



Minutes of the 2025-2026 Board of Directors Videoconference

December 11, 2025

The 2025-2026 Toastmasters International Board of Directors met on December 11, 2025, with International President Rochat, DTM, presiding. The other officers and directors present were, Distinguished Toastmasters all: McGhee, Seshadri, Gamester, Spear, Baylor, Bown, Fedele, Horberry, Lee, Lucas, Oluyide, Periasamy, Raneri, Saineni, Sukumaran, Taylor, Tonna, and Zaini. Chief Executive Officer Rex and the following World Headquarters team members were also present: Hollenbeck, Lam, Lurquin, Passow, Shah, Wingrove, Powers, Roberts, Welsh, Barr, Portone, Villa, and Kyriazis. No Board Members were absent.

1. The agenda was adopted as presented.
2. The Board received the report of the Region 8-14 District Realignment Program Committee as presented by the chairs, Past International Presidents Morag Mathieson, DTM, and Terry Daily, DTM. The Executive Committee previously received a high-level overview of the report at its November 24, 2025, meeting (minutes attached). Based on the recommendations in the report, the Board approved the attached boundaries for Districts, effective July 1, 2026.
3. The Board received the report (attached) of the November 16, 2025, Strategic Planning Committee meeting as presented by Immediate Past International President Radhi Spear. The Board accepted the committee's report as presented in items #1, 2, and 3.
4. The Board received the report (attached) of the November 15-16, 2025, Executive Committee meeting as presented by First Vice President Gauri Seshadri. The Board adopted the Committee's recommendations as presented in items #1, 3, 4, 5, 6, 7, 8, 9, 10, 12, 13, 14, 16, and 17. Item #2, related to the 2026 Toastmasters International budget, was considered and adopted by the Board on its December 4, 2025, videoconference. Items #11 and 15 were considered subsequently by the Board.
The Board adopted item #11.
The Board did not adopt item #15.
5. The Board received and adopted the minutes (attached) of the December 3, 2025, Audit Committee meeting, including engaging Shanghai Acumen as the 2025 auditor and keeping Deloitte as the 2025 tax preparer for Toastmasters International (Shanghai) Education Technology Co., Ltd. (Tou Ma).

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

Pursuant to Protocol 11.3: Board of Directors Confidentiality, items contained in the minutes of this meeting were classified as “unrestricted” upon distribution of the minutes by World Headquarters, not to include any matters marked “restricted” or “highly confidential.”



Kristen Kyriazis
Secretary

Distribution: **Board of Directors**
 Nonprofit General Counsel
 Chief Executive Officer
 Past International Presidents
 Past International Directors



Minutes of the 2025-2026 Executive Committee Videoconference

November 24, 2025

The 2025-2026 Toastmasters International Executive Committee met on November 24, 2025, with International President Rochat, DTM, presiding. The other officers present were, Distinguished Toastmasters all: McGhee, Seshadri, Gamester, and Spear. Chief Executive Officer Rex and the following World Headquarters team members were also present: Lam, Shah, Welsh, Portone, Villa, and Kyriazis. No Committee members were absent.

1. The agenda was adopted as presented.
2. The Committee received the report of the Region 8-14 District Realignment Program Committee as presented by the chairs, Past International Presidents Morag Mathieson, DTM, and Terry Daily, DTM. The report included recommendations for new District boundaries, to take effect on July 1, 2026. The Committee thanked the Region 8-14 District Realignment Program Committee for their hard work and dedication to the best interests of the organization. The Board of Directors will have an opportunity to ask detailed questions of the committee regarding each recommendation at a later time.

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

Pursuant to Protocol 11.3: Board of Directors Confidentiality, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted" or "highly confidential."

A handwritten signature in black ink, appearing to read "Kristen Kyriazis".

Kristen Kyriazis
Secretary

Distribution: Board of Directors
 Nonprofit General Counsel
 Chief Executive Officer
 Past International Presidents
 Past International Directors



District Boundaries

Effective July 1, 2026

District 20

The boundaries of this District shall contain:

Bahrain

Egypt

Kazakhstan

Kuwait

Russia

District 79

The boundaries of this District shall contain:

In Saudi Arabia, the following provinces:

- Eastern Province
- Hail
- Jawf
- Northern Borders
- Qassim
- Riyadh

District 104

The boundaries of this District shall contain:

Pakistan

In Saudi Arabia, the following provinces:

- Asir
- Bahah
- Jizan
- Madinah
- Makkah
- Najran
- Tabuk

District 105

The boundaries of this District shall contain:

Iraq

Jordan

Lebanon

Oman

Palestine

District 116

The boundaries of this District shall contain:

Qatar

District 127

The boundaries of this District shall contain:

The United Arab Emirates (**including** Abu Dhabi)



District Boundaries

Effective July 1, 2026

District 41

The boundaries of this District shall contain:

Bangladesh

Nepal

District 82

The boundaries of this District shall contain:

British Indian Ocean Territory

Sri Lanka

District 224

The boundaries of this District shall contain:

In India, the following states and union territories:

- Chandigarh
- Dadra and Nagar Haveli
- Daman and Diu
- Delhi
- Gujarat
- Haryana
- Himachal Pradesh
- Jammu and Kashmir
- Ladakh
- Punjab
- Rajasthan
- Uttar Pradesh
- Uttarakhand

District 225

The boundaries of this District shall contain:

Bhutan

In India, the following states and union territories:

- Andaman and Nicobar Islands
- Andhra Pradesh
- Arunachal Pradesh
- Assam
- Bihar
- Chhattisgarh
- Jharkhand
- Madhya Pradesh
- Manipur
- Meghalaya
- Mizoram
- Nagaland
- Odisha
- Sikkim
- Telangana
- Tripura
- West Bengal

District 226

The boundaries of this District shall contain:

In India:

- The state of Maharashtra

District 227

The boundaries of this District shall contain:

In India:

- The state of Goa
- In the state of Karnataka:
 - All districts **except** Chamarajanagar, Dakshina Kannada, Kodagu, Kolar, Mysore, and Udupi
 - In **central, north, south, and west** Bangalore, the following pin codes encompassing the boundary: 560001, 560002, 560003, 560004, 560005, 560006, 560009, 560010, 560011, 560012, 560013, 560014, 560015, 560018, 560019, 560020, 560021, 560022, 560023, 560024, 560025, 560026, 560027, 560028, 560029, 560030, 560031, 560032, 560034, 560039, 560040, 560041, 560043, 560044, 560045, 560047, 560050, 560051, 560052, 560053, 560054, 560055, 560056, 560057, 560058, 560059, 560060, 560061, 560062, 560063, 560064, 560065, 560068, 560069, 560070, 560072, 560073, 560074, 560076, 560078, 560079, 560080, 560083, 560085, 560086, 560088, 560089, 560090, 560091, 560092, 560094, 560095, 560096, 560098, 560099, 560100, 560102, 560106, and 562106

District 228

The boundaries of this District shall contain:

In India:

- In the state of Karnataka:
 - The district of Kolar
 - In **east** Bangalore, the following pin codes encompassing the boundary: 560007, 560008, 560016, 560017, 560033, 560035, 560036, 560037, 560038, 560042, 560046, 560048, 560049, 560066, 560067, 560071, 560075, 560077, 560084, 560087, 560093, and 560103

District 229

The boundaries of this District shall contain:

In India:

- The union territory of Puducherry (formerly Pondicherry)
- In the state of Tamil Nadu:
 - The districts of Chengalpattu, Chennai, Kancheepuram, Ranipet, Thiruvallur, Tiruvannamalai, Vellore, and Viluppuram

District 230

The boundaries of this District shall contain:

In India:

- The state of Kerala
- In the state of Karnataka:
 - The districts of Chamarajanagar, Dakshina Kannada, Kodagu, Mysore, and Udupi
- In the state of Tamil Nadu:
 - The districts of Ariyalur, Coimbatore, Cuddalore, Dharmapuri, Dindigul, Erode, Kallakurichi, Kanniyakumari, Karur, Krishnagiri, Madurai, Mayiladuthurai, Nagapattinam, Namakkal, the Nilgiris, Perambalur, Pudukkottai, Ramanathapuram, Salem, Sivaganga, Tenkasi, Thanjavur, Theni, Thiruvarur, Thoothukudi (formerly Tuticorin), Tiruchirappalli, Tirunelveli, Tirupathur, Tiruppur, and Virudhunagar



District Boundaries

Effective July 1, 2026

District 51

The boundaries of this District shall contain:

Cambodia

Laos

In Malaysia, the following states and federal territories (on the peninsula):

- Kedah
- Penang
- Perak
- Perlis
- Kuala Lumpur
- Putrajaya

Myanmar

Thailand

Vietnam

District 75

The boundaries of this District shall contain:

The Philippines

District 80

The boundaries of this District shall contain:

Singapore

District 87

The boundaries of this District shall contain:

Brunei

Indonesia

In Malaysia, the following states and federal territory (not on the peninsula):

- Sabah
- Sarawak
- Labuan

Timor-Leste

District 93

The boundaries of this District shall contain:

South Korea

District 102

The boundaries of this District shall contain:

In Malaysia, the following states (on the peninsula):

- Selangor
- Negeri Sembilan
- Kelantan
- Terengganu
- Pahang
- Malacca
- Johore

The Maldives



District Boundaries

Effective July 1, 2026

District 59

The boundaries of this District shall contain:

Belgium

France

Luxembourg

Monaco

The Netherlands

District 71

The boundaries of this District shall contain:

Isle of Man

Republic of Ireland

In the United Kingdom:

- Scotland
- Northern Ireland
- The portion of Wales and England **north** of the following line:
 - Starting in the **west** where River Dovey meets the coast, follow the river **east** until Abergwydol, then turn unto the A489. At the Cemmaes Road roundabout turn onto the A470 to Caersws, which turns into the A489 to Newton. Continue on the A489 to the A49, then head **south** to Ludlow.
 - At Rock Green, turn **east** following the A4117 until it reaches the A456 at Woodward's Coppice. Continue along the A456 to Kidderminster, then turn onto the A448. Follow the A448 to the M5 and turn **north**. When the M5 meets the M42 turn **east**. Follow the M42 as it turns into the M40 and continues east and south until reaching the A422; then turn **east**.
 - At the A43 turn **south**; then turn **east** onto the A421. At Whaddon Road (past Buckingham) turn **south**. Transition to follow Stoke Road (via a right on Bletchley Road and a quick left onto Stoke Road). At Drayton Road, turn **north**; continue as the road becomes the A4146.

- At the A5, turn **south** until the road turns into the A505. Turn right onto Brewers Hill Road and follow the road around Drovers Way moving **south**. At B489, turn **west** and then **south** on B4541. After passing B4540, turn **southwest** onto Buckwood Lane (which becomes Buckwood Road). Turn **south** on High Street, **east** on Hicks Road, and then **southeast** on A5183.
- At M1 turn **south** and then turn **east** on M25. Follow M25 around London until the Dartford Bridge. Turn **east** on the River Thames until the North Sea is reached.

