



Minutes of the 2019-2020 Board of Directors Teleconference January 29, 2020

The 2019-2020 Toastmasters International Board of Directors convened January 29, 2020, with International President Deepak Menon, DTM, presiding. The officers and directors present were: Richard E. Peck, DTM; Margaret Page, DTM; Matt Kinsey, DTM; Lark Doley, DTM; Sudha Balajee, DTM; John Lesko, DTM; Joan T. Lewis, DTM; Anthony J. Longley, DTM; Stefano S. McGhee, DTM; TK O'Geary, DTM; Carol Prahinski, DTM; Mohamad A. Qayoom, DTM; Aletta Rochat, DTM; David Templeman, DTM; Tuire Vuolasvirta, DTM; and International Director Susan Zhou, DTM. Chief Digital and Information Officer Sam Farajian, Chief Financial Officer John Bond, Marketing Communications Director John Lurquin, Club Quality and Member Support Director Danielle Mitchell, District Growth and Support Director Jonathan Lam, Training Director Kate Rynerson-Wingrove, Secretary Angela Mennenga, and Executive Services Manager Mona Shah were also present. International Director Larry Marik, DTM; International Director Naomi Takeuchi, DTM; and Chief Executive Officer Daniel Rex were absent.

1. The Board reviewed and accepted the agenda as presented.
2. The Board received the report (attached) of the January 22, 2020 Executive Committee meeting as presented by International President-Elect Peck. The Board adopted the Committee's recommendations as presented in items #1, 2, 3, 6, and 7. The other items were considered subsequently and separately by the Board.

The Board adopted item #4.

The Board adopted item #5.

3. The Board received an update on the organization's performance.
4. The Board received an update from the following Board Committees: District Excellence Committee; Club Leadership Roles and Responsibilities Committee; and the Region Advisor Selection Committee.
5. **HIGHLY CONFIDENTIAL**
6. The Board reviewed, discussed, and approved the March-June 2020 Board Committee charters as presented. The committees are: District Leadership Roles, Responsibilities, and Evaluation Committee chaired by First Vice President Page and Immediate Past International President Doley; Policy Review Committee chaired by Second Vice President Kinsey; and Prioritization Committee chaired by International President-Elect Peck.
7. The Board received an update from International Director Zhou on the status of the impact of the Novel Coronavirus in Districts 85, 88, 89, and 118. The Board directed World Headquarters to further evaluate the situation and recommend potential action to support members, clubs, and Districts in the affected areas.



As there was no other business on the agenda, the meeting was adjourned.

Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as “unrestricted” upon distribution of the minutes by World Headquarters, not to include any matters marked “restricted” or “highly confidential.”

A handwritten signature in black ink, appearing to read 'Angela Mennenga', is written in a cursive style.

Angela Mennenga
Secretary

Distribution: Board of Directors
Nonprofit General Counsel
Chief Executive Officer
Past International Presidents
Past International Directors



Minutes of the 2019-2020 Executive Committee Teleconference January 22, 2020

The 2019-2020 Executive Committee convened on January 22, 2020, with International President Deepak Menon, DTM, presiding. The other officers present were: International President-Elect Richard E. Peck, DTM; First Vice President Margaret Page, DTM; Second Vice President Matt Kinsey, DTM; and Immediate Past International President Lark Doley, DTM; and Chief Executive Officer Daniel Rex. Chief Financial Officer John Bond, Training Director Kate Rynerson-Wingrove, Education Program Supervisor Jessie Lester, Secretary Angela Mennenga and Executive Services Manager Mona Shah were also present. No members were absent.

1. The Committee received an update on the organization's performance and is pleased to see a continuation of membership growth for the 2019-2020 program year.
2. The Committee received an update from the following: Club Leadership Roles and Responsibilities Committee, District Excellence Committee, Region Advisor Selection Committee, and the International Disciplinary Committee.
3. The Committee reviewed and discussed the March-June 2020 Board Committee assignments.
4. **HIGHLY CONFIDENTIAL**
5. In July 2019, the Board of Directors amended Policy 8.3: District Leader Expenses, Protocol 10.0: Region Advisor Expenses, and Protocol 11.2: Board of Directors Expenses that brought Toastmasters International into compliance with the United States Internal Revenue Service reimbursement rates for non-employees of not-for-profit organizations. The information provided to the Board in July 2019, included advice from tax advisors and auditors. Subsequent to July 2019, World Headquarters sought additional guidance relating to mileage reimbursement for United States citizens and non-United States citizens, whether residing in the United States or abroad. The Committee reviewed additional advice from SquarMilner, our current auditors, and recommends the Board adopt the proposed modifications to Policy 8.3: District Leaders Expenses (attached). The amendments to Protocol 10.0: Region Advisor Expenses (attached) and 11.2: Board of Directors Expenses (attached) were adopted by the joint authority of the International President and the Chief Executive Officer with the concurrence of the International President-Elect, contingent upon the Board's approval of the recommended amendments to Policy 8.3.
6. The Committee reviewed proposed modifications to the 2020-2021 Speech Contest Rulebook that would clarify rules for protests under specific circumstances. The proposed modifications to the 2020-2021 Speech Contest Rulebook (attached) were adopted by the joint authority of the International President and Chief Executive Officer with the concurrence of the International President-Elect.
7. **HIGHLY CONFIDENTIAL**

As there was no other business on the agenda, the meeting was adjourned.



Pursuant to Policy 11.3, items contained in the minutes of this meeting were classified as "unrestricted" upon distribution of the minutes by World Headquarters, not to include any matters marked "restricted."

A handwritten signature in black ink, reading "Angela Mennenga". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Angela Mennenga
Secretary

Distribution: Board of Directors
Nonprofit General Counsel
Chief Executive Officer
Past International Presidents
Past International Directors

District Leader Expenses

1. District Leader Expenses Paid by World Headquarters

- A. District expenses are governed by Article XII, Section 2, of the Bylaws of Toastmasters International.
- B. World Headquarters reimburses the travel expenses of the District Director, Program Quality Director, and Club Growth Director (including for Provisional District leaders and equivalent leadership roles for Territorial Councils) for the mid-year and August trainings as follows:
 - I. World Headquarters fully reimburses round-trip public transportation costs at the lowest rate between the passenger terminal nearest the training site and the home of the officer.
 - II. World Headquarters reimburses motor vehicle transportation at the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service (**IRS**) by the most direct route. **for the following individuals:**
 - **United States citizens residing in the United States; or**
 - **United States citizens residing outside of the United States who file a United States tax return; or**
 - **Non-United States citizens residing in the United States.**

For non-United States citizens residing outside of the United States, reimbursement is governed by local regulations and/or District policy, not to exceed the current IRS standard business rate.

Mileage reimbursement shall not exceed the lowest airfare rate. A person accompanying another person receiving reimbursement is not entitled to reimbursement.
 - III. World Headquarters reimburses actual costs incurred for any other mode of transportation not exceeding the lowest airfare rate.
- C. District Directors attending the International Convention each receive a \$30 USD per diem (not exceeding \$120 USD) when the District Director attends the Candidate Corner, Candidate Showcase, and the Annual Business Meeting; and one (1) discounted convention registration.
- D. World Headquarters does not provide reimbursement for travel or expenses for Territorial Council leaders except as specified above.

