



District 36 Nomination and Campaign Procedures and Resources

To ensure successful district elections, prepared candidates and proper campaigns are critical in ensuring long-term district success.

This document provides guidance and resources for candidates and District Leadership Committee members to prepare:

- ✓ General District and Toastmasters Information
- ✓ Nomination process
- ✓ Campaigning
- ✓ Election

The official source for this document is Toastmasters International District Leader Tools – [Elections Toolkit](#).

For any questions, contact Scott Meyer, District Leadership Committee Chair, 703-929-1769; smeyer@district36.org.

GENERAL DISTRICT AND TOASTMASTERS INFORMATION

DISTRICT PURPOSE

The purpose of this district is to enhance the quality and performance and extend the network of the member clubs of Toastmasters International within the boundaries of this district, thereby offering greater numbers of people the opportunity to benefit from the Toastmasters educational program by:

- Focusing on the critical success factors as specified by the district educational and membership goals.
- Ensuring that each club effectively fulfills its responsibilities to its individual members.
- Providing effective training and leadership-development opportunities for club and district officers.

DISTRICT MISSION

We build new clubs and support all clubs in achieving excellence.

TOASTMASTERS INTERNATIONAL MISSION

We empower individuals to become more effective communicators and leaders.

TOASTMASTERS INTERNATIONAL VALUES

Integrity, Respect, Service and Excellence.

TOASTMASTERS INTERNATIONAL ENVISIONED FUTURE

To be the first-choice provider of dynamic, high-value, experiential communication and leadership skills development.

ELECTED DISTRICT LEADER ROLES AND RESPONSIBILITIES

The **District Director, Program Quality Director, Club Growth Director and Division Directors** are all elected by the district council. To hold any elected or appointed district office, one must be a club member in good standing and meet all other minimum eligibility requirements. District leaders must be appointed by September 1 and serve through June 30 to receive credit toward the Advanced Leader Silver (ALS) award. For further details, see [District Administrative Bylaws](#).

In District 36, all positions are elected at-large. Division Director candidates do not run for a specific Division. After election, the District Director-elect will meet with the Division Directors-elect to determine assignments. Consideration may be given based on voting results with preference given to electee with highest votes and so on.

District Director (DD)

The District Director is responsible for directly overseeing and managing the district's day-to-day operations, finances, and human resources. The team of district leaders helps the District Director fulfill these responsibilities. The DD empowers the district leadership team to work together toward the district mission, while supporting each leader in his or her development as a leader. Together with the district leadership team, the DD participates in district leader

training sessions at the International Convention, Mid-year Training, and online via the Toastmasters Learning Connection.

The DD has fiduciary responsibility and is accountable for the district's management of funds that support the district mission, and administers and oversees the district's financial resources. Along with the District Executive Committee, the DD prepares the district budget to be approved by the district council. The DD authorizes all purchases on behalf of the district. The District Director appoints district leaders and committees as provided for in the District Administrative Bylaws, subject to approval by the district council. The DD leads the district to success by helping clubs reach goals related to education, membership and training.

To serve as DD, one must have served at least six consecutive months as a club president and at least 12 consecutive months as a Program Quality Director, Club Growth Director, Division Director, or a combination thereof at the time you take office.

Program Quality Director (PQD)

The Program Quality Director is responsible for all aspects of education and training within the district. This includes supporting quality club programming efforts, promoting the Distinguished Club Program, and planning and executing the district conference. Together with the district leadership team, the PQD participates in district leader training sessions at the International Convention, Mid-year Training, and online via the Toastmasters Learning Connection.

The PGD promotes all members in achieving education awards and recognizing those achievements. The PQD oversees and promotes training for club, area and division officers and is responsible for member retention and club quality. The PQD plans, organizes and directs all aspects of the district conference, and is responsible for all district speech contests at the club, area, division, and district levels.

To be PQD, one must have served at least six consecutive months as club president and at least 12 consecutive months as a Program Quality Director, Club Growth Director, Division Director, or Area Director.

Club Growth Director (CGD)

The Club Growth Director is responsible for all aspects of marketing, club-building, and club-retention efforts within the district. This includes defining an overall marketing strategy for the district, developing outreach and retention efforts with existing community and corporate clubs, and penetrating new markets. Additionally, the Club Growth Director supports challenged clubs and helps them to become Distinguished clubs. Together with the district leadership team, the CGD participates in district leader training sessions at the International Convention, Mid-year Training, and online via the Toastmasters Learning Connection.

