaching any other club.
- D. On completion of their assigned term of service,
- I. A club coach will be considered eligible for Distinguished Toastmaster (DTM) credit if all of the following conditions have been met:
    - a. The club coach served for a minimum of six (6) months in their assigned role.
    - b. The club coach submitted reports on club status to World Headquarters, club officers, and relevant District personnel at the appropriate times. Initial reports are to be submitted within 30 days of a club coach's assignment; ongoing reports every 60 days thereafter; and final reports following the conclusion of the assigned term.
    - c. The Club President of the coached club and District Director have both confirmed in writing that the club coach has successfully discharged their duties. Club coach evaluations may be collected to aid in this determination.
    - d. The coached club has achieved Distinguished or higher recognition in the Distinguished Club Program by June 30 of the relevant program year.
  - II. The club coach, in addition to being eligible for Distinguished Toastmaster (DTM) credit, shall also be eligible for District leader credit towards the DTM award if they are able to bring the coached club up to full charter strength (20 members) within their assigned term.
- E. Eligible undistricted clubs may seek the assistance of World Headquarters for appointment of a qualified club coach or coaches. All other requirements as applicable to eligible clubs and club coaches shall apply to club coaches coaching undistricted clubs.
- F. Any club coach who is unsuccessful after two (2) program years with their assigned club may be reappointed at the request of the Club Growth Director or District Director to continue to coach their assigned club.
- I. Such requests for reappointment must be received by World Headquarters prior to September 30 after the club's second unsuccessful program year.

- II. Reappointment assignments are for up to an additional two (2) program years.
- III. A club coach may only be reappointed to the same club once per coaching appointment.

#### 4-2. 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 **on-site**, online, **or in a hybrid format**~~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.



## 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, **has a conflict of interest, or is exhibiting undue bias**, 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 an

online 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**

- 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 ~~p~~P 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. 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.

## **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.

## 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, **Areas, Divisions**, 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.

## 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~~**shall** 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.~~

### 3-2. Provisional Districts

A. **The Board may create Provisional Districts in any geographic area that is undistricted.** ~~A Territorial Council may apply to the Chief Executive Officer for Provisional District status when the following requirements are met:~~

~~B.~~ The **criteria for the creation of a Provisional District is council has 45 25** or more clubs in good standing ~~for two (2) consecutive semiannual reporting periods.~~

**C. Applications for Provisional District status are submitted to the Chief Executive Officer.**

~~B~~**D.** 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.

~~G~~**E.** Individual members of clubs in ~~p~~**P**rovisional ~~e~~**D**istricts may participate in the Video Speech Contest.

~~D~~**F.** A Past Provisional District Director is eligible to be nominated for election to the Board.

~~E~~**G.** 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~~**H.** 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~~**I.** When a Provisional District reaches 60 or more clubs in good standing, it may apply to the Board for **full** District status.

~~H~~**J.** 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 Divisions**; and operate District programs in alignment with Toastmasters International's governing documents.

~~I~~**K.** Any authorization to operate as a Provisional District continues until full District status is granted or until it is otherwise terminated by the Board.



#### 4-3. 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.

#### **5-4. 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 **to** 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.

Amendments in **orange** are approved contingent upon the adoption of amendments to the Club Constitution by the voting membership at the 2022 Annual Business Meeting.

## Protocol 7.1

### 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. 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 **Area and** Division ~~and Area~~ Directors shall be conducted throughout the year.
- E. **Additional training of Area and Division Directors may include other elected and appointed District leaders and is conducted at Division or District meetings.**

- F.** ~~Such~~ **All** 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” **must shall** not be used **in naming the training**.
- 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. **Each program year** ~~the~~ 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; **determines the method of attendance for the Annual Meeting of the District Council meeting, whether it be online or hybrid**; 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 ~~a~~**Annual mMeeting of 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. **Each program year the District Executive Committee determines whether** ~~The a~~**Annual mMeeting of the** District Council's ~~annual meeting~~ in which the elections take place, is conducted ~~in person~~, **online or hybrid, as stated in Article X, Section (a), of the District Administrative Bylaws, Article X, Section (a) unless otherwise directed by the Board of Directors.**
- D. Other meetings of the District Council, including special meetings, are conducted online. ~~Online~~ **These meetings occur as recommended by the District Director and agreed upon by a majority of the District Executive Committee.**
- ~~D-E.~~ ~~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-F.~~ 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~~ **shall** not participate in council deliberations.

~~G-H~~. 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 ~~a~~**Annual mMeeting of the** District Council-~~annual meeting~~.
- IX. The District Leadership Committee report is presented at the ~~a~~**Annual mMeeting of the** District Council-~~annual meeting~~.
- X. Nominations from the floor are taken, and election of District officers is conducted at the ~~a~~**Annual mMeeting of 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 ~~on-site, in-person or~~ **on-site, in-person or online, or in a hybrid format**. 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 **on-site, in-person or online, or in a hybrid format**. 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 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 District Council meeting. Voting members ~~or their proxyholders, where appropriate (District Administrative Bylaws, Article X [d]),~~ are required to attend the ~~a~~**Annual mMeeting of the** 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 trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

## Club and District Assets

1. **Clubs and Districts are administered by volunteers who primarily use their own personal equipment.** Clubs and Districts may only own assets necessary to facilitate the Toastmasters program. ~~Clubs and Districts are administered by volunteers who primarily use their own personal equipment.~~
2. District assets are the property of Toastmasters International as described in Article III, Section (b), of the District Administrative Bylaws. **Districts may rent or lease storage space to store District assets only.**
- ~~2-3.~~ Authorized assets include, but are not limited to, bank accounts; electronic equipment; and incidental items used to conduct meetings, club or District business, such as office supplies, lecterns, banners, timing lights, audiovisual equipment, and educational materials. ~~Districts may rent or lease storage space to store District assets only.~~
- ~~3-4.~~ Assets not authorized for clubs and Districts—whether rented, leased, purchased, or donated—include, but are not limited to, motor vehicles, office space, real property, furniture, and phones.
- ~~4-5.~~ Each 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 District's list must be signed by the Immediate Past and current District Directors and submitted to World Headquarters by August 31 of each year.

## 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 t~~The following **guidelines must be met:**

- 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. Areas, Divisions, and Districts ~~may~~**must** 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~~**shall** not be used in connection with non-educational events.
  - F. Funds ~~may~~**shall** 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~~**shall** 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 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 (5) 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~~**must** not be used for other events or meetings outside the District. District funds ~~will~~**must** not be used for membership payments, or club dues or fees. District funds ~~may~~**must** 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 is~~ submitted to World Headquarters by August 31 of each year.
  - VIII. Account reconciliations ~~must be are~~ 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 World Headquarters 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 (3) 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 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 (4) 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"> <li>• Thank You cards</li> <li>• Flowers up to \$25 USD</li> <li>• Toastmasters gift certificates</li> <li>• Toastmasters products</li> <li>• Gifts up to \$25 USD</li> </ul>
Expressions of Sympathy	<ul style="list-style-type: none"> <li>• Sympathy cards</li> <li>• Flowers up to \$25 USD</li> </ul>
Incentives	<ul style="list-style-type: none"> <li>• Toastmasters products</li> <li>• Toastmasters gift certificates</li> <li>• Registration (i.e., Conference, TLI)</li> </ul>

- Amendments in **blue** are approved, effective for the 2022-2023 program year.
- Amendments in **orange** are approved contingent upon the adoption of amendments to the Club Constitution by the voting membership at the 2022 Annual Business Meeting.

## Protocol 9.0

### 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	<del>Annual meetings occur</del> <b>aAnnual mMeetings of the</b> District Council <del>annual meetings occurs</del> (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 <del>aAnnual mMeeting of the</del> <b>aAnnual mMeeting of the</b> District Council <del>meeting</del> .
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~~ **must** 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 from a different District in the same region may be appointed to the DLC by the District Director, 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~~**shall** 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 ~~on-site 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 **p**Protocol.
- D. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- G. Committee members cast their votes in written form, and the committee nominates 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.

- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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 **no later than** 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, and social media, 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.
- C. 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-D.~~ Unsolicited subscriptions to information by or about a candidate, such as a newsletter, blog, or social media page, are not permitted.
- ~~D-E.~~ 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-F.~~ The District Director provides contact information to declared candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council **members**.
  - II. The contact information may only be used for campaign purposes.
- ~~F-G.~~ District candidates may 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 **aAnnual mMeeting of the** District Council's ~~annual meeting~~.
  - II. The second communication may be sent two (2) weeks prior to and no later than the date of the **aAnnual mMeeting of the** District Council's ~~annual meeting~~.



- ~~G~~-H. 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~~I. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- ~~I~~J. 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~~K. Candidates ~~may~~**shall** not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- ~~K~~L. 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~~M. **In the event of a hybrid or online election, a District may host an online Candidate Corner event at the District conference. The online Candidate Corner provides a with-breakout rooms-where for each candidate has their own breakout room and to allow members can to visit the room to ask questions.**
- ~~L~~N. 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~~O. Candidates ~~may~~**shall** 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~~P. Candidates may speak and give educational presentations at District conferences, at a time other than during the ~~a~~**Annual mMeeting of 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 **or test speakers above the club level.**
- ~~O~~Q. Candidates ~~may~~**shall** not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- ~~P~~R. 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-S~~. The names of floor candidates are not published with the DLC report or in any other District publication.

~~S-T~~. Candidates or their representative(s) ~~may-shall~~ not send campaign communications once the ~~aAnnual mMeeting of the~~ District Council ~~annual-meeting~~ begins.

## 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-shall~~ 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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~~ **shall** 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 ~~a~~ **Annual mMeeting of 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 ~~a~~ **Annual mMeeting of 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 exclusively in person on-site~~ or ~~fully exclusively~~ online to give each candidate an equal platform. An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the ~~a~~**Annual mMeeting of the** District Council's ~~annual meeting~~.
- 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. 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.
- F. There is no census or poll taken of the delegates at a Candidate Showcase.

## 10. ~~Proxies and~~ Credentials

- A. District ~~proxies and~~ voting ~~is are~~ governed by the District Administrative Bylaws, Article X, Sections ~~s~~ (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 the~~ **aAnnual mMeeting of the** District Council ~~annual meeting~~ in the District newsletter or in a separate mailing.
- C. Prior to the **aAnnual mMeeting of 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 shall~~ 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 ~~a~~**Annual mMeeting of the** 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. A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the ~~a~~**Annual mMeeting of the** District Council~~'s annual meeting~~. A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the ~~a~~**Annual mMeeting of the** District Council~~'s annual meeting~~.
  - 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.
- F. At the discretion of the District Director, candidate speeches should all be delivered ~~in-person-on-site~~ or should all be delivered online to give each candidate an equal platform.
  - G. After nominations are closed, candidate speeches are given. **Each** ~~C~~candidate ~~s~~ speaks ~~s~~ on their own behalf ~~ves~~. 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.
  - H. A candidate's representative ~~may~~**shall** not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
  - I. 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.
  - J. 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 instruct the District Administration Manager to cast a single ballot for the candidate.
  - K. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
  - L. Each election is completed and the winner announced before moving to the subsequent election.
  - 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.
  - N. Upon adjournment of the ~~a~~**Annual mMeeting 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.
  - 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.

