District 10 Toastmasters
Operations Guide
District Administrative Bylaws

Standing Bylaws & Operating Procedures
(Bylaws are specified by World Headquarters (WHQ) and are posted on the Toastmaster International website)

These are the Procedures of District 10, which guide us in governing the District for procedures that are not specific under Toastmasters International Procedure, anything not referenced in this document refer back to Toastmasters International Procedures.

Procedure Bulletin No. 1 District Procedures Committee

A. The committee shall be chaired by the Immediate Past District Governor (IPDG), or in his/her absence, an active Past District Governor (PDG) as appointed by the District Governor. The members of the committee will be at least one active member in good standing representing each division.

B. The committee shall review and recommend modifications for the Procedures to the District Executive Council (DEC) for review and approval. (IAW District Leadership Handbook, pg 7)

C. The committee shall encourage all members of the District Council (DC) to present changes and information to their members for review and recommendation prior to attending the council meeting.

D. It shall be the responsibility of the chairman to provide timely notification to all committee members of meeting dates, times, and places.

E. Members of the committee shall observe current District Operations and develop new procedures to implement the spirit and intent of the District's Administrative Bylaws.

F. The committee shall make every effort to insure the publication of all recommendations of the District's Procedures are on the district website and by direct mailing to the DEC at least 45-days prior to the meeting at which they will be considered.

G. Members of the DEC will submit any suggested changes/objections to these procedures to the District Governor at least 2 weeks prior to the DEC meeting. During the conducting of the meeting, when the business of the District Procedures is opened, the suggested changes/objections will be discussed and voted on by the DEC. After the DEC has voted and approved the District Procedures, the DG shall make the adopted Procedures available on the website within 30-days of the DEC meeting.

H. District Procedures (Ref., District Administrative Bylaws, Article VII, Section C): Procedures and Standing Rules will be submitted annually after the Spring Conference to Toastmasters International (TI) for review. These Procedures and Standing Rules must not be in conflict with any provision of the Administrative Bylaws, the Articles of Incorporation or Bylaws of TI, policies adopted by the TI Board of Directors, or applicable law.

I. The TI Board of Directors reserves the right to review, disapprove, or modify any such procedure or standing rule.

Procedure Bulletin No. 2 Organization

A. Designation of Divisions and Areas
1. IAW Article VI, Area and Division Organization, Administrative Bylaws, clubs of this district are organized into divisions and areas. (See attached spreadsheet of current alignment).

2. Newly chartered clubs shall be assigned to areas by the District Governor subject to the approval of the DEC and District Council at the annual meeting. Reassignment of clubs to areas and areas to divisions shall be approved by the DEC and District Council at the annual meeting upon recommendation of the District Governor. All members of the District Council shall be notified by the District Governor of such recommendation at least four weeks prior to the annual meeting. The new alignment shall become effective the following first of July.

3. These procedures will automatically be updated to reflect all changes approved by the District Council immediately following the annual meeting.

B. Areas (Ref., District Leadership Handbook).

1. An area must be comprised of at least four and no more than six clubs. An area may have three clubs if the district is working to charter a new club in that area. Advanced clubs are to be a part of their geographic area and not segregated into separate areas. New clubs may be assigned to an area where the number of clubs will exceed six until the next realignment.

C. Divisions (Ref. District Leadership Handbook).

1. A division shall be comprised of at least three Areas.

D. District Executive Committee (Ref TI Policy Section VI B7).

1. Shall be made up of the District Governor, Lt Governor, Education and Training, Lt Governor, Marketing, Immediate Past District Governor, Secretary, Treasurer, Public Relations Officer, Division Governors, and Area Governors. Non-voting members include District Sergeant-at-Arms, District Parliamentarian and any additional “staff” positions appointed by the District Governor. Others who have business before the DEC may attend District Executive Committee meetings only when invited by the District Governor.

2. Shall work toward ensuring the achievement of the District Mission.

3. Have all the powers and responsibilities of the District Council except those reserved by the council itself.

4. Meet at least four times a year and meetings must be in-person.

E. District Council (Ref., TI Policy Section VI B7).

1. Is made up of the DEC, Presidents and Vice Presidents of Education of district clubs with Toastmasters International or their proxies. Toastmasters attending the District Conference and who are not voting members of the council, or their proxies may attend. However, they may not participate in council deliberations. Proxies only pertain to Club Presidents and Club Vice Presidents Education.
2. Is the governing body of the district and shall meet at least twice annually (Fall and Spring) to conduct district business.