The CGD develops a marketing plan in conjunction with district team members. This marketing plan introduces new initiatives and guides the district in meeting membership and club growth objectives. The CGD appoints members to chair club growth committees; these committees help the CGD to design, develop and implement district marketing projects. The CGD recruits, trains and supervises a strong club-building team and works closely with the region advisor to

meet the district's membership and club-building goals. The CGD assists the club and the District Director to appoint club sponsors, mentors for new clubs and club coaches for existing clubs that are struggling. The CGD trains, motivates and supervises the club sponsors, mentors and coaches and manages the Club Coach program to help weak clubs achieve recognition in the Distinguished Club Program. The CGD monitors division, area and club administration to ensure forms, reports, lists and other information are submitted to World Headquarters in a timely manner, including the Club Visit Report and club officer lists.

To be CGD, one must have served at least six consecutive months as club president and at least 12 consecutive months as a Program Quality Director or Club Growth Director, Division Director, or Area Director.

Division Director

The Division Director's job is to lead and support the division through the supervision and support of the Area Directors. One of the primary goals as Division Director is to ensure that each club achieves its mission and fulfills its responsibilities to its members. To achieve this, the Division Director coordinates division activities, sets division goals, and assists in the training of area and club leaders.

The Division Director serves as division council chair, holding at least two division council meetings each year during which plans for the division speech contests will be discussed. The Division Director coordinates division speech contests and assists the Area Director with area speech contests. The Division Director assists Area Directors and clubs in achieving Distinguished recognition.

To serve as Division Director, one must have served at least six consecutive months as a member of a district council. The Division Director may be re-elected to one succeeding term.

NOMINATION PROCESS

District Leadership Committee

In order to ensure successful district elections, the District Director must appoint a District Leadership Committee. The work of the committee is critical in ensuring long-term district success. They must (1) seek out prospective candidates; (2) evaluate and interview candidates; (3) nominate candidates; and (4) provide a complete report of candidates. The District Leadership Committee report must be presented to the District Director at least six weeks before the district's Annual Business Meeting.

The committee nominates candidates for district office and screens candidates for eligibility. The committee must consist of no fewer than five members, one of whom is appointed the chair. No member of the committee can be nominated for a district office in the election at which the committee's report is presented.

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. Each division 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 committee the previous year.

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 committee cannot participate in any campaign for district office nor endorse any candidate for district office.

Nominee/Candidate Eligibility

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

- The candidate meets the eligibility requirements for the office sought.
- 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 director, program quality director, club growth director, and division director must sign the [Officer Agreement and Release Form](#) (page 12 of this document) published by Toastmasters International. The district should make all reasonable effort to have all other district leaders sign the statement. All signed forms of elected leaders must be sent to World Headquarters, attention: [District Services](#). These forms will be kept as part of the district's permanent records.

Interview

Candidates should be prepared to answer questions about their Toastmasters experience and knowledge, particularly as pertains to the position sought. Candidates may prepare themselves by reviewing position descriptions, the District Leadership Handbook and interviewing current and past office holders. Position descriptions and the District Leadership Handbook can be found in the Document Library on www.district36.org.

Committee Deliberations

The committee may ask to meet personally with candidates. Committee deliberations, including vote tallies, are confidential and cannot be divulged to anyone except the district director, World Headquarters, and the Board of Directors. The 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. The Candidate Evaluation Form is included in this document starting on page 9.

Committee Voting Process

All members of the 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 committee nominates one or two candidates for each of the offices of district director and program quality director. The committee nominates one or more candidates for the office of club growth director and all other elective district offices.

Committee Report

The chair of the District Leadership Committee reports the committee's results in writing to the District Director no fewer than six weeks before the district's Annual Business Meeting. The District Director 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 Director, 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 District Leadership Committee may be included in the report. A district cannot publish the names of floor candidates with the District Leadership Committee report or in any other district publication.

Notifying Candidates

The chair of the District Leadership Committee or the District Director 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 District Leadership Committee or District Director 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.

CAMPAIGNING

Campaign materials, speeches and individual conversations should remain positive in nature and focus only on one's own candidacy and not on other candidates.

Candidates' Corner

Candidates may create posters for display and materials to distribute. Candidates' Corner space may be designated at District events, including area and division contests, 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. Any candidate may have a display and distribute material or send a representative to do so on his/her behalf. Candidates' Corner at the District Conference will have limited space. Displays may not exceed 24" wide and will share table space with other candidates. Spaces will be marked and assigned randomly.

