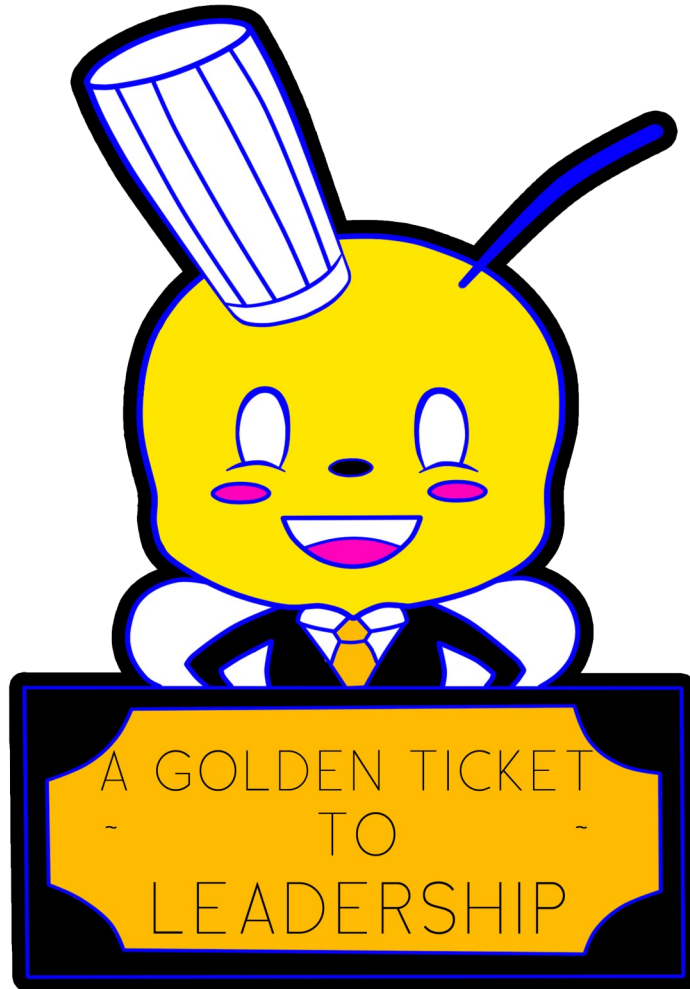


# CNH | KEY CLUB



## **THE ELECTIONS GUIDE**

**UPDATED** by the 2013-2014 Policy, International Business,  
& Elections Committee

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# Purpose of Elections

Key Club International is known to be the largest **student-led organization in the world!** Without elections in Key Club, we would lose the meaning of this title. This student led organization that focuses on service has students run for positions, students running the elections, and students voting for their future leaders. Elections represent our four core values of inclusiveness, character building, caring, and leadership. Members put these words into actions during elections.

*As long as a member has paid their dues, they may run for a position or vote.* For those who are interested in strengthening their leadership skills or building character, they may find the first step to be running for an office. Whether it be an attendee, delegate, or candidate, each person becomes more involved in the future of Key Club and more knowledgeable of the offices.

Elections give a fair chance to anyone who strives to be a leader. Each candidate receives the same amount of time to give speeches and answer questions. They also receive the same campaign materials. The only difference is that each candidate has the freedom to decide on the information they put out to the members as long as it's appropriate and follows rules.



# Benefits of Running



## Stepping out of your comfort zone and becoming more confident

Running for an office position can be challenging for many people and it is the beginning steps of leaving your comfort zone and finding confidence you didn't have before.

## Reflecting on strengths

You are given many chances to reflect on what you are doing and why you are doing it.

## Experience in running for office

Running for a position gives you the experience to help you prepare for other positions in Key Club or a different organization.

### Improvisation skills:

In events you have to learn to cope and be able answer quickly to questions asked.

### Improvement on public speaking:

Writing and rehearsing a speech for the election is good practice to improve public speaking.

### Communication with others:

While preparing, you learn to communicate and ask for advice from current officers, Kiwanis and Faculty Advisors, and your principal.



### Gaining knowledge about Key Club:

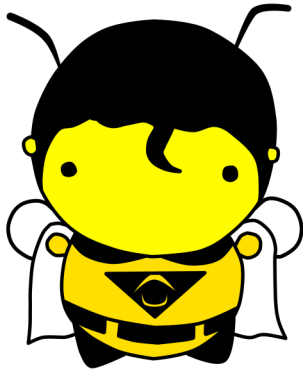
In preparation, you develop a better understanding of the organization and the duties of the officers.

### Organizational Skills

You will learn how to meet deadlines through the paperwork you submit. You will learn how to organize your speech or platform. The sky is the limit for creativity!



# Benefits of BEEing Elected



**Time management:** Being an officer will enable you to learn how to manage time efficiently in balancing schoolwork, Key Club work, and other commitments.

**Becoming more responsible:** With deadlines to meet and duties to fulfill, you will develop a strong sense of responsibility.

**Being a team player:** Because you will serve the members as a team, you will learn how to work with others and respect their opinions.