3. Will include at the Fall Council Business meeting (Ref., District Leadership Handbook, pg. 12):

   a. Call to Order and Flag Salute.
   b. Reading of the District Mission.
   c. Welcome and Introductory remarks.
   d. Certification of a Quorum.
   e. Adoption of the meeting Agenda.
   f. Approval of the previous meeting minutes (they should have been sent out and read at least 4 weeks prior to the meeting).
   g. Confirmation of appointed officers.
   h. Approval of District Governor recommendations to fill vacancies.
   i. Review of Audit Committee Report (Year-End Audit).
   j. Approval of District Budget (District Executive Committee budget recommendations).
   k. Review of Treasurer’s Report.
   l. Review of Reports by the District Executive Committee members and others on:
      1. The District High Performance Plan
      2. The District, Division, and Area Goals
      3. Critical Success Factor Plans for Club growth, rescue, membership
      4. Educational Completions
   m. Other Committee Reports.
   n. Unfinished Business.
   o. New Business.
   p. Announcements.
q. Time and Place of next Meeting.

r. Adjournment

4. Will include at the Spring Council Business meeting (Ref., District Leadership Handbook, pg. 12):

   a. Call to Order and Flag Salute.
   b. Reading of the District Mission.
   c. Welcome/Introductory Remarks.
   d. Certification of a Quorum.
   e. Adoption of Standing Rules for Meeting.
   f. Adoption of the meeting Agenda.
   g. Approval of previous meeting minutes, if not already approved by Minutes Committee.
   h. Approval of District Governor recommendations to fill vacancies.
   i. Confirmation of appointed officers for current year.
   j. Adoption of Procedures Committee recommendations (optional).
   k. Adoption of District Realignment Committee recommendations.
   l. Review of Nominating Committee report.
   m. Nominations from the floor and election of District Officers.
   n. Speech by District Governor-elect. Ratification of their appointees for incoming District Officers (if any)
   o. Review of Audit Committee Report (mid-year Audit).
   q. Review of Reports by the DEC members and others on:
      1. The District High Performance Plan
      2. The District, Division and Area Goals
      3. Critical Success Factor Plans for Club growth, rescue, and membership
4. Educational Completions

r. Other Committee Reports.
s. Unfinished Business.
t. New Business.
u. Announcements.
v. Time and place of next meeting.
w. Adjournment.

F. Guidelines for appointment of district officers (Ref., District By Laws Article, VII ©):

1. The District Governor is the only individual who shall appoint or dismiss the following officers:

   a. Public Relations Officer.
   b. Secretary.
   c. Treasurer.
   d. Sergeant-at-Arms.
   e. Area Governor.

G. Guidelines for Realignment:

1. The District Governor shall present, or appoint a committee to present, recommendations to the DEC concerning the division of the district into divisions and divisions into areas. Such division shall be made in a manner to include all of the geographic area within the boundaries assigned to the district by TI into specific areas and divisions. The DEC shall consider the District Governor or committee's recommendations and prepare a plan for realignment as deemed appropriate. Such realignment shall be incorporated into the minutes of the Executive Council meeting at which it is considered and shall be presented to the District Council at the annual meeting for approval. Such realignment will become effective 1 July following the annual meeting.

H. Publications and Electronic Distribution.

1. District Website (Ref., TI Policy VI H4):

   a. The district will maintain a website where important information may be displayed. This should include the date of district, division, and area events along with the current District Procedures.
b. Advertising shall be authorized by the DEC IAW TI policy.

2. District Directory:
   a. The district shall publish a directory of clubs, at least, annually. The directory will be available to all members of the District Council. The directory should, at a minimum, include club name/number, meeting date, time and place, and contact name/number.

3. District Mailing Lists (Ref., TI Policy VI A19):
   a. Mailing lists are the property of the district and are restricted to use for official Toastmaster business IAW District Leadership Handbook

4. District Newsletter:
   a. District 10 may publish an electronic or written "newsletter" on a schedule established by the District Governor with a suggested minimum of four issues during each administration.
   b. The newsletter shall be distributed to all members of record of clubs within all District 10, Governors of the Region, International Directors of the Region, and any other officers and Directors of Toastmasters International as deemed reasonable.
   c. Toastmasters International Copyrights (Ref., TI Policy VI A18): The district will respect and adhere to the TI Branding and Copyright guidelines.

I. Financial Guidelines:

1. Per Article XII of the Toastmasters International Policies and Guidelines, The conduct of this district’s financial affairs shall be subject to policies established by the Toastmasters International Board of Directors from time to time. Payments of district expenses shall be made only for expense items benefitting the district and consistent with the purposes and policies of Toastmasters International. Toastmasters International will transfer funds to the district upon presentation of a requisition which sets forth the purpose of the withdrawal and which is signed by the district governor and either the district secretary or district treasurer. All disbursements of district funds shall be subject to the approval of the district council and shall be in accordance with the district budget, unless otherwise approved by the Board of Directors.

2. The outgoing district officers shall transfer to the incoming officers, in good order, the complete records of their respective offices by the beginning of the administrative year (July1).

3. All district funds, regardless of source, are Toastmasters International funds and are to be used to carry out the Toastmasters International and district missions.

4. The district governor, at least one lieutenant governor, and treasurer shall have signatory authority on all accounts established by the district, including any division and area accounts.
Alternate signers are permissible only if approved by the Toastmasters International Executive Committee.