2. District Leader Expenses Paid by Districts

- A. District expenses paid by Districts are governed by Article XII, Section (a) of the District Administrative Bylaws. Expense reimbursements to District leaders must be included in the District budget.
- B. For Mid-Year District Leader Training, Districts may reimburse the District Director, Program Quality Director, and Club Growth Director for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.

- C. For August District Leader Training, Districts may reimburse the District Director, Program Quality Director, and Club Growth Director, and other leaders for whom training is provided and authorized by Toastmasters International, for lodging and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.
- D. For International Convention, Districts may reimburse the District Director, Program Quality Director, and Club Growth Director for registration, lodging, and transportation expenses not paid by World Headquarters. Meals may be reimbursed up to \$30 USD per day.
- E. For International Convention, Districts may reimburse the Immediate Past District Director for registration, lodging, and transportation expenses not paid by World Headquarters.
- F. Districts do not reimburse any other individuals for travel outside the District or for items related to travel outside the District.
- G. Registration includes conference or convention registration and ticketed events and meals that are part of the conference or convention.
- H. Lodging includes hotel accommodations, including applicable taxes; it excludes personal telephone expenses and other incidental expenses.
- I. All expenses listed in this section must be substantiated by receipts.

3. General District Leader Expense Provisions

- A. Reimbursement of travel expenses is based on full participation and attendance.
- B. Allowable travel expenses may include up to round-trip airfare or other public transportation (coach) or mileage up to the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service **(IRS) by the most direct route for the following individuals: ~~and parking.~~**
 - **United States citizens residing in the United States; or**
 - **United States citizens residing outside of the United States who file a United States tax return; or**
 - **Non-United States citizens residing in the United States.**

For non-United States citizens residing outside of the United States, reimbursement is governed by local regulations and/or District policy, not to exceed the current IRS standard business rate.
- C. Travel expenses exclude motor vehicle rentals, gasoline, and incidental expenses.
- D. If a District leader moves out of the geographic boundaries of the District from which that District leader was elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.
- E. Districts do not provide any expense payments to speech contestants attending the International Convention.

Region Advisor Expenses

1. Region Advisors (RA) may be reimbursed by World Headquarters for travel expenses for Mid-year Training, District leader training sessions, District visits, and International Convention as follows:
 - A. Lowest rate round-trip airfare and up to \$50 USD per segment to secure a seat.
 - B. Public transportation (coach or discount) or mileage at the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service (**IRS**), by the most direct route- **for the following individuals:**
 - **United States citizens residing in the United States; or**
 - **United States citizens residing outside of the United States who file a United States tax return; or**
 - **Non-United States citizens residing in the United States.**

For non-United States citizens residing outside of the United States, reimbursement is at the standard business rate but not to exceed reimbursement rates as specified by local regulations.

Mileage reimbursements require documentation that includes the travel date, distance traveled, and travel purpose.
 - C. Other public transportation, shuttle, taxi, or mileage driven to and from the RA's home, and to and from the passenger terminal to the event, up to \$50 USD per segment.
 - D. Hotel accommodations, including applicable taxes, for the number of nights required for attendance at training events. Incidental expenses and all additional nights' lodging are the responsibility of the RA.
 - E. A per diem of \$30 USD for each day that event attendance is required.
2. RAs submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days. Expenses are subject to the approval of the Chief Executive Officer.

Board of Directors Expenses

1. Board Members are issued a credit card to be used only for Toastmasters business expenses specified in this Protocol. Expenses are subject to the approval of the Chief Executive Officer or the International President.
2. Board Members may charge or be reimbursed by World Headquarters for travel expenses for Mid-year Training, District leader training sessions, Board meetings and Executive Committee meetings, District visits, and International Convention as follows:
 - A. Round-trip airfare and up to \$50 USD per segment to secure a seat. International Officers may receive business class airfare when traveling more than three (3) time zones or more than eight (8) hours total flight time.
 - B. Public transportation (coach or discount) or mileage at the current charitable standard mileage rate in effect for federal income tax purposes by the United States Internal Revenue Service (**IRS**); by the most direct route: **for the following individuals:**
 - **United States citizens residing in the United States; or**
 - **United States citizens residing outside of the United States who file a United States tax return; or**
 - **Non-United States citizens residing in the United States.**

For non-United States citizens residing outside of the United States, reimbursement is at the standard business rate but not to exceed reimbursement rates as specified by local regulations.

Mileage reimbursements require documentation that includes the travel date, distance traveled, and travel purpose.
 - C. Other public transportation, shuttle, taxi, or mileage (which must be accompanied by authentication documentation) to and from the Board Member's home, and to and from the passenger terminal to the event, up to \$50 USD each segment.
 - D. Hotel accommodations, including applicable taxes and internet usage fees up to \$15 USD per day, for the number of nights in attendance at the event plus any additional days requested and agreed to in advance by World Headquarters, the District, and the Board Member, for marketing visits. Additional room nights are at the Board Member's expense.
 - E. A per diem allowance of \$30 USD for the days when event attendance is required plus two (2) travel days. Additional per diem allowance for any additional days spent conducting marketing visits agreed to in advance by World Headquarters, the District, and the Board Member.
 - F. Phone charges, postage, and stationery expenses incurred in the conduct of their duties.
 - G. District conference registration when not provided by the District.
 - H. The International President may charge or be reimbursed for additional expenses:
 - a. Dinner with the District Executive Committee.

- b. Airfare for the International President's spouse when traveling with the International President on official business.
3. Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.
4. Board Members must submit an expense report through the electronic expense reporting system, accompanied by receipts, within 30 days.
5. In addition to the expenses listed above, the following reimbursements apply for the International Convention:
 - A. Continuing and departing Board Members receive one (1) complimentary convention registration and one (1) complimentary ticket to each of the official meal functions and speech contests, if ticketed separately.
 - B. The outgoing International President receives one (1) complimentary hotel suite (of one (1) to two (2) bedrooms) including entertainment costs, two (2) complimentary convention registrations, and two (2) complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - C. The incoming International President receives one (1) complimentary hotel suite (of one (1) to two (2) bedrooms), two (2) complimentary convention registrations, and two (2) complimentary tickets to each of the official meal functions and speech contests, if ticketed separately.
 - D. The Immediate Past International President receives two (2) complimentary convention registrations and two (2) complimentary President's Dinner Dance tickets, if ticketed separately.
 - E. Past International Presidents receive one (1) complimentary convention registration and one (1) complimentary President's Dinner Dance ticket, if ticketed separately.
6. The following reimbursements apply specifically for newly-elected International Directors and the newly-elected Second Vice President for the International Convention:
 - A. Incoming International Directors receive the return portion of round-trip airfare or other public transportation (coach or discount) or mileage. Mileage is reimbursed at the current charitable standard mileage rate **(for United States citizens) and standard business mileage rate (for citizens of other countries)** in effect for federal income tax purposes by the United States Internal Revenue Service by the most direct route. Hotel accommodations, including applicable taxes, for any day between their installation and the Board meeting; a \$30 USD per diem allowance for any day they attend the Board meeting following the Convention; one (1) travel day; and one (1) complimentary President's Dinner Dance ticket, if ticketed separately, will also be reimbursed. Incidental expenses such as, but not limited to, magazines, food (including room service), entertainment, and fuel are not reimbursable.
7. If an International Director moves out of the region from which elected, reimbursement is based either on the residence at the time of election or on the current residence, whichever is less.