## 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 Board Member 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 [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 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 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) 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 International 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 Officer positions closed.
- O. After all International 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 Secretary to cast a single vote for the candidate for each such office.
- P. If any Policy violations by an International Officer candidate have occurred, the International President may disclose such violations.
- Q. Each opposed International 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 Directors commences after the voting for International 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 of the International 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 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 an International 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. U.~~ When the names of the candidates are announced, they are displayed to the delegates.

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

~~X. W.~~ 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. X.~~ After each count is calculated, the Supervising Director verifies the count and provides the results to the International President or Parliamentarian.

~~Z. Y.~~ 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. Z.~~ 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 Officers and Directors 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 Election Committee consisting of the corporate Secretary 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 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 voting members from the Board.
  - I. The ballot states that it concerns the annual election of International 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 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 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 voting 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 (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 lot.
  
- 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.

## 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 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 **and other pre-approved 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 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 District and assigned Districts may be made at any time. Visits to club meetings outside of the RA's home District and assigned Districts require prior approval. Reimbursement is not provided.
  - B. Visits to Area and Division events within the RA's home District 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 District and assigned Districts require prior approval. Reimbursement is not provided.
  - C. Visits to District events within the RA's home District 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 outside the RA's home District and assigned Districts require prior approval. Reimbursement is not provided.
  - D. District visits outside the RA's assigned Districts require prior approval. Reimbursement is not provided.
7. When visiting or presenting at any Toastmasters event, ~~in-person-on-site~~ or ~~remotely online~~, RAs **may-must** not sell or promote **non-Toastmasters** products, merchandise, or services.

## Board of Directors Meetings

1. ~~The Board meets in-person, via teleconference, or via videoconference.~~ Board meetings are conducted **on-site, online, or in a hybrid format** in accordance with the following procedures. Any situation not covered by the 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 next highest-ranking officer 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 it 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. Board Members address the chair and proceed only when recognized. No Board Member is entitled to speak more than once on any issue until each member has **had** 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 Members.
  - E. Any Board 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 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 of 14 days in advance of scheduled ~~in-person on-site or hybrid~~ Board meetings, and 72 hours in advance of **online** Board ~~meetings-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 an opinion.



## 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:
  - I. Dinner with the District Executive Committee.
  - II. 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 ~~Board Members 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.

- B.** 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.

## Board of Directors Confidentiality

### 1. Board Business

A. Each document provided to 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 Board Members and those employees, agents, or members of the eCorporation 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 Policies; 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 Board Members, those employees, agents, or members of the eCorporation authorized by the Chief Executive Officer to receive the information, and those past 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. 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 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.

- 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 Members may discuss what committees the Board is working on but may not 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 Board Members voted, are Highly Confidential. If a 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 (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 voting member.
- C. 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 **year's** annual notice is sent to them.
- D. 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.
- 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 **initial approval or rejection** 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.

## **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 or the Club Executive Committee 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 (within 21 days). 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 the notice of hearing in writing 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 for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are present and voting must vote in favor of termination.
  - V. The charged member and club members are notified in writing of the action taken within one (1) week of the Disciplinary Hearing.
  - VI. The charged member may appeal the Club Executive Committee's decision to the club in writing and 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 appear before the club members to address the charges for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters in writing within seven (7) 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 the notice of hearing in writing 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 for a period of time as determined by the Club Executive Committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are 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 in writing within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.

### **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, in writing, to the investigating officer, who is typically the District Director, and World Headquarters. The written complaint includes the following:
  - I. All parties involved
  - II. Description of what occurred
  - III. A list of the violation(s) and the specific Policy or Protocol referring to the violation(s)
  - IV. Documentation supporting the violation(s)
  - V. The desired resolution(s)

If the District Director is the charged member, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings as the investigating officer.

- C. The investigating officer completes a confidential investigation within seven (7) days. The investigating officer 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 District Disciplinary Committee receives copies of the original complaint, the charged member's response and the results of the investigating officer's confidential investigation and carries out further investigations at its discretion.
- G. If the District Disciplinary 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 is sent by the District Disciplinary Committee Chair and shall include the following:
  - I. Date, time and location, including in-person address or teleconference information
  - II. A list of the charges with supporting documentation
  - III. The specific Policy or Protocol referring to the charges
- I. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, in writing to the District Disciplinary Committee Chair.
- J. After the 15-day response time, the District Disciplinary Committee holds the disciplinary hearing.
- K. The complainant and the charged member have the opportunity to participate in the hearing. The District Disciplinary 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.

- L. The complainant and the charged member provide any written, physical, or other evidence (other than oral testimony); and a list of witnesses to the District Disciplinary Committee no later than 96 hours prior to the hearing.
- M. 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.
- N. 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 response time equal to the presentation of the charges. The chair may extend the time in the interest of fairness. The charged member speaks to all charges and is then excused.
  - VII. Provide any witnesses who are speaking a predetermined amount of time to speak. The chair may extend the time in the interests of fairness. Witnesses may speak to all charges during one session and then be excused from the hearing.
  - VIII. Excuse all parties present except the District Disciplinary Committee to discuss the charges, evidence and response of the charged member.
    - a. The District Disciplinary Committee discusses, and determines, by majority vote, whether the charges were substantiated.
    - b. If the charges are substantiated, the District Disciplinary Committee discusses potential disciplinary action(s) and determines, by majority vote, the recommended 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 District Disciplinary 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 an online 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.
- O. The charged member and World Headquarters are notified in writing within 24 hours of the conclusion of the District Executive Committee meeting of any disciplinary action.
- P. The disciplinary process and the outcome are confidential, unless the circumstances of the case indicate that disclosure may be required, such as:
- I. Potential of harm to members or guests
  - II. When the best interest of Toastmasters International may require discreet communications to others
- Prior to any disclosure, the District Director (or next highest-ranking District officer) must consult with World Headquarters to determine if further disclosure is necessary. World Headquarters will provide direction as to the audience and scope of the disclosure.
- Q. If the District Executive Committee approves disciplinary action, the investigating officer provides the appeal criteria to the charged member, who then has 15 days to appeal to the Board of Directors.
- R. 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

- 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 complaint, in writing, and 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; intimidation or the creation of a hostile environment; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; and 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. 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 knowingly 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 of** the Board's decision.

## **6. Procedure to Discipline Past Board Members and Past Region Advisors**

- A. All actions and communications are to be ethical and consistent with Toastmasters International's Bylaws, Policies, Protocols, mission, vision, and core values.**
- B. Past Board Members and Past 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; 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 events, or relating to the World Headquarters staff).**
    - 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 member.**
    - c. If the infraction is correctable, the member acknowledges it and corrects it.**
    - d. If the infraction is not correctable, the member acknowledges it and commits to non-recurrence.**

- e. The International President advises the Executive Committee of the situation.
  - f. The member 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; or committing, promoting, or ignoring 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 disciplinary communication (oral and written) to the member.
  - f. The member commits to non-recurrence.
  - g. The member 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 events, or relating to the World Headquarters staff; or 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 member'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 member'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 member's good standing, appropriate procedures are followed.**
- g. **If the Board decides not to proceed with a hearing to consider removal of the member's good standing, the International President engages in disciplinary communication (oral and written) to the member, including appropriate disciplinary measures, as decided by the Board.**
- h. **There is no appeal of the Board's decision.**

## **67. 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 may create, administer, and promote District-specific recognition programs if and only if they act to supplement, and do not compete with or replace, official Toastmasters International recognition programs.

Amendments in **blue** are approved, effective no sooner than July 1, 2022.

Text in **red** are proposed amendments.

Protocol 8.4

## 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 (5) 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~~**must** not be used for other events or meetings outside the District. District funds ~~will~~**must** not be used for membership payments, or club dues or fees. District funds ~~may~~**must** 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 is~~ submitted to World Headquarters by August 31 of each year.
  - VIII. Account reconciliations ~~must be~~ are 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 World Headquarters 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 (3) 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, **lodging**, 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 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 (4) 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"> <li>• Thank You cards</li> <li>• Flowers up to \$25 USD</li> <li>• Toastmasters gift certificates</li> <li>• Toastmasters products</li> <li>• Gifts up to \$25 USD</li> </ul>
Expressions of Sympathy	<ul style="list-style-type: none"> <li>• Sympathy cards</li> <li>• Flowers up to \$25 USD</li> </ul>
Incentives	<ul style="list-style-type: none"> <li>• Toastmasters products</li> <li>• Toastmasters gift certificates</li> <li>• Registration (i.e., Conference, TLI)</li> </ul>

Amendments in **green** are approved, effective no sooner than July 1, 2022.  
Amendments in **orange** are approved contingent upon the adoption of amendments to the Club Constitution by the voting membership at the 2022 Annual Business Meeting.

## Protocol 7.1

### 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.
- B. Recommendations for the location of District events may be submitted to the District Director by District Executive Committee members or the District Council. Each program year the District Director, in consultation with the Program Quality Director, determines a timeline and process for such recommendations.**
- C. The District Director decides the locations and venues for all District level events after considering recommendations and consulting with the Program Quality Director.**
- D. The District Director is the only authorized signer of District level events contracts. District event contracts must not be signed more than 18 months prior to the event date.**

#### 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. 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 **Area and** Division ~~and Area~~ Directors shall be conducted throughout the year.
- E. Additional training of Area and Division Directors may include other elected and appointed District leaders and is conducted at Division or District meetings.**
- F. ~~Such~~All** 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” ~~must shall~~ not be used **in naming the training.**

- 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. **Each program year** ~~the~~ 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; **determines the method of attendance for the Annual Meeting of the District Council-meeting, whether it be online or hybrid**; 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 **aAnnual Meeting of 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. **Each program year the District Executive Committee determines whether** ~~the~~ **aAnnual Meeting of the** District Council's ~~annual meeting~~ in which the elections take place, is conducted ~~in person~~, **online or hybrid, as stated in Article X, Section (a), of the District Administrative Bylaws, Article X, Section (a) unless otherwise directed by the Board of Directors.**
- D. Other meetings of the District Council, including special meetings, are conducted online. **Online-These meetings occur as recommended by the District Director and agreed upon by a majority of the District Executive Committee.**

~~D-E.~~ 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-F.~~ 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~~ shall not participate in council deliberations.

~~G-H.~~ 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 **aAnnual mMeeting of the** District Council ~~annual meeting.~~
- IX. The District Leadership Committee report is presented at the **aAnnual mMeeting of the** District Council ~~annual meeting.~~
- X. Nominations from the floor are taken, and election of District officers is conducted at the **aAnnual mMeeting of 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 **on-site, in-person or online, or in a hybrid format**. 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 **on-site, in-person or online, or in a hybrid format**. 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 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 District Council meeting. Voting members ~~or their proxyholders, where appropriate (District Administrative Bylaws, Article X [d]),~~ are required to attend the **aAnnual mMeeting of the 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 trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

Amendments in **green** are approved, effective no sooner than July 1, 2022.  
Amendments in **orange** are approved contingent upon the adoption of amendments to the Club Constitution by the voting membership at the 2022 Annual Business Meeting.