5. If authorized by the district and included as part of the district budget, a division or area is allocated funds and has its own budget.

6. Division and area financial activity is subject to the supervision of the District Governor and must be included in the quarterly treasurer’s reports, mid-year audit, and year-end audit.

7. Monthly division and area financial activity reports, showing variances with explanations, must be provided to the district governor and lieutenant governors within 30 days of the end of the month.

8. Funds in division and area bank accounts are owned by the district and by Toastmasters International. The administration of division and area funds shall the same rules as district funds.

J. Financial Controls

1. The estimated district budget must be signed by the district governor, lieutenant governors and treasurer.

2. District checks must be signed by the district governor and treasurer. Checks made payable to the district governor or treasurer must be signed or approved in advance in writing by a lieutenant governor.

3. District treasurer’s reports must be provided at each district executive committee and district council meeting.

4. District treasurer’s reports must be submitted monthly to the district governor and lieutenant governors and quarterly to World Headquarters within 30 days after the end of the month.

5. All district expenses must be supported by receipts or documentation and be allocated to a budget line item at the time the expense is incurred.

6. All expense reimbursement claims must be approved by the district governor. The district governor’s reimbursement claims must be approved by a lieutenant governor.

7. A single expenditure in excess of $500 must be authorized in advance in writing by the district governor and at least one lieutenant governor, in consultation with the district treasurer; email is acceptable notification.

8. Receipts are required for all reimbursements. If no receipt is included, a detailed explanation of the expenditure is required to be considered for reimbursement. Mileage reimbursements require documentation consisting of the travel date, distance, and travel purpose.
9. Debit Card Procedures – All debit card transactions require prior authorization from the District Governor, and at least one Lt. Governor, if the transaction is made by the Treasurer. The Treasurer and at least one Lt. Governor must approve transactions by the District Governor. All approvals must be in writing. The use of email is an acceptable form of approval.

10. Reimbursement by a district must be made within 60 days after receipt of an authorized reimbursement request. Reimbursement requests must be made within 60 days of incurring the expense and by July 31 for expenses incurred in June.

11. Co-mingling of district funds with funds in personal accounts, club accounts, or any other accounts is prohibited.

12. District audits account for all district income and expenses. All district bank accounts and funds are included in the district budget and audits, including any accounts held at the division and area level. All outstanding liabilities and obligations are recorded as part of the mid-year and year-end audits.

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

K. District Educational Events (Ref., TI Policy VI B7):

1. It is intended that all district educational events, such as the Fall and Spring Conferences, shall be self-sustaining and adhere to the following guidelines:

2. All aspects of the event shall be approved by the coordinating district officer.

3. Establish a budget to adequately estimate the revenue and expense of the event.

4. The district shall retain any profits and absorb any deficits on budgeted expenses of the event.

5. The event committee shall give a full accounting of revenue and expenses to the District Treasurer. The records shall become a part of the district’s permanent records.

Procedure Bulletin No. 3 Reimbursement Of Travel Expenses

A. The district shall follow the TI Policy District Travel Reimbursement as outlined in TI Policy Section VI, D6.

1. Expenses incurred by members carrying out official activities including area, division, and district will be reimbursed according to moneys allocated by the current District Budget within the TI District rules. Such members should submit their district reimbursement form within 30 days of the date expenses were incurred to the DG or the request will be denied. Reimbursement is as follows: up to $30.00 for area and division contests; up to $30.00 for make-up division sponsored Toastmasters Leadership Institute.
2. Travel expenses incurred by members of the executive committee during the performance of Area Club Visits shall be reimbursed from funds allocated in the district budget and available in the District Treasury, at the Internal Revenue Service (IRS) approved rate currently of fifty-five cents ($0.55), subject to change, per mile by private vehicle only. Reimbursement mileage will be at the discretion of the District Governor. Copies of maps showing distance from Google or a similar source must be submitted with each travel reimburse request.

3. Reimbursement for other travel expenses is at the discretion of the District Governor. Mileage shall be measured from the individual’s home to the place of activity and return.

4. The district will reimburse travel expenses purchased a minimum of 30 days in advance to mid-year training, and initial training and conference.

5. Instances can occur where requests for reimbursement for one fiscal year are submitted in the immediately following fiscal year. Under these circumstances, such requests will be honored at the discretion of the District Governor provided the funds would have been and are available in the applicable line item. A line item is overspent if the total is greater than 105% of what is provided. Line items that were overspent during the previous fiscal year will not be reimbursed except in the case of extenuating circumstances and with the approval of the District Council.