SPEECH CONTEST RULEBOOK

JULY 1, 2019 TO JUNE 30, 2020

Note: Language approved in November 2019 regarding reference to another contestant's speech is shown in **blue**; newly proposed language is shown in **red**.



WHERE LEADERS
ARE MADE

TOASTMASTERS INTERNATIONAL
www.toastmasters.org

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Introduction

Speech contests are an important part of the Toastmasters educational program. They provide an opportunity for Toastmasters to gain speaking experience, as well as an opportunity for other Toastmasters to learn by observing proficient speakers.

This booklet contains the rules and standard procedures for conducting the International, Evaluation, Humorous, Table Topics, and Tall Tales speech contests. If you are involved in conducting or competing in a speech contest, please read these rules carefully and follow them. By doing so, you will ensure a fair speech contest and an enjoyable event for everyone.

The book consists of three parts:

- **Speech Contest Rules.** Here you will find the General Rules governing all Toastmasters speech contests, as well as the specific rules covering the International, Evaluation, Humorous, Table Topics, and Tall Tales contests.
- **Contest Checklists.** This section describes some of the common steps required for contest chairs, chief judges, and contestants to prepare for a speech contest.
- **Additional Resources.** In this section, you'll find a list of additional manuals, articles, Web pages, and other helpful materials related to Toastmasters speech contests.

Note: Rule changes are made once a year by administrative protocol with the approval of the International President, the International President-Elect, and the Chief Executive Officer. Changes are highlighted by a mark (◆) in the left margin.

SPEECH CONTEST RULES

General Rules for All Toastmasters Speech Contests

Unless otherwise stated, these rules apply to all speech contests conducted by Toastmasters International clubs, areas, divisions, and districts, as well as all contests conducted at the International Convention.

1. Speech Contest Policy

- ◆ A. Toastmasters International recognizes and supports the following official speech contests: International, Evaluation, Humorous, Table Topics, Tall Tales, and Video (only for members of undistricted clubs, including territorial councils and provisional districts). No other contest types, showcases, etc., can be conducted by districts (including areas and divisions).
- ◆ 1. Districts (including areas and divisions) must conduct the International Speech Contest. The International Speech Contest must only be conducted in English.
- ◆ 2. Districts (including areas and divisions) may conduct up to three additional English speech contests each year.
- ◆ 3. Districts (including areas and divisions) may also conduct up to four non-English speech contests each year.
 - a) Each of these contests is conducted in a language selected by the district director and approved by the district executive committee.
 - b) A non-English contest may be conducted using the rules of the International Speech Contest. Such a contest must be titled using the name of the language. For example: Chinese Speech contest.
 - c) Non-English contests must not continue beyond the district level.
- ◆ B. All district-level speech contests are conducted only at the annual district conference.
- ◆ C. Contests must originate at the club level and proceed through the area, division, and district levels, respectively; only contests following this progression are permitted at the area, division, and district levels. All clubs are eligible to advance contestants to the area level in all contests, regardless of the contest language or the primary language of the club.
- ◆ D. Toastmasters International pays the travel expenses of each contestant who participates in the International Speech Contest at the semifinal level at the International Convention. The travel allowance is computed in the same manner and subject to the same restrictions as that of district leaders.
- ◆ E. The *Speech Contest Rulebook* is protocol and applies to all official Toastmasters speech contests. Modifications to rules may only be made through the administrative protocol review process. Exceptions are not permitted.
- ◆ F. Individual admission fees to a contest may be charged to audience attendees and contest officials; however, contestants may never be charged a fee to compete in a contest, and clubs may never be charged a fee to send a contestant to a contest.

2. Eligibility

- A. To be eligible to compete in any official Toastmasters speech contest, a member must:
- ◆ 1. Be a paid member of a club in the area, division, and district in which he or she is competing.
 - a) The club must also be in good standing.
 - b) A new, dual, or reinstated member must have dues and membership application current with World Headquarters.
 - 2. In addition, to be eligible to compete in the International Speech Contest, a member must:
 - ◆ a) Have completed six speech projects in the *Competent Communication* manual or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
 - 1. However, a charter member of a club chartered less than one year before the club contest is permitted to compete without having completed this requirement. The club must have officially chartered before the area contest.
 - 2. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication* manual to speech contest eligibility.
 - 3. Maintain eligibility at all levels of any contest.
 - a) If at any level it is determined that a contestant was ineligible to compete at any previous level, the contestant must be disqualified. This disqualification must occur even if the ineligibility is discovered at a later level and has been corrected.
 - 4. The following are ineligible to compete in any Toastmasters speech contest:
 - ◆ a) A member serving as a voting judge or tiebreaking judge beyond the club level for a contest type in which the member is still competing or intends to compete
 - b) Incumbent international officers and directors
 - c) Region advisors or region advisor applicants
 - d) District officers whose terms expire June 30:
 - 1. District director
 - 2. Program quality director
 - 3. Club growth director
 - 4. Administration manager
 - 5. Finance manager
 - 6. Public relations manager
 - 7. Division director
 - 8. Area director
 - e) International officer and director candidates
 - f) Immediate past district directors
 - g) District officers or candidates campaigning for elected positions for the term beginning the upcoming July 1
 - ◆ h) Presenters of education sessions, contest chairs, contest Toastmasters, chief judges and event committee chairs for the event at which the contest will be held, including area, division, and district events, as well as the International Convention

5. Contest chairs, chief judges, voting judges, tiebreaking judges, timers, counters, sergeants at arms, and test speakers may not compete in the contest at which they are serving.
6. The winner of the World Championship of Public Speaking® held in August during the International Convention is not eligible to compete in the International Speech Contest again at any level.
- ◆ 7. The winner of the Video Speech Contest announced at the International Convention is not eligible to compete in the Video Speech Contest again. Winners of the Video Speech Contest may compete in the International Speech Contest in subsequent years if all other eligibility requirements are met.
8. Toastmasters who are members in more than one club and who meet all other eligibility requirements are permitted to compete in each club contest in which paid membership is held.
 - a) No contestant can compete in more than one area speech contest of a given type, even if the two areas are in different divisions or districts.
9. Each contestant must be physically present to compete beyond the club level. Participation by audio, video, or other remote technology is not permitted beyond the club level. (Exceptions: participants in the International Speech Contest Region Quarterfinals and Video Speech Contest.)
- B. To be a chief judge, voting judge, or tiebreaking judge at a Toastmasters speech contest, you must meet all eligibility requirements identified below.
 1. At a club contest, be a paid member.
 2. At an area, division, or district contest:
 - a) Be a paid member for a minimum of six months.
 - ◆ b) Have completed a minimum of six speech projects in *Competent Communication* or earned certificates of completion in Levels 1 and 2 of any path in the Toastmasters Pathways learning experience.
 1. Only members who joined Toastmasters prior to the rollout of Pathways in their region can apply speeches from the *Competent Communication manual* to eligibility for judging.
 - c) Be physically present at the contest for which you are serving.
 3. At the International Speech Contest Region Quarterfinals, Semifinals and the World Championship of Public Speaking:
 - a) Be a paid member for a minimum of six months.
 - b) Be at least an Advanced Toastmaster Bronze or Advanced Communicator Bronze, or have completed at least one path in the Toastmasters Pathways learning experience.
 - c) Have previously judged a Toastmasters speech contest at the area, division, district, or semifinal level.
- C. All other contest officials and the Evaluation contest test speaker must be paid members.