Materials and displays are only allowed in the designated Candidates' Corner. Candidates and supporters may talk with and hand materials to individuals, but may not place materials on tables, chairs, etc. or disrupt sessions. Materials and displays must be dismantled and removed from the Candidate's Corner prior to the start of the Business meeting. Any items remaining may be discarded as abandoned.

Contests

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 director responsible for the speech contest, candidates present at the contest may be introduced to the audience if all candidates present are introduced.

Only candidates present may be introduced. Candidate introductions should occur only once, at a time designated by the contest's presiding officer. In general a good time for introductions is before a planned break or intermission to allow potential voters an opportunity to meet and speak with candidates.

Candidates should be introduced by position sought, starting with District Director, then PQD, CGD and Division Directors. To ensure fairness, candidates should be introduced in alphabetical order by last name; introductions should include position sought and name only.

Hospitality Suites

The only hospitality suite permitted at a district conference is the one provided and operated by the district, with no contribution from any candidate. The provision of a hospitality suite is, however, at the discretion of the district director.

Advertising

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

Mailings and Website

Names of nominated candidates may be posted on the district website (www.district36.org) as a means of notifying the District Council. Candidates are allowed to make one mailing to District Council members announcing their candidacy and qualifications.

ELECTION

Elections will take place during the Spring District Council Meeting which is generally part of the District Conference. The District Leadership Committee will submit a report of proceedings and a list of nominees to the Council. Ballots will be created for the elections based on the results of the District Leadership Committee; candidates will be listed in alphabetical order by last name according to position sought. Additional spaces will be available for names of floor candidates to be added.

Voting Members

Designated voting members of the district council are the club presidents, vice presidents education and the members of the district executive committee: district director, program quality director, club growth director, the immediate past district director, public relations manager, administrations manager, finance manager, division directors and area directors. All voters must be members in good standing of clubs in good standing.

Proxies

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 to cast the club's ballots at the district council meeting. A district executive committee member may **NOT** designate a proxy to vote on his/her behalf.

Procedures

The district director or designee makes clear that:

- Each candidate (or a designated representative) may speak on his or her own behalf.
- Candidates (or their representatives) are asked to take seats as close to the speaking area as possible.

For each office, the District Director 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.

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 Director, Program Quality Director, Club Growth Director, and Division Directors must sign at the time of the floor nomination — or must have previously signed — the Officer Agreement and Release Statement and must meet the qualifications for the office sought.

Elections will begin with District Director and follow, in order, through PQD, CGD and Division Directors. Prior to the balloting for each position, the floor will be open for additional nominees.

For each contested position, each candidate present will be given the opportunity to address the Council; candidates not present may be represented by a designee. Candidates (or designees) will be called in the order candidates appear on the ballot, including floor candidates. Speeches shall be limited to 2 minutes; timing will be signaled as follows: green at 1:30, yellow at 1:45, red at 2:00, applause/cut off at 2:10.

After all candidates for a given position have spoken, voters will be directed to marks theirs ballot(s). Ballots will be collected as designated by the District Director and taken to a separate room for counting. Each candidate may designate one representative to observe the ballot counting. Election for the subsequent positions will be on hold until ballots are counted and results are announced. While ballots are being counted, other council business and reports may take place, as appropriate.

CANDIDATE EVALUATION FORM

These materials are confidential. Upon completion of voting, submit all forms to the district leadership committee chair to destroy after final committee report has been distributed to the district governor/district director.

Candidate Name: _____

District Office Position: _____

Using the following scale, circle the responses that best describe the candidate's abilities:

- 5 = Exceptional
- 4 = Exceeds Expectations
- 3 = Meets Expectations
- 2 = Marginal
- 1 = Needs Improvement
- 0 = Cannot Assess

General

- Clearly understands the district mission and purpose 5 4 3 2 1 0
- Has clear understanding and knowledge of district goals and critical success factors (club growth, membership growth, Distinguished clubs) 5 4 3 2 1 0
- Clearly understands expectations and responsibilities of district leadership position 5 4 3 2 1 0

Leadership

- Has clear vision of success and is able to translate that to other leaders and members 5 4 3 2 1 0
- Demonstrates global and strategic thinking 5 4 3 2 1 0
- Effectively leads teams 5 4 3 2 1 0
- Effectively navigates through change 5 4 3 2 1 0
- Acts as advocate and ambassador on behalf of members, clubs and other leaders within the district 5 4 3 2 1 0