Procedure Bulletin No. 4 Reimbursement of Travel Related Expenses Outside of the District

A. This procedure applies to District Governor (DG), Lt Governor Educations and Training (LGET), Lt Governor Marketing (LGM) District Treasurer and Immediate Past District Governor (IPDG) for travel outside the district. The intent of these procedures is to provide financial support to cover expenses other than transportation (i.e. conference registration and lodging) for required functions outside the district. (TI will pay for/reimburse transportation expenses for DG, LGET, LGM, District Treasurer and IPDG of distinguished district). In the event TI does not pay, transportation costs may be reimbursed if the budget allows. Functions outside of district qualifying for reimbursement are:

1. International Convention and training - applies to the District Governor, LGET, and LGM. Conference registration fees plus lodging (not to exceed seven nights). Lodging for the Immediate Past District Governor (IPDG) (Contingent on achieving Distinguished District status) not to exceed four nights.


3. The District Governor, LGET, and LGM shall receive per diem for meals for both International Convention Training and Mid-Winter Planning/Training Conference. Per diem of $30 not to exceed $120 per training period.

Procedure Bulletin No. 5 Guidelines for Presentation of Annual Awards

A. All awards are to be non-monetary in nature. Cash awards are prohibited as they can be construed as payment for services rendered, which jeopardize TI educational “not-for profit” organization status. The value for each award should not exceed $100.00 for clubs. Where applicable, such as club
and membership extension awards, the award should be cost neutral (i.e. the financial benefit derived for the district matches the value of the award). An awards committee chair should be appointed by the DG and be responsible for the awards at the appointing Governor’s Fall and Spring Conferences. It is necessary for the district chairman to begin preparing for the Fall Conference awards (noted below) immediately following appointment.

1. The Awards Committee (where noted below) will include the Awards Committee Chair, District Governor, Lt Governor Education and Training and Lt Governor Marketing.

2. Area Governor of the Year Award. The recipient of this award shall be selected by the awards committee. All area governors are eligible. The selection shall be made according to TI "Area Governor of the Year" guidelines form. The awards committee chair will distribute these forms to each area governor by 1 Jun and the completed form must be returned to the awards committee chair by 10 Jul. The awards committee will submit the name of the selected Area Governor to the District Governor by 27 Jul. The District Governor will in turn notify WHQ who the “Area Governor of the Year” award recipient is in ample time to be recognized (in time for inclusion of the name in the Toastmasters Magazine). The District Governor will see that an award is properly prepared and ready for presentation at the Fall District Conference.

3. Division Governor of the Year Award. The recipient of this award shall be selected by the awards committee. All division governors are eligible for this award. The selection shall be made according to TI "Division Governor of the Year" guidelines form. The awards committee chair will distribute these forms to each elected Division Governor by 1 Jun. The completed form will be returned to the awards committee chair by 10 Jul. The awards committee will submit the name of the selected Division Governor to the District Governor by 27 Jul. The District Governor will in turn notify WHQ who the “Division Governor of the Year Award” recipient is in ample time to be recognized (in time for inclusion of the name in the Toastmasters Magazine). The District Governor will see that an award is properly prepared and ready for presentation at the Fall District Conference.

4. Toastmaster of the Year. Each club member in good standing, excluding members of the District Executive Committee, is eligible for this award, regardless of length of membership. To be considered at the district level, the candidate shall have been named “Outstanding Toastmaster of the Year” at the club level. The recipient of this award shall be selected by the awards committee. The selection shall be made according to TI form selection of “Toastmaster of the Year.” The awards committee chair will distribute the form to each club president by 15 May. Accordingly, each club will be encouraged to submit their “Toastmaster of the Year” recipient along with a complete TI form. This information is to be returned to the awards committee chair by 10 Jul. The awards committee will submit the name of the selected “District Toastmaster of the Year” to the District Governor by 27 Jul. The District Governor will in turn notify WHQ who the “Outstanding Toastmaster of the Year Award” recipient is in ample time to be recognized (in time for inclusion of the name in the Toastmasters Magazine). The District Governor will see an award is properly prepared and ready for presentation at the Fall District Conference.

5. Communication and Leadership (C&L) Award. This award may be presented to a non-Toastmaster citizen at the Spring District Conference. The recipient should reside within the district boundaries and shall have made a significant communication and leadership
contribution to the communities within the district boundaries and shall have made a significant contribution to the communities within the district. The impact of this contribution must not be limited to one organization, but must be community/district wide. This award may not be presented to a recipient a second time. Nominees for this award shall be selected by the awards committee and may be submitted by any club or individual member of the District Executive Committee. It is typical for a Spring District Conference committee to submit candidates to the awards committee through the host club(s) that are from the geographic area where the conference is being held. Guidelines supplied by TI shall be followed in selecting a qualified candidate. The awards committee will make its recommendations for the C&L award at the preceding District Executive Committee meeting. The final selection of the C&L recipient shall be decided by a majority vote of the District Executive Committee at these respective meetings. The awards committee chair will see that C&L award(s) is/are properly prepared and ready for presentation.

6. Other District Awards. Other special awards may be presented at the district level. These awards shall be budgeted and can be made by members of the District Executive Committee with previous approval by the committee. Examples of special awards are Outstanding Club President, Top Club Website or Newsletter Editor, District Website or Newsletter Editor or similar titles and/or awards. The purchase and presentation of a past District Governor plaque to be presented to the IPDG at the Fall Conference will be the responsibility of the current DG.