3. Selection Sequence

- A. Club, area, division, district. Each club in good standing is permitted to choose its contestant for each area speech contest by whatever means the club desires. If a contest is held, it must comply with the rules in this manual, and the contest result is final. The area speech contest winner then proceeds to the division contest, if applicable. The division winner then proceeds to

the district contest.

1. In those districts with 10 or more divisions, two separate run-off competitions among division winners may be held before the district contest finals.
 - a) Insofar as practical, the number of divisions competing in each run-off will be the same.
 - b) The three highest-placed available contestants from each run-off competition will then advance to the district contest. **Placement will not be announced.**
 2. Should a club, area, or division contest winner be unable to participate in the next-level contest, the highest-placed available contestant will advance to that level.
 3. The International Speech Contest is the only contest that proceeds beyond the district level to Region Quarterfinals, Semifinals, and the World Championship of Public Speaking.
 4. If a Region Quarterfinal contestant in the International Speech Contest cannot compete in the semifinal round, the next highest-placed contestant will be contacted by World Headquarters.
- B. Eight weeks prior to the area contest, if an area has four assigned clubs or fewer in good standing, districts have the option to allow two contestants from each club to compete in the area contest.
1. Should additional clubs charter prior to the area contest, two contestants from each club are permitted to compete.
 2. In those divisions with four assigned areas or less, districts have the option to allow the two highest-placed available contestants from each area to compete.
 3. In districts with four assigned divisions or less, districts have the option to allow the two highest-placed available contestants from each division to participate in the district contest.
 4. The decision whether or not to allow two contestants to advance from club to area, from area to division, and/or from division to district must be made and communicated throughout the district prior to the commencement of the contest cycle, i.e., prior to any club contests being held.
 - a) Once the decision is made, it must be implemented consistently throughout the district in all clubs, areas, and divisions affected.
 - b) If a district decides to allow two contestants to advance from club to area, its decisions regarding the number to advance from area to division and/or from division to district need not be the same.

4. Speech Subject and Preparation

- ◆ A. The subject of all International, Humorous, and Tall Tales contest speeches must be selected by the contestant.
- ◆ B. The subject of Table Topics Contest must be determined by the contest chair, as outlined in the Table Topics Contest section of this rulebook.
- ◆ C. The subject of Evaluation Contest speeches must be limited to oral evaluations of the test speaker's speech, as outlined in the Evaluation Contest section of this rulebook.
- D. Contestants must create their own speeches, and each must be substantially original.

1. Twenty-five percent or less of the speech may be devoted to quoting, para-phrasing, or referencing another person's content. Any quoted, paraphrased, or referenced content must be so identified during the speech presentation.
2. Before all contests, every contestant must certify in writing to the chief judge that the content of their speech is or will be substantially original by using the Speaker's Certification of Eligibility and Originality (Item 1183).

E. Contestants must not reference another contestant, or a speech presented by another contestant, from the platform at the same contest in which they are competing.

F. All contestants will speak from the same platform or area designated by the contest chair.

1. All contestants, the chief judge, voting judges, and the tiebreaking judge will be advised of the speaking area before the contest begins.
2. A lectern/podium will be available. However, use of the lectern/podium is optional.
3. If amplification is necessary, a lectern/podium fixed-mounted microphone and a portable microphone must be made available.
4. All equipment must be available for contestants to practice with prior to the contest. Contestants are responsible for arranging their preferred setup of the lectern/podium microphone and other equipment in a quiet manner before being introduced.

5. General Procedure

A. At each level of a Toastmasters speech contest, a specified number of voting judges and officials are required.

- ◆ 1. At club contests, a contest chair, chief judge, at least five voting judges, a tiebreaking judge, two counters, and two timers are appointed, unless impractical.
- ◆ 2. At area contests, there must be an equal number of voting judges from each club in the area, or a minimum of five voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters, and two timers must be appointed.
- ◆ 3. At division contests, there must be an equal number of voting judges from each area in the division, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, two counters and two timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
- ◆ 4. At district contests, there must be an equal number of voting judges from each division in the district, or a minimum of seven voting judges. In addition to these voting judges, a contest chair, chief judge, tiebreaking judge, three counters, and two timers must be appointed. The chief judge, voting judges, and the tiebreaking judge must not be a member of any club in which a contestant is a member.
- ◆ 5. For the International Speech Contest Region Quarterfinals, there must be a minimum of nine voting judges and one tiebreaking judge for each contest. The Immediate Past International President once removed will be the chief judge for all region quarterfinals. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No voting judge or tiebreaking judge can be a member in the same region in which a

contestant is a member. No voting judge or tiebreaking judge can be a member in the same club in which a contestant is a member.

6. At the semifinals for the International Speech Contest, there must be an equal number of voting judges from each district, or a minimum of nine voting judges. In addition to these voting judges, a contest chair, chief judge, a tiebreaking judge, three counters, and two timers are appointed. No chief judge, voting judge, or tiebreaking judge can be a member of any club in which a contestant is a member.

- ◆ 7. At the World Championship of Public Speaking, there must be one voting judge representing each region. In addition to these judges, a contest chair, five qualifying judges, a tiebreaking judge, three counters, and two timers are appointed. The Immediate Past International President once removed will be the chief judge for the World Championship of Public Speaking. If the Immediate Past International President once removed is unable to serve as chief judge, the First Vice President will appoint another Past International President. No chief judge, voting judge, qualifying judge, or tiebreaking judge can be a member of any club in which a contestant is a member.
- ◆ 8. Voting judges at all levels must remain anonymous when practical.
- ◆ 9. The contest chair may appoint a contest Toastmaster to perform any of the chair's duties. In such cases, the term, "contest Toastmaster" should be considered synonymous with "contest chair." A contest Toastmaster is also ineligible to compete in the contest at which they are serving.
- ◆ 10. Contest officials must not serve in more than one role for the same contest at the area (when practical), division, district, region quarterfinal, semifinal, and final levels.

B. Before the contest, contestants are briefed on the rules by the contest chair. Contestants will then draw for their speaking position with the contest chair.

C. If a contestant is absent from the briefing, the alternate speaker, if present, is permitted to attend the briefing in place of the primary contestant.

1. If the primary contestant is not present when the person conducting the contest is introduced, the primary contestant is disqualified and the alternate officially becomes the contestant.
2. Should the primary contestant arrive after the briefing but before the person conducting the contest is introduced, the primary contestant is permitted to compete, provided the primary contestant:
 - a) Reports to the contest chair upon his/her arrival.
 - b) Has all required paperwork in good order before the person conducting the contest is introduced to begin the contest.
 - c) Waives the opportunity of a briefing.

D. Before the contest, voting judges, counters, and timers are briefed on their duties by the chief judge.

1. Each voting judge receives the appropriate ballot for the contest.
 - a) International Speech Contest voting judges receive the International Speech Contest Judge's Guide and Ballot (Item 1172).
 - b) Evaluation Contest voting judges receive the Evaluation Contest Judge's Guide and Ballot (Item 1179).
 - c) Humorous Speech Contest voting judges receive the Humorous Speech Contest Judge's Guide and Ballot (Item 1191).
 - d) Table Topics Contest voting judges receive the Table Topics Contest Judge's Guide and Ballot (Item 1180).

