

Club Officer Elections

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Think about it

"Before you are a leader, success is all about growing yourself.

When you become a leader, success is all about growing others."

Jack Welch

Getting Started

- Elections should be held in May for the July 1 term start. In semi-annual clubs, elections should also be held in November for the January 1 term.
- The club executive council (officer team) should select the date of the election.
- At least two weeks before the election, the President appoints a Club Leadership Committee—usually three members in good standing, one being the **Immediate Past President**, who serves as the committee chair. Candidates for officer can serve on the committee.

Getting Started

- Any member in good standing is eligible to run for office.
- Officer roles are President, VP of Education, VP of Membership, VP of Public Relations, Secretary, Treasurer, Sergeant At Arms.
 - There can be a combined Secretary/Treasurer role.
 - The same person may not be President and Treasurer.
- Clubs must have three officers to remain in good standing:
 - At least President, any VP, and Secretary. They must be different people.

Getting Started

- The leadership committee should consider anyone who expressed interest in a role, and they can seek out candidates too (more later). Members must consent to be a candidate.
- The leadership committee report is presented at the meeting prior to the election. The VPPR can also include in the newsletter or a special communication to the members.
- Additional noms. may be taken from the floor day of election.
- If the leader committee report is not presented at the meeting prior to election, it cannot be used, and all nominees must run from the floor during the election.

Questions



Election Day!

1. On election day, ensure there is a quorum (More than 50% of active members). No quorum means the election should be postponed.
2. Only members who are present may vote. Proxies are not allowed.
3. Candidates do not have to be present to be elected, provided they consented to the nomination.
4. In person votes are cast by ballot. Designate 1-2 Ballot Counters. Online club can skip secret ballots and vote using the voting tools or sending the ballot counter(s) a private chat message.
5. Before the election begins, briefly explain the responsibilities of each role.

Run the Election

1. Starting with President, accept nominations from the floor.
2. Ask for a second for the nomination. It is not required, but members can give a two-minute “seconding” speech explaining why the nominee is the best person for the job.
3. Ask the nominee if they accept and allow two minutes for them to speak for themselves if they want.
4. Ask for additional noms. and repeat steps 2 and 3 until no more nominations.
5. Ask for a motion to close noms, get a second, and vote to close nominations.

Run the Election

6. Instruct all members to cast their ballot using the method established for your club.
7. Ballot counter(s) count the votes.
8. Announce the winner.
9. If there is a tie ballots are discarded, and a new vote is made. Continue until there is no tie.
10. Repeat for each officer role.

Other election methods

If an officer role is uncontested with only one candidate, and the club's bylaws do not require an election by ballot, you can save time with a simple voice vote.

- After nominations are closed, call for a vote with all members saying “aye” or “nay”.
- The presiding officer may also declare the candidate elected by acclamation.
- If all officer roles are uncontested, the nominees can be elected by voice vote or acclamation as a group rather than individually.

Super IMPORTANT!

Be sure to update Club Central with the newly elected officers by June 30 (December 31) to maintain access to Club Central and earn the point in the Distinguished Club Program.

Use the “future” tab.



The screenshot shows the Toastmasters International website interface. At the top, there is a dark blue header with the Toastmasters International logo, a '100 YEARS' anniversary badge, and a 'Welcome, Brian' dropdown menu. Below the header, there are links for 'About' and 'Education Programs'. The main content area has a breadcrumb trail: 'Home / My Toastmasters / Profile / Club Central / Club Officer Assignment'. Below this, it says 'Current Time at Toastmasters World Headquarters' and 'Currently Managing CB-02'. The main heading is 'CLUB OFFICER ASSIGNMENT'. There are two tabs: 'Future: Jul 1, 2025 - Jun 30, 2026' and 'Current: Jul 1, 2024 - Jun 30, 2025'. The 'Future' tab is selected and highlighted with a red arrow. Below the tabs, there are fields for 'President' and 'Secretary'.

How do we get nominees?

- It takes the “TAP”!
 - Ask members personally to volunteer. A personal tap on the shoulder can get people to say “yes”.
- Emphasize the benefits:
 - **Skills development**—leadership, communication, and organizational skills that are transferable beyond Toastmasters.
 - **Growth opportunity**—enhance personal development in a supportive environment.

How do we get nominees?

- Make it attractive:
 - Provide clear guidelines and expectations for each role.
 - Fun and engaging—create a positive environment where meetings are enjoyable and members feel valued.
 - Lead by example—show enthusiastic participation to inspire others to join in.
- Remind them they will not walk alone:
 - **Toastmasters is an organization focused on support and collaboration.** Let potential nominees know they have a support team of other officers and experienced members to help them and mentor them.

Additional Resources

Club Leadership Handbook—page 49

<https://ccdn.toastmasters.org/medias/files/department-documents/club-documents/1310-club-leadership-handbook.pdf>

Club Election Videos

<https://www.toastmasters.org/Resources/Video-Library/club-election-video>

Club Leadership Committee Report template

<https://www.toastmasters.org/resources/club-leadership-committee-report>

Club Election FAQ

<https://www.toastmasters.org/footer/faq/Club-Officer-Elections>

Club Officer Installation Script

<https://ccdn.toastmasters.org/medias/files/department-documents/club-documents/495-club-officer-installation-script-ff.docx>