## Protocol 7.1

### 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. 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 **Area and** Division ~~and Area~~ Directors shall be conducted throughout the year.

**E. Additional training of Area and Division Directors may include other elected and appointed District leaders and is conducted at Division or District meetings.**

**F. ~~Such~~All 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” ~~must shall~~ not be used **in naming the training.**
- 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. **Each program year** ~~the~~ 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; **determines the method of attendance for the Annual Meeting of the District Council, whether it be online or hybrid**; 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 **aAnnual mMeeting of 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. **Each program year the District Executive Committee determines whether** ~~the aAnnual mMeeting of the~~ District Council's ~~annual meeting~~ in which the elections take place, is conducted **in person, online or hybrid, as stated in Article X, Section (a), of the District Administrative Bylaws, Article X, Section (a) unless otherwise directed by the Board of Directors.**
- D. Other meetings of the District Council, including special meetings, are conducted online. **Online-These meetings occur as recommended by the District Director and agreed upon by a majority of the District Executive Committee.**
- ~~D.E. 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-F.~~ 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 shall~~ not participate in council deliberations.

~~G-H.~~ 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. Quorum is confirmed by the chair at the start of the meeting, according to Article X, Section C, of the District Administrative Bylaws.**

~~IV-III.~~ The Audit Committee report is presented.

~~V-IV.~~ The District budget is adopted at the first District Council meeting.

~~VI-V.~~ The Profit and Loss Statement is presented.

~~VII-VI.~~ Appointed officers are confirmed at the first District Council meeting.

~~VIII-VII.~~ The District Executive Committee's action to fill any vacancies in District office is confirmed.

~~IX-VIII.~~ The assignment of clubs to Areas and Divisions for the following year is adopted at the **aAnnual Meeting of the** District Council ~~annual meeting.~~

~~X-IX.~~ The District Leadership Committee report is presented at the **aAnnual Meeting of the** District Council ~~annual meeting.~~

~~XI-X.~~ Nominations from the floor are taken, and election of District officers is conducted at the **aAnnual Meeting of the** District Council ~~annual meeting.~~

~~XII-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 **on-site, in-person or online, or in a hybrid format.** 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 **on-site, in-person or online, or in a hybrid format**. 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 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 District Council meeting. Voting members ~~or their proxyholders, where appropriate (District Administrative Bylaws, Article X [d]),~~ are required to attend the ~~a~~Annual ~~m~~Meeting of the 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 trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

## 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 or the Club Executive Committee 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 (within 21 days). 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 the notice of hearing in writing 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 for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are present and voting must vote in favor of termination.
  - V. The charged member and club members are notified in writing of the action taken within one (1) week of the Disciplinary Hearing.

- VI. The charged member may appeal the Club Executive Committee's decision to the club in writing and 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 appear before the club members to address the charges for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters in writing within seven (7) 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 the notice of hearing in writing 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 for a period of time as determined by the Club Executive Committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are 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 in writing within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.

### **3. District Procedure to Discipline a Member**

- A. Resignation or removal of a District officer is addressed in Article VII, Section(h), 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, in writing, to the investigating officer, who is typically the District Director, and World Headquarters. The written complaint includes the following:
  - I. All parties involved
  - II. Description of what occurred

- III. A list of the violation(s) and the specific Policy or Protocol referring to the violation(s)
- IV. Documentation supporting the violation(s)
- V. The desired resolution(s)

If the District Director is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings. ~~as the investigating officer.~~

**In these circumstances and in consultation with World Headquarters, the next highest-ranking District leader may appoint any Past District Director, including any Past Region Advisor or past member of the Board of Directors who is a member of a club within the region, to act as the investigating officer.**

**If no one is selected from within the region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the investigating officer.**

- C. The investigating officer completes a confidential investigation within seven (7) days. The investigating officer 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~~ **the investigating officer** 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~~ **investigating officer may appoint any Past District Director, including any Past Region Advisor or past member of the Board of Directors who is a member of a club within the region, to act as the chair and/ or co-chair.**

**If no one is selected from within the region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the chair and/or co-chair.**
- F. The District Disciplinary Committee receives copies of the original complaint, the charged member's response and the results of the investigating officer's confidential investigation and carries out further investigations at its discretion.
- G. If the District Disciplinary 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 is sent by the District Disciplinary Committee Chair and shall include the following:
  - I. Date, time and location, including in-person address or teleconference information
  - II. A list of the charges with supporting documentation
  - III. The specific Policy or Protocol referring to the charges
- I. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, in writing to the District Disciplinary Committee Chair.
- J. After the 15-day response time, the District Disciplinary Committee holds the disciplinary hearing.
- K. The complainant and the charged member have the opportunity to participate in the hearing. The District Disciplinary 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.
- L. The complainant and the charged member provide any written, physical, or other evidence (other than oral testimony); and a list of witnesses to the District Disciplinary Committee no later than 96 hours prior to the hearing.
- M. 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.
- N. 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 response time equal to the presentation of the charges. The chair may extend the time in the interest of fairness. The charged member speaks to all charges and is then excused.



- VII. Provide any witnesses who are speaking a predetermined amount of time to speak. The chair may extend the time in the interests of fairness. Witnesses may speak to all charges during one session and then be excused from the hearing.
- VIII. Excuse all parties present except the District Disciplinary Committee to discuss the charges, evidence and response of the charged member.
  - a. The District Disciplinary Committee discusses, and determines, by majority vote, whether the charges were substantiated.
  - b. If the charges are substantiated, the District Disciplinary Committee discusses potential disciplinary action(s) and determines, by majority vote, the recommended 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~~
  - ~~be.~~ Suspension from participation in District activities – not to exceed 18 months
  - ~~cd.~~ Suspension or removal from District office
  - ~~de.~~ Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months
  - ~~ef.~~ Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.
- X. The District Disciplinary 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 an online 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.
- O. The charged member and World Headquarters are notified in writing within 24 hours of the conclusion of the District Executive Committee meeting of any disciplinary action.
- P. The disciplinary process and the outcome are confidential, unless the circumstances of the case indicate that disclosure may be required, such as:

- I. Potential of harm to members or guests
- II. When the best interest of Toastmasters International may require discreet communications to others

Prior to any disclosure, the District Director (or next highest-ranking District officer) must consult with World Headquarters to determine if further disclosure is necessary. World Headquarters will provide direction as to the audience and scope of disclosure.

- Q. If the District Executive Committee approves disciplinary action, the investigating officer provides the appeal criteria to the charged member, who then has 15 days to appeal to the Board of Directors.
- R. 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**

- 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 complaint, in writing and 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; intimidation or creation of a hostile environment; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; and 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. 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 knowingly 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.

## **7. 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 may create, administer, and promote District-specific recognition programs if and only if they act to supplement, and do not compete with or replace 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.
- B. Recommendations for the location of District events may be submitted to the District Director by District Executive Committee members or the District Council. Each program year the District Director, in consultation with the Program Quality Director, determines a timeline and process for such recommendations.
- C. The District Director decides the locations and venues for all District level events after considering recommendations and consulting with the Program Quality Director.
- D. The District Director is the only authorized signer of District level events contracts. District event contracts must not be signed more than 18 months prior to the event date.

### 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. 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 Area and Division Directors shall be conducted throughout the year.
- E. Additional training of Area and Division Directors may include other elected and appointed District leaders and is conducted at Division or District meetings.
- F. All 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

#### **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” must not be used in naming the training.
- 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. Each program year 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; determines the method of attendance for the Annual Meeting of the District Council, whether it be online or hybrid; and performs any duties assigned by the District Council.
- D. The District Executive Committee meets at least four (4) times each year. 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 Annual Meeting of the District Council, 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. Each program year the District Executive Committee determines whether the Annual Meeting of the District Council, in which the elections take place, is conducted online or hybrid, as stated in Article X, Section (a), of the District Administrative Bylaws.
- D. Other meetings of the District Council, including special meetings, are conducted online. These meetings occur as recommended by the District Director and agreed upon by a majority of the District Executive Committee.
- E. 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.
- F. 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.

- G. Members who are not voting members of the council may attend the meeting but shall not participate in council deliberations.
- H. 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. Quorum is confirmed by the chair at the start of the meeting, according to Article X, Section (c), of the District Administrative Bylaws.
  - IV. The Audit Committee report is presented.
  - V. The District budget is adopted at the first District Council meeting.
  - VI. The Profit and Loss Statement is presented.
  - VII. Appointed officers are confirmed at the first District Council meeting.
  - VIII. The District Executive Committee's action to fill any vacancies in District office is confirmed.
  - IX. The assignment of clubs to Areas and Divisions for the following year is adopted at the Annual Meeting of the District Council.
  - X. The District Leadership Committee report is presented at the Annual Meeting of the District Council.
  - XI. Nominations from the floor are taken, and election of District officers is conducted at the Annual Meeting of the District Council.
  - XII. 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 onsite, online, or in a hybrid format. 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 onsite, online, or in a hybrid format. 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 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 District Council meeting. Voting members are required to attend the Annual Meeting of the District Council.
  - 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. Additional One-Day Events**

- A. In addition to the required council meetings (including Area and Division), District-sponsored training for club officers and Area and Division Directors, and the Annual District Conference, Districts may conduct a single one-day onsite or hybrid event that supports the missions of the club and/or District.**
- B. The one-day event must be held between September 1 and December 1 and must not be held jointly with any other District.**
- C. The event must be budgeted and self-funded, and cannot result in a financial loss.**
- D. The event may only consist of the following:**
  - I. Training focused on club excellence and new club building.**
  - II. Additional training for club officers and/or training for District leaders.**
  - III. Recognition and award celebrations, for example member and club achievements.**
- E. District Council meetings, speech contests of any kind, or events that do not promote the club and/or District mission are prohibited.**

#### **1140. 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 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	Annual Meeting of the District Council occurs (actual date 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 <b>District Director</b> <del>DLC Chair</del> after the DLC report has been published and at least <b>seven (7) days prior</b> to the Annual Meeting of the District Council.
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 must 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 from a different District in the same region may be appointed to the DLC by the District Director, 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 shall 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 onsite 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. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- G. Committee members cast their votes in written form, and the committee nominates 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.

- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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 no later than 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, and social media, 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.
- C. 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.
- D. Unsolicited subscriptions to information by or about a candidate, such as a newsletter, blog, or social media page, are not permitted.
- E. 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.
- F. The District Director provides contact information to declared candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council members.
  - II. The contact information may only be used for campaign purposes.
- G. District candidates may 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 Annual Meeting of the District Council.
  - II. The second communication may be sent two (2) weeks prior to and no later than the date of the Annual Meeting of the District Council.
- H. 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.

- I. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- J. 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.
- K. Candidates shall not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- L. 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.
- M. In the event of a hybrid or online election, a District may host an online Candidate Corner event at the District conference. The online Candidate Corner provides a breakout room for each candidate to allow members to visit the room to ask questions.
- N. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- O. Candidates shall 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.
- P. Candidates may speak and give educational presentations at District conferences, at a time other than during the Annual Meeting of the District Council, 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 or test speakers above the club level.
- Q. Candidates shall not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- R. 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.
- S. The names of floor candidates are not published with the DLC report or in any other District publication.
- T. Candidates or their representative(s) shall not send campaign communications once the Annual Meeting of the District Council begins.