- e) Tall Tales Contest voting judges receive the Tall Tales Contest Judge's Guide and Ballot (Item 1181).
- f)) All voting judges and the tiebreaking judge receive the Judge's Certification of Eligibility and Code of Ethics (Item 1170). The form must be signed and returned to the chief judge.
- 2. Timers receive the Speech Contest Time Record Sheet and Instruction for Timers (Item 1175). If necessary, they also receive instruction in the proper use of the timing equipment.
- 3. Ballot counters receive the Counter's Tally Sheet (Item 1176). If necessary, they also receive instruction in the gathering of ballots and the counting room procedure (described below).
- E. Before the contest, the chief judge selects a member to act as tiebreaking judge.
 - 1. The identity of the tiebreaking judge is secret, and known only to the chief judge.
 - 2. The tiebreaking judge does not attend the judges' briefing.
 - ◆ 3. The chief judge must provide a Tiebreaking Judge's Guide and Ballot to the tiebreaking judge before the beginning of the contest.
 - a) International Speech Contest tiebreaking judges receive the International Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1188).
 - b) Evaluation Contest tiebreaking judges receive the Evaluation Contest Tiebreaking Judge's Guide and Ballot (Item 1179A).
 - c) Humorous Speech Contest tiebreaking judges receive the Humorous Speech Contest Tiebreaking Judge's Guide and Ballot (Item 1191A).
 - d) Table Topics Contest tiebreaking judges receive the Table Topics Contest Tiebreaking Judge's Guide and Ballot (Item 1180A).
 - e) Tall Tales Contest tiebreaking judges receive the Tall Tales Contest Tiebreaking Judge's Guide and Ballot (Item 1181A).
- F. For the International, Humorous, and Tall Tales contests, introduce each contestant by announcing the contestant's name, speech title, speech title, and contestant's name.
 - 1. For Table Topics contests, introduce each contestant by announcing the contestant's name, topic, topic, and contestant's name.
 - 2. For Evaluation contests, introduce each contestant by announcing the contestant's name twice.
- G. Contestants in the International, Humorous, and Tall Tales contests are permitted to remain in the same room throughout the duration of the contest.
- H. Evaluation Contest participants are required to leave the room after the test speech has been delivered, as outlined in the Evaluation Contest section of this rulebook.
- I. Table Topics Contest contestants must stay out of the room until the preceding speaker has completed his or her response to the topic, as outlined in the Table Topics Contest section of this rulebook.
- J. There will be one minute of silence between contestant speeches, during which voting judges and the tiebreaking judge will mark their ballots. All voting judges and the tiebreaking judge will judge all contestants; the chief judge does not judge contestants.
- K. When the last contestant finishes speaking, the contest chair will ask for silence until the ballot counters have collected all ballots.
 - 1. In order for a ballot to be valid, judges shall:

- a) Complete their ballots by entering their choices for first, second, and third place.
 - b) Sign and print their names on the ballot.
- ◆ 2. When voting judges have finished marking their ballots, they must tear off the bottom portion of the ballot, place it in the provided envelope, and hold up the envelope for the ballot counters to collect.
- a) The top portion of the ballot is not provided to the ballot counters and must be discreetly discarded by the voting judge after the contest.
3. The chief judge personally collects the tiebreaking judge's ballot, which must contain all contestants ranked in order by the tiebreaking judge.
- a) The top portion of the ballot is not provided to the chief judge and must be discreetly discarded by the tiebreaking judge after the contest.
4. As the voting judges and the tiebreaking judge are completing their ballots at the end of the contest, the timers complete the timing record sheet, place it in the provided envelope, and hand it to the chief judge.
- L. Once all of the ballots have been collected, the ballot counters and the chief judge will leave the contest area and proceed to the counting room.
1. In the counting room, the ballot counters will tabulate the results of the contest using the Counter's Tally Sheet (Item 1176).
- a) On the Counter's Tally Sheet, each contestant receives points for being ranked first, second, or third place on a voting judge's ballot.
 - 1. Three points are scored for each first-place ranking.
 - 2. Two points are scored for each second-place ranking.
 - 3. One point is scored for each third-place ranking.
 - b) Once all points are entered, the ballot counters compute the total points for each contestant and enter the totals on the bottom of the tally sheet.
 - 1. Point totals must be verified by all ballot counters before results are entered on the sheet.
 - 2. Contestants are then ranked on the bottom of the tally sheet according to number of points scored.
 - c) In the event of a tie, the chief judge will consult the tiebreaking judge's ballot.
 - d) The tied contestant who received the highest ranking on the tiebreaking judge's ballot will gain the contested place, and any other tied contestants will be ranked in order behind that contestant.
2. Once the results have been tabulated and verified, the chief judge records the ranking of all contestants on the Notification of Contest Winner form (Item 1182), which is submitted to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the district level. The chief judge records the names of the winners in reverse order on the Results Form (Item 1168) and gives it to the contest chair.
- a) All ballots and the tally sheet will be kept by the chief judge until after the winners have been announced.
 - b) After the winners have been announced, the chief judge will destroy all ballots, the time record, and the tally sheet.
- M. After the conclusion of the contestant interviews, the contest chair announces the winners of the contest.
1. In contests with three or more participants, a third-place winner, a second-place winner, and a first-place winner will be announced. **Winners**

will be announced in reverse order.

2. In contests with less than three participants, a second **place** winner (if applicable) and a first-place winner will be announced. **Winners will be announced in reverse order.**
3. Occasionally, a contest will be held with only one contestant. In such cases, a contest must still be held, and the contestant must be disqualified if he or she does not meet the timing, originality, and eligibility requirements.
4. **For the International Speech Contest Region Quarterfinals, contestants advancing to the semifinals will be announced in no particular order. Placement will not be announced.**
5. **For the International Speech Contest Semifinals, contestants advancing to the World Championship of Public Speaking will be announced in no particular order. Placement will not be announced.**
6. Announcement of contest winners is final unless the list of winners is announced incorrectly, in which case the chief judge, ballot counters, or timers are permitted to immediately interrupt to correct the error.

6. Timing of the Speeches

- A. Two timers are appointed by the chief judge. One is provided with a stopwatch, and the other with a signaling device that displays green, yellow, and red colors.
- B. The signaling device must be in full view of each contestant.
- C. The timer with the stopwatch maintains and delivers to the chief judge the written record of elapsed time of each speech on the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175).
- D. The timer managing the timing device ensures that contestants are able to view an accurate green, yellow, or red signal at appropriate times during the speech.
- E. All speeches delivered by contestants must conform to the timing guidelines for the contest.
 - ◆ 1. International and Humorous speeches must be from five to seven minutes. A contestant will be disqualified if the speech is less than four minutes 30 seconds or more than seven minutes 30 seconds.
 - ◆ 2. Table Topics speeches must be from one minute to two minutes. A contestant will be disqualified if the speech is less than one minute or more than two minutes 30 seconds.
 - ◆ 3. Evaluation speeches must be from two to three minutes. A contestant will be disqualified if the speech is less than one minute 30 seconds or more than three minutes 30 seconds.
 - ◆ 4. Tall Tales speeches must be from three to five minutes. A contestant will be disqualified if the speech is less than two minutes 30 seconds or more than five minutes 30 seconds.
- F. Upon being introduced, the contestant must proceed immediately to the speaking position.
 1. Timing will begin with the contestant's first definite verbal or nonverbal communication with the audience. This usually will be the first word uttered by the contestant, but would include any other communication