District 91

The boundaries of this District shall contain:

Guernsey

Jersey

In the United Kingdom:

- The portion of Wales and England **south** of the following line:
 - Starting in the **west** where River Dovey meets the coast, follow the river **east** until Abergwydol, then turn unto the A489. At the Cemmaes Road roundabout turn onto the A470 to Caersws, which turns into the A489 to Newton. Continue on the A489 to the A49, then head **south** to Ludlow.
 - At Rock Green, turn **east** following the A4117 until it reaches the A456 at Woodward's Coppice. Continue along the A456 to Kidderminster, then turn onto the A448. Follow the A448 to the M5 and turn **north**. When the M5 meets the M42 turn **east**. Follow the M42 as it turns into the M40 and continues east and south until reaching the A422; then turn **east**.
 - At the A43 turn **south**; then turn **east** onto the A421. At Whaddon Road (past Buckingham) turn **south**. Transition to follow Stoke Road (via a right on Bletchley Road and a quick left onto Stoke Road). At Drayton Road, turn **north**; continue as the road becomes the A4146.
 - At the A5, turn **south** until the road turns into the A505. Turn right onto Brewers Hill Road and follow the road around Drovers Way moving **south**. At B489, turn **west** and then **south** on B4541. After passing B4540, turn **southwest** onto Buckwood Lane (which becomes Buckwood Road). Turn **south** on High Street, **east** on Hicks Road, and then **southeast** on A5183.
 - At M1 turn **south** and then turn **east** on M25. Follow M25 around London until the Dartford Bridge. Turn **east** on the River Thames until the North Sea is reached.

District 95

The boundaries of this District shall contain:

Denmark

Estonia

Faroe Islands

Finland

Germany

Greenland

Iceland

Norway

Svalbard and Jan Mayen

Sweden

District 107

The boundaries of this District shall contain:

Andorra

Algeria

Gibraltar

Morocco

Portugal

Spain

Tunisia

District 109

The boundaries of this District shall contain:

Albania

Austria

Bosnia and Herzegovina

Croatia

Cyprus

Greece

Italy

Israel

Kosovo

Lichtenstein

Malta

Montenegro

North Macedonia

San Marino

Slovenia

Switzerland

Turkey

Vatican City

District 231

The boundaries of this District shall contain:

Bulgaria

Czechia

Hungary

Latvia

Lithuania

Moldova

Poland

Romania

Slovakia

Serbia (**excluding** Kosovo)

Ukraine



District Boundaries

Effective July 1, 2026

District 74

The boundaries of this District shall contain:

Botswana

Bouvet Island

Lesotho

Namibia

Saint Helena, Ascension, and Tristan da Cunha

In South Africa:

- The province of the Eastern Cape
- The province of the Free State
- In the province of Gauteng:
 - The portion of the province **south and west** of the N1 road and N3 ring road
- The province of KwaZulu Natal
- The province of North West
- The province of the Northern Cape
- The province of the Western Cape

District 94

The boundaries of this District shall contain:

Cabo Verde

Côte d'Ivoire

Gambia

Ghana

Guinea

Guinea-Bissau

Liberia

Mali

Mauritania

Senegal

Sierra Leone

Togo

District 114

The boundaries of this District shall contain:

Comoros Islands

Djibouti

Eritrea

Ethiopia

French Southern Territories

Heard Island and McDonald Islands

Kenya

Madagascar

Mauritius

Mayotte

Republic of Burundi

Réunion

Rwanda

Seychelles

South Sudan

Tanzania

Uganda

District 129

The boundaries of this District shall contain:

Angola

Eswatini

Malawi

Mozambique

In South Africa:

- In the province of Gauteng:
 - The portion of the province **north** and **east** of the N1 road and N3 ring road
- The province of Limpopo
- The province of Mpumalanga

Zambia

Zimbabwe

District 130

The boundaries of this District shall contain:

Benin

Burkina Faso

Cameroon

Central African Republic

Chad

Congo (Republic of)

Democratic Republic of the Congo

Equatorial Guinea

Gabon

Niger

Nigeria

São Tomé and Príncipe



District Boundaries

Effective July 1, 2026

District 17

The boundaries of this District shall contain:

In Australia:

- The state of Western Australia

Christmas Island

Cocos (Keeling) Islands

District 69

The boundaries of this District shall contain:

In Australia:

- In the state of New South Wales, post codes 2486 and 2484
- The state of the Northern Territory
- The state of Queensland

Kiribati

Nauru

New Caledonia

Papua New Guinea

Soloman Islands

Vanuatu

District 70

The boundaries of this District shall contain:

In Australia, the following:

- The Australian Capital Territory
- The state of New South Wales, **excluding** post codes 2486, 2484, 2640

Norfolk Island

District 72

The boundaries of this District shall contain:

Cook Islands

Fiji

Independent State of Samoa

New Zealand

Niue

Tokelau

Tonga

Tuvalu

Wallis and Futuna

District 73

The boundaries of this District shall contain:

In Australia:

- In the state of New South Wales, post code 2640
- The state of South Australia
- The state of Tasmania
- The state of Victoria



District Boundaries

Effective July 1, 2026

District 67

The boundaries of this District shall contain:

Taiwan

District 76

The boundaries of this District shall contain:

Japan

District 85

The boundaries of this District shall contain:

In China:

- Shanghai Municipality
- In Jiangsu Province, Taicang City

District 88

The boundaries of this District shall contain:

In China:

- Beijing Municipality
- Tianjin Municipality
- Gansu Province
- Hebei Province
- Henan Province
- Heilongjiang Province
- Jilin Province
- In Jiangsu Province, Lianyungang City
- Liaoning Province
- Qinghai Province

- Shaanxi Province
- Shandong Province
- Shanxi Province
- Neimenggu (Inner Mongolia) Autonomous Region
- Ningxia Hui Autonomous Region
- Xinjiang Uygur Autonomous Region

District 89

The boundaries of this District shall contain:

In China:

- Hong Kong
- Macau
- Fujian Province
- In Guangdong province:
 - Chaozhou
 - Jiangmen
 - Jieyang
 - Maoming
 - Shantou
 - Shanwei
 - Yangjiang
 - Zhanjiang
 - Zhongshan
 - Zhuhai
- Hainan Province

District 118

The boundaries of this District shall contain:

In China:

- Chongqing Municipality
- In Guangdong province:
 - Dongguan
 - Foshan
 - Guangzhou
 - Heyuan
 - Huizhou
 - Meizhou
 - Qingyuan
 - Shaoguan
 - Shenzhen
 - Yunfu
 - Zhaoqing
- Guizhou Province
- Sichuan Province
- Yunnan Province
- Guangxi Zhuang Autonomous Region
- Tibet Autonomous Region

District 128

The boundaries of this District shall contain:

In China:

- Anhui Province
- Hunan Province
- Hubei Province
- Jiangxi Province
- Jiangsu Province, **except** Lianyungang City and Taicang City
- Zhejiang Province



Minutes of the 2025-2026 Strategic Planning Committee Meeting

November 16, 2025

The 2025-2026 Toastmasters International Strategic Planning Committee met on November 16, 2025, with Immediate Past International President Spear, DTM, presiding. The other officers present were, Distinguished Toastmasters all: Rochat, McGhee, Seshadri, and Gamester. Chief Executive Officer Rex and the following World Headquarters team members were also present: Hollenbeck, Lam, Lurquin, Passow, Shah, Roberts, Villa, and Kyriazis. No Committee members were absent.

1. The Committee discussed the opportunities in the International Convention agenda created by the previous decision to transition the Candidate Showcase from a convention event to an online event. The final convention agenda will be available on the Toastmasters International website when registration launches in early 2026.
2. The Committee considered the logistics for the recorded Candidate Showcase in 2026. They discussed the format, schedule, and overall outline of the event. The Committee also discussed a potential one-minute video for each candidate, to be linked on the online Candidate Corner on the Toastmasters International website. World Headquarters will develop a detailed process and schedule for these events. Information about the new format for the Candidate Showcase will be provided to the candidates after the International Leadership Committee nomination process is complete. Communications regarding the Candidate Showcase will be shared with the voting membership closer to the event.
3. The Committee examined the concepts of an annual dues increase and potential tiered pricing for membership dues. They considered how these concepts might be applied while balancing the organization's mission with the Board's fiduciary duties to the organization. The Committee will continue the discussion with the Board at a future meeting.

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

Pursuant to Protocol 11.3: Board of Directors Confidentiality, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted" or "highly confidential."

A handwritten signature in black ink, appearing to read "Kristen Kyriazis".

Kristen Kyriazis
Secretary

Distribution: **Board of Directors**
 Nonprofit General Counsel
 Chief Executive Officer
 Past International Presidents
 Past International Directors



Minutes of the 2025-2026 Executive Committee Meeting

November 15-16, 2025

The 2025-2026 Toastmasters International Executive Committee met on November 15-16, 2025, with International President Rochat, DTM, presiding. The other officers present were, Distinguished Toastmasters all: McGhee, Seshadri, Gamester, and Spear. Chief Executive Officer Rex and the following World Headquarters team members were also present: Hollenbeck, Lam, Lurquin, Passow, Kaczor, Shah, K. Wingrove, Welsh, Villa, G. Wingrove, and Kyriazis. No Committee members were absent.

1. The agenda was adopted as presented.
2. The Committee reviewed the proposed 2026 Toastmasters International budget. The material provided for the review included the following:
 - a. A narrative describing the components of the proposed 2026 budget, along with current, past, and anticipated revenue and expense trends
 - b. The proposed 2026 Toastmasters International budget, including detailed financial estimates and supporting detailed schedules
 - c. Department overviews for World Headquarters that describe current, past, and future responsibilities, programs, initiatives, dependencies, and risks

The Committee recommends that the Board approve the 2026 Toastmasters International budget as presented.

3. The Committee received an update on the Refocused Region Advisor Program. The final steps of the change management phase are being completed. In the coming months, progress will be made to transition into a maintenance and improvement phase, which will carry the program forward into the future.

4. The Committee reviewed and approved the signers on District bank accounts as submitted by each District below on the District Signature Form, retroactive to July 1, 2025. The signers for the following Districts are authorized to use corporate funds at the District, Division, and Area levels and in this capacity act on behalf of Toastmasters International:

1	41	72	90	114
4	42	74	93	115
5	49	75	94	116
7	50	76	95	117
12	51	78	101	118
14	53	79	102	119
18	61	82	103	120
20	62	83	104	127
21	64	86	105	129
28	66	87	109	
30	70	89	111	

The following Districts do not operate a local bank account and are not required to submit a signature form:

2	22	39	77	108
3	26	48	81	110
6	27	52	84	113
11	34	63	100	122
15	36	65	106	124

The Committee will review signature forms from the following Districts, upon receipt at a future meeting:

F	31	47	69	99
8	33	54	71	107
10	35	55	73	112
13	37	56	80	121
16	38	57	85	123
17	40	58	88	125
19	43	59	91	126
24	44	60	92	128
25	45	67	97	130
29	46	68	98	

5. The Committee participated in an exercise to reflect on how to reframe their challenges as opportunities for growth and forward momentum.

6. The Committee ratified International President Rochat's proposed appointments of the members of the 2026 International Disciplinary Committee (IDC). The members of the 2026 IDC are as follows:

Chair	Deepak Menon, DTM, PIP	Through December 2026
Co-Chair	Richard Peck, DTM, PIP	Through December 2026
Member	Carol Blair, DTM, PID	Through December 2026
Member	Joan Diehl, DTM, PID	Through December 2026
Member	Michael Holian, DTM, PID	Through December 2027
Member	Magnus Jansson, DTM, PID	Through December 2026
Member	Karen Lucas, DTM, PID	Through December 2026
Member	Nagaraja Rao, DTM, PID	Through December 2027
Member	Monnica Rose, DTM, PID	Through December 2027
Member	Charlie Starrett, DTM, PID	Through December 2027

7. HIGHLY CONFIDENTIAL

8. The International President presented a report on her experiences and observations since taking office. She highlighted the importance of creating and nurturing relationships at all levels and how those relationships will help build on the momentum of the organization.