## 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 shall 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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 shall 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 Annual Meeting of the District Council 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 Annual Meeting of the District Council.
- 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 exclusively onsite or exclusively online to give each candidate an equal platform. An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the Annual Meeting of the District Council.

- 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. 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.
- F. There is no census or poll taken of the delegates at a Candidate Showcase.

## **10. Credentials**

- A. District voting is governed by the District Administrative Bylaws, Article X, Section (d).
- B. The District Director sends a credential form to each Club President and Vice President Education 30 days before the Annual Meeting of the District Council- in the District newsletter or in a separate mailing.
- C. Prior to the Annual Meeting of the District Council, 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.
- 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 shall 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 Meeting of the District Council, 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. Floor candidates may self-nominate when they are a member of the District Council.
  - 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. A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the Annual Meeting of the District Council. A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the Annual Meeting of the District Council.
- 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, **at the Annual Meeting of the District Council**, 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. **In this circumstance the requirement**



**to declare intent prior to the Annual Meeting of the District Council is waived.**

- F. At the discretion of the District Director, candidate speeches should all be delivered onsite or should all be delivered online to give each candidate an equal platform.
- G. After nominations are closed, candidate speeches are given. Each candidate speaks on their own behalf. 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.
- H. A candidate's representative shall not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
- I. 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.
- J. 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 instruct the District Administration Manager to cast a single ballot for the candidate.
- K. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- L. Each election is completed and the winner announced before moving to the subsequent election.
- 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.
- N. Upon adjournment of the Annual Meeting of the District Council, 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.
- O. All 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.

## 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?
- D. Service as an International Officer or Director, or policy-directed service on a Board committee, shall not be of primary consideration when determining if a citation is merited.**

### 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.
- 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.

## 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 (5) 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 must not be used for other events or meetings outside the District. District funds must not be used for membership payments, or club dues or fees. District funds must 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 District signature form for withdrawal of District funds and a list of authorized signers for all District accounts, provided by the bank, are received at World Headquarters by August 15.**
  - ~~III.~~ 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.
  - ~~IV.~~ The District budget is received at World Headquarters by September 30.
  - ~~V.~~ The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.
  - ~~VI.~~ The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
  - ~~VII.~~ The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
  - ~~VIII.~~ A list of assets signed by the Immediate Past District Director and current District Director is submitted to World Headquarters by August 31 of each year.
  - ~~IX.~~ Account reconciliations are 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 World Headquarters 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 (3) 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 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 (4) 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"> <li>• Thank You cards</li> <li>• Flowers up to \$25 USD</li> <li>• Toastmasters gift certificates</li> <li>• Toastmasters products</li> <li>• Gifts up to \$25 USD</li> </ul>
Expressions of Sympathy	<ul style="list-style-type: none"> <li>• Sympathy cards</li> <li>• Flowers up to \$25 USD</li> </ul>
Incentives	<ul style="list-style-type: none"> <li>• Toastmasters products</li> <li>• Toastmasters gift certificates</li> <li>• Registration (i.e., Conference, TLI)</li> </ul>

## 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 J 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 or the Club Executive Committee 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 (within 21 days). 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 the Notice of Hearing in writing 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 for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are present and voting must vote in favor of termination.
- V. The charged member and club members are notified in writing of the action taken within one (1) week of the Disciplinary Hearing.
- VI. The charged member may appeal the Club Executive Committee's decision to the club in writing and 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 appear before the club members to address the charges for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters in writing within seven (7) 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 the Notice of Hearing in writing 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 for a period of time as determined by the Club Executive Committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are 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 in writing within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.

### **3. District Procedure to Discipline a Member**

- A. Resignation or removal of a District officer is addressed in Article VII, Section (h), 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, in writing, to the investigating officer, who is typically the District Director, and World Headquarters. The written complaint includes the following:
  - I. All parties involved
  - II. Description of what occurred
  - III. A list of the violation(s) and the specific Policy or Protocol referring to the violation(s)
  - IV. Documentation supporting the violation(s)
  - V. The desired resolution(s)

If the District Director is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings.

In these circumstances and in consultation with World Headquarters, the next highest ranking District leader may appoint any Past District Director, including

any Past Region Advisor or Past member of the Board of Directors who is a member of a club within the region, to act as the investigating officer.

If no one is selected from within the Region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the investigating officer.

- C. The investigating officer completes a confidential investigation within seven (7) days. The investigating officer 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 investigating officer 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 investigating officer may appoint any Past District Director, including any Past Region Advisor or Past member of the Board of Directors who is a member of a club within the region, to act as the chair and/ or co-chair.

If no one is selected from within the Region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the chair and/ or co-chair.

- F. The District Disciplinary Committee receives copies of the original complaint, the charged member's response and the results of the investigating officer's confidential investigation and carries out further investigations at its discretion.
- G. If the District Disciplinary 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 **onsite, online, or in a hybrid format**~~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 is sent by the District Disciplinary Committee Chair and shall include the following:
  - I. Date, time, and location, including ~~in-person onsite~~ address **and/or teleconference-online** information
  - II. A list of the charges with supporting documentation
  - III. The specific Policy or Protocol referring to the charges
- I. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, in writing to the District Disciplinary Committee Chair.



- J. After the 15-day response time, the District Disciplinary Committee holds the disciplinary hearing.
- K. The complainant and the charged member have the opportunity to participate in the hearing. The District Disciplinary 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.
- L. The complainant and the charged member provide any written, physical, or other evidence (other than oral testimony); and a list of witnesses to the District Disciplinary Committee no later than 96 hours prior to the hearing.
- M. 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.
- N. 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 response time equal to the presentation of the charges. The chair may extend the time in the interest of fairness. The charged member speaks to all charges and is then excused.
  - VII. Provide any witnesses who are speaking a predetermined amount of time to speak. The chair may extend the time in the interest of fairness. Witnesses may speak to all charges during one session and then be excused from the hearing.
  - VIII. Excuse all parties present except the District Disciplinary Committee to discuss the charges, evidence and response of the charged member.
    - a. The District Disciplinary Committee discusses, and determines, by majority vote, whether the charges were substantiated.
    - b. If the charges are substantiated, the District Disciplinary Committee discusses potential disciplinary action(s) and determines, by majority vote, the recommended 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. Suspension from participation in District activities – not to exceed 18 months
- c. Suspension or removal from District office
- d. Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months
- e. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.

X. The District Disciplinary 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 an online 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.

O. The charged member and World Headquarters are notified in writing within 24 hours of the conclusion of the District Executive Committee meeting of any disciplinary action.

P. The disciplinary process and the outcome are confidential, unless the circumstances of the case indicate that disclosure may be required, such as:

- I. Potential of harm to members or guests
- II. When the best interest of Toastmasters International may require discreet communications to others

Prior to any disclosure, the District Director (or next highest-ranking District officer) must consult with World Headquarters to determine if further disclosure is necessary. World Headquarters will provide direction as to the audience and scope of the disclosure.

Q. If the District Executive Committee approves disciplinary action, the investigating officer provides the appeal criteria to the charged member, who then has 15 days to appeal to the Board of Directors.

R. 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**

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 complaint, in writing and 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; intimidation or the creation of a hostile environment; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; and 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. 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 knowingly 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.

## **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 may create, administer, and promote District-specific recognition programs if and only if they act to supplement, and do not compete with or replace, official Toastmasters International recognition programs.

## 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	Annual Meeting of the District Council occurs (actual date 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 District Director after the DLC report has been published and at least seven (7) days prior to the Annual Meeting of the District Council.
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 must 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 from a different District in the same region may be appointed to the DLC by the District Director, 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 shall 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 onsite 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. Online participation options for interviews must be made available if needed.
- 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.
- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- G. Committee members cast their votes in written form, and the committee nominates 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.

- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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 no later than 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, and social media, 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.
- C. 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.
- D. Unsolicited subscriptions to information by or about a candidate, such as a newsletter, blog, or social media page, are not permitted.
- E. 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.
- F. The District Director provides contact information to declared candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council members.
  - II. The contact information may only be used for campaign purposes.
- G. District candidates may 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 Annual Meeting of the District Council.
  - II. The second communication may be sent two (2) weeks prior to and no later than the date of the Annual Meeting of the District Council.
- H. 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.

- I. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- J. 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.
- K. Candidates shall not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- L. 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.
- M. In the event of an **online or** hybrid ~~or online~~ election, a District may host an online Candidate Corner event at the District conference. The online Candidate Corner provides a breakout room for each candidate to allow members to visit the room to ask questions.
- N. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- O. Candidates shall 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.
- P. Candidates may speak and give educational presentations at District conferences, at a time other than during the Annual Meeting of the District Council, 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 or test speakers above the club level.
- Q. Candidates shall not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- R. 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.
- S. The names of floor candidates are not published with the DLC report or in any other District publication.
- T. Candidates or their representative(s) shall not send campaign communications once the Annual Meeting of the District Council begins.

## 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 shall 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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 shall 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 Annual Meeting of the District Council 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 Annual Meeting of the District Council.
- 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 exclusively onsite or exclusively online to give each candidate an equal platform. An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the Annual Meeting of the District Council.

- 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. 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.
- F. There is no census or poll taken of the delegates at a Candidate Showcase.

## **10. Credentials**

- A. District voting is governed by the District Administrative Bylaws, Article X, Section (d).
- B. The District Director sends a credential form to each Club President and Vice President Education 30 days before the Annual Meeting of the District Council- in the District newsletter or in a separate mailing.
- C. Prior to the Annual Meeting of the District Council, 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.
- 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 shall 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 Meeting of the District Council, 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. Floor candidates may self-nominate when they are a member of the District Council.
  - 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. A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the Annual Meeting of the District Council. A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the Annual Meeting of the District Council.
- 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, at the Annual Meeting of the District Council, 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. In this circumstance the requirement to



declare intent prior to the Annual Meeting of the District Council is waived.

- F. At the discretion of the District Director, candidate speeches should all be delivered onsite or should all be delivered online to give each candidate an equal platform.
- G. After nominations are closed, candidate speeches are given. Each candidate speaks on their own behalf. 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.
- H. A candidate's representative shall not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
- I. 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.
- J. 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 instruct the District Administration Manager to cast a single ballot for the candidate.
- K. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
- L. Each election is completed and the winner announced before moving to the subsequent election.
- 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.
- N. Upon adjournment of the Annual Meeting of the District Council, 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.
- O. All 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 Events

### 1. District Events

- A. All District events, including but not limited to District conferences, club officer training, District leader training, **special events**, and District Council meetings, must not be held jointly with any other District.
- B. Recommendations for the location of District events may be submitted to the District Director by District Executive Committee members or the District Council. Each program year the District Director, in consultation with the Program Quality Director, determines a timeline and process for such recommendations.
- C. The District Director decides the locations and venues for all District level events after considering recommendations and consulting with the Program Quality Director.
- D. The District Director is the only authorized signer of District level events contracts. District event contracts must not be signed more than 18 months prior to the event date.