- such as sound effects, a staged act by another person, etc.
2. The speaker should begin speaking within a short time after arriving at the speaking area, and is not permitted to delay the contest unnecessarily.
- ◆ G. Timers must provide warning signals to the contestants, which must be clearly visible to the speakers but not obvious to the audience.
 1. For International and Humorous contests:
 - a) A green signal will be displayed at five minutes and remain displayed for one minute.
 - b) A yellow signal will be displayed at six minutes and remain displayed for one minute.
 - c) A red signal will be displayed at seven minutes and will remain on until the conclusion of the speech.
 2. For Evaluation contests:
 - a) The green signal will be displayed at two minutes and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at two minutes and 30 seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at three minutes and remain displayed until the evaluation is concluded.
 3. For Table Topics contests:
 - a) The green signal will be displayed at one minute and remain displayed for 30 seconds.
 - b) The yellow signal will be displayed at one minute 30 seconds and remain displayed for 30 seconds.
 - c) The red signal will be displayed at two minutes and remain displayed until the speech is concluded.
 4. For Tall Tales contests:
 - a) The green signal will be displayed at three minutes and remain displayed for one minute.
 - b) The yellow signal will be displayed at four minutes and remain displayed for one minute.
 - c) The red signal will be displayed at five minutes and remain displayed until the speech is concluded.
 - ◆ 5. In all speech contests, no signal can be given for the overtime period.
 - 6. Any visually impaired contestant is permitted to request and must be granted a form of warning signal of his or her own choosing.
 - a) Acceptable warning signals would include, but not be limited to: a buzzer, a bell, or a person announcing the times at five, six, and seven minutes.
 - b) If any special device and/or specific instructions for such signal is/are required, the contestant must provide same.
 - 7. In the event of technical failure of the signal or timing equipment, a speaker is allowed 30 seconds extra overtime before being disqualified.
 - ◆ H. Prior to announcing results, the contest chair must announce if time disqualifications occurred, but not name the contestant(s) involved.

7. Protests and Disqualifications

- ◆ A. Protests are limited to eligibility, **and** originality, **and reference to another contestant's speech** and must only be lodged by voting judges and/or contestants. Any protest must be lodged with the chief judge and/or contest chair prior to the announcement of the winner and alternate(s).
- ◆ B. The chief judge, contest chair, voting judges and contestants must not consider protests from audience members.
- C. Before a contestant can be disqualified on the basis of originality, **or for referencing another contestant's speech**, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify.
- D. The contest chair can disqualify a contestant on the basis of eligibility.
- E. All decisions of the voting judges and qualifying judges are final.

8. Use of Props and Electronic Devices

- A. Contestants who plan to use props (including any sort of electronic devices) must notify the contest chair prior to the contest.
- B. Contestants must abide by any venue restrictions on the use of props.
- C. All props must be set up during the minute of silence prior to the contestant's speech and removed from the stage in the minute of silence following the speech.
 - 1. Contestants may enlist someone to help them with props, but it is not the responsibility of the contest chair or any other contest official to do so.
 - 2. Contestants must demonstrate to the contest chair prior to the contest that the props can be set up and removed in the allotted times.
 - a) If a contestant is unable to demonstrate this, the props cannot be used during the contest.

International Speech Contest Rules

The International Speech Contest, which must be conducted in English only, follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. The International Speech Contest begins at the club level, and proceeds through the area, division, district, region quarterfinal, semifinal, and final levels.
 - A. District-level contest videos that are submitted to World Headquarters to be used in region quarterfinal judging must meet these requirements:
 - Audio
 - The audio must be clear and without echo, static or other excessive noise. Camera
 - The camera must record in high definition.
 - Only single-camera setup is permitted; use of multiple camera angles is not allowed.
 - The camera must be placed on a tripod to maintain stability and prevent unwanted movement.
 - The camera must have an unobstructed, in-focus view of the contestants.
 - The entire speaking area must be visible throughout the recording.
 - The camera must be monitored by a camera operator at all times to

ensure it is recording properly.

- Zooming is not permitted.

Lighting

- The speaking area must be fully lit.
- The speaker's facial expressions must be visible throughout the speech; the image should not be too bright or dark.
- No lighting, artificial or natural, should point directly at the camera. Video Recording
- The recording must only contain the introduction of the winning contestant's speech by the contest chair and the entire winning speech.
- The recording may not be edited in any way, such as by adding text, graphics, images, or anything that does not meet the requirements above.

B. District Submission to World Headquarters

1. Following the district-level International Speech Contest, the chief judge ranks all district-level contestants in order of results on the Notification of District Winner form and then submits the form to the program quality director.
2. The program quality director submits the Notification of District Winner form, Region Quarterfinal Video Release form, and video of the first-place winner to World Headquarters in the format and manner requested.

C. Region quarterfinals are conducted by video after the submission of district winners.

1. **Region quarterfinal judges will view all videos for their assigned region in the order provided by the chief judge.**
2. **Region quarterfinal judges must view all videos in one sitting.**
3. **Region quarterfinal judges may only view each video once. Pausing or rewinding is prohibited.**
4. **After region quarterfinal results are announced, information about the semifinal contest is provided to the winners by World Headquarters.**

D. Semifinals are to be held at the International Convention, and will include **the top two winners from each** region quarterfinal **contest**, randomly assigned to **four** separate contests.

1. All contestants' briefings for the semifinal speech contests will be conducted simultaneously by World Headquarters staff.
2. All judges' briefings for the semifinal speech contests will also be conducted simultaneously by World Headquarters staff.

E. Every participant in the World Championship of Public Speaking must present an entirely new and different speech than the one presented during that year's semifinal speech contest or any previous year's semifinal and final-round speech contests.

1. Winners advancing to the semifinal level at the International Convention will prepare and deliver to World Headquarters outlines of their semifinal speech. If they have previously competed at the semifinal or final levels, contestants will provide World Headquarters with outlines from all speeches presented at these levels. Outlines from all semifinal winners will be given to qualifying judges before or during the judge's briefing for the World Championship of Public Speaking.
2. Qualifying judges will also be given a qualification sheet. On this sheet,

qualifying judges will indicate whether the speech being delivered at the World Championship of Public Speaking is entirely new and different from the speech given at the semifinal contest or any previous year's semifinal and final-round contests.

3. As the voting judges are completing their ballots at the end of the contest, the qualifying judges complete the qualification sheet, sign it, place it in the provided envelope, and hold it up for the ballot counters to collect.
 4. In the ballot counting room, the chief judge will open and review all Speaker Qualification Sheets. If three of the five qualifying judges check (X) in the Disqualified column for a given speaker, that speaker is disqualified, and no protest may be made.
2. The semifinals and World Championship of Public Speaking will follow the version of the rulebook that was in effect when the contest cycle began on the previous July 1, approximately 14 months before the World Championship of Public Speaking.