9. Chief Executive Officer Rex provided an update on the status of the organization through the end of October 2025.

10. HIGHLY CONFIDENTIAL

11. In August 2025, the Board of Directors amended Policy 9.1: International Campaigns and Elections, effective September 1, 2025, to modernize and streamline the campaign process. Additional sections of the governing documents were identified that require amendments to align with the changes to Policy 9.1. The Committee recommends the Board adopt the amendments to Policy 8.3: District Fiscal Management (attached) and Policy 9.1 (attached), effective upon publication of these minutes.

12. The Committee reviewed and discussed feedback from members and World Headquarters regarding the *Speech Contest Rulebook* and contest processes. The International President and the Chief Executive Officer, with the concurrence of the International President-Elect, adopted the following:

- Amendments to the *Speech Contest Rulebook* (attached), for clarity and better alignment with Policy 6.0: Speech Contests, effective for the 2026-2027 contest cycle.
- Amendment to Protocol 7.0: District Structure (attached), to remove a reference to the discontinued Video Speech Contest, effective immediately.

13. The Committee considered updates to the Smedley Fund recognition program. The Committee recommends the Board adopt the updated recognition program, with the inclusion of an additional

corporate contributor level. The Committee also discussed integrating the ability for contributors to submit directed donations through the Toastmasters International website. World Headquarters will incorporate the Committee's feedback into a mock-up to be presented at a future meeting.

14. The Committee received the report of the Smedley Fund Working Group from the chair, First Vice President Seshadri. The Committee recommends that the Board of Directors establish a pilot Smedley Fund committee, to serve for the remainder of the 2025-2026 Board term.

15. HIGHLY CONFIDENTIAL

16. The Committee discussed the need for a transition team to guide and support the Districts, in Regions 8-14, which will be realigned on July 1, 2026, through an effective transition. The Committee recommends that the Board appoint Past International Presidents Morag Mathieson, DTM, and Terry Daily, DTM, as co-chair of the Transition Team. The Transition Team is anticipated to function from now through September 2026.

17. The Committee reviewed two proposed adjustments to the District boundaries taking effect on July 1, 2026. The Committee recommends the Board adjust the boundaries of District 6 to include the city of Hudson, Wisconsin, United States, removing that city from the boundaries of District 212. The Committee also recommends that the Board adjust the boundaries of District 217 to include the counties of York and Horry, in South Carolina, United States, removing those counties from the boundaries of District 213.

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

Pursuant to Protocol 11.3: Board of Directors Confidentiality, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted" or "highly confidential."



Kristen Kyriazis
Secretary

Distribution: Board of Directors
 Nonprofit General Counsel
 Chief Executive Officer
 Past International Presidents
 Past International Directors

District Leader Expenses

1. District Leader Expenses Paid by World Headquarters

- A. District expenses are governed by Article XII, Section 2, of the Bylaws of Toastmasters International.
- B. World Headquarters reimburses the travel expenses of the District Director, Program Quality Director, and Club Growth Director (including for Provisional District leaders) for the mid-year and August trainings as follows:
 - I. World Headquarters fully reimburses round-trip public transportation costs at the lowest rate between the passenger terminal nearest the training site and the home of the officer, when the officer resides within the District they serve.
 - II. Remote District leaders, whether partially or fully remote, must not be reimbursed more than a District leader who resides in the same District. The remote District leader is responsible for funding any cost remaining between the covered and actual expense themselves.
 - III. For remote District leaders, World Headquarters may reimburse a reasonable contribution towards the round-trip cost between the passenger terminal nearest the training site and the home of the officer, provided prior approval is received from World Headquarters. The remote District leader is responsible for covering any cost remaining between the covered and actual expense themselves.
 - IV. World Headquarters reimburses motor vehicle transportation 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 governed by local regulations and/or District policy, not to exceed the current IRS standard business rate.

Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement.
 - V. World Headquarters reimburses actual costs incurred for any other mode of transportation not exceeding the lowest airfare rate.
- C. District Directors attending the International Convention onsite each receive:

- I. A meal reimbursement of up to \$50 USD (per day, with receipts, not exceeding \$200 USD) when the District Director ~~views the Candidate Showcase, interviews candidates running for election to the Toastmasters International Board of Directors (onsite or online) and attends the Board Briefing, Candidate Showcase, and attends the Annual Business Meeting; and~~
- II. One (1) discounted convention registration.

2. District Leader Expenses Paid by Districts

- A. District expenses paid by Districts are governed by Article XII, Section (a), of the District Administrative Bylaws. Expense reimbursements to District leaders must be included in the District budget.
- B. For Mid-Year District Leader Training, Districts may reimburse the District Director, Program Quality Director, and Club Growth Director for lodging expenses not paid by World Headquarters. Meals may be reimbursed up to \$50 USD per day (with receipts) when Toastmasters International does not provide three (3) meals.
- C. For August District Leader Training, Districts may reimburse the District Director, Program Quality Director, and Club Growth Director, and other leaders for whom training is provided and authorized by Toastmasters International, for lodging expenses not paid by World Headquarters. Meals may be reimbursed up to \$50 USD per day (with receipts) when Toastmasters International does not provide three (3) meals.
- D. For International Convention, Districts may reimburse the District Director, Program Quality Director, and Club Growth Director for registration and lodging expenses not paid by World Headquarters. Meals may be reimbursed up to \$50 USD per day (with receipts) when Toastmasters International does not provide three (3) meals.
- E. For International Convention, Districts may reimburse the Immediate Past District Director for registration, lodging, and transportation expenses not paid by World Headquarters.
- F. Districts do not reimburse any other individuals unless approved by the Chief Executive Officer.
- G. Registration includes conference or convention registration and ticketed events and meals that are part of the conference or convention.
- H. Lodging includes hotel accommodations, including applicable taxes; it excludes personal telephone expenses and other incidental expenses.
- I. All expenses listed in this section must be substantiated by receipts.
- J. Districts may reimburse the District Director, Program Quality Director, and Club Growth Director for reasonable travel expenses listed below that are not paid by World Headquarters for International Convention, August and Mid-year District Leader Training. Districts must not use District funds to reimburse remote District leaders for any costs remaining between the covered and actual

expense in World Headquarters approved travel. Examples of reasonable expenses include:

- Transportation from the Convention/training site(s) passenger terminal to accommodation at or near the Convention and/or training site(s); and
- Mileage from the domicile of the District Officer to the passenger terminal of departure and return.

3. General District Leader Expense Provisions

- A. Reimbursement of travel expenses is based on full participation and attendance.
- B. Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to 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 governed by local regulations and/or District policy, not to exceed the current IRS standard business rate.

- C. Travel expenses exclude motor vehicle rentals, gasoline, and incidental expenses.
- D. If a District leader's registered domicile is outside the geographic boundaries of the District in which they are serving, reimbursement is based either on the residence at the time of the election or on the farthest geographic of the District, whichever is less.
- E. If a District leader moves out of the geographic boundaries of the District from which that District leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.
- F. Districts do not provide any expense payments to speech contestants attending the International Convention.

International Campaigns and Elections

1. Schedule

Date	Action
September 1	Call for candidate declarations.
October 1	Deadline for International Officer and Director candidates to declare intent.
October 15	Officer and Director Candidate Assessments begin for declared candidates. Subsequent assessments shall be conducted for candidates sought by the ILC.
April 15	ILC announces International Officer and Director candidates by this date, when practicable. Floor candidates, who have completed the ILC evaluation process, for Officer or Director positions may declare intent after ILC results have been announced. Written notification indicating intent to run from the floor must be submitted to the International President no later than May 1.
At least 60 days prior to Annual Business Meeting	ILC nominations are published in the <i>Toastmaster</i> magazine and on the Toastmasters International website.

2. International Leadership Committee

- A. The International Leadership Committee (ILC) is defined and described in Article VII, Section 3, nominations are governed by Article VIII, and elections are governed by Article IX, of the Bylaws of Toastmasters International.
- B. The ILC evaluates the organization's internal leadership development program and provides recommendations for improvement to the Executive Committee.
- C. ILC members are appointed by the International President-Elect in February for a term of service beginning in August of the same year. International Officers and Directors may recommend appointees.
- D. Three (3) members of the ILC are Past International Presidents:
 - I. The Past International President whose term as International President was completed two (2) terms prior to the February appointment serves as chair for one (1) year.
 - II. The Past International President whose term as International President was completed the term prior to the February appointment serves as co-chair for one (1) year and chair the following year.
 - III. The third Past International President is appointed as a second co-chair by the International President-Elect to serve as a committee member for one (1) year.
- E. Vacancies in offices held by Past International Presidents may be filled by any Past International President, except by the Immediate Past International President.
- F. One (1) member from each region serves a two-year term on the ILC. The committee member shall represent the geographic region for which they were

appointed and shall be considered unchanged notwithstanding any change of residence or boundary revision made during the two-year term. The member is a Past International Director or, if a Past International Director who is willing and able to serve cannot reasonably be found, a Past District Director from that region may serve.

- G. Subject to Executive Committee approval, the International President-Elect may remove a committee member (the Executive Committee may also remove a committee member), grant a committee member a leave of absence, and fill a vacancy.
- H. A vacancy of one (1) year or less may be filled by a committee member whose full term expired within the prior two (2) years, a committee member who served a full term more than two (2) years ago, or by an individual who has never served on the committee.

If the individual filling the one (1) year or less vacancy has not served on the committee previously, that individual is eligible to serve a full two-year term immediately following the one (1) year or less time of service.

- I. Region Advisors, members of any District Executive Committee, campaign managers, or members of an International Officer or Director candidate campaign team do not serve on the committee.
- J. A committee member may not be a candidate for international office for one (1) year after leaving the ILC nor serve two (2) consecutive terms.
- K. Committee members may be reappointed only after a two-year absence from the committee.
- L. The ILC nominates at least one (1) and not more than two (2) candidates for each of the offices of International President-Elect, First Vice President, and International President if there is no International President-Elect to succeed to that office.
- M. The ILC nominates at least two (2) candidates for the office of Second Vice President.
- N. The ILC nominates at least two (2) candidates for the open International Director positions with the exception that one (1) candidate may be nominated if no other willing and able candidate can reasonably be found.
 - I. An individual is considered willing and able if they are prepared to serve and possess the attributes and competencies to perform successfully on the Board of Directors. The attributes and competencies are published on the Toastmasters International website.
- O. The chair of the ILC has the following duties and responsibilities:
 - I. The chair schedules committee meetings; orients new committee members; develops and communicates meeting agendas and the meeting calendar; sets expectations for communication among committee members; and ensures that committee activities are carried out in a timely and appropriate way.

II. The chair organizes communication with candidates, ensures candidates are given full and fair consideration, and develops the timetable and expectations for candidate interviews.

III. The ILC Chair upholds leadership attributes and provides feedback to the Executive Committee, through the International President, regarding the ILC process and leadership development.

P. ILC members are fair and open-minded.

I. Committee 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 to the chair or co-chair as soon as the potential conflict is identified. The chair and co-chairs review the potential conflict of interest and determine, by a two-thirds vote, if it constitutes an actual conflict of interest. If a conflict is determined to exist, the committee member may be asked to abstain from discussion and voting regarding that candidate in context of the Committee or to resign from the committee.

In the event that the chair or co-chair has a potential conflict of interest, as specified above, the chair or co-chair must declare it to the International President-Elect as soon as the potential conflict is identified. The International President-Elect, in consultation with the Executive Committee, 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 or co-chair is asked to resign.

II. Their responsibilities are to actively participate in meetings, keep all committee discussions and information confidential, study candidate **biographical information-materials**, review assessment results, conduct candidate interviews, review Policy violations by candidates, listen to reports from other committee members, make informed decisions, suggest or recruit qualified candidates until nominations are announced, and seek ways to improve leadership development.