### 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. 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 Area and Division Directors shall be conducted throughout the year.
- E. Additional training of Area and Division Directors may include other elected and appointed District leaders and is conducted at Division or District meetings.
- F. All 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

#### **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” must not be used in naming the training.
- 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. Each program year 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; determines the method of attendance for the Annual Meeting of the District Council, whether it be online or hybrid; and performs any duties assigned by the District Council.
- D. The District Executive Committee meets at least four (4) times each year. 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 Annual Meeting of the District Council, 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. Each program year the District Executive Committee determines whether the Annual Meeting of the District Council, in which the elections take place, is conducted online or hybrid, as stated in Article X, Section (a), of the District Administrative Bylaws.
- D. Other meetings of the District Council, including special meetings, are conducted online. These meetings occur as recommended by the District Director and agreed upon by a majority of the District Executive Committee.
- E. 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.
- F. 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.

- G. Members who are not voting members of the council may attend the meeting but shall not participate in council deliberations.
- H. 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. Quorum is confirmed by the chair at the start of the meeting, according to Article X, Section c, of the District Administrative Bylaws.
  - IV. 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 Annual Meeting of the District Council.
  - IX. The District Leadership Committee report is presented at the Annual Meeting of the District Council.
  - X. Nominations from the floor are taken, and election of District officers is conducted at the Annual Meeting of the District Council.
  - 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 onsite, online, or in a hybrid format. 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 onsite, online, or in a hybrid format. 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 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 District Council meeting. Voting members are required to attend the Annual Meeting of the District Council.
  - 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. Additional One-Day Events**

- A. In addition to the required council meetings (including Area and Division), District-sponsored training for club officers and Area and Division Directors, and the Annual District Conference, Districts may conduct a single one-day onsite or hybrid event that supports the missions of the club and/or District.
- B. The one-day event must be held between September 1 and December 1 and must not be held jointly with any other District.
- C. The event must be budgeted and self-funded, and cannot result in a financial loss.
- D. The event may only consist of the following:
  - I. Training focused on club excellence and new club building.
  - II. Additional training for club officers and/or training for District leaders.
  - III. Recognition and award celebrations, for example member and club achievements.
- E. District Council meetings, speech contests of any kind, or events that do not promote the club and/or District mission are prohibited.

#### **11. Special Events**

- A. Special events must support achieving the District mission.**
- B. Special events hosted by the District can be held throughout the year.**
- C. All special events must comply with Toastmasters brand guidelines.**

#### **1112. 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 trainings and may participate as trainers. International Directors may also attend and participate as trainers, as needed.

## 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.~~
    - I. **Premium economy or economy plus airfare when traveling more than three (3) time zones or more than eight (8) hours total flight time.**
    - II. **Business class airfare when traveling more than four (4) time zones or more than 10 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 ~~\$50-75~~ USD each segment. **Alternatively, up to \$150 USD for parking at the passenger terminal per trip.**
  - 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~~ **meal reimbursement** of **up to \$30-50 USD per day (with receipts)** for the days when event attendance **onsite** is required **(plus two [2] travel days), and Toastmasters International or a Toastmasters District does not provide three (3) meals-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:
  - I. Dinner with the District Executive Committee.
  - II. 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, **and must not be charged on the issued credit card.**
- 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 Board Members 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. **A meal reimbursement of up to \$50 USD per day (with receipts) for the days when they attend the Board meeting onsite following the Convention (plus one [1] travel day), and Toastmasters International does not provide three (3) meals.**
  - B. 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.

## 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 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 **\$50-75 USD** per segment. **Alternatively, up to \$150 USD for parking at the passenger terminal per trip.**
  - D. Hotel accommodations, including applicable taxes, for the number of nights required for attendance at training events and other pre-approved events. Incidental expenses and all additional nights' lodging are the responsibility of the RA.
  - E. A **per-diem-meal reimbursement of up to \$30-50 USD per day (with receipts)** for each day that event attendance **onsite** is required, **and Toastmasters International or a Toastmasters District does not provide meals. There is no reimbursement on days when three (3) meals are provided.**
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.

## 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 J 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 or the Club Executive Committee 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 **that impacts the Club President's ability to remain impartial and make a decision in the best interests of the club**. 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 (within 21 days). 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 the Notice of Hearing in writing 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 for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are present and voting must vote in favor of termination.
- V. The charged member and club members are notified in writing of the action taken within one (1) week of the Disciplinary Hearing.
- VI. The charged member may appeal the Club Executive Committee's decision to the club in writing and 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 appear before the club members to address the charges for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters in writing within seven (7) 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 the Notice of Hearing in writing 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 for a period of time as determined by the Club Executive Committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are 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 in writing within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.

### **3. District Procedure to Discipline a Member**

- A. Resignation or removal of a District officer is addressed in Article VII, Section (h), 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, in writing, to the investigating officer, who is typically the District Director, and World Headquarters. The written complaint includes the following:
  - I. All parties involved
  - II. Description of what occurred
  - III. A list of the violation(s) and the specific Policy or Protocol referring to the violation(s)
  - IV. Documentation supporting the violation(s)
  - V. The desired resolution(s)

If the District Director is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking District officer replaces the District Director throughout the remainder of the proceedings. **A conflict of**

**interest occurs when the District Director has a business or personal relationship with the charged member that impacts the District Director's ability to remain impartial and make a decision in the best interests of the District.**

In these circumstances and in consultation with World Headquarters, the next highest ranking District leader may appoint any Past District Director, including any Past Region Advisor or Past member of the Board of Directors who is a member of a club within the region, to act as the investigating officer.

If no one is selected from within the Region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the investigating officer.

- C. The investigating officer completes a confidential investigation within seven (7) days. The investigating officer 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 investigating officer 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 investigating officer may appoint any Past District Director, including any Past Region Advisor or Past member of the Board of Directors who is a member of a club within the region, to act as the chair and/ or co-chair.

If no one is selected from within the Region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the chair and/ or co-chair.

- F. The District Disciplinary Committee receives copies of the original complaint, the charged member's response and the results of the investigating officer's confidential investigation and carries out further investigations at its discretion.
- G. If the District Disciplinary 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 onsite, online, or in a hybrid format. All discussion and materials are subject to confidentiality.
- H. A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing is sent by the District Disciplinary Committee Chair and shall include the following:
  - I. Date, time, and location, including onsite address and/or online information
  - II. A list of the charges with supporting documentation

- III. The specific Policy or Protocol referring to the charges
- I. After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges, in writing to the District Disciplinary Committee Chair.
- J. After the 15-day response time, the District Disciplinary Committee holds the disciplinary hearing.
- K. The complainant and the charged member have the opportunity to participate in the hearing. The District Disciplinary 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.
- L. The complainant and the charged member provide any written, physical, or other evidence (other than oral testimony); and a list of witnesses to the District Disciplinary Committee no later than 96 hours prior to the hearing.
- M. 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.
- N. 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 response time equal to the presentation of the charges. The chair may extend the time in the interest of fairness. The charged member speaks to all charges and is then excused.
  - VII. Provide any witnesses who are speaking a predetermined amount of time to speak. The chair may extend the time in the interest of fairness. Witnesses may speak to all charges during one session and then be excused from the hearing.
  - VIII. Excuse all parties present except the District Disciplinary Committee to discuss the charges, evidence and response of the charged member.

- a. The District Disciplinary Committee discusses, and determines, by majority vote, whether the charges were substantiated.
- b. If the charges are substantiated, the District Disciplinary Committee discusses potential disciplinary action(s) and determines, by majority vote, the recommended 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. Suspension from participation in District activities – not to exceed 18 months
- c. Suspension or removal from District office
- d. Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months
- e. Request that the Board of Directors conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International.

X. The District Disciplinary 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 takes place 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.

O. The charged member and World Headquarters are notified in writing within 24 hours of the conclusion of the District Executive Committee meeting of any disciplinary action.

P. The disciplinary process and the outcome are confidential, unless the circumstances of the case indicate that disclosure may be required, such as:

- I. Potential of harm to members or guests
- II. When the best interest of Toastmasters International may require discreet communications to others

Prior to any disclosure, the District Director (or next highest-ranking District officer) must consult with World Headquarters to determine if further disclosure is necessary. World Headquarters will provide direction as to the audience and scope of the disclosure.

Q. If the District Executive Committee approves disciplinary action, the investigating officer provides the appeal criteria to the charged member, who then has 15 days to appeal to the Board of Directors.

R. 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

- 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 complaint, in writing and 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; intimidation or the creation of a hostile environment; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; and 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. 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 knowingly 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 of the Board's decision.

## **6. Procedure to Discipline Past Board Members and Past Region Advisors**

- A. All actions and communications are to be ethical and consistent with Toastmasters International's Bylaws, Policies, Protocols, mission, vision, and core values.
- B. Past Board Members and Past 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; 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 events, or relating to the World Headquarters staff).
    - 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 member.
    - c. If the infraction is correctable, the member acknowledges it and corrects it.

- d. If the infraction is not correctable, the member acknowledges it and commits to non-recurrence.
  - e. The International President advises the Executive Committee of the situation.
  - f. The member 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; or committing, promoting, or ignoring 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 disciplinary communication (oral and written) to the member.
  - f. The member commits to non-recurrence.
  - g. The member 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 events, or relating to the World Headquarters staff; or 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 member'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 member'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 member's good standing, appropriate procedures are followed.
- g. If the Board decides not to proceed with a hearing to consider removal of the member's good standing, the International President engages in disciplinary communication (oral and written) to the member, including appropriate disciplinary measures, as decided by the Board.
- h. There is no appeal of the Board's decision.

## **7. 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 may create, administer, and promote District-specific recognition programs if and only if they act to supplement, and do not compete with or replace, official Toastmasters International recognition programs.

## 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	Annual Meeting of the District Council occurs (actual date 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 District Director after the DLC report has been published and at least seven (7) days prior to the Annual Meeting of the District Council.
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 must 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 from a different District in the same region may be appointed to the DLC by the District Director, 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 shall 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 onsite 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 **potential** conflict of interest, such as a business or personal relationship with a candidate **that could create a reasonable doubt as to the ability of the committee member to be impartial**, must declare it at the Committee's first meeting or as soon as the **potential** conflict is identified. **The Committee reviews the potential conflict of interest and determines, by a majority vote, if it constitutes an actual conflict of interest. If a conflict of**

**interest is determined to exist the committee member** ~~They~~ must ~~also~~ abstain from the interviews, discussion, and voting regarding that candidate in the context of the Committee.

**In the event the DLC Chair has a potential conflict of interest, as specified above, the chair must declare it to the District Director as soon as the potential conflict of interest is identified. The District Director reviews the potential conflict of interest and determines if it constitutes an actual conflict of interest. If a conflict of interest is determined to exist, the chair is asked to resign.**

### **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 (e.g., 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. Online participation options for interviews must be made available if needed.
- 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.

- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- G. Committee members cast their votes in written form, and the committee nominates 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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 no later than 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, and social media, 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.
- C. 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.
- D. Unsolicited subscriptions to information by or about a candidate, such as a newsletter, blog, or social media page, are not permitted.
- E. 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.
- F. The District Director provides contact information to declared candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council members.
  - II. The contact information may only be used for campaign purposes.
- G. District candidates may 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 Annual Meeting of the District Council.
  - II. The second communication may be sent two (2) weeks prior to and no later than the date of the Annual Meeting of the District Council.
- H. 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.
- I. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- J. 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.
- K. Candidates shall not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- L. 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.
- M. In the event of an online or hybrid election, a District may host an online Candidate Corner event at the District conference. The online Candidate Corner provides a breakout room for each candidate to allow members to visit the room to ask questions.
- N. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- O. Candidates shall 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.
- P. Candidates may speak and give educational presentations at District conferences, at a time other than during the Annual Meeting of the District Council, 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 or test speakers above the club level.

- Q. Candidates shall not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- R. 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.
- S. The names of floor candidates are not published with the DLC report or in any other District publication.
- T. Candidates or their representative(s) shall not send campaign communications once the Annual Meeting of the District Council begins.

## **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 shall 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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 shall 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 Annual Meeting of the District Council 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 Annual Meeting of the District Council.

- 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 exclusively onsite or exclusively online to give each candidate an equal platform. An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the Annual Meeting of the District Council.
- 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. 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.
- F. There is no census or poll taken of the delegates at a Candidate Showcase.

## **10. Credentials**

- A. District voting is governed by the District Administrative Bylaws, Article X, Section (d).
- B. The District Director sends a credential form to each Club President and Vice President Education 30 days before the Annual Meeting of the District Council- in the District newsletter or in a separate mailing.
- C. Prior to the Annual Meeting of the District Council, 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.
- 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 shall 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 Meeting of the District Council, 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. Floor candidates may self-nominate when they are a member of the District Council.
  - 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. A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the Annual Meeting of the District Council. A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the Annual Meeting of the District Council.

- 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, at the Annual Meeting of the District Council, 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. In this circumstance the requirement to declare intent prior to the Annual Meeting of the District Council is waived.
- F. At the discretion of the District Director, candidate speeches should all be delivered onsite or should all be delivered online to give each candidate an equal platform.
  - G. After nominations are closed, candidate speeches are given. Each candidate speaks on their own behalf. 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.
  - H. A candidate's representative shall not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
  - I. 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.
  - J. 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 instruct the District Administration Manager to cast a single ballot for the candidate.
  - K. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
  - L. Each election is completed and the winner announced before moving to the subsequent election.
  - 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.
  - N. Upon adjournment of the Annual Meeting of the District Council, 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.

- O. All 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 Meetings

1. Board meetings are conducted onsite, online, or in a hybrid format in accordance with the following procedures. Any situation not covered by the 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 next highest-ranking officer 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 it 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. Board Members address the chair and proceed only when recognized. No Board Member is entitled to speak more than once on any issue until each member has had 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 Members.
    - ~~E.I. Any Board 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.~~
    - II. Any Board Member, upon request, may have a dissenting vote recorded in the minutes.**
- E. Upon distribution of the agenda and background information, any Board Member with a potential conflict of interest in a matter up for consideration, such as a business or personal relationship that could create a reasonable doubt as to the ability of the Board Member to be impartial, must declare it to the chair. The chair reviews the potential conflict of interest and determines if it constitutes an actual conflict of interest. If it is determined a conflict of interest exists, abstention by the Board Member is required if the member has a conflict of interest.**
  - I. If the matter involves the consideration of entering into a transaction, the processes outlined in Policy 11.11: Board of Directors Conflict of Interest are followed.**



- 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 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 of 14 days in advance of scheduled onsite or hybrid Board meetings, and 72 hours in advance of online Board meetings. 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 an opinion.

## 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 (5) 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 must not be used for other events or meetings outside the District. District funds must not be used for membership payments, or club dues or fees. District funds must 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 District signature form for withdrawal of District funds and a list of authorized signers for all District accounts, provided by the bank, are received at World Headquarters by August 15.**
  - ~~III.~~ 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.
  - ~~IV.~~ The District budget is received at World Headquarters by September 30.
  - ~~V.~~ The Profit and Loss Statement for the period of July 1 through September 30 is received at World Headquarters by October 31.
  - ~~VI.~~ The mid-year audit and financial records for the period of July 1 through December 31 are received at World Headquarters by February 15.
  - ~~VII.~~ The Profit and Loss Statement for the period of July 1 through March 31 is received at World Headquarters by April 30.
  - ~~VIII.~~ A list of assets signed by the Immediate Past District Director and current District Director is submitted to World Headquarters by August 31 of each year.
  - ~~IX.~~ Account reconciliations are 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 World Headquarters 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% <del>(may be exceeded with prior approval from the Chief Executive Officer)</del>
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% <del>(may be exceeded with prior approval from the Chief Executive Officer)</del>
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%
<b>District Leader Training</b>	<b>Expenses related to attendance at Mid-year and August trainings</b>	<b>No max, but uses annual guidelines published by WHQ</b>

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 (3) 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, lodging, 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 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 (4) 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"> <li>• Thank You cards</li> <li>• Flowers up to \$25 USD</li> <li>• Toastmasters gift certificates</li> <li>• Toastmasters products</li> <li>• Gifts up to \$25 USD</li> </ul>
Expressions of Sympathy	<ul style="list-style-type: none"> <li>• Sympathy cards</li> <li>• Flowers up to \$25 USD</li> </ul>
Incentives	<ul style="list-style-type: none"> <li>• Toastmasters products</li> <li>• Toastmasters gift certificates</li> <li>• Registration (i.e., Conference, TLI)</li> </ul>



- The amendments in **blue** are approved, effective July 1, 2024.
- The amendments in **green** are approved, effective July 1, 2025.

Protocol 7.0

## 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 **as of July 1, of which a minimum of four (4) must be in good standing; however, an Area may consist of three (3) clubs on July 1 only when an effort to charter a fourth club is in process.**
    - a. **Areas within Provisional Districts consist of three (3) to six (6) clubs as of July 1, of which a minimum of three (3) must be in good standing.**
  - II. Under no circumstances may an Area have more than six (6) clubs on July 1.
  - III. Advanced clubs shall 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 **four (4)**~~three (3)~~ Areas.
- I. **Districts may have no more than nine (9) Divisions unless they are operating under a reformation plan that has been approved by the Board of Directors.**
  - II. **Provisional Districts must have a minimum of two (2) Divisions.**
  - III. **Divisions within Provisional Districts must have a minimum of three (3) Areas.**

## 2. Provisional Districts

- A. The Board may create Provisional Districts in any geographic area that is undistricted.
- B. The criteria for the creation of a Provisional District is 25 or more clubs in good standing.
- C. Applications for Provisional District status are submitted to the Chief Executive Officer.
- D. 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.
- E. Individual members of clubs in Provisional Districts may participate in the Video Speech Contest.
- F. A Past Provisional District Director is eligible to be nominated for election to the Board.
- G. 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.
- H. 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.
- I. When a Provisional District reaches 60 or more clubs in good standing, it may apply to the Board for full District status.

- J. 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 Divisions; and operate District programs in alignment with Toastmasters International's governing documents.
- K. Any authorization to operate as a Provisional District continues until full District status is granted or until it is otherwise terminated by the Board.

### 3. 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 the District or Districts** ~~it~~ has fewer than **100-60** clubs.
- C. Any District with 200 or more clubs that wants to be considered for reformation **must have demonstrated a net club growth in the preceding two (2) program years.** ~~may, after~~ **With** approval by a majority of the District Executive Committee, ~~submit~~ a letter of inquiry **can be submitted** to the Chief Executive Officer for review ~~by~~ **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 **ideally** have no fewer than **120-100** 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.

#### **4. 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 to 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.

- The amendments in **blue** are approved, effective July 1, 2024.
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Protocol 7.0

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  - 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.
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    - 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. Provisional Districts

- A. The Board may create Provisional Districts in any geographic area that is undistricted.
- B. The criteria for the creation of a Provisional District is 25 or more clubs in good standing.
- C. Applications for Provisional District status are submitted to the Chief Executive Officer.
- D. 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.
- E. Individual members of clubs in Provisional Districts may participate in the Video Speech Contest.
- F. A Past Provisional District Director is eligible to be nominated for election to the Board.
- G. 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.
- H. 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.
- I. When a Provisional District reaches ~~75-60~~ or more clubs in good standing, it may apply to the Board for ~~full~~-District status. **For three (3) years after granting District status, the Board reviews the progress of the District annually. Performance in the Distinguished District Program is considered in the decision to maintain District status.**
- J. 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 Divisions; and operate District programs in alignment with Toastmasters International's governing documents.
- K. Any authorization to operate as a Provisional District continues until full District status is granted or until it is otherwise terminated by the Board.

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- B. The Board may also consider consolidating a District with another District or Districts **if the District or Districts #** has fewer than **100-60** clubs.
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- 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 **ideally** have no fewer than **120-100** 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.

#### **4. 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 to 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 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	Annual Meeting of the District Council occurs (actual date 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 District Director after the DLC report has been published and at least seven (7) days prior to the Annual Meeting of the District Council.
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 must 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) **while serving as DLC Chair.** ~~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 from a different District in the same region may be appointed to the DLC by the District Director, 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 shall 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 onsite 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 potential conflict of interest, such as a business or personal relationship with a candidate that could create a reasonable doubt as to the ability of the committee member to be impartial, must declare it at the Committee's first meeting or as soon as the potential conflict is identified. The Committee reviews the potential conflict of interest and determines, by a majority

vote, if it constitutes an actual conflict of interest. If a conflict of interest is determined to exist the committee member must abstain from the interviews, discussion, and voting regarding that candidate in the context of the Committee.

In the event the DLC chair has a potential conflict of interest, as specified above, the chair must declare it to the District Director as soon as the potential conflict of interest is identified. The District Director reviews the potential conflict of interest and determines if it constitutes an actual conflict of interest. If a conflict of interest is determined to exist, the chair is asked to resign.

### **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 (e.g., 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. Online participation options for interviews must be made available if needed.
- 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.

- F. The DLC Chair is a non-voting member of the committee and does not attempt to influence the other members of the committee.
- G. Committee members cast their votes in written form, and the committee nominates 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.
- H. Votes are tallied by the DLC Chair and at least two (2) other committee members. The Chair announces the results to the committee.
- I. To be nominated, a candidate must receive a majority vote of the DLC.
- 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. 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 no later than 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, and social media, 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.
- C. 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.
- D. Unsolicited subscriptions to information by or about a candidate, such as a newsletter, blog, or social media page, are not permitted.
- E. 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.
- F. The District Director provides contact information to declared candidates only after receiving their Officer Agreement and Release Statement.
  - I. Only District Council members' contact information is provided. The contact information must include all available names, mailing addresses, email addresses, and phone numbers of the District Council members.
  - II. The contact information may only be used for campaign purposes.
- G. District candidates may 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 Annual Meeting of the District Council.
  - II. The second communication may be sent two (2) weeks prior to and no later than the date of the Annual Meeting of the District Council.
- H. 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.
- I. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites, including social media sites, for campaign purposes.
- J. 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.
- K. Candidates shall not produce or distribute any wearable campaign items (such as buttons, pins, hats, sashes, apparel, etc.).
- L. 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.
- M. In the event of an online or hybrid election, a District may host an online Candidate Corner event at the District conference. The online Candidate Corner provides a breakout room for each candidate to allow members to visit the room to ask questions.
- N. At District non-election meetings (such as Area and Division speech contests), candidates may be introduced as long as all candidates present are introduced.
- O. Candidates shall 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.
- P. Candidates may speak and give educational presentations at District conferences, at a time other than during the Annual Meeting of the District Council, 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 or test speakers above the club level.

