

# DISTRICT NOMINATIONS SCHEDULE



The following is a schedule intended to facilitate your district nominations process. Much of this form comes directly from Protocol 9.0. Use this form as a guideline for your nominations.

## OCTOBER

- The district governor shall appoint the district leadership committee chair no later than October 1. If practicable, the chair should be a past district governor.

## NOVEMBER

- Remaining committee members are appointed no later than November 1.
- The district governor may not be a member of the district leadership committee.
- No committee member may be nominated or run from the floor for a district office at the election at which the committee's report is presented.
- The district leadership committee consists of at least five members. Each committee member must be a member in good standing of a club in good standing. No committee member may be considered for the ballot while serving in this capacity. A diverse committee is appointed including representation from each division. A member who served as a committee member last year may not serve again.
- Determine committee meeting schedule and conduct meetings as defined.

## DECEMBER

- Publish a call for candidates on the district website and/or in the district newsletter. Be sure to include the following:
  - Leadership position descriptions, including the competencies and responsibilities for each.
  - A copy of the District Leader Nominating Form.
- District leadership committee members seek qualified members, in addition to candidates who announce their intention to run for office.
- The committee may request a list of all past district leaders from their district governor, who may request such a list from [listrequest@toastmasters.org](mailto:listrequest@toastmasters.org). This will help to identify potential qualified candidates who may not have been recent leaders but may again be interested in serving.

## JANUARY-MARCH

- The district leadership committee interviews all known candidates for each elected position.
- All candidates must sign and submit to the committee their Officer Agreement and Release Forms.
- The committee completes the Candidate Evaluation Form for each applicant.
- The committee votes.

Each member of the district leadership committee votes for one or two candidates for the offices of district director and program quality director, and votes for one or more candidates for the office of club growth director and all other elected district offices. All announced applicants for a district office must be considered by the district leadership committee. To be nominated, applicants must receive a majority vote of the district leadership committee.

- The district leadership committee chair or district governor notifies candidates of their selection and confirms their agreement to assume the responsibilities of their new roles.
- Candidates who are not selected should be informed of their eligibility to run for office from the floor at the district's annual meeting.

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## MARCH-APRIL

- The district leadership committee completes their report.
- The district leadership committee chair reports the committee's results in writing to the district governor no fewer than six weeks before the district's annual meeting.
- The district governor submits the report in writing to all members of the district council as soon as possible and at least four weeks before the annual meeting on the district website and/or in the district newsletter. The notice of meeting must also be included.
- At the discretion of the district governor, completed reports may contain a statement from each nominated candidate, if applicable, including a biographical sketch and overview of how he or she intends to fulfill their duties of office and contribute to district success.

## APRIL-MAY REPORTING RESULTS

- The district leadership committee chair provides the district governor with all Officer Agreement and Release Forms.
- Before your district's scheduled election date, the District Services team will send a template for the submission of newly elected district leaders. The district governor will submit this information in a timely manner according to instructions provided to [districts@toastmasters.org](mailto:districts@toastmasters.org).
- After the district council meeting, the district governor submits the Officer Agreement and Release Forms of elected officers to World Headquarters. These must be emailed to [districts@toastmasters.org](mailto:districts@toastmasters.org).
- Questions regarding reporting of district leaders may be directed to the District Services team at [districts@toastmasters.org](mailto:districts@toastmasters.org).