7. Toastmasters International Awards. Other awards, based upon activities within the district, will be supplied by TI and awarded to selected Toastmasters or clubs at the Fall Conference. Typical awards in this category include Distinguished Club Program banner ribbons, membership growth awards, etc.

_Procedure Bulletin No. 6 Guidelines for a District Budget And Finance Committee_

A. A district budget and finance committee, chaired by the District Treasurer and committee members shall be appointed by the District Treasurer and approved by the District Governor.

B. The committee shall be fully cognizant of all financial aspects of the district operation and use the following guidelines in the performance of their duties: review the on-going budget process and ensure the district conforms to budget limitations outlined by TI.

_Bulletin No. 7 Distribution of District Operating Documents_

A. In order to provide a continuity of effort various documents are produced to provide knowledge of the workings and goals of the district. Among these are:

1. District Procedure Bulletins (IPDG).

2. District Calendar (DG) (The incoming DG should distribute a calendar at the beginning of their TM term and provide updates, as necessary).

3. District Budget (DG).

4. District Executive Committee Directory (Secretary).
5. District Goals for the Year (DG).

B. Therefore, to provide the governing body of the district with information needed to give the maximum assistance to the Toastmasters in the district, the above documents, and any other documents required to reach the goals of the district, will be provided to the members of the District Council by the district secretary not later than 31 Jul each year.

Procedure Bulletin No. 8 Selection Of Host Divisions for Fall and Spring District Conferences

A. In order to permit long term commitments to be made for hosting conferences, the following four year rotation schedule will be followed except as otherwise directed by the Executive Committee:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>FALL</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>Eastern</td>
<td>Central</td>
</tr>
<tr>
<td>2013-2014</td>
<td>Southern</td>
<td>Western</td>
</tr>
<tr>
<td>2014-2015</td>
<td>Northern</td>
<td>Eastern</td>
</tr>
<tr>
<td>2015-2016</td>
<td>Central</td>
<td>Southern</td>
</tr>
</tbody>
</table>

Note: District TLI training sessions will be held in Independence, Ohio, which is the central most location of the district, for both summer and winter sessions and therefore they are not included in the conference schedule.

Procedure Bulletin No. 9 District Conference Expenses (Ref., TI Policy VI B7)

A. It is recommended that the district conference chairman shall have served on a prior conference committee.

B. The District Governor and/or Lt Governor of Education and Training shall sign contracts committing the district to arrangements for conference facilities, food, and/or lodging.

C. Cost associated with attending a district conference should be held to a minimum to encourage broad participation by as many Toastmasters and guests as possible.

D. Conference funds must be maintained by the district treasurer and accounted for separately as an item in the district budget.

E. Conference expenses involving all District Toastmasters are District 10’s responsibility and are to be paid for by the district, such as:

1. Mailing and printing costs associated with district conference publicity will be in the District Newsletter.

2. Trophy costs for contests, first place, second place, and third place.

3. All District awards (C&L, Officer, Membership, Educational, etc.).

4. District related non-donated gifts received at conferences.
5. Meal and registration expenses for a visitor solicited by the District.

6. Meal and registration expenses for C&L recipient (and guest).

F. Persons receiving direct benefit from attending the conference will pay for expenses related to their attendance.

G. Conference budget examples include but are not limited to:

1. Mailing and printing costs associated with a "stand alone" District Conference publicity flyer.

2. Direct meal/registration expense (a visitor solicited by the District, ID on Official District visit, or C&L recipient).

3. Indirect meal expenses like table decorations and printed programs.

4. Purchased supplies (like educational pamphlets, pins, etc.) received at conference.

5. Printing expenses for handouts.

6. Hospitality room expenses.

7. Expenses associated with coffee breaks.


10. Phone calls and travel.

H. Attendees will contribute to the conference's financial obligations through registration fees, meal overrides, and event fees.

I. Registration costs should be kept to a minimum. Conference registration costs only for speech contestants are free, but other costs (meals, travel, etc.) are not covered by the district unless the conference budget allows and this item is pre-approved.

J. Late fees can be charged for registrations, but should not exceed a penalty of 50%. Late fees can be charged for meals, but should not exceed the amount charged for the additional meal.

K. No refunds will be given if cancellation is not made before the conference deadline. Exceptions can be made at the discretion of the District Conference Committee.

L. A detailed budget for the conference will be provided for DEC approval at least four months prior to the District Conference.

M. The conference budget will be based on the previous conference numbers. The budget should be for a minimum of $100.00 surplus after expenses.
N. The district will be ultimately responsible for any conference overruns for unexpected costs. These expenses will be minimal if the basic premises are followed. Any surpluses are district funds and will be returned to the district’s general funds.

O. Insofar as practical, refunds or bills for any conference-related expenses are to be submitted and paid within 10 days after the conference.