**Becoming a role model:** Members will look up to you; therefore, you can be the leader who inspires them to do more for the community and Key Club.

**Technology skills:** Whether you are a club secretary or the District Governor, you will become familiar with technology to make promotion materials, keep records, and communicate with others through email.

**Organization skills:** Because you will need to keep track of dates, paperwork, and members, you'll learn to become organized.

**Communication etiquette:** Working with a variety of people, you will learn the appropriate way to address and communicate with certain groups (ex. Kiwanis, club members, school administration).

**Stronger leadership:** You will develop leadership skills through serving the members, making decisions for the interest of the club, and planning events.

**Represent your division:** Represent your division and its identity, pride, and love for service at events such as Fall Rally, Region Training Convention, and District Convention.

**Serve beyond your community:** As a Key Club leader you get to plan service events and projects that go beyond your community!



Whether it be your club board, International Board, 74 Lt. Governors, 3 Executives, 9 Appointed Board Members, or the 46,000 other members that share the same passion as you in different ways... at the end of the day it equals:

ONE OHANA

ONE SUPPORT SYSTEM

ONE UNBEELEEVABLE EXPERIENCE





# BEEing a DELEGATE

## What is a delegate?

A delegate is a member of a club who is given the opportunity to vote at either a club election, division conclave, district elections, and international elections. There are two delegates per club at a every level. However their right to vote is based on whether or not the club has paid dues. In the case of a club election, all members who have paid their dues are able to vote. A member can become a delegate but that depends on each club, there are different procedures that vary per club on how delegates are selected. There are several ways for a delegate to prepare before making that final decision of who to vote for:

### Club Elections

1. Familiarize yourself with each club office (president, vice-president, secretary, treasurer, and editor)
2. Using the duties as a guide of what questions you will ask the candidates during caucus.
3. During each speech, take note of each candidate's speech or qualifications.
4. Take note of the candidate's answers.
5. Is he/she qualified for the position?

### Division Conclaves

1. Familiarize yourself with the role of Lt. Governor.
2. Does he/she have reasonable goals?
3. Does this leader have enough experience? Have they served on any position on the club board to give them that experience?
4. At the elections, thoroughly look through each candidate's literature. Focus on qualifications and goals.
5. Write notes on the candidate's literature.
6. Are there vague goals (ie. I will help us grow like never grow) or actual S.M.A.R.T. goals to reach that goal (ie. I will help us grow by having DCM's/events that focus on membership recruitment)
7. Take notes of candidate's answers
8. Ask thoughtful questions that let you know about what the candidate plans to do to achieve their goals, instead of seeing how spirited they are by asking them "How do you feel?" .

## District Elections

1. Familiarize yourself with each elected district positions and its duties (Governor, Secretary, and Treasurer)
2. Review each candidate's literature on the CNH CyberKey.
3. Using the duties and literature, formulate questions. The Candidate's Booklet on the CNH CyberKey has the duties of each position listed on each section (of each position).
4. On the Friday of District Convention, make sure to attend the "Meet the Candidates" booths at the Service EXPO. Here, you can personally speak to each candidate and ask questions. Their literature are also displayed at their tables. Use this time well to ask questions that may have longer answers or you would like to know more about. Be sure to visit as many candidates as possible during the function.
5. During each caucus, take notes on each candidate.
6. Using the duties and literature you reviewed as well as the notes you took, ask questions of each candidate. Take note of the answers.

## International Elections

1. Familiarize yourself with the duties of each International Office.
2. Review each candidate's literature on the Key Club International website ([keyclub.org](http://keyclub.org)) or the candidate's booklet that is provided at International Convention to attendees.
3. Using the duties and literature, brainstorm questions to ask the candidates.
4. During the elections at International Convention, take notes of each candidate's qualifications and goals during their speeches.
5. After caucus, attend the Meet the Candidates to hear the candidates (who passed Nominating Conference) for President and Vice-President give an additional short speech.
6. After Meet the Candidates, attend the Service Fair. Here, you can personally speak to each candidate who passed the Nominating Conference and ask them questions.

## Benefits of BEeing a Delegate/Advice

"Delegates should be experienced members; it is an honor to be a delegate! If you are a delegate, definitely pay attention to all of the candidates' speeches. Take notes! Look at their candidate profiles (AKA their ads or literature). Check their experience and their goals. Charisma and public speaking are very important, but most of all, you want a leader who gets stuff done. Definitely do NOT vote based on looks. Ask yourself serious questions before submitting your vote. Does this leader have enough experience? Does he/she have reasonable goals? Do you honestly think he/she be able to accomplish said goals? Delegates are so important--make sure YOU are ready to choose next term's leaders!"

