

Assigning Your Club Proxy

This document shows how you can assign your club's votes to yourself, the District Director or other Toastmaster, thus allowing your Proxy Holder to cast your club's votes at the Toastmasters International's Annual Business Meeting.

Important Dates for Club Presidents/Secretaries

Tuesday August 18, 2020

- Deadline date to assign proxies

Note: Only the Club's President or Secretary can assign a club proxy for the International Business Meeting.

Important Dates for Proxy Holders

Wednesday August 19, 2020

- Credentials open – collect proxies before Saturday.

Saturday August 22, 2020

- Credentials close at 7:59 PM EDT

Monday August 24, 2020

- Convention is live
- Town Hall - available on demand
- Watch a training video on how to use the electronic ballot during the week of Convention or attend a live online training session.

Wednesday August 26, 2020

- Candidate Showcase - available on demand

Friday August 28, 2020

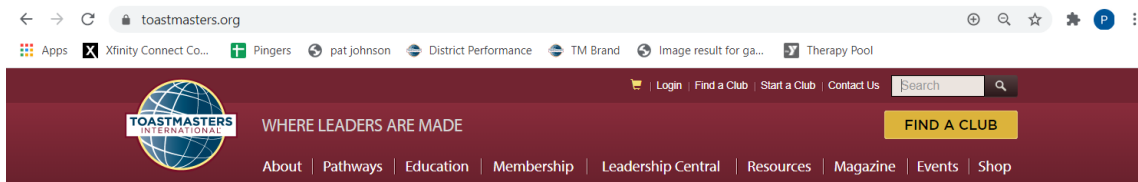
- **Annual Business Meeting** 8:00 AM - 12:00 PM EDT

Saturday August 29, 2020

- Annual business meeting and president's inauguration 2:00 PM - 3:15 PM EDT

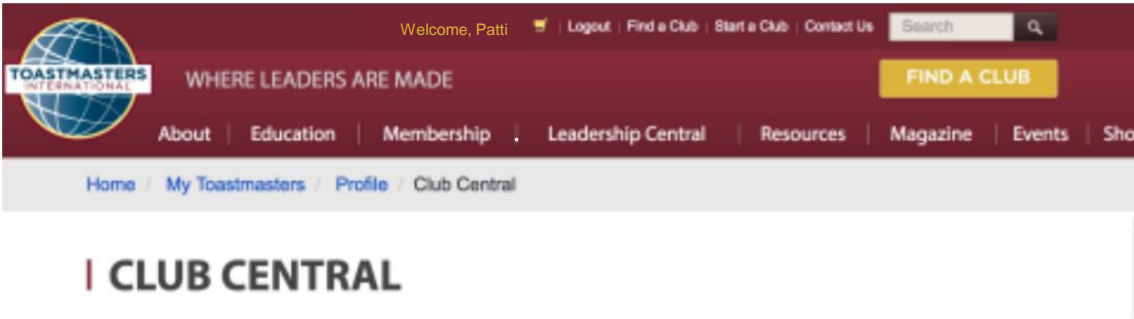
Assigning Your Club's Proxy Holder for the Toastmasters International's Annual Business Meeting is a multi-step process. Just follow these directions.

1. Open a web browser and go to Club Central at <https://www.toastmasters.org/clubcentral>.
2. Log in with your username and password (see screenshot below).