- Q. Candidates shall not present campaign speeches at any District non-election meeting, or campaign at any club meetings.
- R. 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.
- S. The names of floor candidates are not published with the DLC report or in any other District publication.
- T. Candidates or their representative(s) shall not send campaign communications once the Annual Meeting of the District Council begins.

## **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 shall 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 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. 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. The violation is reported to the District Director no later than 72 hours before the election. The District Director 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. 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 shall 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 Annual Meeting of the District Council 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 Annual Meeting of the District Council.

- 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 exclusively onsite or exclusively online to give each candidate an equal platform. An online Candidate Showcase may be prerecorded and posted no sooner than one (1) week before the Annual Meeting of the District Council.
- 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. 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.
- F. There is no census or poll taken of the delegates at a Candidate Showcase.

## **10. Credentials**

- A. District voting is governed by the District Administrative Bylaws, Article X, Section (d).
- B. The District Director sends a credential form to each Club President and Vice President Education 30 days before the Annual Meeting of the District Council- in the District newsletter or in a separate mailing.
- C. Prior to the Annual Meeting of the District Council, 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.
- 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 shall 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 Meeting of the District Council, 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. Floor candidates may self-nominate when they are a member of the District Council.
  - 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. A candidate nominated by the District Leadership Committee who is not elected to the nominated office may be nominated from the floor for a maximum of one (1) additional office at the Annual Meeting of the District Council. A candidate who is not nominated by the District Leadership Committee may stand as a floor candidate for a maximum of two (2) District officer roles at the Annual Meeting of the District Council.

- 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, at the Annual Meeting of the District Council, 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. In this circumstance the requirement to declare intent prior to the Annual Meeting of the District Council is waived.
- F. At the discretion of the District Director, candidate speeches should all be delivered onsite or should all be delivered online to give each candidate an equal platform.
  - G. After nominations are closed, candidate speeches are given. Each candidate speaks on their own behalf. 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.
  - H. A candidate's representative shall not be a member of the District Executive Committee, a member of the DLC, the Credentials Chair, or any other meeting official.
  - I. 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.
  - J. 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 instruct the District Administration Manager to cast a single ballot for the candidate.
  - K. Candidates are responsible for appointing one (1) observer to monitor the integrity of the voting and ballot counting process.
  - L. Each election is completed and the winner announced before moving to the subsequent election.
  - 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.
  - N. Upon adjournment of the Annual Meeting of the District Council, 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.

- O. All 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.

## 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 J 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 or the Club Executive Committee 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 that impacts the Club President's ability to remain impartial and make a decision in the best interests of the club. 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 (within 21 days). 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 the Notice of Hearing in writing 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 for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are present and voting must vote in favor of termination.
- V. The charged member and club members are notified in writing of the action taken within one (1) week of the Disciplinary Hearing.
- VI. The charged member may appeal the Club Executive Committee's decision to the club in writing and 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 appear before the club members to address the charges for a period of time as determined by the committee, provided that such time is equal to or greater than the amount of time taken to present 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. If a member's appeal of a terminated club membership is successful, the Club President must notify World Headquarters in writing within seven (7) 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 the Notice of Hearing in writing 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 for a period of time as determined by the Club Executive Committee, provided that such time is equal to or greater than the amount of time taken to present 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 who are 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 in writing within seven (7) days. If the Club President is the member removed, the next highest-ranking officer is responsible for notifying World Headquarters.

### 3. District Procedure to Discipline a Member

- A. Resignation or removal of a District officer is addressed in Article VII, Section (h), of the District Administrative Bylaws.
- B. Every effort should be made to resolve conflicts early, locally, and informally between the involved parties with the goal of reaching a mutually agreeable resolution. If a resolution is reached, the matter is closed.**
- ~~B.~~ However, if the conflict cannot be resolved, An individual member who wishes to express concern in good standing may then submit a complaint about any ethics or 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. It is advisable that all parties be made aware that a formal complaint is forthcoming when conflict is not resolved through best efforts at the local level.**
- ~~may~~To submit a complaint, in writing, to the investigating officer, who is typically the District Director, and World Headquarters. the District Level Policy Violation form must be completed and submitted within 60 days of the incident, to the District Director of the District in which the incident**

occurred. The District Director is hereby known as the Investigating officer.

**C. The District Director is the investigating officer for the complaint.**

If the District Director is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest-ranking District officer replaces the District Director **as the investigating officer or appoints another individual as the investigating officer** throughout the remainder of the proceedings. ~~A conflict of interest occurs when the District Director has a business or personal relationship with the charged member that impacts the District Director's ability to remain impartial and make a decision in the best interests of the District.~~

In these circumstances and in consultation with World Headquarters, the next highest-ranking District officer may **act as the investigating officer** or appoint any Past District Director, including any Past Region Advisor or Past member of the Board of Directors who is a member of a club within the region, to act as the investigating officer.

**D. The District Level Policy Violation form must be submitted to the investigating officer.**

The ~~written complaint~~ **District Level Policy Violation form should** include the following:

- I. All parties involved
- II. Description of what occurred
- III. A list of the violation(s) and the specific Policy or Protocol referring to the violation(s)
- IV. Documentation supporting the violation(s)
- V. The desired resolution(s)

**The District Level Policy Violation form and supporting documentation will be shared as submitted with the charged member(s). To proceed with the investigation, the identities of the charged member and complainant will be disclosed to each other.**

**If the incident took place in a District outside the charged member's home District, the investigating officer is required to inform the charged member's District Director about the complaint.**

~~If the District Director is the charged member, has a conflict of interest, or is exhibiting undue bias, the next highest ranking District officer replaces the District Director throughout the remainder of the proceedings. A conflict of interest occurs when the District Director has a business or personal relationship with the charged member that impacts the District Director's ability to remain impartial and make a decision in the best interests of the District.~~

~~In these circumstances and in consultation with World Headquarters, the next highest ranking District leader may appoint any Past District Director, including any Past Region Advisor or Past member of the Board of Directors who is a member of a club within the region, to act as the investigating officer.~~

~~If no one is selected from within the Region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the investigating officer.~~

- ~~CE.~~ The investigating officer ~~completes~~ **begins the complaint process by completing** a confidential investigation within ~~seven (7)~~ **15** days. The investigating officer discusses the findings from the investigation with the complaining member (complainant) and the charged member(s) (separately or together) in an effort to reach a mutually agreeable resolution. If a resolution is reached, the matter is closed.
- ~~DF.~~ If a resolution is not reached **within the 15-day investigation period**, the investigating officer appoints a District Disciplinary Committee (**DDC**) ~~and informs World Headquarters.~~ **The DDC continues the investigation, or at any time during the 15-day investigation, the investigating officer may, at their discretion, refer the complaint to the DDC for review. Once the complainant is referred to the DDC, the investigating officer's assignment is complete. An update is also shared with** World Headquarters **who will** provide ~~s~~ counsel and direction in matters of process.
- G. Before the DDC begins its work, all committee members and chairs must complete the Committee Acknowledgment of Responsibilities Form and submit it to the DDC Chair and investigating officer.**
- ~~EH.~~ The ~~District Disciplinary Committee has five (5) members: the Immediate Past District Director (chair), a Past District Director (co-chair)~~ **DDC shall include a chair, co-chair**, and three (3) **District Executive Committee (DEC)** members, ~~selected for their impartiality.~~

If the ~~Immediate Past District Director (IPDD)~~ **DDC chair or co-chair** is involved in the complaint, **a another** Past District Director ~~chairs-replaces them on~~ the committee, and ~~the IPDD is~~ **they are** excused. **The chair and co-chair must be a Past District Director within the District; if there are insufficient Past District Directors, the chair and co-chair may be a Past Region Advisor or past member of the Board of Directors who is a member of a club within the region. Where there is no IPDD or insufficient PDDs, the investigating officer may appoint any Past District Director, including any Past Region Advisor or Past member of the Board of Directors who is a member of a club within the region, to act as the chair and/or co-chair.**

If no one is selected from within the Region, in consultation with World Headquarters, any Past Region Advisor or past member of the Board of Directors may be assigned to act as the chair and/or co-chair.

**DDC members with a potential conflict of interest, such as a business or personal relationship with the involved parties that could create reasonable doubt as to the ability of the committee member to be impartial, must declare it at the committee's first meeting or as soon as the potential conflict is identified. The committee reviews the potential**

**conflict of interest and determines, by a majority vote, if it constitutes an actual conflict of interest. If a conflict of interest is determined to exist, the committee member must be replaced.**

- FI.** The ~~District Disciplinary Committee-DDC~~ **receives-is provided** copies of the original complaint, the charged member's response, and the results of the investigating officer's confidential investigation and carries out further investigations at its discretion.
- GJ.** If, **after review**, the ~~District Disciplinary Committee-DDC~~ determines that sufficient evidence of alleged violations exists, charges are developed, and the **charged** member is notified that a hearing will take place. The hearing may be onsite, online, or in a hybrid format. **The DDC is responsible for determining, through consultation with all involved parties, the appropriate format in which the hearing will be conducted.** All discussions and materials are subject to confidentiality.
- HK.** A Notice of Hearing is required to conduct a disciplinary hearing. The Notice of Hearing is sent by the ~~District Disciplinary Committee-DDC~~ Chair **to the charged member and complainant(s) at least 15 days in advance of the hearing** and shall include the following:
- I. Date, time, and location, including onsite address and/or online information
  - II. A list of the charges with supporting documentation
  - III. The specific Policy or Protocol referring to the charges
- IL.** After receiving the Notice of Hearing, the charged member has 15 days to respond to the charges **prior to the hearing**, in writing, to the ~~District Disciplinary Committee-DDC~~ Chair.
- JM.** After the 15-day response time, the ~~District Disciplinary Committee-DDC~~ holds the disciplinary hearing.
- KN.** The complainant and the charged member have the opportunity to participate in the hearing. ~~The District Disciplinary 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.~~
- LO.** The complainant and the charged member provide any written, physical, or other evidence (other than oral testimony); and a list of witnesses to the ~~District Disciplinary Committee-DDC~~ no later than 96 hours prior to the hearing. **The list of witnesses is not shared with the complainant or the charged member prior to the hearing.**
- MP.** The hearing is a closed hearing. The only people permitted in attendance are the ~~District Disciplinary Committee-DDC 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.

