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Toastmasters International
POLICIES AND PROCEDURES

Updated: August 15, 2010

DISTRICT OFFICER CAMPAIGNS AND ELECTIONS

I. Campaigns for District Office

- A. All candidates, including floor candidates, for district office in contested races may be allowed to speak at the district conference at a time other than during the district's Annual Business Meeting. Such campaign speeches shall be given at an appropriate time, place, and length as identified by the district governor, provided that all candidates are given an equal opportunity and are properly notified.
- B. Candidates may distribute campaign materials at the district conference and display campaign materials in the Candidates' Corner at the district conference. Campaign materials may not be placed in areas outside the Candidates' Corner.
- C. Candidates shall be allowed to give educational presentations at district conferences, provided that such presentations conform to the needs of the district, and provided that all candidates for the same office are given an equal opportunity.
- D. The only hospitality suite permitted at a district conference shall be one provided and operated by the district, with no contribution from any candidate. The provision of a hospitality suite shall be at the discretion of the district governor.
- E. Campaigning at other district meetings and events.
 - 1. Candidates may distribute campaign materials at area and division speech contests and display campaign materials in the Candidates' Corner at these events, if space is available for the Candidates' Corner and if all candidates have equal access to it. Campaign materials may not be placed in areas outside the Candidates' Corner.
 - 2. Campaign speeches are not permitted at any area speech contest, division speech contest, or other district non-election meeting. At the discretion of the area or division governor responsible for the speech contest, candidates present at the contest may be introduced to the audience if all candidates present are introduced.

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- F. Campaigning through mailings, Web sites and social networking
1. Advertisements in district publications, such as a newsletter, conference program, or on Web sites by or on behalf of candidates for district office are not permitted.
 2. Campaign mailings are defined as any card (holiday, birthday, thank you, etc.), postal letter, fax, note, or electronic messaging, unsolicited by the recipient for the purpose of promoting or publicizing any candidate. Communications by the district in connection with a candidate's presentation at a district conference and internal communication among campaign team members are not considered campaign mailings. Unsolicited subscriptions to information by or about a candidate are not permitted.
 3. Each candidate shall be limited to two mailings to club presidents, club vice presidents of education, and members of the district executive committee. The first mailing shall be limited to the time period between January 1 and March 31. The second mailing shall be limited to the time period between the announcement of district nominating committee results and the district's Annual Business Meeting.
 4. A candidate may have a Web site to promote his or her candidacy. Candidates' Web sites may also be linked or referenced only on the candidate's home club site, and in campaign mailings made by the candidate. A blog can be included on a candidate's Web site. Automatic notices are allowed. Candidate Web sites and social networking campaign profiles of both successful and unsuccessful candidates must be closed down within ten days following the election.
 5. A candidate may also create campaign profiles on social media for the purpose of promoting his or her campaign. Campaign profiles must be separate from any existing social media profiles the candidate may have. Candidates may link from existing social media profiles to their campaign profiles and/or campaign site.
 6. Candidates may use the Toastmasters trademarks, including the logo and the names "Toastmasters" and "Toastmasters International," on campaign materials and Web sites.

II. Elections of District Officers

- A. The district shall send a credential/proxy form to each club president and vice president education in the district at least thirty days in advance of a District Council Meeting for use in the event either, or both, cannot attend the meeting. This form may be included in the district newsletter or in the mailing announcing the meeting. The credential/proxy form must contain:

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1. District number
 2. Description of event
 3. Date and location of meeting
 4. Space for club name and number
 5. Space for name of club president, vice president education, or proxy holder who will attend
 6. Space for signature of president or vice president education authorizing the credential or proxy
 7. The date the credential/proxy is signed
- B. Voting members of the District Council are the club presidents, club vice presidents education, and the members of the district executive committee: district governor, Lt. governor education and training, Lt. governor marketing, the immediate past district governor, public relations officer, secretary, treasurer, division governors, and area governors.
- C. The club president and the club vice president education may each designate any active member in good standing of the club to act as a proxy for him or her at the District Council Meeting. In the event that one of those officers is not in attendance at the meeting and has not designated an active member of the club to act as his or her proxy at such meeting, the other officer, or his or her proxy holder in attendance may cast two votes. The intent is to ensure that every club will be represented by two votes. No other proxies shall be valid at any such meeting. Members of the District Executive Committee must attend to vote and may not vote by proxy.
- D. Each member of the District Council or club proxy for the club president or vice president education as authorized above, in attendance is entitled to one vote. Any active member who carries the proxies of both the club president and vice president education is entitled to two votes; and any such Toastmaster who is also a member of the District Executive Committee is entitled to three votes. All other Toastmasters shall be limited to a maximum of two votes, regardless of the number of clubs to which they belong. A Toastmaster belonging to two or more clubs may cast one vote for each of the two clubs, but again is limited to a maximum of two votes. The maximum number of votes that any Toastmaster may cast is three, regardless of the number of clubs to which that Toastmaster belongs.
- E. One-third of the presidents and vice presidents education from member clubs in the district, or their proxies shall constitute a quorum for all District Council Meetings. In the event that any business is transacted at any District Council Meeting at which a quorum is not present, the action shall be deemed as valid as if a quorum were present if it thereafter is expressly approved in writing, personally, by mail, fax, e-mail, electronic transmission or other reasonable means, by the affirmative vote of a majority of the member clubs in the district

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on the basis of two votes per club. The two votes per club in this situation must be cast by the club president and the club vice president of education, or either of them. Proxies are not allowed after the business meeting has concluded.