Evaluation Contest Rules

The Evaluation Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

1. At the beginning of this contest, a five- to seven-minute test speech will be presented.
 - ◆ A. The test speech must be a contest-type speech or a project speech from the Toastmasters Pathways learning experience.
 - B. Contestants who choose to make preparatory notes during the test speech must use the Evaluation Contestant Notes sheet (Item 1177). More than one sheet may be used.
 - C. It is recommended that at all levels of the contest, the Toastmaster giving the test speech is not a member of the same club as any one of the contestants.
 - ◆ D. The test speaker must be introduced by announcing the speaker's name, speech title, speech title, and the speaker's name.
 - ◆ E. Neither the test speaker's project nor any objectives that the speaker may have can be made known to the contestants, chief judge, voting judges, tiebreaking judge, or audience.
- ◆ 2. At the conclusion of the test speech, all contestants must leave the room. They then have five minutes to prepare their evaluation using the Evaluation Contestant Notes sheet.
 - ◆ A. Timing and preparation supervision must be under the control of the contest sergeant at arms.
 - B. Where it is not practical for contestants to leave the room, contestants will complete their five-minute preparation in the same room under the control of the contest sergeant at arms.
 - ◆ C. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 3. After five minutes have elapsed, no further preparation is allowed and all contestants must hand their copy of the Evaluation Contestant Notes sheet to the contest sergeant at arms. The Evaluation Contestant Notes sheets must be handed back to contestants as they are introduced to present their evaluation.
4. Introduce each contestant by announcing the contestant's name twice. Note that this differs from the standard name, speech title, speech title, name, because Evaluation speeches do not have titles.

Humorous Speech Contest Rules

The Humorous Speech Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. The subject for the Humorous speech must be selected by the contestant. The speaker must avoid potentially objectionable language, anecdotes, and material.
- 2. The speech must be thematic in nature (opening, body, and close), not a monologue (series of one-liners).

Table Topics Contest Rules

The Table Topics Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

- ◆ 1. All contestants must receive the same topic, which must be of a general nature.
 - A. The topic is selected by the contest chair.
- ◆ 2. The topic must be of reasonable length, must not require a detailed knowledge, and must lead to an opinion or conclusion.
- 3. Contestants will receive no advance knowledge of the topic until the moment they are introduced by the contest chair.
- 4. Contestants must not use digital or other devices during the contest to gain an unfair advantage.
- ◆ 5. When the contest begins, all contestants except the first must leave the room and remain under the supervision of the contest sergeant at arms.
- 6. Introduce each contestant by announcing the contestant's name, the topic, the topic, the contestant's name.
- ◆ 7. At the conclusion of each speech, the next speaker is invited into the room.

Tall Tales Contest Rules

The Tall Tales Contest follows all rules outlined in the General Rules section of this rulebook. In addition, the following additions and exceptions apply.

1. The subject for the Tall Tales speech must be of a highly exaggerated, improbable nature and have a theme or plot.
2. Humor and props may be used to support or illustrate the speech.

Video Speech Contest

- ◆ 1. Members of undistricted clubs (including territorial councils and provisional districts) are invited to participate in the Video Speech Contest. Videos must be in English.
- 2. The Toastmasters International Speech Contest Rules are to be followed as far as they are applicable.
 - A. There is no area, division, district, or semifinal competition for the Video Speech Contest, nor are there any travel allowances.
 - B. To enter, clubs conduct a speech contest and submit a video recording of the winning speech.
- ◆ 3. Only one speech per club may be submitted. The video must be made using the following procedures:
 - A. Complete and submit a Video Speech Contest Entry Form that includes a live URL linking to a video submission.
 - B. Include the entire speech on the video, including the introduction. Speeches

that have been edited will not be accepted.

- C. Time the speech carefully to comply with the International Speech Contest Rules.
- D. Submit a completed Speaker's Certification of Eligibility and Originality (Item 1183) with the entry form.
- E. Entry forms must be emailed to videospeechcontest@toastmasters.org and received at World Headquarters on or before 5 p.m. Mountain Time, March 31, to be eligible for competition.

SPEECH CONTEST CHECKLISTS

Speech contests should be planned carefully and conducted professionally. Use of these checklists is not required but is strongly recommended.

Contest Chair's Checklist

As contest chair, you must plan the contest budget, make room and audio arrangements, conduct a pre- and post-contest publicity program, and see that all bills for the event are promptly paid. You must make sure each speaker is eligible to compete and is familiar with the contest rules, that audiovisual equipment is working, that the chief judge, voting judges, timers, and counters are briefed on their duties, that ballots are counted carefully, and that awards are presented to the winners in a ceremony that will make them proud.

Although you may have a committee to help you with these tasks, it is still your responsibility to make sure they are done.

Preparation

1. Determine the budget for the contest, remembering that contest income and expenses should break even. Allow for such expenses as awards, contest material, deposits, meals, printing, postage, etc.
Note: If there is an entry fee for the contest, that fee must be waived for contestants. Contestants cannot be charged a fee to compete.
2. Select a place and time for the speech contest and coordinate the selection with the proper Toastmasters officer.
3. Determine the agenda for the contest.
4. Arrange for the supplies and services required for the event.
5. Order certificates of participation for all contest speakers, and order trophies from World Headquarters for the winners.
Note: It is a trademark violation to put the Toastmasters logo, or the words "Toastmasters" or "Toastmasters International," on speech contest awards not purchased from World Headquarters.
6. Toastmasters International speech contest materials are available for free download at www.toastmasters.org:
 - Speaker's Certification of Eligibility and Originality (Item 1183)
 - Speech Contest Time Record Sheet and Instructions for Timers (Item 1175)

- Judge's Guide and Ballot
- Judge's Certification and Code of Ethics (Item 1170)
- Counter's Tally Sheet (Item 1176)
- Tiebreaking Judge's Guide and Ballot
- Speech Contestant Profile (Item 1189)
- Results Form (Item 1168)

7. Select the chief judge. See the Eligibility section in this rulebook for eligibility requirements for a chief judge.
8. Notify the contest officials of the time and place of the contest and pre-contest briefings. (Allow ample time, e.g. two weeks for club contest.)
9. Notify the contestants of the time and place of the contest and pre-contest briefing two to six weeks before the contest. Provide an information packet to each contestant at this time. The packet consists of:
 - ` *Speech Contest Rulebook* (Item 1171)
 - ` Speech Contestant Profile (Item 1189)
 - ` Speaker's Certification of Eligibility and Originality (Item 1183)
10. Promote the contest in your community by sending news releases to the media.
11. Ensure that each contestant is eligible under the contest rules before the contest, and notify contestants of disqualification if necessary. To check contestants' eligibility:
 - Club officers and district leaders can use the Eligibility Assistant available in Leadership Central of www.toastmasters.org to determine if a contestant is a paid member of a paid club, or a current district leader.
 - Contact the Speech Contests team at World Headquarters by email at speechcontests@toastmasters.org.

Contestants' Briefing

1. Verify the presence of all contestants and pronunciation of their names.
Note: You also will conduct a brief informal interview with each contestant at the conclusion of the contest.
2. Review the speech contest rules with speakers.
3. Review Speaker's Certification of Eligibility and Originality (Item 1183). Remind contestants that by signing this form they certify that they have read and understand the rules regarding eligibility and originality.
4. Review timing protocol with speakers.
- ◆ 5. Acquaint contestants with the exact speaking area, such as lectern, tables, lighting, microphone, etc. All contestants must have the opportunity to test any amplifying equipment before the contest.
6. Draw for speaking positions.