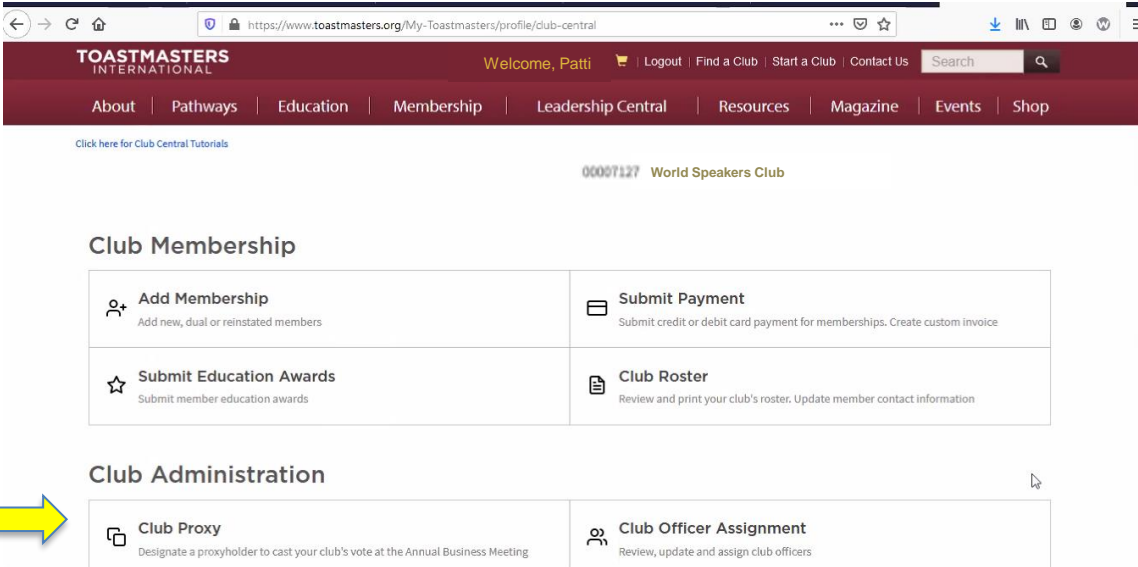
A screenshot of the Toastmasters International login form. The form is titled 'Log In' and is set against a light gray background. It contains two input fields: 'Member ID/Email*' with the value 'DD@D13TM.com' and 'Password*' with masked characters. Below the fields is a dark red 'Log In' button.

Note: Only the club's President or Secretary can assign a club proxy for the International Business Meeting.

3. At the Club Central page, you'll see the list of clubs for which you are serving as an officer. Select the club to assign the proxy form and click on that club's panel/box (see screenshot below). If you are in more than one club, choose the club(s) for which you are a President or Secretary. You'll have to do the proxy process one club at a time.

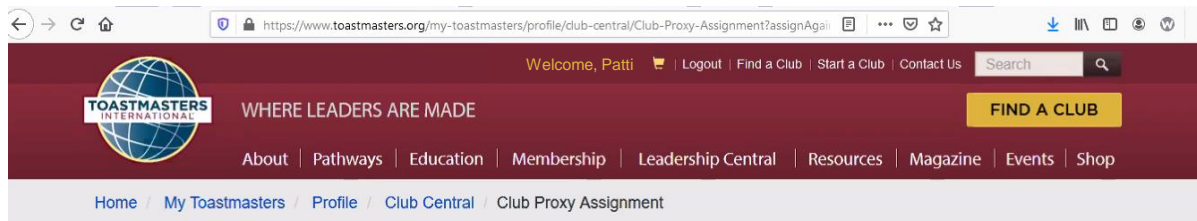


4. At the Club Administration page, a list of options will be presented. Scroll down and click on the Club Proxy option.



5. At the Club Proxy Assignment page, click on the “Designate District Director” option/box (middle blue box on screenshot below) to select your District Director as your club’s proxy holder.

Note: If your club would like to assign the proxy to another member/Toastmaster who is attending, you’re welcome to do that by clicking on the “Send a Club Delegate” or “Designate Active Toastmaster” options. What’s most important is that your club’s proxy is assigned to someone who will research the candidates and proposals, pick up the proxies, attend the voting training and attend Toastmasters International’s Annual Business Meeting. Your District Director does all of that for you.



CLUB PROXY ASSIGNMENT

Use this section to perform one the following actions for the Annual Business Meeting:



Your club is naming a delegate to vote at the Annual Business Meeting.