III. During their term of service on the ILC, committee members shall not serve as Region Advisors, members of any District Executive Committee, campaign managers, or members of an International Officer or Director candidate campaign team.

IV. ILC members may request reimbursement for telephone calls or other reasonable expenses within 30 days after the end of their term.

Q. International Officer and Director candidates may be self-declared candidates. The committee may receive names of qualified candidates or seek them out.

R. If a nominated candidate withdraws, the committee may nominate a replacement.

3. Candidate Assessment

- A. Each year the ILC Chair solicits feedback about International Officer and Director candidates from ILC members and Board Members.
- B. Each International Officer and Director candidate's competencies will be assessed by leaders whose dues are paid and who served with them in previous Toastmasters roles. The assessment will be administered by a professional assessment firm.
 - I. All candidates must complete a self-assessment on or before a date determined by the ILC Chair. Candidates who do not comply with this requirement will not be evaluated by the ILC.
 - II. An assessment will be administered each time a candidate is considered for any role.
 - III. The results will be provided to the ILC and each respective candidate. Candidates must, before receiving the assessment results, sign a confidentiality form, agreeing in writing to keep them completely confidential.

Candidates may designate up to three (3) individuals to also receive their assessment results. Candidates may not share their results with these individuals directly. World Headquarters will provide any individual designated by a candidate with a confidentiality form. Once World Headquarters has received a signed form from the individual, the results will be provided to that individual directly.
 - IV. Breaches of assessment confidentiality by anyone are subject to appropriate disciplinary action as a level-three campaign violation.
 - V. The ILC Chair may discuss candidates and assessment results as appropriate with the chair of the Region Advisor Selection Committee, International President, International President-Elect, and Chief Executive Officer.
- C. For Second Vice President candidates, the assessment tool is sent to:
 - I. International Officers who served while the candidate was an International Director.
 - II. International Directors who served while the candidate was an International Director.
 - III. The Region Advisor(s) from the same region who served while the candidate was an International Director.
 - IV. The candidate.
- D. For First Vice President and International President-Elect candidates, the assessment tool is sent to:
 - I. International Officers who served while the candidate was an International Officer and International Director.

- II. International Directors who served while the candidate was an International Officer and International Director.
- III. The Region Advisor(s) from the same region who served while the candidate was an International Director.
- IV. The candidate.

E. For International Director candidates, the assessment tool is sent to:

- I. The Region Advisor(s), International Director, Program Quality Director(s) (PQD), Club Growth Director(s) (CGD), Immediate Past District Director (IPDD), District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the candidate was District Director (DD).
- II. The Region Advisor(s), the International Director, DD, CGD(s), IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the candidate was PQD.
- III. The Region Advisor(s), the International Director, DD, PQD(s), IPDD, District Finance Manager, District Administration Manager, District Public Relations Manager, and Division Directors who served while the candidate was CGD.
- IV. The DDs, PQDs, and CGDs who served in the region while the candidate was a Region Advisor.
- V. The current DD, PQD(s), and CGD(s) of the candidate's home District.
- VI. The candidate.

4. Nominee Selection

- A. Candidate interviews follow the timing, quantity, and schedule determined by the chair. Interviews are based on consistent interview questions developed by the committee.
- B. Candidate interviews will be conducted using video conferencing. A candidate must have the capability to participate fully (audio and video) in the interview to be evaluated by the ILC. Interviews will be recorded for ILC internal use. Recordings will be deleted upon the release of the International Officer and Director ILC nominations on the Toastmasters International website.
- C. Candidates must maintain confidentiality of all ILC interview questions and discussions until the release of the International Officer and Director ILC nominations on the Toastmasters International website.
- D. Committee members, when evaluating a candidate's attributes and competencies relating to service on the Board of Directors and determining which candidates to nominate, take into account: assessment results, interviews, input from current and past leaders and other Toastmasters members, each candidate's Toastmasters membership and leadership history,

each candidate's Toastmasters education award and recognition history, ~~candidate biographical information materials during their selection process~~, and Policy violations by candidates.

- E. Each ILC member votes to nominate one (1) candidate for International President-Elect, First Vice President, and International President (if necessary) and two (2) different candidates for Second Vice President.
- F. If at least one-third of the committee members requests that a second or third candidate be nominated, each committee member may vote for as many candidates as are nominated.
- G. Committee member votes are anonymous and confirmed in writing.
- H. To be nominated, a candidate must receive votes from at least a majority of the committee members.
- I. In the case of a tie, the chair will allow additional time for discussion about the candidate. Another vote takes place after such additional discussion. If the vote again results in a tie, the candidate shall be nominated.
- I. The chair participates in discussions about candidates and votes for each nomination.

5. **Nomination Results**

- A. Once the candidates have been selected for nomination, the chair or a co-chair notifies nominated candidates, provides specific feedback related to the competencies required to effectively serve as an International Officer or Director, and confirms their acceptance of the nomination. Candidates must verify their acceptance in writing to the chair.
- B. Candidates may not run for, be elected to, or appointed to any District-level (including Area and Division) role or apply for, or be selected as, a Region Advisor after being nominated by the ILC.
- C. The chair or a co-chair notifies candidates who are not nominated and provides specific feedback related to the competencies required to effectively serve as an International Officer or Director.
- D. All other candidate interview information is confidential, and the entire deliberative process of the ILC is confidential. Breaches of ILC confidentiality by anyone are subject to appropriate disciplinary action.
- E. All documentation, files, and reports are kept by World Headquarters for five (5) years.

6. **Announcement of Candidacy**

- A. International Officer and Director qualifications are defined in the Bylaws of Toastmasters International, Article IX, Section 2.
- B. Candidates may submit a Letter of Intent to World Headquarters confirming their intention to run for office, on or after September 1 of that election cycle.

World Headquarters provides all Letters of Intent to the ILC Chair and Co-Chairs.

- I. By signing the Letter of Intent, the candidate acknowledges having read and understood the campaign policies and takes responsibility for the conduct of supporters. Furthermore, the candidate acknowledges that all actual, apparent, or potential conflicts of interest have been disclosed.
- II. The ILC Chair and Co-Chairs review each Letter of Intent to evaluate potential conflicts of interest. The ILC, by a two-thirds vote of the Chair and Co-Chairs, may reject a Letter of Intent due to disclosed conflicts of interest. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the likelihood of any potential International Officer or Director remaining impartial and making a decision in the best interests of Toastmasters International.
- III. Once a Letter of Intent is accepted by the ILC the candidate must abide by all campaign policies.
- IV. A Letter of Intent, biographical information, and a photograph must be received at World Headquarters no later than October 1 for International Officer and Director candidates.
- V. Once the ILC accepts a candidate's Letter of Intent, the candidate may not run for, apply to, be elected to, or appointed to any District-level (including Area and Division) role. Candidates serving in an elected or appointed District-level (including Area and Division) role must resign immediately. If candidates remove themselves from the ILC evaluation process, or are not nominated by the ILC and choose not to continue as a candidate, they are eligible to serve in a District-level (including Area and Division) role.
- VI. After the ILC accepts a candidate's Letter of Intent, the candidate will be provided contact information of the Board, Past International Presidents, and Past International Directors. The contact information shall only be used for campaign purposes.

C. Eligible candidates who have not been nominated by the ILC may run from the floor at the Annual Business Meeting as defined in the Bylaws of Toastmasters International, Article VIII, Section 3.

- I. A Letter of Intent for the candidate must be on file with World Headquarters.
- II. If a Letter of Intent for a floor candidate is on file, a competing nominated candidate shall be considered opposed.
- III. Written notification indicating intent to run from the floor must be submitted to the International President no later than May 1.

7. **International Candidate Campaigning**

- A. Candidates for Second Vice President and International Director may only visit clubs and District events within their declared home District. In addition,

candidates may continue to attend any meetings of clubs in which they are a paid member as of September 1 of the election cycle.

- B. Candidates and the candidates' campaign team members may not produce or distribute any campaign materials (such as, but not limited to, educational materials, business cards, buttons, pins, USB drives, apparel, and gifts).
- C. Unsolicited subscriptions to information by or about a candidate are not permitted.
- D. District publications, social media, and websites may link to the list of candidate biographies on the Toastmasters International website.
- E. Candidates shall only contact current and past Board Members for the purpose of educating and preparing themselves for the role of a Board Member.
- F. Candidates must not send any campaign communications. A campaign communication is any type of message that is sent by the candidate or on the candidate's behalf, including, but not limited to, electronic mailings and voice/video conversations.
 - I. Communications among campaign team members are permitted.
- G. International Director and Second Vice President candidates must not make presentations at any District (including Area and Division) events. Presentations include but are not limited to an educational session, keynote speech, or panel discussion delivered onsite, online, or in a hybrid format at a District (including Area and Division) event by the candidate and/or a candidate's representative.
 - I. International Director and Second Vice President candidates may participate in other home District activities without delivering presentations, but must not serve in any District-level (including Area and Division) role.
- H. A Candidate Corner shall be included on the Toastmasters International website. Information about nominated candidates may include a photograph and profile. Candidate information will be placed on the Toastmasters International website Candidate Corner by May 1.
 - I. Floor candidates are listed on the Candidate Corner on the Toastmasters International website.
 - I. Candidates must not create campaign websites.
 - J. A candidate's personal social media profiles may contain a single post per platform announcing their candidacy, which may include a link to the Candidate Corner on the Toastmasters International website.
- K. Online and social media participation
 - I. Candidates are prohibited from participating in Toastmasters-related discussion groups on websites including social media sites using any profile.

II. Candidates are prohibited from creating campaign social media profiles.

L. A candidate or their representative must not host a hospitality suite. A hospitality suite is defined as a location where refreshments are provided and attendance is open to any individual member.

I. If at any event, there is a hospitality suite, no candidate or their representative, may give contributions or engage in political activities in the suite.

8. Campaign Team Members

A. Candidates must provide a list of all campaign team members and those who provide services (paid or unpaid) related to the candidate's campaign. Services include but are not limited to verbal or written campaign coaching.

B. Candidates are responsible for the acts and omissions of their campaign team members and those who provide services (paid or unpaid) related to the candidate's campaign.

C. Campaign team members and individuals who provide services to the candidate must follow the same rules as the candidate as defined in this policy, other governing documents, and the International Officer and Director Candidate Handbook (such as, but not limited to, not using personal social media profiles for campaigning, sending campaign communications).

D. Campaign team members and individuals who provide services to the candidate must sign and submit to World Headquarters an Acknowledgement of Campaign Responsibilities form prior to active service on the campaign team. Candidates must notify World Headquarters of any changes to their campaign team within 24 hours.

9. International Candidate Endorsements

A. District Directors, Program Quality Directors, Club Growth Directors, Region Advisors, and International Officers and Directors must not take any action to endorse or to officially support any International Officer or Director candidate, including with photographs or quotes, or by placing a candidate's name in nomination. They are permitted to complete the candidate assessment and respond to questions from the ILC.

B. The spouse, partner, or any family member of any International Officer or Director may not take any action to endorse or to officially support other candidates, including with photographs or quotes, or by placing a candidate's name in nomination.

10. International Campaign Violations

A. Candidates are responsible for ensuring campaign supporters are familiar with campaign Policies and understand that violation of Policy subjects candidates to ramifications:

I. A level-one violation is a correctable, minor infraction (for example: posting a comment on a Toastmasters-related discussion group)

- a. The violation is investigated by the Chief Executive Officer. If the Chief Executive Officer cannot resolve the matter, it is turned over to the Executive Committee.
- b. The candidate is educated and informed. 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 board action in exchange for votes)

- a. The Executive Committee investigates a level-two violation or assigns the investigation to Chief Executive Officer.
- b. An announcement of the violation is made prior to the election. This announcement occurs at an appropriate time and place as determined by the Executive Committee or on the Toastmasters International website. A letter of censure may be issued to the candidate by the Executive Committee.