During the Contest

1. Open the contest with a brief introduction. Inform the audience:
 - The rules have been reviewed with the chief judge and contestants.
 - The contestants have been informed of the location of the timing lights.
 - The taking of photographs during the speeches is not permitted.
2. Introduce each contest speaker. Do not make preliminary remarks about any speaker or the subject, nor mention the name or location of the speaker's club or place of residence. Introduce each contestant slowly and clearly.

3. Upon completion of the speeches, ask voting judges and the tiebreaking judge to complete their ballots. At this time, the counters will collect the voting judges' ballots and the chief judge will collect and verify the Time Record Sheets from timers, as well as the tiebreaking judge's ballot. When all ballots and Time Record Sheets have been collected, the chief judge and ballot counters will proceed to the ballot counting room.
 - All ballots, Counter's Tally Sheet Forms, and Time Record Sheets are considered confidential.
 - Give all forms to the chief judge for disposal.
 - Keep a list showing placement of all contestants in case the winner or alternate cannot compete at the next level.
4. While the ballot counters are counting the ballots, the contest chair will interview each speaker.
 - At the conclusion of the contest speeches and while the results are being tabulated, introduce the contestants again, giving the club, area, and district they represent, and present their certificates of participation. A short interview may be conducted at this time, using the contestant's biographical information as a guide.
5. When the interviews are completed, collect the contest results from the chief judge.
- ◆ 6. Address any protests. Protests are limited to voting judges and contestants. The chief judge, contest chair, voting judges and contestants must not consider potential protests from audience members. Any protest will be lodged with the chief judge and/ or contest chair prior to the announcement of the winner and alternate(s). The contest chair must notify the contestant of a disqualification regarding originality or eligibility prior to the announcement that the meeting is adjourned. Before a contestant can be disqualified on the basis of originality, the contestant must be given an opportunity to respond to the voting judges. A majority of the voting judges must concur in the decision to disqualify. The contest chair can disqualify a contestant on the basis of eligibility.
- ◆ 7. Prior to announcing results, the chair must announce if time disqualification(s) occurred, but not name the contestant(s) involved. The chief judge may discuss the matter privately with the disqualified contestant(s).
8. In closing, thank all who helped make the contest a success.

After the Contest

1. Provide the contact details for all contestants to the chief judge so he or she can complete the Notification of Contest Winner form (Item 1182). Confirm that the chief judge gives this form to the contest chair of the next level or to World Headquarters in the case of the International Speech Contest at the district level.
2. Send news releases (and photographs, if possible) to each winner's community news- paper and company publication, if applicable.
3. Make sure all bills pertaining to the contest are paid promptly.

Chief Judge's Checklist

Before the Contest

1. Appoints and counsels voting judges, counters, timers, and a secret tiebreaking judge.
2. Acting as chief counter, provides each counter with a copy of the Counter's Tally Sheet (Item 1176).
3. Encourages all speech contest officials to view the online Speech Contest training at www.toastmasters.org/tlc.
4. Conducts the judges' briefing for voting judges, counters, and timers.

Judges' Briefing Checklist

1. Distribute the following to each voting judge:
 - List of contestants in speaking order
 - Judge's Guide and Ballot
 - *Speech Contest Rulebook* (Item 1171)
 - Judge's Certification of Eligibility and Code of Ethics (Item 1170)
2. Instruct voting judges to sit close to the contest area in case of an outside disturbance or malfunctioning technical system.
3. Review the Judge's Guide and Ballot and speaking area.
4. Brief the ballot counters in the use of the Counter's Tally Sheet (Item 1176).
5. Review the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) with the timers.
6. Provide a stopwatch to timer.
7. Brief the timers in the proper use of the timing equipment, if necessary.

During the Contest

1. Collect the Speech Contest Time Record Sheet and Instructions for Timers (Item 1175) from the timers.
2. Collect the Tiebreaking Judge's Guide and Ballot from the tiebreaking judge.
3. Resolve any eligibility or originality protests that may arise.
4. Oversee the counting process. See that all ballots are counted twice to ensure accuracy.
5. Provide a list to the contest chair showing placement of all contestants.

Contestant's Checklist

Before the Contest

1. For International, Humorous, and Tall Tales contests, select a topic and prepare your own substantially original speech.
2. Attend the Contestant's Briefing.
3. Inform the contest chair of any props you plan to use.

4. Review Speaker's Certification of Eligibility and Originality (Item 1183). By signing this form, you certify that you have read and understand the rules regarding eligibility and originality.
5. Attend the Speaker's Rehearsal and take note of the speaking area.

During the Contest

1. In the one minute of silence before your introduction, set up any and all props and visual aids. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.
2. After your introduction, proceed immediately to the speaking area and begin your speech.
3. Check the timing signals regularly during your speech. If you see a red signal, wrap it up, even if you're not finished with your speech yet.
4. Immediately following your speech, remove any props or visual aids from the speaking area. You may enlist someone to help you with this, but it is not the responsibility of the contest chair or any other contest official to do so.

SPEECH CONTEST MATERIALS

Speech contest materials are available to order in hard copy or to download as free digital content at www.toastmasters.org/speechcontestkits.

For all contests

ROLE	ITEM	ITEM NUMBER
All participants	Speech Contest Rulebook	(Item
1171) Chief judge	Notification of Contest Winner	(Item
1182)	Results Form	(Item 1168)
Voting and	Judge's Certification of Eligibility	(Item
1170) tiebreaking judges	of Ethics	and Code
Counters	Counter's Tally Sheet	(Item
1176) Timers	Speech Contest Time Record Sheet	(Item
1175)	and Instructions for Timers	
Contestants	Speaker's Certification of Eligibility	(Item 1183)
	and Originality	
	Speech Contestant Profile	(Item 1189)

International Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	International Speech Contest	(Item 1172)
	Judge's Guide and Ballot	
Tiebreaking judge	International Speech Contest	(Item 1188)
	Tiebreaking Judge's Guide and Ballot	
Contestants	Region Quarterfinal Video Release	(Item 1193)
	Form	

Evaluation Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Evaluation Contest Judge's Guide	(Item 1179)
	and Ballot	
Tiebreaking judge	Evaluation Contest Tiebreaking	(Item 1179A)
	Judge's Guide and Ballot	
Contestants	Evaluation Contestant Notes	(Item 1177)

Humorous Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Humorous Speech Contest Judge's Guide and Ballot	(Item 1191)
Tiebreaking judge	Humorous Speech Contest Tiebreaking Judge's Guide and Ballot	(Item 1191A)

Table Topics Speech Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Table Topics Contest Judge's Guide and Ballot	(Item 1180)
Tiebreaking judge	Table Topics Contest Tiebreaking Judge's Guide and Ballot	(Item 1180A)

Tall Tales Contest

ROLE	ITEM	ITEM NUMBER
Voting judges	Tall Tales Contest Judge's Guide and Ballot	(Item 1181)
Tiebreaking judge	Tall Tales Contest Tiebreaking Judge's Guide and Ballot	(Item 1181A)

ADDITIONAL RESOURCES

Speech Contests Frequently Asked Questions

www.toastmasters.org/speechcontestFAQ

Speech Contest Tutorials

<http://www.toastmasters.org/Leadership-Central/Speech-Contests/Speech-Contest-Tutorials>

Policy 6.0: Speech Contests

www.toastmasters.org/Leadership-Central/Governing-Documents

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Item 1171