**Procedure Bulletin No. 10 Supplemental Speech Contest Rules**

A. Each year TI publishes a Speech Contest Manual that is the foundation for conducting all speech contests. Contest rules can be found on TI website. There are some areas that give the district latitude to set their own rules.

1. **District Level Contests**
   The district will conduct two contests at each of the District Conferences. The Fall Conference will feature the Table Topics and Humorous Speech Contests and the Spring Conference will feature the Evaluation and International Speech Contests.

2. **Number of Area/Division Contestants**

   a. Each club is authorized to send one representative from their club to the area contest. Although this representative may be first or runner-up at their club contest, they will not be so designated at the area level contest.

   b. Each area will send one winning representative from their area contest on to their division contest. Although this representative may be first or runner-up at their area contest, they will not be so designated at the division level contest. The district will pay for the 1st and 2nd place trophies for areas with less than five clubs and divisions with less than five areas. Those divisions with 5 or more areas and the areas with 5 or more clubs will receive 1st, 2nd, and 3rd place trophies.

   c. Each division will send one winning representative from their division contest to the district contest. Although this representative may be first or runner-up at their division contest, they will not be so designated at the district level contest. For the district contests, the district will pay for the 1st, 2nd, and 3rd place trophies.

3. **Announcing Contest Helpers:**

   a. The contest chairman, toastmaster, chief judge, timers, sergeant-at-arms and vote counters can be recognized by name for the performance of their duties at a speech contest. Judges are to remain anonymous before (Chief Judge should select a private area to brief the judges, Vote Counters and Timers), during and after the contest. It is appropriate to thank the judges in a general way without revealing their identities and protect the privacy of the judging process.

4. **Contest Judges**

   a. All judges shall be in compliance with the current TI Speech Contest Rulebook.
b. For district contests, judges shall be at least a CC or CTM with previous experience judging above the club level. They will also be registered as a Highly Qualified Judge (HQJ), meaning they have attended Judge’s Training within the last 12 months of the current Toastmasters year.

c. Highly Qualified Judge (HQJ) and speech contests workshops will be held each Fall and Spring to provide training for potential judges, as well as for those wishing to better understand the rules from a contestant’s perspective.

Procedure Bulletin No. 11 Credentials Desk and Proxies

Per TI Policies and Procedures

Credentials Desk

Before voting in a district election, a Toastmaster must register and receive his or her ballots at the credentials desk.

Preparing the credentials desk

If possible, the chairman in charge of the credentials desk should be a past district governor. The credentials chairman will need the following materials:

- A list of eligible clubs in the district.
- A list of current district council members (club presidents, vice presidents education and district leaders eligible to vote).
- Ballots must indicate the office being contested or be sequentially numbered for each contested election. Names of candidates nominated by the nominating committee may be printed on district ballots. Floor candidates’ names cannot appear on district ballots.

Who can be a proxy holder?

Either the club president or the vice president education may designate, in writing, any active individual members of the club to act as proxy at any district council meeting.

- In the event one of those officers is not in attendance at the meeting and has not designated a proxy:
- The officer or proxy holder in attendance must be deemed to hold the proxy of the other and may therefore cast two votes at the meeting.
- This assures that every club will be represented by two votes.
• No other proxies are valid at a district council meeting.
• District leaders must be in attendance to cast a vote.

**Determining the validity of a proxy:**

To be valid at a district council meeting, a proxy must:

• Contain all of the elements described above
• Be delivered personally, by mail, by fax, by email, by electronic transmission or by other reasonable means to the club member who will hold the proxy
• Be presented by the proxy holder in paper form (i.e. printed email) to the credentials desk.
  o If the proxy does not bear a handwritten signature, it must have the typed 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 is treated as valid so long as the credentials desk has no reason to believe that the proxy was not authorized.

In addition, the following rules must be observed:

• 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 does one of the following:
  o Destroys the proxy
  o Cancels the proxy in writing
  o Issues another proxy authorized at a later date
  o Actually attends the district council meeting.

**Credentials desk rules**

All workers at the credentials desk are not to wear or display any campaign paraphernalia, and are to do the following:

• 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.
• Cross reference all ballots issued with the current list of district council members.
• Ensure all ballots issued are signed for upon receipt.
Unless the district governor has received official notification from World Headquarters that a club’s charter has been revoked, that club is entitled to voting privileges. Because clubs remain in good standing until November 30 and May 31, regardless of whether their current dues renewals are paid, all clubs may vote at a district conference. A newly chartered club that has been assigned a club number is entitled to voting privileges. A list of clubs eligible to vote is available upon request from WHQ by emailing: districts@toastmasters.org

The District Governor will issue a blank proxy in the District Newsletter in time for the Presidents and Vice-Presidents of Education to cut out, sign, and give to another club member so the club can exercise their voting privileges in all matters before District Council meetings at the conferences. This is only to be used if the President and/or Vice-President of Education are unable to attend the District Council meetings themselves. This restates what TI has documented.

