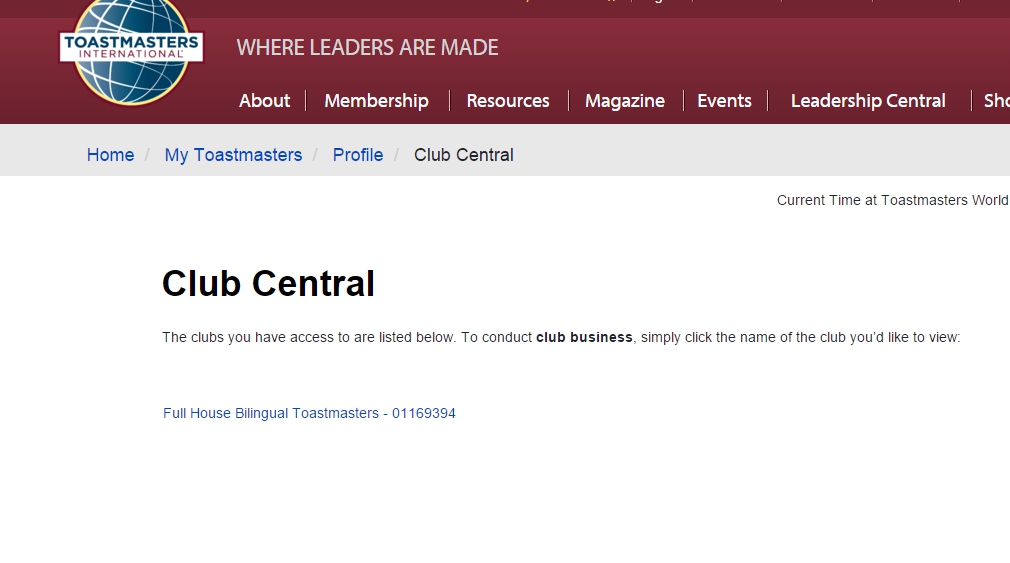
How to assign Proxy for International Convention election and voting

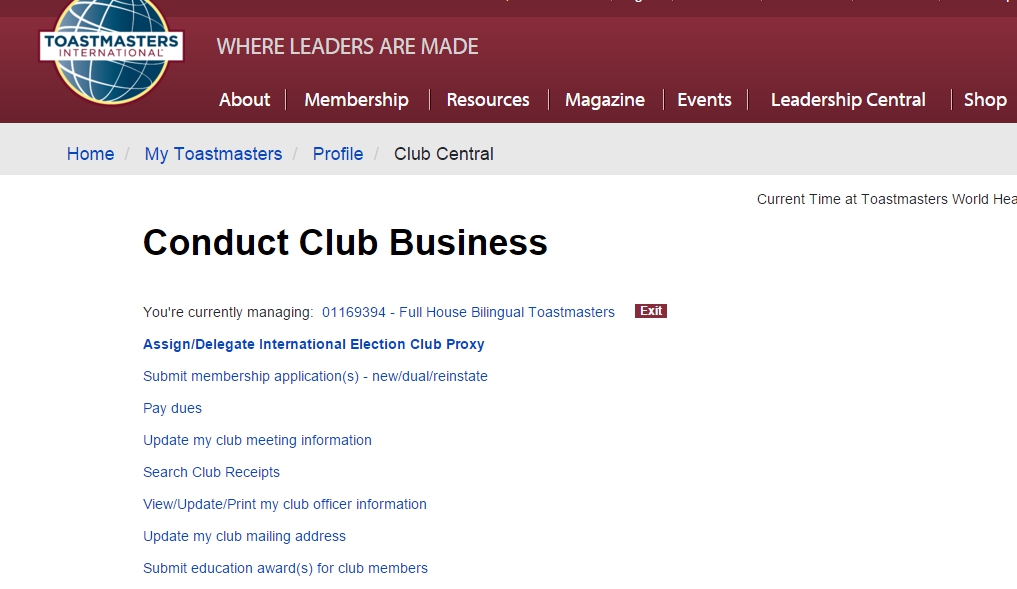
如何處理世界年會的選舉和投票委託書

1. Each club has two votes, but only need one proxy 每個分會有兩票，但只需要一個委託書
2. Only Club President “or” club secretary can do the proxy assignment. (one person needs to do the proxy for two votes.) 只有分會會長”或”分會秘書長有權利來指定該分會的委託書 (其中一位處理即可，不必兩人都做)
3. Log in on Toastmasters International website 請登入世界總會網站: [www.toastmasters.org](http://www.toastmasters.org)
4. From “Leadership Central”, choose “Club Central” , then click the club name beneath that you are a club president or secretary