**-Carissa Yen, D26S**



# Elected Key Club Positions

## Every piece = a member

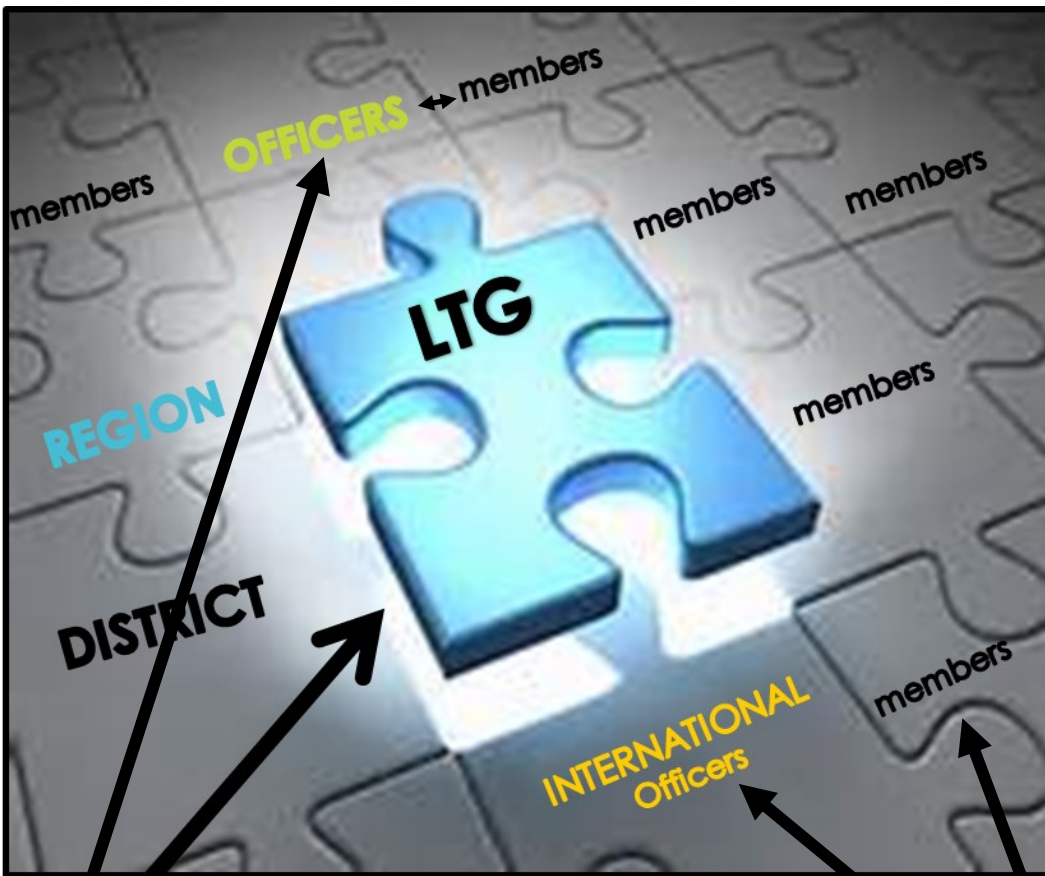
- Every piece is unique
- Every piece is important
- Every piece has a purpose!

## Different Levels of the Key Club Experience

International — District — Region — Division — Club Officers — Members

*"You can inspire others even as a member"*

-Catherine Kim, D44S



### International Elected Positions:

- International President
- International VP
- International Trustee (11)

### District Elected Positions

- Governor
- Secretary
- Treasurer

### Region (divisions make up a region)

### Division Elected Positions

- Lt. Governor

### Club Elected Positions

- President,
- Vice President
- Secretary
- Treasurer
- Editor

This vital piece of the Kiwanis Family could be you!





# How to Run for Club Office

1. Contact your club president to find out how to run for office and which offices are available. *Election procedures differ among clubs so be sure to acquire the correct information from the home club you serve.*
2. **Complete the CNH Service Agreement Form** for your respective position and any other forms required by the home club you serve. Signatures from candidate, Kiwanis/Faculty Advisor, and parent or guardian. Service Agreement Forms can be found on the [cnhkeyclub.org](http://cnhkeyclub.org) > Resources > Manuals, Forms, and Guides > Forms. [Click here to be redirected.](#)
3. **Elections usually take place between February - prior DCON depending on when your club conducts elections.** That means the deadline for Service Agreements are determined by the club, but it is highly suggested to complete them at least 2 weeks prior to election. It is also highly suggested to have club elections 45 days before District Convention, in order for the newly elected officers to register for DCON.
4. Submit forms to club officers and advisor. They can be submitted either physically or electronically depending on the decision of the club officers.
5. After becoming a candidate, you can begin preparing yourself for an election and/or interview. Your home club will provide you with the items you will need to prepare for to run for office.
6. Candidates must be physically present during elections.
7. Check with president on what the dress code for elections is.
8. Check with your club to see if there will be pre-election functions that the candidate(s) must attend.
9. Attend caucus sessions if required by club.