III. A level-three violation is one of campaign ethics (for example: candidate actively promoting the violation of Toastmasters Bylaws, Policy or Protocol)

- a. A level-three violation is investigated by the Executive Committee, which may delegate it to the Chief Executive Officer.
- b. Ramifications may include any or all penalties for level-two violations, a request for the candidate to withdraw from this election cycle, and, in the most severe cases, removal from good standing with Toastmasters International or other disciplinary action which may disqualify the candidate.

B. The Executive Committee's decisions are final. A candidate may not request that the Board modify or overturn the Executive Committee's decision, nor may the candidate contact Board Members for the purpose of appealing that decision.

11. International Candidate Showcase

- A. Candidate Showcase occurs before the Annual Business Meeting for presentations by all International Officer and Director candidates.
- B. The International President appoints International Directors to serve as chair and co-chair of the Candidate Showcase. Other International Directors are assigned as needed.
- C. Opposed International Officer and all International Director candidates are limited to a six-minute interview. Unopposed International Officer candidates are limited to a three-minute interview. District leaders and the Board of Directors submit questions to be asked.
- D. There is no census or poll taken at a Candidate Showcase.

12. International Proxies and Credentials

- A. Proxies are defined in Article X, Section 2, of the Bylaws of Toastmasters International.
- B. Annual Business Meeting proxies are available to Member Clubs no later than July 10.
- C. When amendments to the Bylaws are to be voted on, there is a method in the proxy process for a Member Club to indicate how it wishes its votes to be cast.
- D. A Credentials Chair and two (2) Co-Chairs are appointed by the International President:
 - I. The appointees are current or past Board Members.
 - II. A person may be reappointed as chair after a three-year interval.
 - III. Appointees are responsible for the operation of the Credentials process preceding the Annual Business Meeting.

13. 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.
- B. The tentative process for conducting an election by mail vote is described in Protocol, and such Protocol shall be modified as needed and adopted as Policy by the Board of Directors at such time as a mail vote is held.



SPEECH CONTEST RULEBOOK

JULY 1, 2025 TO JUNE 30, 2026



TOASTMASTERS INTERNATIONAL
Communicate Confidently®
[toastmasters.org](https://www.toastmasters.org)

©1987-2025 Toastmasters International. All rights reserved. Toastmasters International, the Toastmasters International logo, and all other Toastmasters International trademarks and copyrights are the sole property of Toastmasters International and may be used only with permission.

CONTENTS

Introduction	4
Speech Contest Rules.....	5
General Rules for All Toastmasters Speech Contests	5
International Speech Contest Rules.....	18
Evaluation Contest Rules	20
Humorous Speech Contest Rules.....	20
Table Topics Contest Rules.....	21
Tall Tales Contest Rules.....	21
Online Speech Contest Rules	21
Speech Contest Checklists	24
Contest Chair's Checklist	24
Chief Judge's Checklist.....	27
Contestant's Checklist.....	29
Speech Contest Materials	30
Additional Resources	32

Introduction

Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

This booklet contains the rules and standard procedures for conducting the International, Evaluation, Humorous, Table Topics, Tall Tales, and Online speech contests. If you are involved in conducting or competing in a speech contest, please read these rules carefully and follow them. By doing so, you will ensure a fair speech contest and an enjoyable event for everyone.

The book consists of three (3) parts:

- ▶ **Speech Contest Rules** ♦ Here you will find the General Rules governing all Toastmasters speech contests, as well as the specific rules covering the International, Evaluation, Humorous, Table Topics, Tall Tales, and Online contests.
- ▶ **Contest Checklists** ♦ This section describes some of the common steps required for contest chairs, chief judges, and contestants to prepare for a speech contest.
- ▶ **Speech Contest Materials and Additional Resources** ♦ In this section, you'll find a list of Web pages and other helpful materials related to Toastmasters Speech Contests.

Note: ~~Rule changes are made once a year by Modifications to rules shall only be made through the administrative Protocol review process, with the approval of the International President, the International President-Elect, and the Chief Executive Officer.~~ Changes are highlighted by a mark (♦) in the left margin.

SPEECH CONTEST RULES

General Rules for All Toastmasters Speech Contests

Unless otherwise stated, these rules apply to all speech contests conducted by Toastmasters International clubs, Areas, Divisions, and Districts, as well as all contests conducted at the International Convention.

1. Speech Contest Policy

- ◆ A. Toastmasters International recognizes and supports the following official speech contests: International Speech Contest, Evaluation Contest, Humorous Speech Contest, Table Topics Contest, Tall Tales Contest, and Online Speech Contest. No other contest types, showcases, etc., can be conducted by Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions).
 - I. Districts (including Areas and Divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.
 - a) Provisional Districts (including Areas and Divisions) may conduct a speech contest in English using the rules of the International Speech Contest. This contest does not proceed beyond the District level. A contest using the rules of the International Speech Contest must be titled Provisional Speech Contest.
 - 2. Districts (including Areas and Divisions) and Provisional Districts (including Areas and Divisions) may conduct up to three (3) additional English speech contests each year. The District Director recommends which contests are to be conducted and at which event the District-level contests take place (i.e., the annual District conference or an October/November event). The recommendations are subject to the approval of the District Executive Committee at its first meeting of the program year.
 - 3. Districts (including Areas and Divisions) including Provisional Districts (including Areas and Divisions) may also conduct up to four (4) non-English speech contests each year. The District Director recommends which contests are to be conducted and at which event the District-level contests take place (i.e., the annual District conference or an October/November event). The recommendations are subject to the approval of the District Executive Committee at its first meeting of the program year.
 - a) Each of these contests is conducted in a language selected by the District Director and approved by the District Executive Committee.
 - b) Non-English contests are optional and must be conducted using the rules of the corresponding English speech contest. If a non-English contest is conducted using the rules of the International Speech Contest, it must follow all rules, including eligibility requirements.
 - c) If the non-English contest is being conducted using the rules of the International Speech Contest, such contest must be titled using the name of the language. For example: Chinese Speech Contest.
 - d) Non-English contests must not continue beyond the District level.
 - e) Districts (including Areas and Divisions) are not permitted to conduct multilingual speech contests.

- ◆ B. Districts may only conduct District-level speech contests during the annual District conference and/or the October/November event. The District-level International Speech Contest must be held during the annual District conference.
 - I. Districts conducting the Online Speech Contest while holding an in-person conference or event may schedule their Online Speech Contest on a separate day from the rest of the conference or event to allow for fully online participation from contestants and contest officials. The District-level Online Speech Contest must be conducted within the months of October/November or between March 15 and June 1.
- C. Contests must originate at the club level and proceed through the Area, Division, and District levels, respectively. Only contests following this progression are permitted at the Area, Division, and District levels. All clubs are eligible to advance contestants to the Area level in all contests, regardless of the contest language or the primary language of the club.
- ◆ I. Contests conducted by Provisional Districts must follow this same progression.
- D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of District leaders.
- ◆ E. The *Speech Contest Rulebook* is Protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative Protocol review process. Exceptions for safety reasons may be granted at the discretion of the Chief Executive Officer. Other exceptions are not permitted.
- F. Individual admission fees to a contest may be charged to audience attendees and contest officials. However, contestants shall never be charged a fee to compete in a to compete in a contests. Clubs, shall never be charged a fee to send a contestant to a contest.

2 Eligibility

- A. To be eligible to compete in any official Toastmasters speech contest, a member must:
 - I. Be a paid member of a club in the Area, Division, and District in which they are competing.
 - a) The club must also be in good standing.
 - b) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
 - 2. Maintain eligibility at all levels of any contest.
 - a) If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.
- B. In addition, to be eligible to compete in the International Speech Contest, a member must:
 - I. Have earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award.

- a) If a club chartered less than one (1) year before the club contest, charter members are permitted to compete without having completed this requirement. The club must have officially chartered before the Area contest.

C. The following are ineligible to compete in any Toastmasters speech contest:

- 1. Incumbent International Officers and Directors
- 2. Region Advisors or Region Advisor applicants
- 3. District officers whose terms expire June 30:
 - a) District Director
 - b) Program Quality Director
 - c) Club Growth Director
 - d) Administration Manager
 - e) Finance Manager
 - f) Public Relations Manager
 - g) Division Director
 - h) Area Director
- 4. International Officer and Director candidates
- 5. Immediate Past District Directors
- 6. Candidates for District positions elected by the District Council for the term beginning the upcoming July 1.
- 7. Members who are serving in contest official or presenter roles that meet the following criteria:
 - a) Voting judge, tiebreaking judge, or chief judge at any level, in any District, at the same contest type in which they would be competing.
 - b) Timer, ballot counter (counter), Sergeant at Arms, or other contest official role for the same contest in which they would be competing.
 - c) Presenter of an education session, a contest chair, a contest Toastmaster, or an event committee chair for the event at which the contest will be held, including Area, Division, and District events, as well as the International Convention.
- 8. The winner of the World Championship of Public Speaking® held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.
- 9. Toastmasters who are members in more than one (1) club and who meet all eligibility requirements are permitted to compete in the club contest(s) in each club in which they hold paid membership.
 - a) No contestant can compete in more than one (1) Area speech contest of a given type, even if the two (2) Areas are in different Divisions or Districts.
- ◆ 10. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Quarterfinals and Online Speech Contest.)
- D. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below.
 - 1. At a club contest, be a paid member.
 - 2. At an Area, Division, or District contest:

- a) Be a paid member for a minimum of six (6) months.
- b) Have completed a minimum of six (6) speech projects in the *Competent Communication* manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
 - I. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual towards eligibility for judging.
- c) Be physically present at the contest for which you are serving. (Exceptions: contest officials for the Online Speech Contest.)

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

- a) Be a paid member for a minimum of six (6) months.
 - I. The club must also be in good standing.
- b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one (1) path in the Toastmasters Pathways learning experience.
 - I. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to eligibility for judging.
- c) Have previously judged a Toastmasters speech contest at the Area, Division, District, quarterfinals, or semifinal level.

◆ E. All other contest officials and the Evaluation Contest test speaker must meet all eligibility requirements outlined below:

- 1. Be paid members.
- 2. Be physically present at the contest for which you are serving, **beyond the club level**. (Exceptions: contest officials for the Online Speech Contest.)

F. Candidates for elected District leader positions for the term beginning the subsequent July 1 are ineligible to serve as a contest official or as a test speaker at the Area, Division, or District level.

3 ♦ Selection Sequence

A. Club, Area, Division, District. Each club in good standing is permitted to choose its contestant for each Area speech contest by whatever means the club desires. If a club contest is held, it must comply with the rules in this rulebook, and the contest result is final. Contests must be held at the Area, Division, and District levels. The Area speech contest winner then proceeds to the Division contest. The Division winner then proceeds to the District contest.

- I. In those Districts with 10 or more Divisions, two (2) separate runoff competitions among Division winners may be held before the District contest finals.
 - a) Insofar as is practical, the number of Divisions competing in each runoff will be the same.
 - b) The three (3) highest-placed available contestants from each runoff competition will then advance to the District contest. Placement in the runoff competitions will not be announced.

2. Should a club, Area, or Division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
3. The International Speech Contest is the only contest that proceeds beyond the District level to quarterfinals, semifinals, and the World Championship of Public Speaking.
4. Should a District-level contest winner be unable to participate in quarterfinals, the next highest-placed contestant will advance to that level.
5. If a quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.

