

## **E.8 Procedural Rules for the District Nominating Committee**

*Origin Date:* February 12, 1994

*Last Updated:* August 19, 2003

BE IT RESOLVED, that pursuant to the provisions of Article XI (b) of the District Administrative Bylaws, the Board of Directors adopts the following rules of procedure to be followed by the Nominating Committee until such time as these rules may be changed by further action of the Board:

1. The District Governor shall appoint the Nominating Committee at least six (6) weeks prior to the District's Annual Business Meeting. The District Governor shall not be a member of the Nominating Committee.
2. The Committee shall consist of no fewer than five (5) members, one of whom shall be appointed Presiding Officer (Chairman). If practicable, the Chairman should be a Past District Governor. No member of this Committee shall be nominated for a District Office at the election at which the Committee's report is presented. Each Committee member must be a member in good standing of a Club in good standing. Insofar as practicable, each Committee member should be selected from different Divisions (or Areas in Districts without Divisions) and, insofar as practicable, each Division (or Area in Districts without Divisions) should be represented on the Committee. A Committee member(s) may participate by telephone conference, E-mail, or other means of communication when distance is an obstacle to participation. No member shall have served on the Nominating Committee the previous year. International Director/Officer Candidates and current members of the Toastmasters International Board of Directors shall not serve on the District Nominating Committee.
3. To avoid the appearance of bias or impropriety, it is recommended that Committee members having a personal or professional relationship with a particular candidate should consider abstaining from the discussion and voting, as a matter of good judgment.
4. Members of the Nominating Committee shall neither participate in any campaign for District Office nor endorse any candidate for District Office.
5. The Nominating Committee may ask candidates to personally meet with the committee. Nominating Committee deliberations, including vote tallies, are confidential and shall not be divulged to anyone except the District Governor, World Headquarters, and the Board of Directors. If the Committee invites candidates for a particular office to appear before the Committee, it shall invite all candidates for that office.
6. No prospective candidate shall be nominated until:
  - (a) His/Her eligibility has been verified:
    - (1) At the time of taking office, the District Governor shall have served at least six (6) consecutive months as Club President and at least twelve (12) consecutive months as a Lt. Governor, Division Governor, or a combination thereof:

- (2) At the time of taking office, the Lt. Governors shall have served at least six (6) consecutive months as Club President and at least twelve (12) consecutive months as a Lt. Governor, a Division Governor, or an Area Governor or a combination thereof.
    - (3) At the time of taking office, the Division Governors shall have served at least six (6) consecutive months as members of a District Council.
    - (4) Insofar as practicable, the Area Governors shall have served as members of a District Council.
  - (b) The Committee has ascertained 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. It is highly recommended that the Committee follow the guidelines and timelines provided by World Headquarters.
  - (c) The Committee has ascertained that the candidate will accept such nomination, subject to the individual's rights to withdraw his/her name from such nomination at the District's Annual Business Meeting, and to be nominated from the floor as a candidate for any other Office.
  - (d) 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 Statement published by Toastmasters International. The District should make all reasonable effort to have all other District officers sign the statement. All signed forms shall be sent to World Headquarters and kept as part of the District's permanent records at World Headquarters.
7. All members of the Nominating Committee should have an equal opportunity to express their concerns and opinions in the selection of candidates. The Chairman of the Committee shall cast his/her vote along with the other members of the Committee for each nomination, but shall not attempt, as Chairman, to influence the other members of the Committee.
- The Committee members shall 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 the prospective candidates.
8. The Nominating Committee shall nominate one or two (1 or 2) candidates for each of the Offices of District Governor and Lt. Governor Education and Training. The Nominating Committee shall nominate one or more candidates for the Office of Lt. Governor of Marketing and all other elective District Offices.
9. Each member of the Nominating Committee shall vote for one or two (1 or 2) candidates each for the Offices of District Governor and Lt. Governor Education and Training, and shall vote for one or more candidates for the Office of Lt. Governor Marketing and all other elective District Offices. All announced candidates for a District Office must be considered by the Nominating Committee. To be nominated, a candidate must receive a majority vote of the Nominating Committee.

10. Votes of the Committee members shall be cast in written form.
11. The Chairman of the Nominating Committee shall report the Committee's results in writing to the District Governor as soon as possible. The District Governor shall submit the report of the Nominating Committee in writing to all members of the District Council as soon as possible and at least two (2) weeks before the Annual Business Meeting. This may be done in the District newsletter or a separate mailing. 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 shall not publish the names of floor candidates with the Nominating Committee Report or in any other District publication.
12. The Chairman of the Nominating Committee or the District Governor shall notify candidates nominated for office and reconfirm their willingness to be nominated and their commitment to fulfill the duties of office if elected. The Chairman of the Nominating Committee or District Governor shall also notify any candidates who were not nominated and advise them of their eligibility to seek office as floor candidates.
13. Additional qualified candidates may be nominated from the floor at the District's Annual Business Meeting.

Reference: District Administrative Bylaws, Article XI, Section (b)

## **E.9 Procedural Rules for Campaigns for District Office and the Elections of District Officers**

*Origin Date:* August 16, 1994  
*Last Updated:* February 21, 2003

### **I. CAMPAIGNS FOR DISTRICT OFFICE**

1. 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.
2. All candidates may distribute campaign materials at the district conference, and all candidates shall be allowed to display campaign materials in the Candidates Corner at a district conference. Campaign materials may not be placed on walls, chairs or tables, or handed out at educational sessions, meal functions, or the district hospitality suite.
3. All 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.