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## CNH KEY CLUB

Home News Officers Events Projects Recognition Resources Login

Resources | **Manuals, Forms, & Guides**

Manuals

- Key Club Policy Manual
- District Bylaws
- Standard Club Bylaws
- Procedures Manual

[Tweet](#) [+1](#) [Like](#) 0

Forms

- The Kiwanis Cal-N Foundation School is now available! [Apply Now!](#)
- What are Service Agreements?**
- President's Service Agreement
- Vice President's Service Agreement
- DOCX PDF

Manually, Forms, & Guides

- Marketing
- Advisors
- RTC Presentations
- Graphics & Publications
- Tutorials

About

- What is Key Club?
- The CNH District
- Structure
- Frequently Asked Questions
- International

Leadership Program



# Club Elections Procedure

*Note: Procedures may vary depending on the clubs adopted bylaws.*

Club elections should take no earlier than 2 months and no later than 1 month prior to District Convention. This is to allot sufficient time for elects to register for District Convention.

1. On the day of elections, the club advisor as well as a quorum, or minimum of 50% of the paid members, should be present. Before the elections take place, the host, the club president unless he or she is running for a position, will introduce the candidates of each club office. The host will then explain the rules to the members.
2. Literatures, if produced, will be distributed.
3. Each candidate will give a speech within a set time limit. All the other candidates running for that same office must remain outside of the room until it is his or her turn.
4. Immediately following the speech, the members can ask questions to the candidate for a given amount of time. The host will regulate the questions and ask questions to the candidates if there are none from the members.
5. During this time, the members and club officers should be taking notes on the information presented by the candidates to better assist them when voting.
6. When the time for caucusing is up, the candidate is sent out of the room and the next candidate for the same office will enter.
7. The same procedure will continue until all candidates for that office have had a chance to speak and answer questions. Then, the procedure repeats until all candidates of all offices have spoken and answered questions.
8. Once speeches are completed, the DUES PAID members are given ballots to vote. Members may vote no more or less than one candidate per office. If this occurs, the ballot will not count. There should be no discussion during this time.
9. After all the ballots have been collected, the club officers and club advisor will count the votes for each candidate. The club president's ballot will not count unless there is a tie.
10. In the case that there are more than two candidates for a particular office, a club may conduct a Nominating Conference to narrow the candidates down to the best candidates. Candidates who have passed this conference may give a shorter speech or answer more questions. The club will then proceed to an additional voting with the same rules as before.
11. Club officers should either notify the candidates of the results before or during an upcoming meeting.

Club officers' terms start officially on May 1. However, they will begin their duties after District Convention takes place. During the transition period between elections and District Convention, the current officers should be training them.

For a visual, check out the YouTube video on ["How to Conduct Club Elections"](#) at CNHKCTv!

# How to Run for Lt. Governor

RUNNING FOR LIEUTENANT GOVERNOR REQUIRES MANY PREREQUISITES IN ORDER TO RUN. THIS GUIDE WILL INSTRUCT YOU ON THE STEPS THAT ARE NECESSARY TO RUN FOR LIEUTENANT GOVERNOR. BEGIN BY INFORMING YOUR LT.GOVERNOR AND REGION ADVISOR ON YOUR INTREST TO RUN.

## I. ATTEND CTC (NOT MANDATORY)

- A. INFORMATION ON DUTIES OF AN LTG
- b. PERSONAL INPUT FROM LTGS THEMSELVES
- c. CNH CYBERKEY > EVENTS > [CANDIDATE'S TRAINING CONFERENCE](#)

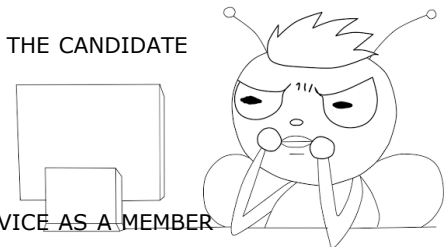
[Register](#)

## II. COMPLETE INTENT TO RUN REGISTRATION FORM

- A. ON THE CNHCYBERKEY > OFFICERS > RUNNING FOR OFFICE > [HOW TO RUN FOR LT. GOVERNOR](#)
- B. THE INFORMATION YOU SUBMIT IS USED FOR PROPER PLANNING FOR ELECTIONS AND FOR THE NEW TERM

## III. SERVICE AGREEMENT FORMS: *THE OFFICIAL PAPERWORK WITH ALL REQUIRED SIGNATURES NEEDS TO BE SUBMITTED TO THE CNH DISTRICT OFFICE TO THE ATTENTION OF MR. BRUCE HENNINGS AND RECEIVED AT LEAST **ONE WEEK PRIOR TO THE DIVISION OR REGION CONCLAVE.***

- A. PERSONAL INFORMATION
  - I. GENERAL THINGS THAT NEED TO BE KNOWN ABOUT THE CANDIDATE
- B. RULES AND REGULATIONS
- C. SERVICE AGREEMENT
  - I. AGREEMENT TO DO THE REQUIRED AMOUNT OF SERVICE ~~AS A MEMBER~~
- D. INTERVIEW WITH REGION ADVISOR
  - I. MUST RECEIVE PERMISSION FROM REGION ADVISOR TO RUN
- E. KIWANIS SUPPORT
  - I. KIWANIS MUST ENDORSE CANDIDATE WITH A SIGNATURE FROM BOTH THE KIWANIS ADVISOR AND KIWANIS PRESIDENT
- F. MEET WITH PRINCIPAL
  - I. PRINCIPAL MUST KNOW THE COMMITMENT OF AN LTG AND MUST BE APPROVED TO RUN
- G. HOME SUPPORT
  - I. PARENTS MUST KNOW THE COMMITMENT OF AN LTG AND MUST BE APPROVED TO RUN