B. Eight (8) weeks prior to the Area contest, if an Area has four (4) assigned clubs or fewer in good standing, Districts have the option to allow two (2) contestants from each club to compete in the Area contest.

1. Should additional clubs charter prior to the Area contest, two (2) contestants from each club are permitted to compete.
2. In those Divisions with four (4) assigned Areas or fewer, Districts have the option to allow the two (2) highest-placed available contestants from each Area to compete.
3. In Districts with four (4) assigned Divisions or fewer, Districts have the option to allow the two (2) highest-placed available contestants from each Division to participate in the District contest.
4. The decision whether or not to allow two (2) contestants to advance from club to Area, from Area to Division, and/or from Division to District must be made and communicated throughout the District prior to the commencement of the contest cycle, i.e., prior to any club contests being held.
 - a) Once the decision is made, it must be implemented consistently throughout the District in all clubs, Areas, and Divisions affected.
 - b) If a District decides to allow two (2) contestants to advance from club to Area, its decisions regarding the number to advance from Area to Division and/or from Division to District need not be the same.
5. Occasionally, a contest will be held with only one (1) contestant. In such cases, a contest must still be held, and the contestant must be disqualified if they do not meet the timing, originality, and eligibility requirements.

4 Speech Subject and Preparation

- A. The subject of all International, Humorous, Tall Tales, and Online contest speeches must be selected by the contestant.
- B. The subject of Table Topics Contest speeches must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.
 - I. Twenty-five percent or less of the speech may be devoted to quoting, paraphrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.

2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).
- E. Contestants must not reference another contestant, or a speech presented by another contestant, during their speech at the same contest in which they are competing.
- F. All contestants will speak from the platform or area designated by the contest chair.
 - I. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.
 2. A lectern/podium will be available. However, use of the lectern/podium is optional. (Exception: for the Online Speech Contest, any speaking participants are responsible for the equipment they will use.)
 3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available. (Exception: for the Online Speech Contest, any speaking participants are responsible for the equipment they will use.)
 4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced. (Exception: for the Online Speech Contest, any speaking participants are responsible for the equipment they will use.)

5 General Procedure

- A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.
 - I. At club contests, a contest chair, chief judge, at least five (5) voting judges, a tiebreaking judge, two (2) counters, and two (2) timers are appointed, unless impractical. For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.
 2. At Area contests, there must be an equal number of voting judges from each club in the Area, or a minimum of five (5) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.
 3. At Division contests, there must be an equal number of voting judges from each Area in the Division, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two (2) counters, and two (2) timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member. For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.
 4. At District contests, there must be an equal number of voting judges from each Division in the District, or a minimum of seven (7) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers must be appointed. The chief judge, voting judge, or tiebreaking judge must not be a member of any club in which a contestant is a member. For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.

5. For the International Speech Contest Quarterfinals, there must be a minimum of nine (9) voting judges and one (1) tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same District in which a contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.
6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each District, or a minimum of nine (9) voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three (3) counters, and two (2) timers are appointed. No chief judge, voting judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
7. At the World Championship of Public Speaking, there must be one (1) voting judge representing each region. In addition to these judges, a contest chair, five (5) qualifying judges, a tiebreaking judge, three (3) counters, and two (2) timers are appointed. The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
8. Voting judges at all levels must remain anonymous when practical.
9. The contest chair may appoint a contest Toastmaster. In such cases, the term, "contest Toastmaster" should be used for the member supporting the contest chair. A contest Toastmaster is also ineligible to compete in the contest at which they are serving.
10. Contest officials must not serve in more than one (1) role for the same contest at the Area (when practical), Division, District, quarterfinal, semifinal, and final levels.

B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.

- I. For the International, Evaluation, Humorous, Table Topics, and Tall Tales speech contests, contestants will then draw for their speaking position with the contest chair.
2. For the Online Speech Contest, speaking position can be established using a randomization tool that is screenshared with all contestants.

C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.

- I. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - a) Reports to the contest chair upon their arrival.

- b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
- c) Waives the opportunity of a briefing.

D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.

- 1. Each voting judge receives the appropriate ballot for the contest.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
 - d) Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).
 - e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
 - f) Online Speech Contest voting judges receive the Online Speech Contest Judge's Guide and Ballot (Item 1189A).
 - g) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.
- 2. Timers receive the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.
- 3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive instruction in the gathering of ballots and the counting room procedure (described below).

E. Before the contest, the chief judge selects a member to act as tiebreaking judge.

- 1. The identity of the tiebreaking judge is secret, and known only to the chief judge.
- 2. The tiebreaking judge does not attend the judges' briefing.
- 3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.
 - a) International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).
 - b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).
 - c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).
 - d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).
 - e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).
 - f) Online Speech Contest tiebreaking judges receive the Online Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1189B).

F. For the International, Humorous, Tall Tales, and Online contests, the contest chair must introduce each contestant by announcing the contestant's name, speech title, and contestant's name.

1. For Table Topics contests, the contest chair must introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.
2. For Evaluation contests, the contest chair must introduce each contestant by announcing the contestant's name twice.

G. Contestants in the International, Humorous, and Tall Tales contests are permitted to remain in the same room throughout the duration of the contest.

1. Contestants in the Online Speech Contest are permitted to remain in the same virtual room throughout the duration of the contest.
2. Evaluation Contest participants are required to leave the room after the test speech has been delivered, as outlined in the Evaluation Contest section of this rulebook.
3. Table Topics Contest contestants must stay out of the room until the preceding speaker has completed their response to the topic, as outlined in the Table Topics Contest section of this rulebook.

H. There will be one (1) minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots. All voting judges and the tiebreaking judge will judge all contestants; the chief judge does not judge contestants.

1. When the last contestant finishes speaking, the contest chair will ask for silence until the ballot counters have collected all ballots. The chief judge will notify the contest chair when all ballots have been collected. The contest must only resume once this notification is received.
 1. In order for a ballot to be valid, judges shall:
 - a) Complete their ballots by entering their choices for first, second, and third place.
 - b) Sign and print their names on the ballot. E-signatures are acceptable.
 2. When voting judges have finished marking their ballots, they must discreetly provide the bottom portion of the ballot to the ballot counters (if using a physical ballot, provide voting judges with envelopes in which to secure their ballots prior to collection).
 - a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
 3. When the tiebreaking judge has finished marking their ballot by ranking all contestants in order, they must discreetly provide the bottom portion of the ballot to the chief judge (if using a physical ballot, provide the tiebreaking judge with an envelope in which to secure their ballot prior to collection).
 - a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timer with the stopwatch completes the Time Record Sheet and provides it to the chief judge (if using a physical form, provide the timer with an envelope in which to secure the Time Record Sheet prior to collection).

J. Once all of the ballots have been collected, the ballot counters and the chief judge will tabulate the results in a private counting room (this can be a physical or virtual room, matching the contest type).

- I. In the counting room, the ballot counters will tabulate the results of the contest using the Counter's Tally Sheet (Item 1176).
 - a) On the Counter's Tally Sheet, each contestant receives points for being ranked first, second, or third place on a voting judge's ballot.
 1. Three (3) points are scored for each first-place ranking.
 2. Two (2) points are scored for each second-place ranking.
 3. One (1) point is scored for each third-place ranking.
 - b) Once all points are entered, the ballot counters compute the total points for each contestant and enter the totals on the bottom of the tally sheet.
 1. Point totals must be verified by all ballot counters before results are entered on the sheet.
 2. Contestants are then ranked on the bottom of the tally sheet according to the number of points scored.
 - c) In the event of a tie, the chief judge will consult the tiebreaking judge's ballot.
 - d) The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
2. Once the results have been tabulated and verified:
 - a) The Notification of Contest Winner form (Item 1182) will be completed by the chief judge with the ranking of all contestants and submitted to the contest chair of the next level (if applicable).
 - b) The Results Form (Item 1168) will be completed by the chief judge with the names of the winners in reverse order and submitted to the contest chair.
3. All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.

K. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest.

1. In contests with three (3) or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. Winners will be announced in reverse order.
2. In contests with fewer than three (3) participants, a second place winner (if applicable) and a first-place winner will be announced. Winners will be announced in reverse order.
3. Winners must be announced prior to the end of the event.
 - a) If the contest is the only event taking place, winners must be announced before the contest adjourns.
 - b) If multiple contests are taking place as part of a larger conference or event, winners from all contests must be announced before the end of the conference or event.
4. If there are multiple contests taking place at one event, each contest must be officially adjourned prior to the beginning of the next contest, even if winners have not yet been announced.

5. For the International Speech Contest Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. Placement will not be announced.
6. For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. Placement will not be announced.
7. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

L. After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.

6. Timing of the Speeches

- A. Two (2) timers are appointed by the chief judge. One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors. For the Online Speech Contest, a minimum of one (1) backup timer is also appointed in case of any technical difficulties.
- B. The signaling device must be in full view of each contestant.
- C. The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Speech Contest Time Record Sheet and Instructions for Timers (Item I 175). This constitutes the official time.
- D. The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- E. All speeches delivered by contestants must conform to the timing guidelines for the contest.
 1. International, Humorous, and Online contest speeches must be from five (5) to seven (7) minutes. A contestant will be disqualified if the speech is less than four (4) minutes 30 seconds or more than seven (7) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches four (4) minutes and 30 seconds and is not disqualified until their time reaches seven (7) minutes and 31 seconds.
 2. Table Topics Contest speeches must be from one (1) minute to two (2) minutes. A contestant will be disqualified if the speech is less than one (1) minute or more than two (2) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches one (1) minute and is not disqualified until their time reaches two (2) minutes and 31 seconds.
 3. Evaluation Contest speeches must be from two (2) to three (3) minutes. A contestant will be disqualified if the speech is less than one (1) minute 30 seconds or more than three (3) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches one (1) minute and 30 seconds and is not disqualified until their time reaches three (3) minutes and 31 seconds.
 4. Tall Tales Contest speeches must be from three (3) to five (5) minutes. A contestant will be disqualified if the speech is less than two (2) minutes 30 seconds or more than five (5) minutes 30 seconds. Timers must not consider fractions of a second. A contestant is not qualified until their time reaches two (2) minutes and 30 seconds and is not disqualified until their time reaches five (5) minutes and 31 seconds.

F. Upon being introduced, the contestant must proceed immediately to the speaking position.

- I. To ensure that each contestant's audiovisual equipment is functional, each contestant must say, "Thank you, Contest Chair," after being introduced.

30 If the audiovisual equipment is functional, the contest chair will respond, "You're welcome." Timing will begin with the contestant's next definite verbal or nonverbal communication with the audience. This usually will be the next word uttered by the contestant, but would include any other communication such as sound effects, a staged act by another person, etc.

31 If the audiovisual equipment is not functional, the contest chair will notify the contestant and pause the contest to allow for the appropriate corrections.

- I. For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests, when the appropriate corrections have been made, the contest chair reintroduces the contestant.
2. For the Online Speech Contest, a contestant is allowed 10 minutes to attempt to make the appropriate corrections.
 - i. If the contestant is able to correct the equipment within the 10 minutes, the contest chair reintroduces the contestant.
 - ii. If the contestant is unable correct their equipment within the 10 minutes, the contest continues with the next contestant.
2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.