- F. If practicable, the chair in charge of the credentials desk should be a past district governor. The credentials chair will need the following materials:
1. A list of eligible clubs in good standing.
 2. A list of current district council members (club presidents, vice presidents education, and district officers eligible to vote).
 3. Ballots indicating the office being contested, or sequentially numbered for each contested election. Names of candidates nominated by the Nominating Committee may be printed on district ballots. Floor candidates' names shall not appear on district ballots.
- G. A written proxy, to be valid at a District Council Meeting must be delivered personally, or by mail, fax, e-mail, electronic transmission, or other reasonable means to the club member who will hold the proxy. The proxy holder must present the proxy in paper form (i.e., print out an e-mail) to the credentials desk. If the proxy does not bear a handwritten signature, it must have the name of the club officer(s) giving the proxy or some other indication that the club officer(s) authorized the proxy to be given. A proxy that complies with these requirements shall be treated as valid so long as the credentials desk has no reason to believe that the proxy was not authorized. A proxy holder cannot transfer or assign a proxy to someone else. A valid proxy delivered to the proxy holder is revoked only if the club officer who gave the proxy takes one of the following subsequent actions: he or she destroys the proxy, cancels the proxy in writing, issues another proxy authorized at a later date, or attends the District Council Meeting.
- H. The following policies and procedures for the Credentials Desk, including issuing ballots, shall be followed:
1. Instruct all who work the credentials desk to remove all campaign paraphernalia.
 2. Ensure ballots are numbered sequentially, either on the stub or on a cover page, and that a list of those eligible to vote is available.
 3. Cross reference all ballots issued with the current list of district council members.
 4. Ensure all ballots issued are signed for upon receipt.

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5. Unless the district governor has received official notification from World Headquarters that a club's charter has been revoked, that club's officers and/or proxies are entitled to voting privileges. Clubs remain in good standing until November 30 and May 31, regardless of whether or not their current semiannual dues are paid.
6. A newly chartered club is entitled to be represented by its officers and/or proxies.
- I. At the meeting, the district governor, or such person as he/she may designate, shall explain the election rules and procedures to the delegates.
- J. If present, a candidate shall speak on his or her own behalf. If a candidate is not present, his or her authorized representative may speak for the candidate. However, a speech may not be given by a member of the District Executive Committee, a member of the Nominating Committee, the credentials chair, or any meeting official, including the meeting Sergeant at Arms, secretary, or Parliamentarian, or others appointed, unless any such meeting official resigns before the districts' Annual Business Meeting begins.
- K. The report of the District Nominating Committee shall be given by its chair, or in the chair's absence by such person as the district governor may designate. The District Nominating Committee chair or designee shall first announce the names of the members of the committee. The chair shall then read the name and club number of each candidate, in alphabetical order, for each of the offices of district governor, Lt. governor education and training, Lt. governor marketing, public relations officer if elected, secretary if elected, treasurer if elected, and division governors.
- L. The following procedures for the close of nominations and elections will be followed in turn for all elected officers. For each office, the district governor will inquire whether there are any additional nominations from the floor for the office. Floor nominees, or their designees if they are not in attendance, shall state their eligibility qualifications. Floor candidates must be nominated by a member of the District Council or their proxy holder. To be nominated from the floor, candidates for district governor, Lt. governor education and training, Lt. governor marketing, and division governor must sign at the time of the floor nomination, or previously must have signed, the Officer Agreement and Release Statement published by Toastmasters International. All signed forms shall be sent to World Headquarters and kept as part of the district's permanent records at World Headquarters. When any such nominations are completed, the district governor shall declare the nominations for that office closed.
- M. The balloting for each office shall take place immediately following the close of nominations for the office. The election shall be completed and the winner announced before moving to the next office.

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- N. Candidates nominated for one office and not elected to the office may be nominated from the floor for a lower office, in the order as stated above.
- O. After nominations for an office are closed, if there is only one candidate for the office, the district governor may entertain a motion to dispense with the secret ballot for the uncontested office and to instruct the secretary to cast a single ballot for the candidate. If there are multiple offices of division governor each with only a single nominee, the district governor may entertain a motion to dispense with the secret ballot for all such uncontested offices and to instruct the secretary to cast a single ballot for each candidate.
- P. Each district officer candidate, including floor candidates, is entitled to a two-minute speech. The speeches by the candidates shall be delivered in alphabetical order of the candidate's last name, by office, beginning with the highest contested office. Each such speech shall be delivered from the platform and shall be given by the candidate, if present. If the candidate is not in attendance, the speech may be given by the candidate's representative. No other speeches, demonstrations, or other activities shall be allowed.
- Q. Any candidate who receives a majority of the votes cast shall be declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting shall continue with the use of special ballots and without the name of the candidate receiving the fewest votes. Such procedure shall continue until one of the candidates receives a majority of the votes.
- R. The district governor shall inform candidates that they are expected to provide one Toastmaster to assist or observe the counting of the ballots.
- S. Upon adjournment of the district's Annual Business Meeting, all election results are final. Results of the election shall be displayed in the Registration Area as soon as possible following adjournment of the meeting.
- T. All proxies and ballots are to be retained for twenty-four hours following the close of the meeting for review only by the district governor or district credentials chair, as necessary, and immediately thereafter destroyed by the district governor or his or her designee.

Reference: District Administrative Bylaws, Article X