H. CODE OF CONDUCT

I. AGREEMENT TO FOLLOW ALL RULES

I. KIWANIS RELEASE

I. PERMISSION TO RELEASE INFORMATION ABOUT THE CANDIDATE AS WELL AS USE OF PUBLICATIONS OF THE CANDIDATE

J. CONSENT TO ATTEND KEY CLUB EVENTS/MEDICAL AUTHORIZATION

I. ALLOWS STUDENT TO ATTEND DISTRICT EVENTS

1. BOARD MEETINGS

2. TRANSPORTATION FOR BOARD MEETINGS

II. MEDICAL INFORMATION FOR EMERGENCIES

**IV. PREPARE FOR ELECTIONS.** WRITE A SPEECH THAT EXPLAINS YOUR GOALS, QUALIFICATIONS, AND BENEFITS YOU WILL BRING TO YOUR CLUB IF ELECTED. ALSO PREPARE YOURSELF FOR QUESTIONS THAT MAY BE ASKED DURING CAUCUS SESSION.

**V. DURING CANDIDACY, COMPLETE A 1-PAGE, 2-SIDED CAMPAIGN LITERATURE.** THE FOLLOWING SHOULD BE INCLUDED: GOALS, QUALIFICATIONS, AND ANYTHING ELSE THAT IS APPROPRIATE. IF YOU RECEIVE ENDORSEMENT FROM YOUR HOME CLUB, YOU SHOULD ALSO INCLUDE THIS. REMEMBER TO FOLLOW THE GRAPHIC STANDARDS. THE SUBMISSION DEADLINE VARIES PER DIVISION.

**VI. WORK ON YOUR SPEECH.** MAKE SURE YOU MENTION WHY YOU WANT TO BE THE NEXT LT. GOVERNOR AND GO INTO MORE DETAILS OF YOUR GOALS, QUALIFICATIONS AND PAST EXPERIENCES, AND YOUR PLANS FOR THE DIVISION.

**VII. WORK ON YOUR SPEECH.** MAKE SURE YOU MENTION WHY YOU WANT TO BE THE NEXT LT. GOVERNOR AND GO INTO MORE DETAILS OF YOUR GOALS, QUALIFICATIONS AND PAST EXPERIENCES, AND YOUR PLANS FOR THE DIVISION.



**Make an impact**

**Represent**

**Lead**

**Care**



# Conclave Procedure

Conclave is set up by your current Lt. Governor and usually takes place between January and February. *More than half of the dues-paid club must be in attendance in order for the election to be valid.*

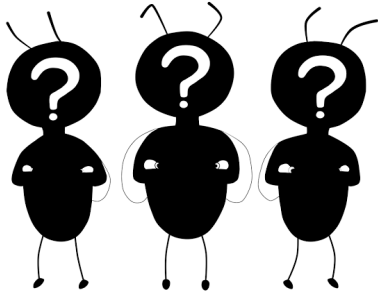
1. Prior to conclave, those who are running for the position of **Lt. Governor must submit all forms one week prior to conclave and must've already set up a meeting with the Region Advisor.** Those who are not running for a position do not need to prepare for it beforehand.
2. The seating is up to the Lt. Governor's they may choose to be seated according to club, by delegates/non-delegates, etc. Delegates are two people from a dues-paid club who may vote.
3. The host(s) is/are the current Lt. Governor(s) (except in the case when the current Lt. Governor is seeking a second term, then the Region Advisor would host conclave.) They will inform the members of election procedures and rules of caucus in the beginning of the conclave session.
4. The introduction of candidates is to happen before any speeches/the caucus session. Any literatures they may have will be distributed at this time.
5. During caucus, candidates will have a set amount of time for their speech followed by a set amount of time for a session of questions asked by the members. The Lt. Governor hosting the conclave session will give the times of each.
6. During caucus, anyone is allowed to ask questions but the Lt. Governor and other moderators will determine whether or not the question is appropriate. If deemed inappropriate the candidate will not be given the chance to answer it.
7. During the caucus session if there is more than one person running, all **other candidates who are not speaking will have to exit the room.** The candidates will enter and exit as told to do so by the current Lt. Governor.
8. If there are more than two candidates, a nominating conference will take place to narrow the candidates to the top two. However only the delegates are able to vote.
9. Voting will now take place between the two candidates. The delegates **may vote for only one candidate. However if they feel neither one of them is capable and competent enough to fill the spot of Lt. Governor they may choose "no confidence".** If more than half of the delegates choose that option, a Lt. Governor may be appointed if no one is found suitable.
10. Results will be announced at the end of the conclave, after the votes are counted, but they will not begin their term until they are officially installed during District Convention.