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

- I. For International, Humorous, and Online contests:

30 The green signal will be displayed at five (5) minutes and remain displayed for one (1) minute.

31 The yellow signal will be displayed at six (6) minutes and remain displayed for one (1) minute.

32 The red signal will be displayed at seven (7) minutes and will remain on until the conclusion of the speech.

2. For Evaluation contests:

30 The green signal will be displayed at two (2) minutes and remain displayed for 30 seconds.

31 The yellow signal will be displayed at two (2) minutes and 30 seconds and remain displayed for 30 seconds.

32 The red signal will be displayed at three (3) minutes and remain displayed until the evaluation is concluded.

3. For Table Topics contests:

30 The green signal will be displayed at one (1) minute and remain displayed for 30 seconds.

31 The yellow signal will be displayed at one (1) minute 30 seconds and remain displayed for 30 seconds.

32 The red signal will be displayed at two (2) minutes and remain displayed until the speech is concluded.

4. For Tall Tales contests:

30 The green signal will be displayed at three (3) minutes and remain displayed for one (1) minute.

31 The yellow signal will be displayed at four (4) minutes and remain displayed for one (1) minute.

32 The red signal will be displayed at five (5) minutes and remain displayed until the speech is concluded.

5. In all speech contests, no signal can be given for the overtime period.

6. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of their own choosing.

30 Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five (5), six (6), and seven (7) minutes.

31 If any special device and/or specific instructions for such a signal is/are required, the contestant must provide same.

7. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.

H. Prior to announcing results, the contest chair must announce the number of time disqualifications, but not name the contestant(s) involved.

7 ♦Protests and Disqualifications

- A. Protests are limited to eligibility, originality, and reference to another contestant or another contestant's speech and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the contest being adjourned.
- B. The chief judge, contest chair, voting judges, and contestants must not consider protests from audience members.
- C. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant's speech, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
- D. The contest chair can disqualify a contestant on the basis of eligibility.
- E. All decisions of the voting judges, and qualifying judges are final.

8 ♦Use of Props and Electronic Devices

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

International Speech Contest Rules

The International Speech Contest enables members to practice public speaking and content development in a competitive setting. Every speech should fit within the overall purpose of the contest: To clearly develop and present ideas in a substantially original speech.

The International Speech Contest, which must be conducted in English only, follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

I. The International Speech Contest begins at the club level, and proceeds through the Area, Division, District, quarterfinal, semifinal, and final levels.

A. District-level contest videos that are submitted to World Headquarters to be used in quarterfinal judging must meet these requirements:

Audio

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

Camera

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

Lighting

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

Video Recording

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

◆ B. If a quarterfinal video fails to meet any of the recording requirements, the contestant will be disqualified by the chief judge. The submitting District will be notified of the disqualification and provided three (3) business days to submit a video of their next highest-placed contestant (a second submission of the first contestant is not permitted). If the video of the next highest-placed contestant fails to meet the recording requirements, the contestant will be disqualified by the chief judge. The District will not be provided any additional opportunities to submit videos for quarterfinals.

C. District Submission to World Headquarters

1. Following the District-level International Speech Contest, the chief judge ranks all District-level contestants in order of results on the Notification of Contest Winner form (Item 1182) and then submits the form to the Program Quality Director.
2. The Program Quality Director submits the Notification of Contest Winner form, Quarterfinals Video Release Form, and video of the first-place winner to World Headquarters in the format and manner requested.

D. Quarterfinals are conducted by video after the submission of District winners. Quarterfinals include the District winners randomly assigned to contests with no fewer than nine (9) and no more than 10 contestants in each.

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

E. Semifinals are to be held at the International Convention, and will include the top two (2) winners from each quarterfinal contest, randomly assigned to four (4) separate contests.

1. All contestants' briefings for the semifinal speech contests will be conducted simultaneously by World Headquarters staff.
2. All judges' briefings for the semifinal speech contests will also be conducted simultaneously by World Headquarters staff.

F. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.

1. Winners advancing to the semifinal level at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal speech. If they have previously competed at the semifinal or final levels, contestants will provide World Headquarters with outlines from all speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judges' briefing for the World Championship of Public Speaking.
2. Qualifying judges will also be given a qualification sheet. On this sheet, qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest or any previous year's semifinal and final-round contests.
3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the qualification sheet, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.
4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three (3) of the five (5) qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.

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

Evaluation Contest Rules

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

1. At the beginning of this contest, a five (5)- to seven (7)-minute test speech will be presented.
 - A. The test speech must be a contest-type speech or a project speech from the Toastmasters Pathways learning experience.
 - B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one (1) sheet may be used.
 - C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech not be a member of the same club as any one of the contestants.
 - D. The test speaker must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
 - E. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
2. At the conclusion of the test speech, all contestants must leave the room. They then have five (5) minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - A. Timing and preparation supervision must be under the control of the contest Sergeant at Arms.
 - B. Where it is not practical for contestants to leave the room, contestants will complete their five (5)-minute preparation in the same room under the control of the contest Sergeant at Arms.
 - C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
3. After five (5) minutes have elapsed, no further preparation is allowed and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest Sergeant at Arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard "name, speech title, speech title, name," format because Evaluation speeches do not have titles.

Humorous Speech Contest Rules

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

1. The subject for the Humorous Contest speech must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.

2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

Table Topics Contest Rules

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

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

Tall Tales Contest Rules

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

1. The subject for the Tall Tales speech must be of a highly exaggerated, improbable nature and have a theme or plot.
2. Humor and props may be used to support or illustrate the speech.

Online Speech Contest Rules

The Online Speech Contest enables members to practice public speaking and content development in a competitive setting using an online platform. The topic and purpose of each speech is determined by the speaker. Every speech should fit within the overall purpose of the contest: To clearly develop and present ideas in a substantially original speech.

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

1. The Online Speech Contest is conducted with all contestants and contest officials participating live, online from physically distant locations.
2. All contestants and contest officials must participate in the contest live, in real-time, using equipment that they obtain themselves.
3. All briefings and rehearsals must be conducted online.

- A. The contestants' briefing and judge's briefing must include
 - I. Guidance on how technical difficulties will be addressed.
 2. How contestants and contest officials can contact the chief judge, contest chair, and other meeting moderators during the contest.
 3. How the chief judge and/or contest chair can communicate with contest participants during the contest.
- B. The rehearsal must include time for
 1. Each contestant to conduct an audiovisual check.
 2. The contest chair to define each contestant's speaking area.
4. The platform selected for hosting the Online Speech Contest must meet the following requirements:
 - A. All contestants can join the contest with the ability to turn their video on and off, as well as unmute and mute themselves.
 - B. All contest officials can view contestant speeches live while maintaining confidentiality.
 - C. The host of the meeting can mute participants or turn off their video, as well as prompting participants to unmute or turn on their video.
 - D. All contestants can receive timing signals from the timer.
5. Prior to the contest, the chief judge and contest chair establish a way to privately communicate or signal that the contest should be paused.
6. The Online Speech Contest Statement below must be read or included in writing in a location that will be visible to all contest participants:
 - A. By attending this online Area, Division, or District speech contest, you agree to the privacy policy of Toastmasters International as well as the unassociated online hosting service. Some of your personal information, such as name, image, and any shared messages may be shared with other meeting participants and will be recorded by Toastmasters International who may use the recording in the future as it sees fit. Your online attendance hereby discharges Toastmasters International from all claims, demands, rights, promises, damages, and liabilities arising out of or in connection with the use or distribution of said video recordings, including but not limited to any claims for invasion of privacy, appropriation of likeness or defamation.
7. If a contestant experiences a technical difficulty in which their audio, video, or both are severely weakened or completely lost during the contest:
 - A. The chief judge and contest chair confer and determine whether the contest is paused.
 - I. If the contest is paused, the impacted contestant is allowed no more than 10 minutes to attempt to reestablish a secure connection to the contest.
 - a) If the contestant is able to reestablish a secure connection within the 10 minutes, the contest chair indicates the last word or sentence that was heard and the contestant continues their speech from that point with no additional time allowance.
 - b) If the contestant is unable to reestablish a secure connection within the 10 minutes, the contest continues with the next contestant.

8. If a voting judge experiences a technical difficulty in which they are unable to hear or see a contestant well enough to complete their responsibilities, they must notify the chief judge immediately and their ballot will not be included in the final results of the contest.
 - A. Backup judges may be appointed prior to the contest to serve as a judge in the event of a technical difficulty. If backup judges are appointed, they must judge the entire contest, but their ballot will only be consulted if a primary judge was unable to complete their role.
9. If a timer experiences a technical difficulty in which they are unable to hear or see a contestant well enough to complete their responsibilities, they must notify the chief judge immediately.
 - A. The backup timer must time all speeches but their time record sheet will only be consulted from the point at which the primary timer completing the Time Record Sheet was unable to complete their role.
 - B. If there is only one backup timer, they must also be ready to operate the signaling device should the primary timer operating the signaling device be unable to complete their role.
10. If enough contest participants experience a technical difficulty in which the contest is unable to proceed, the chief judge and contest chair confer and determine whether to pause the contest. If the contest is paused, it must be resumed within one (1) hour or the remainder of the contest must be rescheduled.
 - A. The chief judge and/or contest chair must communicate their decision to all contest participants in a timely fashion.
 1. If the contest is paused and can be resumed within one (1) hour, if a contestant was partway through a speech when the disruption occurred, the contest chair indicates the last word or sentence that was heard and the contestant continues their speech from that point with no additional time allowance.
 2. If the contest must be rescheduled, only contestants who have not yet presented will present during the rescheduled contest. If a contestant was partway through a speech when the disruption occurred, they can begin their speech from the start during the rescheduled contest. Contest officials must send all partially completed forms (Judge's Guide and Ballot, Time Record Sheet, etc.) to the chief judge to be stored until the rescheduled contest.
 - II. The use of external voting systems is prohibited.

SPEECH CONTEST CHECKLISTS

Speech contests should be planned carefully and conducted professionally. Use of these checklists is not required but is strongly recommended.

Contest Chair's Checklist

As contest chair, you must:

- ▶ Plan the contest budget,
- ▶ Make arrangements for a venue, online meeting platform, and/or audiovisual equipment (as dictated by the rules for the selected contest type),
- ▶ Conduct a pre- and post-contest publicity program,
- ▶ See that all bills for the event are promptly paid,
- ▶ Make sure each speaker is eligible to compete and is familiar with the contest rules,
- ▶ Make sure that any audiovisual equipment you are responsible for providing is working,
- ▶ Make sure that the chief judge, voting judges, timers, and counters are briefed on their duties,
- ▶ Make sure that ballots are counted carefully, and
- ▶ Make sure that awards are presented to the winners in a ceremony that will make them proud.

Although you may have a committee to help you with these tasks, it is still your responsibility to make sure they are done.

Preparation

1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, printing, postage, the venue or online meeting platform (if applicable), etc.

Note: If there is an entry fee to attend the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.

2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.
3. Determine the agenda for the contest.
4. Arrange for the supplies and services required for the event.
5. Order or download certificates of participation from World Headquarters for all contest speakers.
6. Order trophies and/or order or download certificates from World Headquarters for the winners.

Note: It is a trademark violation to put the Toastmasters logo, or the words “Toastmasters” or “Toastmasters International,” on speech contest awards not purchased from World Headquarters.