Procedure Bulletin No. 12 Past District Governor Advisory Council

A. The Past District Governor Advisory Council (PDGAC) shall be comprised of Past District Governors, within District 10, as well as members who have served as District Governors within other districts. The assignment of members is automatic, unless otherwise indicated by the specific Past District Governor (PDG) or the current District Governor. The Past District Governor Advisory Board chair shall be appointed by the current District Governor (the Immediate Past District Governor shall not be appointed to this position during their term as IPDG). The role of the PDGAC is to serve as mentors and advisors to District Leadership. Their duties are all-inclusive and at the discretion of the current District Governor, but not limited to policy and procedure review, bylaws, charter, and realignment.

Procedure Bulletin No. 13 District Officer Nominating Committee Procedures

Per TI Policies and Protocol

In order to ensure successful district elections, the district governor must appoint a nominating committee. The work of the committee is critical in ensuring long-term district success. They must:

Seek out prospective candidates
Evaluate and interview candidates
Nominate candidates
Provide a complete report of candidates

(The nominating committee report must be presented to the district governor at least six weeks before the district's Annual Business Meeting.)

A. The district nominating committee nominates candidates for district office and screens candidates for eligibility.

B. The district governor appoints the nominating committee chair no later than October 1. Remaining committee members shall be appointed no later than November 1. The district governor cannot be a member of the nominating committee. The committee must consist of no fewer than five members, one of whom is appointed the chair. If possible, the chair should be a past district
governor. No member of the committee can be nominated for a district office in the election at which the committee’s report is presented.

I. Committee Member Qualifications:

Each committee member must be a member in good standing of a club in good standing and shall be selected from different divisions (or areas in districts without divisions). Each division (or area in districts without divisions) should be represented on the committee. Any committee member(s) may participate by telephone conference, email, or other means of communication when distance is an obstacle to participation. No member may have served on the nominating committee the previous year. International director/officer candidates and current members of the Toastmasters International Board of Directors cannot serve on the district nominating committee.

To avoid the appearance of bias or impropriety, committee members having a personal or professional relationship with a particular candidate shall abstain from the discussion and voting, as a matter of good judgment. Members of the nominating committee cannot participate in any campaign for district office nor endorse any candidate for district office.

II. District Nominating Committee Deliberations:

The nominating committee may ask to meet personally with candidates. Nominating committee deliberations, including vote tallies, are confidential and cannot be divulged to anyone except the district governor, World Headquarters, and the Board of Directors. The nominating committee shall interview all known candidates for each elected position. Each candidate shall be evaluated using standard criteria that the chair will provide to the committee members.

Nomination Eligibility

The nominating committee must verify that candidates meet eligibility requirements. No prospective candidate can be nominated until:

- At the time of taking office, the district governor must have served at least six consecutive months as club president and at least 12 consecutive months as a lt. governor, division governor or a combination of these.

- At the time of taking office, the lt. governors must have served at least six consecutive months as club president and at least 12 consecutive months as a lt. governor, a division governor, or an area governor or a combination of these.

- At the time of taking office, the division governors must have served at least six consecutive months as members of a district council.

- If possible, the area governors must have served as members of a district council.

- The committee has determined that the candidate understands the duties and responsibilities of office, is committed to fulfilling those duties and responsibilities, and has the skills and abilities necessary to perform successfully as an officer. The committee should follow the guidelines and timelines provided by World Headquarters.
The committee has determined that the candidate will accept the nomination, although the candidate has the right to withdraw his/her name from nomination at the district’s annual business meeting, and to be nominated from the floor as a candidate for another office.

The committee has received a copy of the Officer Agreement and Release Statement signed by the candidate. To be nominated or elected, all candidates for district governor, lt. governor education and training, lt. governor marketing and division governor must sign the Officer Agreement and Release Form published by Toastmasters International. The district should make all reasonable effort to have all other district leaders sign the statement. All signed forms must be sent to World Headquarters, attention District Services. These forms will be kept as part of the district’s permanent records.

III. District Nominating Committee Voting Process:

All members of the nominating committee have an equal opportunity to express their concerns and opinions in the selection of candidates. The committee chair cannot use his/her position to influence the other committee members. Committee members must exercise their independent judgments with respect to all prospective candidates, having in mind the best interests of Toastmasters International and the district, as well as the experience, abilities and qualifications of prospective candidates.

Nominating Process

The nominating committee nominates one or two candidates for each of the offices of district governor and lt. governor education and training. The nominating committee nominates one or more candidates for the office of lt. governor marketing and all other elective district offices.

Voting

Each member of the nominating committee votes for one or two candidates for the positions of district governor and lt. governor education and training. Each member of the nominating committee then votes for one or more candidates for the office of lt. governor marketing and all other elective district offices. The committee chair votes along with the other committee members for each nomination. The nominating committee must consider all announced candidates for a district. Votes of the committee members must be cast in writing.