# How to Run for District Office

Running for District Office is a big deal. Available positions are: District Governor, District Secretary, and District Treasurer. If you are interested in running for any of the listed positions, contact your Lt. Governor and Region Advisor! **Only those who attend District Office Training Conference (a mandatory training) may run for District Office.** Here are a few steps to get you started:

1. Register and Attend District Office Candidate Training Conference. CTC attendance **is MANDATORY** for interested candidates.
  - a. Register Online
  - b. Attend District Office Candidate's Training Conference. Constantly check the CyberKey for dates under Events > Candidate Training Conferences.
  - c. A confirmation e-mail will be sent out on behalf of administration in late December-Early January to confirm your attendance and travel plans. Constantly check your e-mail so you can confirm. Your CTC Assignment will also be in this e-mail. Complete assignment prior to attending the event.
2. Complete the "Intent to Run" online registration process (cnhkeyclub.org > Officers > How to run for District or International Office > Online Registration Process)
  - a. Please note that this registration is different from CTC. Registering for DOCTC does not mean you're filing your intent to run. DOCTC is so you can learn more about the position, rather than declaring candidacy.
3. Complete District Office Service Agreement Forms (cnhkeyclub.org > Officers > How to run for District or International Office > Online Service Agreement)
  - a. Must be signed by: Key Club Candidate, Parent/Guardian, Kiwanis Advisor, Faculty Advisor, School Principal, & Region Advisor.
  - b. There are dates on the CyberKey and forms. Forms must be received by SLP Director Bruce Hennings, either electronically or physically.
4. Complete the CNH Candidate Basic Profile Response form (cnhkeyclub.org > Officers > How to run for District or International Office > the CNH Candidate Basic Profile Response)
  - a. Candidate's Profile which includes the following: elected and appointed positions, awards and honors, and responses to given questions.
5. Complete and submit your personalized literature to the cnhkc.app@gmail.com e-mail on the date given on the CyberKey.
6. You must be physically present at the elections held at District Convention in order to run. Register as an attendee with your home club. District Office Candidates do not receive discounts.
7. Prepare your speech. Include your goals, qualifications, etc.
8. Prepare for the caucus session immediately following your speech at the elections. You can practice with the sample questions provided at the District Office Candidate Training Conference manual. You can also use the duties of the office you are seeking as a guide.
9. Recruit your campaign staff: campaign manager, caucus expert, and answer staff. They should be helping you prepare for the elections and may accompany you during the Candidates Meeting and caucus sessions at District Convention. **They may not be outside of your division, on the district board, or a Lt. Governor-elect!**





# District Elections Procedure

**NOTE that this procedure is for both District Executive Candidates and International Endorsement Candidates**

## 1. When will elections take place?

- Elections for District Executive positions will take place in April at District Convention. Candidates running for a District Executive Position should run for endorsement at their division conclave (if there is a region conclave, the candidate asking for endorsement CAN NOT ask in from of the whole region, because that is considered campaigning outside of the region.)

## 2. Are there any pre-election functions that the members should be attending?

Commonly, a “Meet & Greet” is held on the first day of District Convention

- Overview: An informal, open session for members to personally talk to candidates.
- Purpose: To give members a better understanding of candidates’ goals and qualifications.
- What will members be doing? Talking to candidates and asking questions to prepare for caucusing!

## 3. Is there a specific seating for delegates and non-delegates?

Both delegates and non-delegates hear speeches and have the opportunity to ask caucus questions. Only delegates may participate in the House of Delegates, but non-delegates can observe quietly in a separate spectator seating section.

## 4. Before caucus begins, are rules/procedures/other information shared with the attendees?

The Policy, International, and Elections Committee hosts the election and releases guidelines for caucus questions in the Candidates’ Booklet. Current Lt. Governors and/or District Board members moderate the caucus rooms.

## 5. Is there an introduction of candidates or list read off before the elections of the candidates?

Candidates create their own literature (1 page) to be compiled in the annually-released Candidates’ Booklet. Candidates are announced as they enter each speech/caucus room.

## 6. What do the candidates do at caucus?

Candidates present a 3-5 minute speech and respond to caucus questions for 4 minutes.

## 7. During questioning, who is allowed to ask questions?

Any Key Clubber is permitted to ask questions. Adults are not allowed to ask questions. Any inappropriate questions will be disregarded; these may include, but are not limited to, gender, race, etc.

## 8. What are the rules during elections?

Only one candidate can be in the speech/caucus room at a time. Members are not permitted to

## 9. After caucus, are there more functions?

House of Delegates is held after caucus. A Nominating Conference is held if there are more than 2 candidates running for office, in which delegates vote for 2 candidates to advance to the next round.

- **Overview:** The House of Delegates members will listen to speeches and answers to questions from each of the candidates and vote by ballot for the candidate of their choice. Questions from the floor may be allowed at the discretion of the Governor, who moderates the House.
- **Purpose:** House of Delegates provides a forum for the candidates for each office to present their final message to the District delegates.
- **Who attends?** Delegates do.

