

Toastmaster Club Officer Election Script

Serving as an officer in our clubs is an honor and is part of our Toastmaster Promise. Holding quality elections to select those best prepared and ready to serve the club and its members as part of the leadership team is the beginning of a great club year.

The following is a sample Club Officer Election Script. Be sure to check your club by-laws to fulfill any requirements specific to your club.

The process should begin with a nominating committee chaired by the Immediate Past President. The members of the committee cannot run for office and should be experienced, well respected Toastmasters. They should prepare a slate of nominations for each office – they may nominate more than one Toastmaster for each office. This selection process should be completed so that elections can take place by the scheduled meeting in May.

- Toastmasters International specifies the first meeting in May for officer elections.
- Request quorum from the Secretary
 - At least 51% of voting members must be present
- Review voting procedure
 - Procedure is repeated for each office – candidates not elected may be nominated in following elections
 - Presentation of announced candidates
 - Call for nominations from floor (3 times)
 - If nominations made:
 - Requires nomination and second
 - Add to ballot
 - Close ballot
 - If unopposed, call for acclamation
 - Voice vote – in favor, opposed
 - Or the Secretary may cast a single vote in favor
 - If opposed, offer 2 minutes to each candidate to present a campaign speech
 - Announce candidates on ballot including floor nominations
 - Members vote by filling in ballot
 - SAA collects ballots and counts (with nominating committee)
 - Results announced
 - Next office
 - Order
 - President
 - VPE
 - VPM
 - VPPR
 - Secretary
 - Treasurer
 - SAA
- Close elections and present officers to club
- Schedule an officer installation ceremony when officers take office!