



## District Nominations Schedule

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

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

### Protocol 9.0: District Campaigns and Elections

DATE	ACTION
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.
*See Below	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 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.

\*Determined by the DLC Chair and announced to the members of the clubs in the District.

### OCTOBER

- ▶ The District Director shall appoint the District Leadership Committee (DLC) Chair no later than November 1. If practicable, the chair should be a Past District Director.

### NOVEMBER

- ▶ Remaining committee members are appointed no later than December 1.
  - Determine committee meeting schedule and conduct meetings as defined.
- ▶ DLC members seek qualified candidates, in addition to candidates who announce their intention to run for office.

- ▶ The committee may request a list of all past District leaders from the District Director, who may request such a list from [listrequest@toastmasters.org](mailto:listrequest@toastmasters.org). This will help to identify potential qualified candidates who may not have been recent leaders but may be interested in serving.
- ▶ The DLC interviews all known candidates for each position applied.

## DECEMBER-MARCH

- ▶ Publish a call for candidates on the District website and/or in the District newsletter no later than January 15. Be sure to include the following:
  - Leadership position descriptions, including the competencies and responsibilities for each.
  - A copy of the **District Leader Nominating Form**.
  - District Leader **Agreement and Release Statement**.
  - District Leader **Biographical Information** form.
- ▶ Interviews continue until all known candidates are interviewed.
- ▶ The committee completes the **Candidate Evaluation Form** for each applicant.
- ▶ The committee votes.
  - Each member of the DLC votes for one or more candidates for the office of District Director and Program Quality Director, and votes for two or more candidates for the office of Club Growth Director. The DLC will vote for one or more candidates for Division Director. All applicants for a District office must be considered by the District Leadership Committee. To be nominated, applicants must receive a majority vote of the District Leadership Committee.
- ▶ The DLC completes their report.
- ▶ The DLC Chair reports the committee's results in writing to the District Director no later than six (6) weeks prior to the Annual Meeting of the District Council.
- ▶ The DLC Chair or District Director notifies candidates of their nomination and reconfirms their willingness to be elected to District office.
- ▶ Candidates who are not nominated are contacted and advised of their eligibility to run as floor candidates.
- ▶ The District Director submits the report in writing to all members of the District Council as soon as possible and at least four (4) weeks prior to the Annual Meeting of the District Council on the District website and/or in the District newsletter. The notice of meeting must also be included.
- ▶ At the discretion of the District Director, completed reports contain a statement from each nominated candidate, if applicable, including a biographical overview of how he or she intends to fulfill their duties of office and contribute to District success.

## APRIL-MAY REPORTING RESULTS

- ▶ The DLC Chair provides the District Director with all signed District Leader **Agreement and Release Statements**.
- ▶ District Director will submit the elected District leaders through District Central as soon as possible.
- ▶ After the Annual Meeting of the District Council, the District Director submits the District Leader **Agreement and Release Statements** of elected officers to [districts@toastmasters.org](mailto:districts@toastmasters.org).