



CNH | KEY CLUB



conducting
CLUB
ELECTIONS

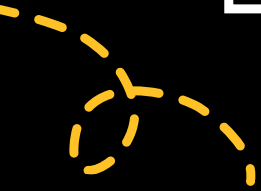
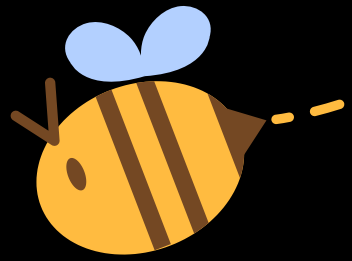


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section 1:
GENERAL
REQUIREMENTS



election **SEASON**

Below is a brief timeline of the elections season.

Note that all club elections should be conducted no later than 45 days before the upcoming District Convention. This allows newly elected officers to be able to attend DCON training workshops.

DECEMBER

Begin promoting officer positions and demonstrate why members should run.

JANUARY - FEBRUARY

Plan out your club election logistics and conduct them.

MARCH - APRIL

Begin conducting officer trainings for your newly elected board.




meeting **QUORUM**

A quorum is the attendance of at least 50% of a club's dues-paid members. For example, if a club has a total of 50 dues-paid members, the minimum number for quorum would be 25 members.

In order for any election to be considered valid, a quorum must be met.





section 2:
**CANDIDATE
REQUIREMENTS**

list of


REQUIREMENTS

In order for a candidate to run for office, they must complete all of the following requirements:

- Candidates running must be a dues-paid member in good standing.

- Candidates must complete the following forms and submit them to their Club President and Advisors(s) at least one week prior to the election date:
 - CNH Service Agreement Form
 - Medical Release Form
 - Kiwanis Release FormForms can be found on the CNH CyberKey.

- No campaigning! Campaigning will not be tolerated.



section 3:
PROMOTING
ELECTIONS

how to

PROMOTE

As an officer, you should encourage your members to become the future leaders of the club by demonstrating the benefits. There are methods you can use in order to promote elections, but it starts with you!

SOCIAL MEDIA

Promote club elections using social media! It's one of the easiest ways to reach out.

WORD OF MOUTH

Talk about the benefits! Encourage people to step outside their comfort zones

FLYERS

Create physical flyers/posters that are easy to digest to hang up around your school.

section 4:
GENERAL
PROCEDURE

step by step

PROCEDURE

STEP 1

Plan your election date(s) no later than 45 days before DCON.

STEP 2

Meet quorum of 50% or more dues-paid members in attendance in order to host an election.

STEP 3

Candidates have 3-5 minutes to give their speech, followed by a 4 minute caucus.

STEP 4

All dues-paid members in attendance will be given a ballot to vote on each office.

STEP 5

All ballots may only be counted by the present advisor(s).

STEP 6

Results will be announced either at the end or at another club meeting.

other

NOTES

- Ensure that all candidates have fulfilled the requirements in order to run.
- Provide a "no-confidence" option on the ballot.
- If there are more than 2 candidates running for an office, clubs may host a Nomination Conference to narrow down the candidates to 2.



section 5:
TRAINING
NEW OFFICERS



club

TRAINING

The current officer board may conduct trainings with their newly elected officers.

One method of doing this is pairing each role from the current and elected board to schedule a time together for training. However, since every club is different please do what best suits the needs of your own.

dcon

TRAINING

District Convention (DCON) offers a variety of training workshops which are open to all members.

Workshop topics can include each officer role, breaking down Key Club, public speaking, social media, networking, and more!



section 6:
CAMPAIGNING

campaigning

DO's & DON'Ts

The following is a list of what candidates CAN do and CAN'T do when it comes to campaigning.

NOT ABLE TO:

- Distribute campaign materials
 - Posters
 - Flyers
 - Social media advertisement
- Influence others to vote for you. This includes asking them, distributing goods in exchange for a vote, etc.

ABLE TO:

- Say “yes” when asked whether or not you are a candidate.

campaigning

CONSEQUENCES

Any violation against the campaigning policies include a warning being issued OR disqualification of candidacy.

These consequences depend on case to case. However, you should NOT be campaigning whatsoever.

acknowledgements

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thank you

FOR

READING!

good luck!