## 10. Explain the voting procedure.

Delegates vote for one candidate immediately after the speech/caucusing via secret ballot. Delegates may vote "No Confidence" if they believe that none of the candidates is fit to be elected.

## 11. When will the results be announced?

Results will be announced at the Saturday evening general session.

## 12. When will the elected officials begin their term?

Elected officials officially begin their terms immediately following Installation at District Convention.



Can you be the next **BEE** team?

# How to Run for International Office

Before running for the actual office of either International Trustee, International Vice President, or International President; interested candidates must seek international endorsement at District Convention. The following steps are the steps you must take before running:

**1. Talk to your Lt. Governor and Region Advisor about your interest in the position.**

- Note that unlike running for district office, candidates for international endorsement do not attend District Office Training Conference. Separate training will be provided, if available.
2. If you indeed intend to run, complete the "intent to run" online registration form that can be found on "Step 2" on the [cnhkeyclub.org](http://cnhkeyclub.org) > Officers > Running for Office > How to Run for District or International Office.
  3. Complete the Service Agreement Forms, with all the required signatures
  4. Send Service Agreement Forms to Service Leadership Programs Director Mr. Bruce Hennings before the date that is specified on the CyberKey ([cnhkeyclub.org](http://cnhkeyclub.org) > Running for Office > How to Run for District or International Office).
  5. Complete the CNH Candidate Basic Profile On-Line Questionnaire (look on the CyberKey for deadlines)
    - The information from this questionnaire will be used to create one(1) page of the two(2) you are allowed.
    - The second page is one that you create to advertise your candidacy and your qualifications for the office you are seeking. These will be posted on-line **so no** personal contact information is allowed.
    - This page needs to be Submitted by the date that is identified on the CyberKey. Submit your personalized Campaign Flyer (Ad) in PDF format to [cnhkc.app@gmail.com](mailto:cnhkc.app@gmail.com) with the subject line of: Campaign.
  6. The PIE Chair will e-mail you a proof of both pages, and ask if you want to make certain changes by the deadline set by him/her
  7. If endorsed at District Convention you must meet certain deadlines by Key Club International for the election process. Such things such as campaign ad, and other forms.

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## District Elections Procedures for International Candidates

Note that those seeking international endorsement at District Convention go through the same process as those who are running for district executive position.

**At convention, the district can only endorse 1 presidential candidate and 1 vice president candidate and 2 international trustee candidates.** At House of Delegates, members will vote "yes" or "no" on the ballot.

## International Convention Elections













































*International elections will take place at the Key Club International Convention location of that year. You must be endorsed by your district or you may choose to run during the general session at International Convention. You must be in attendance at International Convention to run for your position. If chosen for International Endorsement, you must fill out all election forms and have them submitted by the date indicated on the forms.*

1. All members arrive at the location of the International Convention. To be a delegate you must be in attendance at International Convention. Delegates have a separate form that must be filled out at turned in at registration.
2. There are no official events prior to caucus for members to meet candidates. However, they will have the opportunity to see candidates going about the convention.
3. During the District Caucus sister districts will all be in one room and they will evaluate the qualifications of each candidate. All candidates vote's post-caucus narrow down the amount that move on to Nominating Conference. All members are required to attend. You must sit with your respective districts.
4. There will be a designated moderator in each caucus room. They will explain how a caucus works and how everyone should behave. He/ She has the power to expel anyone from the caucus room who does not abide by the rules. He/ She will also disallow any questions that they deem as hazing.
5. The moderator will call in the candidate to the room. They will have a set time limit to read both their speeches and answer any questions asked. Candidates must not be touched and asked to do anything deemed inappropriate. There will only be one candidate in each room at a time.
6. After the candidate reads his/ her speech, he/she will use the remaining time to answer any questions that the members ask. If there are no questions asked, the moderator will ask a question they decide relevant. Questions related to sex, race, religion, or politics are NOT allowed and will be disbanded by the moderator.
7. After all candidates have presented, all members will vote for their top seven to eleven candidates to move on to the next round. Any ballot that does not have at least seven chosen candidates will be disregarded.
8. After District Caucus is the Nominating Conference. Everyone will gather into the selected meeting place. The current International president will announce the results of the District Caucus. President and Vice President will be narrowed down to the top two people each and the International Trustees will be narrowed down to the top thirteen. Those will be the candidates whose names will appear on the ballots.
9. Meet the Candidates will occur next. This is in a general session setting where there the presidential/ vice presidential debates and trustees answer questions from "the fish bowl" of questions.
10. House of Delegates. This is where the final voting for positions takes place. All persons who are delegates (i.e. International Board members, District Governors, and two representatives from each attending Key Club) will hear the final speeches of every candidate and vote for each respective position using an electronic form of voting. President and Vice President is announced at House of Delegates.
11. The winners of International Trustee will be announced by the International President at the Installation of the International Board during the Closing Session.

