**AREA DIRECTOR ELECTIONS – TOASTMASTERS DISTRICT 91**

Taken from the [District Leadership Handbook](http://www.toastmasters.org/~/media/16C089D17AFD4553A4CEA648B8E9946A.ashx)

**VOTING MEMBERS OF THE AREA COUNCIL**

**• Club presidents • Club vice presidents education • Club vice presidents membership**

1. Area Director Election Voting Privileges

The area council meeting, at which the election for area director is conducted, must be held at least two weeks before the annual meeting of the district council. The current area director determines the time and place of the meeting. Written notice of the election must be given to the president of each club in the area at least four weeks before the election. Notice includes the qualifications for candidates and lists the voting members of the area council. No other member of the area council has a vote.

1. Area Director Election Quorum

A majority of the voting area council members or their proxies constitutes a quorum. If a quorum is not present, an election cannot be held unless another meeting is conducted which is properly noticed and at which a quorum is present.

1. Area Director Election Proxies

The club president, vice president education and vice president membership may designate, in writing, any member of the club to act as a proxy at the area council election meeting. In the event two of those leaders don’t attend the meeting and have not designated, in writing, active members of the club to act as their proxies at the meeting, the leader or proxy holder in attendance is deemed to hold the proxy of the others and may cast the club’s three votes. If two valid proxy holders are present and cannot decide among themselves who will cast the third vote, the third proxy goes to the highest-ranking leader (or proxy holder) present. Keep in mind that if one of these three club officer roles is not filled, no one may vote on behalf of that role.

1. Area Director Candidates

Each club in the area may submit to the area director, in writing, any member in good standing as a candidate for area director. The area director places the names of candidates from the clubs in nomination at the election. Nominations then will be accepted from the floor. After the nominations are closed, if there is only one candidate, the area director declares that candidate elected. If two or more candidates are nominated, each candidate is entitled to a two minute speech. The speeches are delivered in alphabetical order of the candidate’s last name. If a candidate is not present, that candidate’s representative may give the speech. Each area council member in attendance or proxy holder is entitled to one vote. No area council member or proxy holder may cast more than three votes, even if that person is a member of more than one club. The area director may act as a club proxy holder and may cast up to three votes. However, in the case of a tie, the area director is entitled to only one additional vote to break the tie.

1. Area Director Election Secret Ballots Voting is by secret ballot.

Any candidate who receives a majority of the votes cast is declared elected. In the event no candidate receives a majority of the votes cast for a contested office, voting continues without the name of the candidate who received the fewest votes. This procedure continues until one of the candidates receives a majority of the votes.

1. The area director then notifies the district director of election results.

**See area council minutes template below for notifying the district director of election results.**

**Once these have been received and verified, the district director will contact the new area director and update them on next steps. They will also be included in the list of area directors on the district website, and council and TI will be notified of their election.**

**Minutes of Toastmasters District 91 Area Council Meeting**

|  |  |
| --- | --- |
| **Division / Area** | *Which division / area is this?* |
| **Area Director / Meeting Chair** | *Who is the area director? If someone else chaired the meeting, indicate that too.* |
| **Date / Time / Location** | *When and where was the meeting?* |
| **Number of area council members in total** | *The total number of members of the council (area club presidents, VPE and VPMs)* |
| **Number of members for Quorum** | *The number of members that constitutes a quorum – a majority of council members. Eg if there are 20 members of the council, a majority is 11.* |
| **Number of members attending** | *The number of members or their proxies attending.*  |
| **Names of attendees and their roles** | *Provide the names of those attending, and the role they hold that allows them to be a council member, or which proxy they are holding. Eg Mary Smith (Club President, Happy Toastmasters), Fred Hannigan (Proxy for Club VPE, Happier Toastmasters)* |

|  |  |
| --- | --- |
| **Agenda Item** | *Notes* |
| Welcome |  |
| Presentation of club plans, goals, and progress in the Distinguished Club Program |  |
| Club leader training attendance reports are presented. |  |
| Plans for area events, such as training and speech contests, are made. |  |

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| --- | --- |
| **Record of Elections** |  |
| **Candidate Name** | **Number of votes** |
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| --- | --- |
| **Elected Candidate** |  |
| Name |  |
| Member number |  |
| Club (s) |  |
| Candidate’s email address and mobile number |  |

**Please send to District Director after the election to notify them of the election.**

**Sample Proxy Certificate**

**Proxy Certificate**

1. Club name / number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Your office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Club President, Club Vice President Education, Vice President Membership)

4. Your duly authorized proxy below (must be an active member of *your* club):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SIGNATURE

**Sample Ballot**

**Area Director Election Ballot**

|  |  |
| --- | --- |
|  |  |
| **Candidate Name** | ‘X’ |
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