7. Toastmasters International speech contest materials are available for free download at toastmasters.org:
 - ▶ Speaker's Certification of Eligibility and Originality (Item 1183)
 - ▶ Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)
 - ▶ Judge's Guide and Ballot
 - ▶ Judge's Certification of Eligibility and Code of Ethics (Item 1170)
 - ▶ Counter's Tally Sheet (Item 1176)
 - ▶ Tiebreaking Judge's Guide and Ballot
 - ▶ Speech Contestant Profile (Item 1189)
 - ▶ Speech Contest Certificates
 - ▶ Results Form (Item 1168)
8. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge. Determine a method of communication or private signal with the chief judge should the contest need to be paused.
9. Appoint any supporting roles needed for the contest including Sergeant at Arms, test speaker, or other roles.
 - A. Meet with members serving in supporting roles and brief them on their responsibilities.
10. Notify the contest officials of the time and place of the contest and pre-contest briefings. (Allow ample time, e.g., two weeks, for club contest.)
11. Notify the contestants of the time and place of the contest and pre-contest briefing two (2) to six (6) weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:
 - ▶ Speech Contest Rulebook (Item 1171)
 - ▶ Speech Contestant Profile (Item 1189)
 - ▶ Speaker's Certification of Eligibility and Originality (Item 1183)
 - ▶ Any pertinent training materials relevant to your online platform (if conducting an Online Speech Contest)
12. Promote the contest in your community by sending news releases to the media.
- ◆ 13. Ensure that each contestant is eligible under the contest rules before the contest. The contest chair can disqualify a contestant on the basis of eligibility. If a contestant is ineligible, notify them of the disqualification before the contest. To check contestants' eligibility:
 - ▶ Verify membership status: Club officers and District leaders can use the Eligibility Assistant available in Leadership Central of toastmasters.org to determine if a contestant is a paid member of a paid club, or a current District leader.
 - ▶ Verify education: If the member is competing in the International Speech Contest, confirm that they have completed Levels 1 and 2 of any path in the Toastmasters Pathways learning experience or earned a Distinguished Toastmaster award. Contact the Speech Contests team at World Headquarters by email at speechcontests@toastmasters.org.

Contestants' Briefing

1. Verify the presence of all contestants and pronunciation of their names.

Note: During the contest, you also will conduct a brief informal interview with each contestant after all ballots are collected.

2. Review the speech contest rules with speakers.
3. Review Speaker's Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.
4. Review timing protocol with speakers.
5. Acquaint contestants with the exact speaking area.
 - ▶ For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests, this may include a lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.
 - ▶ For the Online Speech Contest, the contest chair works with each contestant to test their audio and video and set a standard speaking area based on the limitations in their setting.
6. Determine speaking positions, as dictated by the rules.
7. If conducting an Online Speech Contest, ensure that all contestants are comfortable using the online platform as required for the contest.

During the Contest

1. Open the contest with a brief introduction. Inform the audience:
 - ▶ The rules have been reviewed with the chief judge and contestants.
 - ▶ The contestants have been informed of the location of the timing lights.
 - ▶ The taking of photographs during the speeches is not permitted.
 - ▶ Each contestant selects their own speech topics. Some of the content may be personal in nature and contain language, ideas, or beliefs that some audiences may consider sensitive.
 - ▶ If conducting an Online Speech Contest, include the Online Speech Contest Statement in the contest introduction if it is not posted in writing.
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject of their speech, or mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly. Provide confirmation that audiovisual equipment is functional as described in the rules.
3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges' ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge's ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.
 - ▶ All ballots, Counter's Tally Sheet forms, and Time Record Sheets are considered confidential.
 - ▶ The chief judge ensures that all contest forms are disposed of appropriately.

- ▶ Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.

4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.
 - ▶ At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, Area, and District they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
5. When the interviews are completed, collect the contest results from the chief judge.

- ◆ 6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges, and contestants must not consider potential protests from audience members. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement that the contest is adjourned. The chief judge will resolve any protests before the announcement that the contest is adjourned.
- ◆ 7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. Disqualifications for originality, reference to another contestant or another contestant's speech, or for not presenting a speech that is entirely new and different at the World Championship of Public Speaking are not announced.

8. In closing, thank all who helped make the contest a success.

After the Contest

1. Provide the contact details for all contestants to the chief judge so the judge can complete the Notification of Contest Winner form (Item 1182). Confirm that the chief judge gives this form to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District level.
2. Send news releases (and photographs, if possible) to each winner's community newspaper and company publication, if applicable.
3. Make sure all bills pertaining to the contest are paid promptly.

Chief Judge's Checklist

Before the Contest

1. Appoint and counsel voting judges, counters, timers, and a secret tiebreaking judge.
2. Act as chief counter and provide each counter with a copy of the Counter's Tally Sheet (Item 1176).
3. Encourage all speech contest officials to view the online Speech Contest training at toastmasters.org/resources/speech-contests.
4. Conduct the judge's briefing for voting judges, counters, and timers.
 - ▶ For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests, the judge's briefing may be conducted in person or online at the discretion of the chief judge. Online briefings are allowed in order to facilitate more scheduling opportunities for a thorough briefing.
 - ▶ For the Online Speech Contest, the judge's briefing must be conducted online.

5. Determine a method of communication or private signal with the contest chair should the contest need to be paused.

Judge's Briefing Checklist

1. Distribute the following to each voting judge:
 - ▶ List of contestants in speaking order
 - ▶ Judge's Guide and Ballot
 - ▶ *Speech Contest Rulebook* (Item 1171)
 - ▶ Judge's Certification of Eligibility and Code of Ethics (Item 1170)
 - ▶ Any pertinent training materials relevant to your online platform (if conducting an Online Speech Contest)
2. Instruct all judges on protocol and procedures to mitigate and address unexpected challenges.
 - ▶ For the International, Evaluation, Humorous, Table Topics, and Tall Tales contests, instruct all judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.
 - ▶ For the Online Speech Contest, ensure that judges view the contest in a location where they will not be interrupted and will have secure, reliable internet access. Provide judges with guidance on how technical difficulties will be addressed.
3. Review the Judge's Guide and Ballot and speaking area.
4. Brief the ballot counters in the use of the Counter's Tally Sheet (Item 1176).
5. Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) with the timers.
6. Provide a stopwatch to timer.
7. Brief the timers in the proper use of the timing equipment, if necessary.
8. If conducting an Online Speech Contest, ensure that all contest officials are comfortable using the online platform as required for the contest.

During the Contest

1. Collect the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) from the timers.
2. Collect the Tiebreaking Judge's Guide and Ballot from the tiebreaking judge.
- ◆ 3. Resolve any protests that may arise. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges, and contestants must not consider potential protests from audience members. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement that the contest is adjourned. Before a contestant can be disqualified on the basis of originality, or for referencing another contestant or another contestant's speech, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur with the decision to disqualify. All protests must be resolved prior to the announcement that the contest is adjourned.
4. Oversee the counting process. See that all ballots are counted twice to ensure accuracy.

◆ **After the Contest**

1. Complete the Notification of Contest Winner form (Item 1182) and provide it to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the District Level.
2. Ensure that all contest forms are disposed of in a way that maintains complete confidentiality.
3. Do not discuss the details of any protest or disqualifications (with the exception of eligibility) with any contestants. Contestants invited to respond to a protest must not be informed of the results of the protest.

Contestant's Checklist

Before the Contest

1. For International, Humorous, Tall Tales, and Online contests, select a topic and prepare your own substantially original speech. For the online Speech Contest, secure and test your audiovisual equipment.
2. Attend the Contestants' Briefing.
3. Inform the contest chair of any props you plan to use.
4. Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.
5. Attend the Speaker's Rehearsal and take note of the speaking area.

During the Contest

1. In the one (1) minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.
2. After your introduction, proceed immediately to the speaking area and say, "Thank you, Contest Chair." When the contest chair responds, "You're welcome," begin your speech.
3. Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you're not finished with your speech yet.
4. Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.

SPEECH CONTEST MATERIALS

Speech contest materials are available to download as free digital content at toastmasters.org/Speech-Contest-Kits.

For all contests

ROLE	ITEM	ITEM NUMBER
All participants	Speech Contest Rulebook	(Item 1171)
Chief judge	Notification of Contest Winner	(Item 1182)
	Results Form	(Item 1168)
Voting and tiebreaking judges	Judge's Certification of Eligibility and Code of Ethics	(Item 1170)
Counters	Counter's Tally Sheet	(Item 1176)
Timers	Speech Contest Time Record Sheet and Instructions for Timers	(Item 1175)
Contestants	Speaker's Certification of Eligibility and Originality	(Item 1183)
	Speech Contestant Profile	(Item 1189)

International Speech Contest

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

Evaluation Contest

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

Humorous Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Humorous Speech Contest Judge's Guide and Ballot	(Item 1191)
Tiebreaking judge	Humorous Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1191A)

Table Topics Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Table Topics Contest Judge's Guide and Ballot	(Item 1180)
Tiebreaking judge	Table Topics Contest Tiebreaking Judge's Guide and Ballot	(Item 1180A)

Tall Tales Contest

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

Online Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Online Speech Contest Judge's Guide and Ballot	(Item 1189A)
Tiebreaking judge	Online Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1189B)

ADDITIONAL RESOURCES

Speech Contests Frequently Asked Questions

toastmasters.org/SpeechContestFAQ

Speech Contest Tutorials

toastmasters.org/resources/speech-contests

Policy 6: Speech Contests

toastmasters.org/SpeechContestGoverningDocuments

Online Speech Contest Best Practices

toastmasters.org/OnlineSpeechContestBestPractices

TOASTMASTERS
INTERNATIONAL

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. An Area shall not be comprised solely of advanced clubs.
 - IV. Areas may be grouped 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. 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 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 or more clubs in good standing, it may apply to the Board for 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.I. Before becoming eligible for 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.J. Any authorization to operate as a Provisional District continues until District status is granted or until it is otherwise terminated by the Board.

3. Reformed or Realigned 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 a District with another District or Districts if the District of Districts have fewer than 100 clubs.
- C. Any District with 200 or more clubs that wants to be considered for reformation must have demonstrated a new 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

- A. The realignment of a District occurs on the initiative of the Board.
- B. The Board reviews the status of Districts with fewer than 100 clubs every three (3) years, or sooner if necessary, to decide if a realignment is in the best interest of the organization.
- C. When determining whether a realignment 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 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, 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 timeline of up to three (3) years for building to 100 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 planes and takes what action is in the best interests of Toastmasters International and the clubs.
- G. If a District is to be realigned, the clubs in that District are notified of the date of the realignment. 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.



2025-2026 Audit Committee Teleconference

December 3, 2025

The 2025-2026 Audit Committee met on December 3, 2025, with Audit Committee Chair George Yen, DTM, PIP, presiding. Also present were Co-Chair Jon Greiner, DTM, PIP, Chief Financial Officer Jonathan Lam, and Controller Wally Kaczor.

1. With the establishment of Toastmasters (Shanghai) Education Technology Co., Ltd. (Tou Ma), in China, and in accordance with the California Nonprofit Integrity Act (NIA) of 2004, an independent auditing firm needs to be selected to audit the financial statements of that entity. Chief Executive Officer Daniel Rex recommended to the Audit Committee that Toastmasters International engage the public accounting and auditing firm Shanghai Acumen as the auditor of Toastmasters (Shanghai) Education Technology Co., Ltd. (Tou Ma) for the 2025 fiscal year.

The Audit Committee concurs with the Chief Executive Officer's recommendation and recommends to the Board that the organization engage the professional services of Shanghai Acumen for Toastmasters (Shanghai) Education Technology Co., Ltd. (Tou Ma) as the auditors for the 2025 fiscal year.

2. The Audit Committee authorized Chief Financial Officer Jonathan Lam to sign the engagement letters for the services of the audit firm listed in item #1 for the 2025 fiscal year.
3. The Audit Committee concurs with the Chief Executive Officer's recommendation and recommends to the Board that the organization continue with Deloitte as the 2025 fiscal year tax preparer for Toastmasters International (Shanghai) Education Technology Co., Ltd. (Tou Ma).

Pursuant to Protocol 11.3: Board of Directors Confidentiality, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted."

A handwritten signature in black ink, appearing to read "Kristen Kyriazis".

Kristen Kyriazis
Secretary

Distribution: Board of Directors
 Nonprofit General Counsel
 Chief Executive Officer
 Past International Presidents
 Past International Directors