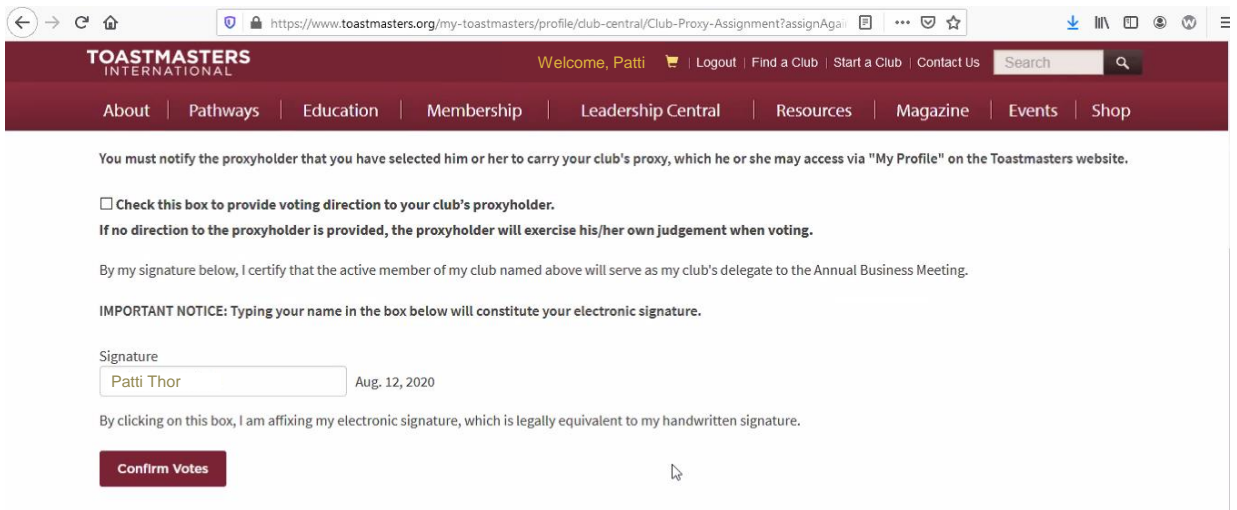
Delegate Member ID*

Select a member in the list.

You must notify the proxyholder that you have selected him or her to carry your club's proxy, which he or she may access via "My Profile" on the Toastmasters website.

6. When you click on an option to designate someone to carry your club's proxy, a list of candidates and proposals will appear below. These are all optional fields. You are welcome to complete these fields if you have specific preferences on candidates or proposals. However, your district leadership team will have interviewed each of the candidates, researched the proposals and decided together who would best serve Toastmasters members at large and specifically for your district. If you are allowing your Proxy Holder to make the decision for whom to cast your vote, then scroll to the bottom near the Submit button (see screenshot below).

Note: If you decide to provide direction on how the club's votes should be cast for candidates and proposals, your Proxy Holder is required to vote that way.



The screenshot shows a web browser window with the URL <https://www.toastmasters.org/my-toastmasters/profile/dub-central/Club-Proxy-Assignment?assignAgain>. The page header includes the Toastmasters International logo, a welcome message for Patti, and navigation links for Logout, Find a Club, Start a Club, and Contact Us. A search bar is also present. The main navigation menu includes links for About, Pathways, Education, Membership, Leadership Central, Resources, Magazine, Events, and Shop. The content area contains the following text:

You must notify the proxyholder that you have selected him or her to carry your club's proxy, which he or she may access via "My Profile" on the Toastmasters website.

Check this box to provide voting direction to your club's proxyholder.
If no direction to the proxyholder is provided, the proxyholder will exercise his/her own judgement when voting.

By my signature below, I certify that the active member of my club named above will serve as my club's delegate to the Annual Business Meeting.

IMPORTANT NOTICE: Typing your name in the box below will constitute your electronic signature.

Signature
 Aug. 12, 2020

By clicking on this box, I am affixing my electronic signature, which is legally equivalent to my handwritten signature.