4. 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, however, be at the discretion of the district governor.
5. Campaigning at other district meetings and events.  
All candidates may distribute campaign materials at area and division speech contests. All candidates shall be allowed to display campaign materials in a 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 on walls, chairs, or tables outside of the Candidates Corner.

Campaign speeches are not permitted at any area speech contest, division speech contest, or other district non-election meeting except the district conference. 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.

6. Advertisements in district publications  
Advertisements by or on behalf of candidates for district office are not permitted.

## II. ELECTIONS OF DISTRICT OFFICERS

1. The district governor shall appoint the district nominating committee at least six (6) weeks prior to the District's Annual Business Meeting. The nominating committee shall follow the Procedural Rules established by Toastmasters International for the district nominating committee.
2. The chairman of the nominating committee shall report the committee's results in writing to the district governor as soon as possible. The district governor shall submit the report of the nominating committee in writing to all members of the district council as soon as possible and at least two (2) weeks before the District's Annual Business Meeting. This may be done in the district newsletter or a separate mailing. 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 shall not publish the names of floor candidates with the nominating committee report or in any other district publication.
3. The district shall send a credential/proxy form to each club president and vice president education in the district at least two (2) weeks 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:
  - (a) District number
  - (b) Description of event
  - (c) Date and location of meeting
  - (d) Space for Club name and number
  - (e) Space for name of club representative, or proxy holder
  - (f) Space for signature of authorization of club officer and office held, and
  - (g) The date the credential/proxy is signed.

4. Voting members of the district council are the club presidents, 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.
5. 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 ballots of the club at the district council meeting. In the event that one of those officers is not in attendance 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 (2) votes. The intent is to assure that every club will be able to cast two (2) votes. No other proxies shall be valid at any such meeting.
6. 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 (1) vote. Any active member who carries the proxies of both the club president and the vice president education from the club is entitled to two (2) votes; and any such Toastmaster who is also a member of the District Executive Committee is entitled to three (3) votes. All other Toastmasters shall be limited to a maximum of two (2) votes, regardless of the number of clubs to which they belong. A Toastmaster belonging to two (2) or more clubs may cast one (1) vote for each of two (2) clubs, but again is limited to a maximum of two (2) votes. (The maximum number of votes that any Toastmaster may cast is three (3), regardless of the number of clubs to which that Toastmaster belongs.)
7. One-third of the club presidents and vice presidents education from member clubs in the district, or proxies as authorized by subparagraph (d) hereof, 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, email, electronic transmission or other reasonable means, by the affirmative vote of a majority of the member clubs in the district on the basis of two (2) votes per club.
8. If practicable, the chairman in charge of the credentials desk should be a past district governor. The credentials chairman will need the following materials:
  - (a) A list of eligible clubs in good standing as defined in 10(e) and 10(f).
  - (b) A list of current district council members (club presidents, vice presidents education, and district officers eligible to vote).
  - (c) Ballots. Ballots shall 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 shall not appear on district ballots.
9. A written proxy, to be valid at a district council meeting, must contain all the elements set forth in Section II, Item 3 above, and must be delivered personally, by mail, by fax, by e-mail, by electronic transmission, or by 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 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 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 actually attends the district council meeting.

10. The following policies and procedures for the Credentials Desk, including issuing ballots, shall be followed:
  - (a) Instruct all who work the credentials desk to remove all campaign paraphernalia.
  - (b) 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.
  - (c) Cross reference all ballots issued with the current list of district council members.
  - (d) Ensure all ballots issued are signed for upon receipt.
  - (e) 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 or not their current semiannual dues are paid, all clubs may vote at a district conference.
  - (f) A newly chartered club which has been assigned a club number is entitled to voting privileges.
  - (g) 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. District officers must be in attendance to cast a vote.

In the event one of the club officers is not in attendance at the meeting and has not designated, in writing, an active individual member of the club to act as his or her proxy at such meeting, the officer or proxyholder in attendance shall be deemed to hold the proxy of the other and may therefore cast two (2) votes at such meeting. The intent of this provision is to assure that every club will be represented by two (2) votes. No other proxies shall be valid at a District Council Meeting.

- (h) Each member of the District Council in attendance at a Council Meeting, or his or her proxy, is entitled to one (1) vote.

Any active individual member who carries the proxies of both the club president and vice president education from a member club is entitled to two (2) votes; any such individual member who is also entitled to a vote as a member of the District Executive Committee is entitled to three (3) votes.

All other members of the District Council, regardless of how many clubs they belong to, shall be limited to a maximum of two (2) votes.

11. At the meeting, the district governor, or such person as he/she may designate, shall explain the election rules and procedures, as defined below, to the delegates.
12. The district governor shall request all candidates, or candidates' representatives if candidates are not present, to take seats as close to the platform as possible. If present, all candidates shall speak on their behalf. However, if a candidate is not present, a speech may not be given by a member of the District Executive Committee, a member of the Nominating Committee, the credentials chairman, 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.
13. The report of the District Nominating Committee shall be given by its chairman, or in the chairman's absence by such person as the district governor may designate. The District Nominating Committee chairman or designee shall first announce the names of the members of the District Nominating Committee. The chairman 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.
14. The following procedures (14-20) for the close of nominations and elections will be followed in turn 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. 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.
15. 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 to complete nominations for that office.
16. 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.
17. 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.

18. 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.
19. 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.
20. The district governor shall inform candidates that they are expected to provide one Toastmaster to assist or observe the counting of the ballots.
21. 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.
22. All proxies and ballots are to be retained for twenty-four (24) hours following the close of the meeting for review only by the district governor or district credentials chairman, as necessary, and immediately thereafter destroyed by the district governor or his or her designee.

Reference: District Administrative Bylaws, Article X