Committee Report

The chair of the nominating committee reports the committee’s results in writing to the district governor no fewer than six weeks before the district’s Annual Business Meeting. The district governor submits the report in writing to all members of the district council at least four weeks before the Annual Business Meeting. This may be done in the district newsletter or a separate communication. At the discretion of the district governor, a statement from each nominee outlining their qualifications and abilities to perform the duties of the office may be included with the report. Only candidates nominated by the nominating committee may be included in the report. A district cannot publish the names of floor candidates with the nominating committee report or in any other district publication.
Notifying Candidates

The chair of the nominating committee or the district governor notifies candidates nominated for office and reconfirms their willingness to be nominated and their commitment to fulfill the duties of office if elected. The chair of the nominating committee or district governor also notifies any candidates who were not nominated and advises them of their eligibility to seek office as floor candidates. Additional qualified candidates may be nominated from the floor at the district’s Annual Business Meeting.

Procedure Bulletin No. 14 District Officer Election Procedure

Per TI Policies and Protocol

Proxy:

The district sends a credential/proxy form to each club president and vice president education in the district at least two weeks in advance of a district council meeting for use in the event either, or both, cannot attend the meeting. You may include this form in the District Newsletter or in the mailing announcing the meeting. The credential/proxy form must contain all of the following:

- District number
- Description of event
- Date and location of meeting
- Space for club name and number
- Space for name of club representative or proxy holder
- Space for signature of authorization of club officer and office held
- The date the credential/proxy is signed

Who Can Be A Proxy Holder?

Either the club president or the club vice president education may designate, in writing, any active member in good standing of the club to act as a proxy or proxies and cast one or both of the club’s ballots at the district council meeting. If one of those officers is not at the meeting and has not designated, in writing, an active member of the club to act as proxy or proxies of the club at any council meeting, the other officer in attendance may cast two votes. The intent is to assure that every club will be able to cast two votes. No other proxies are valid at any such meeting.

Rules:

At the meeting, the district governor explains the election rules and procedures to the delegates. If the district governor is not present, a person designated by the district governor may stand in.

The district governor or designee makes clear that:

- Each candidate will speak on his or her own behalf.
- All candidates must take seats as close to the platform as possible.
If a candidate is not present:

He or she may be represented by another person who will speak on his or her behalf. The candidate’s representative must take a seat as close to the platform as possible. Restrictions apply regarding the choice of a representative. The following meeting officials may not give a speech on behalf of a candidate unless that individual resigns before the annual business meeting begins:

- A member of the district executive committee
- A member of the district nominating committee
- The credentials chairman
- Any meeting official, including the meeting sergeant at arms, secretary or parliamentarian
- Others appointed

The following rules apply to the nominating committee’s report:

- The nominating committee chairman gives the committee’s report.
- If the chairman is absent, the district governor may designate someone else to give the report.
- The district nominating committee chairman (or designee) first announces the names of the members of the district nominating committee.
- The chairman then reads the name and club number of each candidate, in alphabetical order, for each of these offices:
  - District Governor
  - Lieutenant Governor, Education and Training
  - Lieutenant Governor, Marketing
  - Public Relations Officer (if elected)
  - Secretary (if elected)
  - Treasurer (if elected)
  - Division Governors

District Election Voting

Who can vote?

- In order to be eligible to vote, both the individual Toastmaster and the club he or she belongs to must be in good standing (see Membership).

Who is entitled to one vote?

- Each member of the district council or club proxy for the club president or vice president education in attendance at the District Council meeting.
Who is entitled to two votes?

- Any active member who carries the proxies of both the club president and the vice president education from the club.
- A Toastmaster belonging to two or more clubs may cast one vote for each of two clubs, but is limited to a maximum of two votes.
- All other Toastmasters (except members of the district executive committee) are limited to a maximum of two votes, regardless of the number of clubs to which they belong.

Who is entitled to three votes?

- Any Toastmaster who is also a member of the district executive committee.
- The maximum number of votes that any Toastmaster may cast is three, regardless of the number of clubs to which that Toastmaster belongs.

What constitutes a quorum for all district council meetings?

- One-third of the club presidents and vice presidents of the district, or their proxies, must be present.

What if a quorum is not present?

- If any business is transacted at a meeting where a quorum is not present, the action taken is deemed valid, provided it is later expressly approved in writing by the affirmative vote of a majority of district clubs on the basis of two votes per club.
- Send a mailing to all clubs as soon as possible after the meeting so that affirmation can be obtained within a reasonable time.

Floor Candidates

Nominations from the floor

For each office, the district governor asks whether there are any additional nominations from the floor for the office. If floor nominees are not in attendance their designees will state the nominee’s eligibility qualifications.

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 must have previously signed – the Officer Agreement and Release Statement.
[References Appendix]

- Toastmasters International District Leadership Handbook
- Toastmasters International Governing Resource Documents
- Toastmasters International Policies and Governances
- Toastmasters International Brand Portal
- Toastmasters International Financial Resources
- Toastmasters International District Recognition Program Handbook
- www.toastmasters.org