**Q. The ~~District Disciplinary Committee-DC~~ DDC 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.**

**NR. At ~~During~~ During** 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 Allow** the charged member ~~with response time equal to the presentation of the charges~~ **a reasonable amount of time and allow the complainant equal time to provide any additional comments.** The chair may extend the time in the interest of fairness. ~~The charged member speaks to all charges and is then excused.~~
- VII. Provide any witnesses who are speaking a predetermined amount of time to speak. The chair may extend the time in the interest of fairness. Witnesses may speak to all charges during one session and then be excused from the hearing.
- VIII. Excuse all parties present except the ~~District Disciplinary Committee-DC~~ **DDC** to discuss the charges, evidence, and response of the charged member.
  - a. The ~~District Disciplinary Committee-DC~~ **DDC** discusses, and determines, by majority vote, whether the charges were substantiated.
  - b. If the charges are substantiated, the ~~District Disciplinary Committee-DC~~ **DDC** discusses potential disciplinary action(s) and determines, by majority vote **of the DDC members present**, the recommended 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~~
  - ba.** Suspension from participation in District activities – not to exceed 18 months
  - eb.** Suspension or removal from District office

~~dc.~~ Suspension from eligibility to be elected or appointed to District office – not to exceed 18 months

**ad. Private written censure of the member by the District Executive Committee**

- i. The DDC Chair drafts the private written censure.**
- ii. The draft is presented to the District Executive Committee for consideration.**
- iii. After the draft is finalized and approved, the private written censure is to be shared with the members of the District Executive Committee, the DDC, World Headquarters, the charged member, and the complainant. Distribution of the written censure to additional parties is prohibited.**

e. Request that the Board of Directors ~~conduct a disciplinary hearing to consider removing the individual from good standing with Toastmasters International~~ **review the matter and consider if further action is required.**

- X. The ~~District Disciplinary Committee~~ **DDC** makes a motion setting out the proposed disciplinary action. **This motion must be presented** to the District Executive Committee **as soon as possible.**

The District Executive Committee **receives the motion from the DDC and** may ask clarifying questions, and proceed to vote on the proposed disciplinary action. Voting takes place following the voting procedures outlined in Protocol 7.1: District Events.

- XI. **All disciplinary action must be approved by the DEC via a majority vote of those present and voting, with the exception of Rremoval from office which** requires a two-thirds vote of the entire ~~District Executive Committee~~ **DEC.** ~~Other disciplinary action must be approved by a majority vote of those present and voting.~~

- XII. **If the District Executive Committee approves disciplinary action, the investigating officer provides the appeal criteria to the charged member, who then has 15 days to appeal to the Board of Directors. Disciplinary action cannot be enforced until the 15-day appeal period has expired. If an appeal is submitted for the Board's consideration, the disciplinary actions cannot be enforced until the Board has completed the review of the appeal. If the appeal fails, the enforcement date of the disciplinary action is based on when the Board determines the outcome of the appeal.**

- OS.** The charged member and World Headquarters are notified in writing within 24 hours of the conclusion of the District Executive Committee (**DEC**) meeting of ~~any disciplinary action~~ **the outcome by the chair of the DEC meeting or the District Administration Manager.**

**If the charged member is from a different District, the respective District Director is notified. This is done in consultation with World Headquarters.**

**PT.** The disciplinary process and the outcome are confidential, unless the circumstances of the case indicate that disclosure may be required, such as:

- I. Potential of harm to members or guests
- II. When the best interest of Toastmasters International may require discreet communications to others

Prior to any disclosure, the District Director (or next highest-ranking District officer) must consult with World Headquarters to determine if further disclosure is necessary. World Headquarters will provide direction as to the audience and scope of the disclosure.

~~Q. If the District Executive Committee approves disciplinary action, the investigating officer provides the appeal criteria to the charged member, who then has 15 days to appeal to the Board of Directors.~~

**RU.** 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**

- 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 complaint, in writing and 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; intimidation or the creation of a hostile environment; illegal, dishonest, or unethical behavior described in the Policy 3.0: Ethics and Conduct; and 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. 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 knowingly 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 of the Board's decision.

## **6. Procedure to Discipline Past Board Members and Past Region Advisors**

- A. All actions and communications are to be ethical and consistent with Toastmasters International's Bylaws, Policies, Protocols, mission, vision, and core values.
- B. Past Board Members and Past 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; 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 events, or relating to the World Headquarters staff).
    - 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 member.
    - c. If the infraction is correctable, the member acknowledges it and corrects it.
    - d. If the infraction is not correctable, the member acknowledges it and commits to non-recurrence.
    - e. The International President advises the Executive Committee of the situation.
    - f. The member 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; or committing, promoting, or ignoring 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 disciplinary communication (oral and written) to the member.

- f. The member commits to non-recurrence.
  - g. The member 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 events, or relating to the World Headquarters staff; or 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 member'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 member'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 member's good standing, appropriate procedures are followed.
  - g. If the Board decides not to proceed with a hearing to consider removal of the member's good standing, the International President engages in disciplinary communication (oral and written) to the member, including appropriate disciplinary measures, as decided by the Board.
  - h. There is no appeal of the Board's decision.

## **7. 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 may create, administer, and promote District-specific recognition programs if and only if they act to supplement, and do not compete with or replace, official Toastmasters International recognition programs.

## 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 as of July 1, of which a minimum of four (4) must be in good standing.
    - a. Areas within Provisional Districts consist of three (3) to six (6) clubs as of July 1, of which a minimum of three (3) must be in good standing.
  - II. Under no circumstances may an Area have more than six (6) clubs on July 1.
  - III. Advanced clubs shall 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 four (4) Areas.
- I. District may have no more than nine (9) Divisions unless they are operating under a reformation plan that has been approved by the Board of Directors.
  - II. Provisional Districts must have a minimum of two (2) Divisions.
  - III. Divisions within Provisional Districts must have a minimum of three (3) Areas.

## 2. **Provisional Districts**

- A. The Board may create Provisional Districts in any geographic area that is undistricted.
- B. The criteria for the creation of a Provisional District is 25 or more clubs in good standing.
- C. Applications for Provisional District status are submitted to the Chief Executive Officer.
- D. 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.
- E. Individual members of clubs in Provisional Districts may participate in the Video Speech Contest.
- F. A Past Provisional District Director is eligible to be nominated for election to the Board.
- G. 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.
- H. 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.
- I. When a Provisional District reaches **75-60** or more clubs in good standing, it may apply to the Board for ~~full~~ District status. **For three (3) years after granting District status, the Board reviews the progress of the District**



**annually. Performance in the Distinguished District Program is considered in the decision to maintain District status.**

- J. 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 Divisions; and operate District programs in alignment with Toastmasters International's governing documents.
- K. Any authorization to operate as a Provisional District continues until full District status is granted or until it is otherwise terminated by the Board.

### **3. Reformed or Realigned 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 **realigning consolidating** a District with another District or Districts if **the District or Districts** ~~it~~ has fewer than **100-60** clubs.
- C. Any District with 200 or more clubs that wants to be considered for reformation must have demonstrated a net club growth in the preceding two (2) program years. With approval by a majority of the District Executive Committee, a letter of inquiry can be submitted to the Chief Executive Officer for review by 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 ideally have no fewer than 120 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.

#### 4. **District Realignment Consolidation**

- A. The **realignment 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 **a realignment consolidation** is in the best interest of the organization.
- C. When determining whether **a realignment 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 **realignment 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 **realigned 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 to 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 **realigned consolidated**, the clubs in that District are notified of the date of **the realignment 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 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 as of July 1, of which a minimum of four (4) must be in good standing.
    - a. Areas within Provisional Districts consist of three (3) to six (6) clubs as of July 1, of which a minimum of three (3) must be in good standing.
  - II. Under no circumstances may an Area have more than six (6) clubs on July 1.
  - III. Advanced clubs shall 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 four (4) Areas.
- I. District may have no more than nine (9) Divisions unless they are operating under a reformation plan that has been approved by the Board of Directors.
  - II. Provisional Districts must have a minimum of two (2) Divisions.
  - III. Divisions within Provisional Districts must have a minimum of three (3) Areas.

## 2. **Provisional Districts**

- A. The Board may create Provisional Districts in any geographic area that is undistricted.
- B. The criteria for the creation of a Provisional District is 25 or more clubs in good standing.
- C. Applications for Provisional District status are submitted to the Chief Executive Officer.
- D. 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.
- E. Individual members of clubs in Provisional Districts may participate in the Video Speech Contest.
- F. A Past Provisional District Director is eligible to be nominated for election to the Board.
- G. 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.
- H. 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.
- I. When a Provisional District reaches ~~75-60~~ or more clubs in good standing, it may apply to the Board for ~~full~~ District status. **For three (3) years after granting District status, the Board reviews the progress of the District**

**annually. Performance in the Distinguished District Program is considered in the decision to maintain District status.**

- J. 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 Divisions; and operate District programs in alignment with Toastmasters International's governing documents.
- K. Any authorization to operate as a Provisional District continues until full District status is granted or until it is otherwise terminated by the Board.

**3. 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 **the District or Districts** ~~it~~ has fewer than **100-60** clubs.
- C. Any District with 200 or more clubs that wants to be considered for reformation must have demonstrated a net club growth in the preceding two (2) program years. With approval by a majority of the District Executive Committee, a letter of inquiry can be submitted to the Chief Executive Officer for review by 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 ideally have no fewer than 120 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.

#### **4. 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 ~~100-60~~ 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 **of up to three (3) years** for building to ~~100-60~~ clubs and more. **The growth plan is used as a baseline and is updated throughout the three (3) year period to determine if the District is on track to reach 100 clubs or more.**
- F. If a growth plan is accepted, the Board reviews the progress of the District each year **against the baseline and updated plans** 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) **to four (4)** full dues renewal periods may be reinstated ~~within the following dues renewal period~~. To do so, the club, ~~or its individual members when verified by a club officer,~~ **must submit signed membership applications for all individual members to World Headquarters and** pay all of the following in full:
- I. Current renewal dues for a minimum of ~~eight (8)~~ **12** individual members, at least three (3) of whom were individual members of the club immediately prior to its inactive status **and**;
  - II. **Future dues for the next renewal period for the same 12 individual members. 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. In addition to the payment requirements, each reinstating club is also eligible to have up to two (2) club mentors appointed at the time of reinstatement.**
- ~~B-C.~~ Clubs inactive for ~~two-five (2-5)~~ 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. Designating How Club Meetings Are Conducted**

- A. At the time of charter, a club must designate whether it will conduct meetings onsite, online, or in a hybrid format.
  - I. An onsite meeting is defined as a meeting where all attendees participate in one (1) physical location.
  - II. An online meeting is defined as a meeting where attendees participate via an electronic conferencing platform.
  - III. A hybrid meeting is defined as a meeting where provision is made for attendees to participate concurrently onsite and online.
- B. Modifications to the designation require a majority vote of the active individual membership, and must be specified in the Addendum of Standard Club Options.

### **4. Online Clubs Meetings**

- A. At online club meetings, members participate through the use of live audio and video-conferencing platforms.
  - I. 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.
  - II. Each member participating in an online club meeting must 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.

## **5. Online Attendance at Club Meetings**

- A. Online attendance is defined as including any member participating and interacting in a club meeting through the use of live audio and video-conferencing platforms.
  - I. Participants are not typically in the same physical location as the rest of the club members attending the meeting onsite.
  - II. Participants must be able to communicate concurrently with all other members in attendance at the meeting.
  - III. Online participants in club meetings must provide their own technology at their own expense if there is a fee for use.
  - IV. Voice-only teleconferencing, recorded video, or recorded audio are not acceptable forms of attendance.

## **6. 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.