# Recommended Attendance

All candidates are highly recommended to attend the following meetings or events prior to elections:

*The following colors indicate the attendance that would most benefit the candidates for elections.*

	Club Office					Club Meetings
	Division: Lt. Governor					Club Events
	District Office					Officer Training Conference
	International Office					Division Council Meetings
						Division Events
						Region Training Conference
						Region Events
						Fall Rally
						Lt. Governor Candidate Training Conference
						District Officer Candidate Training Conference
						District Convention
						International Convention



If you do intend to run for a position, it is important to be **EXPERIENCED**. How do you gain these experiences? You gain them from the experiences you have from all the leadership conferences and training that Key Club provides. Want to run for International Office? Maybe going to an officer training helps you understand the club level, or maybe the division and district events you have attended have inspired you to have ideas to help the three districts you'll be assigned if elected. Running for Club President? The experience you gained from attending Officer Training Conference, Division Events, Fall Rally, Region Training Conference and more have given you the insight and goals to help you be a club president. Experience is important. Don't run for a position for a title and go through elections with charisma, but instead come on with charisma and actual goals that you have to help serve what you are running for.

# Recommended Preparation

## Speech Tips and Preparation

- Make an outline of what you want to talk about or completely write it out
- Share it with anyone who can provide feedback
- Rehearse it to make sure you stay within the given time and still have time for questions
- Practice it with friends, family, yourself, or even in front of a mirror!
- Control your volume—don't be too quiet or too loud!
- Check what's realistic and attainable!
- Make sure your whole speech is about attainable goals!
- BEE educated about what you will say!
- Prepare rebuttals for any questions to your statements or goals.
- Ask questions to the current officer!

## Caucus Questioning

- Review the duties since questions could be based off them
- Familiarize yourself with the sample caucus questions if one is provided
- Ask people what kind of questions they would ask you
- Ask past candidates what common questions they received
- When preparing answers, try to avoid generic responses
- As it varies, prepare for both fun and serious questions that members may ask

## Miscellaneous Tips

- Figure out what relaxes you
- Take slow, deep breathes
- Eat fruit
- Drink tea or eat honey to soothe your throat
- PRACTICE, PRACTICE, PRACTICE....This way you will shine!
- Don't memorize—speak what you believe!



# Testimonials

Need a little bit more advice or encouragement to run for a position? Make sure to follow these links to have testimonials from International Board Members, Club Officers, and Lt. Governors.

## BOOKMARK IT

### Club Presidents

[cnhkeyclub.org > Officers > Running for Office > Running for Club Office > President](#)

### Club Vice-Presidents

[cnhkeyclub.org > Officers > Running for Office > Running for Club Office > Vice President](#)

### Club Secretary and Treasurer

[cnhkeyclub.org > Officers > Running for Club Office > Secretary & Treasurer](#)

### Club Editors

[cnhkeyclub.org > Officers > Running for Club Office > Secretary & Treasurer](#)

### Lt. Governors

[cnhkeyclub.org > Officers > Running for Lieutenant Governor > Step 1](#)

### International Board

[cnhkeyclub.org > About > International > International Board Q&A](#)

## DO's and DON'T's

### ( DO's )



- Practice your speech
- Be timely, and meet deadlines
- Wear business professional
- Come prepared
- Acknowledge whether or not you are prepared for this position
- Always BEE positive!

### ( DON'T's )



- Don't CAMPAIGN!! Under no circumstances will there be any campaigning. Consequences are that you will not be able to run for office.
- Don't come to elections in casual clothing.
- Do not post on social media about running (this goes back to campaigning)
- Don't come unprepared

# Resources



- **cnhkeyclub.org > Officers > [select either President & Vice President, Secretary, and Treasurer]**
  - This link includes: officer manuals made by district executives, newsletters from the executives, duties and role of office, presentations, and Service Agreement Forms.
- **Standard Club Bylaws** for elections procedures
  - Cnhkeyclub.org > Resources > Manuals, Forms, & Guides > Manuals > Standard Club Bylaws
- **Procedures Manual Guide** for an example on how to run club elections.
  - Cnhkeyclub.org > Resources > Manuals, Forms, & Guides > Manuals > Procedures Manuals Guide
- **District Policy Manual** for District and Division Election Procedures
  - Cnhkeyclub.org > Resources > Manuals, Forms, & Guides > Manuals > District Policy Manual
  - 142.2 Elections Procedures for Lt. Governors
  - 141 Club Elections
  - 133 District Elections Process
- **For Lt. Governor, District, & International:** cnhkeyclub.org > Offices > Running for Office
- **Service Agreement Forms:** cnhkeyclub.org > Resources > Forms > Service Agreement Forms.
- **["How to Conduct Club Elections"](#)** YouTube Video

**Questions?** E-mail the PIE Chair at [cnhkc.pie@gmail.com](mailto:cnhkc.pie@gmail.com)

*Thank you for reading!*  
*Good luck! We **BEE**lieve in you!*



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Cali-Nev-Ha District | Key Club International

[keyclub.org](http://keyclub.org) | [cnhkeyclub.org](http://cnhkeyclub.org)

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