由 Leadership Central 進入 Club 並點選下方你擔任會長或秘書長的分會名字



1. Click “Assign/Delegat International Election Club Proxy” as below circled for next step 點選 下方打圈的選項，進行下一步

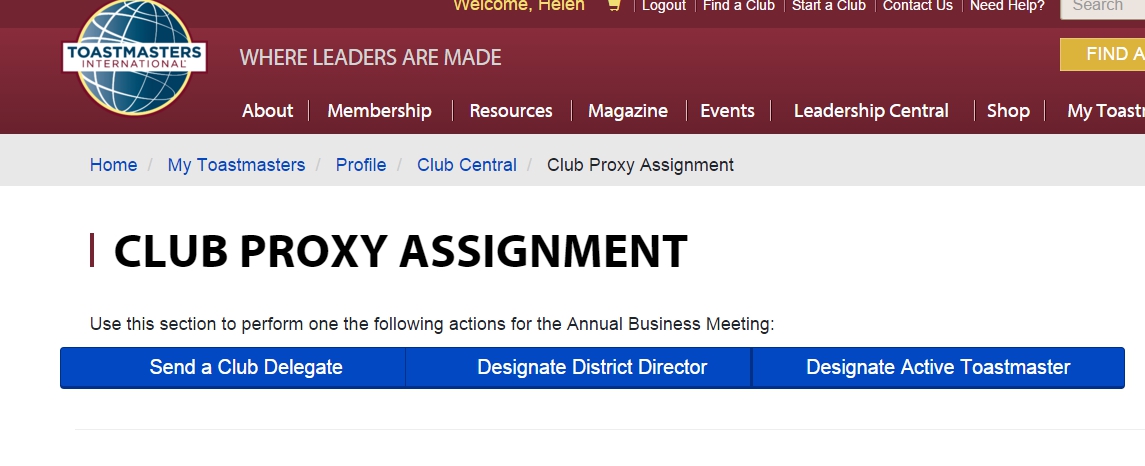


1. Click “Designate District Director” (meaning your club assign the proxy to the 2016-2017 District Director to vote for your club)

點選下方打圈的選項 ( 表示你的分會將委託書賦予總會長代替分會行使投票權)

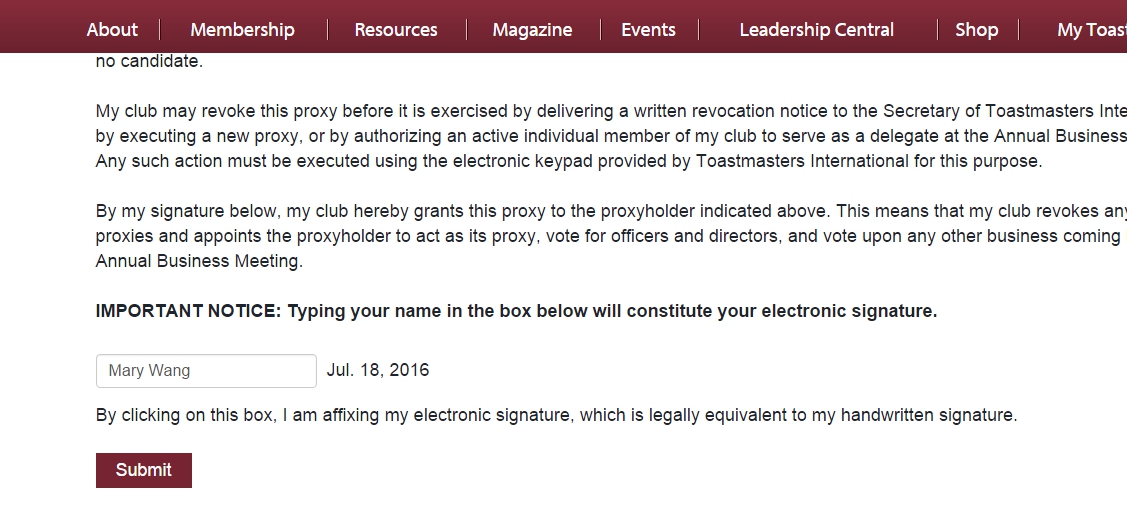
PS. If your club has a club delegate to attend the International Convention, you can also assign your club proxy to him/her by choosing the below “left” (Send a club delegate). You club can also assign the proxy to another active member from other club to cast the votest. Then choose the one on the “right” (designate active Toastmaster)

註: 若您的分會有代表參加世界年會，你也可將投票權委託給該會員，請選下方左邊”send a club delegate”. 或是也可指派其他分會的有效會員替你分會投票，那請選右方” designate active Toastmaster)



1. Then browse to the bottom of the page (no need to click or fill in any item in the middle of the page), then type your name , then press “Submit”

不必在該網頁填寫任何選項或資料，只需到該頁最下方，打入你的英文姓名(當成電子簽名)，然後點選下方的 Submit (呈送)



Type your name here

請在這打入你英文名

點這裡呈送

1. This page shows your submission result. It’s done ! 這頁(打圈處的字)表示你呈送的資料內容，你已成功指派分會投票權的委託書給總會長。