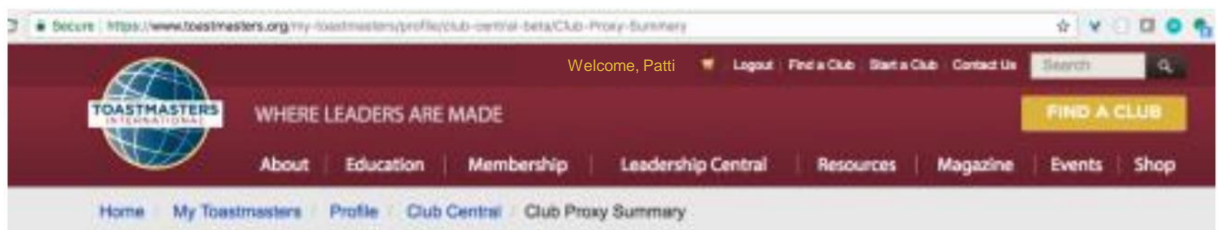
7. To complete the proxy assignment, enter your name in the text field and click on the Submit button (see screenshot above).

8. This completes the proxy assignment. A summary page will be displayed (see screenshot below). Thanks very much for your help!!!

If you assigned your proxy vote to your District Director, you are done. You can relax and enjoy the business meeting (or not).

If your Proxy Holder is you or another member, then that **Proxy Holder must “pick up their proxies” between August 19-22 and attend a training on how to cast the club’s votes.***

Note: If you decide to provide direction on how the club’s votes should be cast for candidates and proposals, the proxy holder is required to vote that way.



CLUB PROXY ASSIGNMENT SUMMARY

Print

Club Name: World Speakers Club

Club Number: 00007127

District Number: 00010006

Proxy Designation: Your club is naming the 2017-2018 district director, or the next senior officer in attendance, as its proxy.

The following candidates have been nominated by the International Leadership Committee for election to the positions listed, at the Annual Business Meeting:

OFFICE	NAME
International President-Elect	Margaret Page
First Vice President	Matt Kinsey
Second Vice President	Donald Bittick
Second Vice President	Morag Mathieson
Second Vice President	Radhi Spear

OFFICE	REGION	NAME
Director	2	Tod Henry
Director	2	Karen Marie Lucas
Director	4	Rob Christeson
Director	4	Harold Osmundson
Director	4	Linda M. Rhea
Director	6	Avis C. Brodie
Director	6	Melissa L. McGavick
Director	8	Shirley E. Daley
Director	8	Roy Ganga
Director	8	Rebecca Ann McGilton
Director	10	Elizabeth Nostedt
Director	10	Patricia O'Reilly
Director	10	Pedro Casillas
Director	12	Lesley E. Storkey
Director	12	Jan Vecchio
Director	14	Dorothy Isa C. Du
Director	14	Liva Wan

9. Directions to pick up proxies and attend training.

Starting on August 19, 2020, as a Proxy Holder, please do the following:

- Between August 19 and August 22, log in to the Toastmasters International website and go to the “My Profile” page. Click on the I Intend to Vote button on the “View Proxy Information” page, which will start the Credentials registration process.
- **If your Proxy Holder do not complete the Credentials process mentioned above during the prescribed dates, your club’s votes will be lost.**
- Attend one of the trainings on how to complete and cast your electronic ballot.
- Training information will be available on the “Annual Business Meeting” page of the website during the week of the Virtual International Convention.
- Starting on August 28, 2020, log in to the Toastmasters International website and go to the “My Profile” page to cast your votes.
- Note: If the club has decided to provide direction on how votes should be cast for candidates and proposals, you as the proxy holder are required to vote that way.

Learn more about the International Officer and Director candidates prior to the Annual Business Meeting.

[The International Leadership Roles](#) webpage will help you to understand the roles, attributes, and responsibilities of International Officers and Directors.

For questions or additional information, please email proxyinfo@toastmasters.org or visit www.toastmasters.org/proxyquestions to review the [Proxy Frequently Asked Questions](#).