

# TOASTMASTERS INTERNATIONAL®

## Checklist for District Nominations

Following is a checklist intended to facilitate your district nominations process. Much of this checklist comes directly from [Policy VI E 8: District Nominating Committee](#). Please feel free to adapt the items or add additional items as appropriate within policy for your particular district.

### October

The district governor shall appoint the Nominating Committee chair no later than October

1. If practicable, the chair should be a past district governor.

### November

Remaining committee members shall be appointed no later than November 1. The district governor shall not be a member of the Nominating Committee.

Nominating committee consists of at least five members

*(Please note: Each committee member must be a member in good standing of a club in good standing. No committee member can be considered for the ballot while serving in this capacity. A diverse committee shall be appointed including representation from each division. If a member served as a committee member last year, they may not serve again)*

1. Determine nominating committee meeting schedule and conduct meetings as defined

### December

1. Publish a call for candidates in the district newsletter and on the district Web site. Be sure to include:
  - [Leader Descriptions](#), including the qualifications and responsibilities for each district position.
  - Copy of the [District Officer Nominating Form](#).
2. Nominating committee members seek out qualified members, in addition to those candidates who announce their intention to run for office
  - a. The Committee may request a list of all past leaders of the district from their district governor, who may request such list from [listrequest@toastmasters.org](mailto:listrequest@toastmasters.org). This will help to identify potential qualified candidates that may not have been a recent leader, but may again be interested in serving.

### February - March *(Districts may choose to complete some of these items in January)*

1. Nominating committee shall interview all known candidates for each elected position.
2. All candidates sign and submit to committee their [Officer Agreement and Release Form](#) (required).
3. Nominating committee completes the [Candidate Checklist and Evaluation Form](#) for each candidate.
4. Nominating committee votes.
  - a. Each member of the Nominating Committee shall vote for one or two 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.

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- b. The Nominating Committee shall nominate one or two 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 marketing and all other elective district offices.
5. Nominating committee chair or district governor notifies candidates of district leader selections. At that time, you will also want to confirm with selected candidates their agreement to assume the responsibilities of their new role. Candidates that are not selected should be informed of their eligibility to run for office from the floor at the district annual business meeting.

## **March - April**

1. Nominating committee completes nominations report
2. The chair of the Nominating Committee shall report the committee's results in writing to the District Governor no fewer than six weeks before the district's Annual Business Meeting
3. 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 four weeks before the Annual Business Meeting
  - a. In the district's newsletter and/or on the district's Web site. The notice of meeting must also be included.
  - b. 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 duties of office and contribute to district success.

***\* If the report is not distributed within the established guidelines, the report is null and void. In this case, all candidates must then run from the floor.***

4. Nominating committee chair provides District Governor with all [Officer Agreement and Release Forms](#)
5. Post district council meeting: district governor submits all [Officer Agreement and Release Forms](#) to World Headquarters. These may be emailed to [districts@toastmasters.org](mailto:districts@toastmasters.org).

## **April - May**

Submit new leader information to World Headquarters. Information about methods of reporting leaders will be sent to the district governors prior to the Spring Conference. It is the responsibility of the District Governor to assure that the leaders are submitted correctly and in a timely manner. Questions regarding reporting of district leaders may be directed to the District Services department at [districts@toastmasters.org](mailto:districts@toastmasters.org).