Management, Team Building and Communication

- Delegates effectively 5 4 3 2 1 0
- Demonstrates project planning skills 5 4 3 2 1 0
- Effectively resolves conflict 5 4 3 2 1 0
- Communicates effectively with others 5 4 3 2 1 0
- Thinks independently 5 4 3 2 1 0
- Solves problems 5 4 3 2 1 0
- Is comfortable with technology (e.g., email, Internet, Excel) 5 4 3 2 1 0
- Inspires and motivates others 5 4 3 2 1 0
- Gives and receives constructive feedback 5 4 3 2 1 0
- Works effectively with diverse teams 5 4 3 2 1 0

Toastmasters Knowledge

- Toastmasters mission and vision 5 4 3 2 1 0
- Interrelationship between clubs, areas, divisions, districts, and regions 5 4 3 2 1 0
- Distinguished Club Program 5 4 3 2 1 0
- Distinguished Area Program 5 4 3 2 1 0
- Distinguished Division Program 5 4 3 2 1 0
- Distinguished District Program 5 4 3 2 1 0

Toastmasters Service and Experience

Educational/leadership awards achieved (Check all that apply.)

CC ACB ACS ACG CL ALB ALS DTM Other _____

Club office positions held (Check all that apply.)

President Vice President Education Vice President Membership Vice President Public Relations

Treasurer Secretary Sergeant at Arms

District office positions held (Check all that apply.)

District Governor Lieutenant Governor Education and Training Lieutenant Governor Marketing

Public Relations Officer Secretary Treasurer Division Governor Area Governor

Other: _____

Membership and Club Building (Check all that apply.)

Sponsored club(s)

Mentored club(s)

Sponsored members (Number sponsored _____)

Served as club specialist or club coach

Served as trainer in district-sponsored club or district leader training

Served on district committees

■ Served as officer of a:

Distinguished Club Select Distinguished Club President's Distinguished Club

■ Served as area governor of a:

Distinguished Area Select Distinguished Area President's Distinguished Area

■ Served as division governor of a:

Distinguished Division Select Distinguished Division President's Distinguished Division

Named District Toastmaster of the Year

Named Area Governor of the Year

Named Division Governor of the Year

Received Excellence in Marketing Award

Received Excellence in Education and Training Award

What candidate strengths are related to critical competencies of the district leadership position?

What candidate weaknesses are related to critical competencies of the district leadership position?

What immediate personal or organizational challenges would the candidate face in the position? How does the candidate plan to overcome these challenges?

Identify any unanswered questions or additional comments.

What is the committee's consensus regarding the nomination decision? Yes No
If no, briefly describe differing opinions or concerns.

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OFFICER AGREEMENT AND RELEASE FORM



Directions

Toastmasters International requires that any candidate running for and/or holding office, whether elected or appointed, agree to and sign the Officer Agreement and Release Statement below. Please submit your signed form to the chair of the District Leadership Committee. Completed release forms will be submitted to the District Director, and then to District Services at World Headquarters (districts@toastmasters.org), to be kept on file.

Officer Agreement and Release Statement

Consistent with my desire to take personal responsibility for my conduct, individually and as an officer of Toastmasters International and as a member of a Toastmasters club, I agree to abide by the principles contained in "A Toastmaster's Promise" and the governing documents and policies of Toastmasters International and my club. I will fully comply with my fiduciary duties to Toastmasters International under its governing documents and the law of the land. I will refrain from any form of discrimination, harassment, derogatory, illegal, or unethical conduct, and I understand that if I engage in such conduct, I may be responsible to reimburse Toastmasters International, my club or other clubs, or other individuals involved with Toastmasters, for any damages, losses, or costs resulting from my conduct. Understanding that Toastmasters programs are conducted by volunteers who cannot be effectively screened or supervised by Toastmasters International or its clubs, I release and discharge Toastmasters International, its clubs, governing bodies, and representatives from any liability for the intentional or negligent acts or omissions of any member or officer of my club or other clubs, or any officer of Toastmasters International.

Confirmation

I have read and agree to the terms and conditions of the Officer Agreement and Release Statement.

Full name (please print)

_____ Member # _____

Officer position

Area (if applicable) _____ Division (if applicable) _____ District _____

Signature _____ Date _____

For any questions, contact Scott Meyer, District Leadership Committee Chair, 703-929-1769; smeyer@district36.org.