



CNH | KEY CLUB

# ***RUNNING FOR INTERNATIONAL OFFICE***



**CNH District Policy, International Business, and Elections Committee**  
Chair Miah Chao | [pie.chair@cnhkeyclub.org](mailto:pie.chair@cnhkeyclub.org)

# Introduction

Welcome! This manual contains the essential information you'll need to run for International Office. The International election process may seem intimidating, but don't worry! The PIE Committee is here to guide you along the way.

*Happy reading!*

D26N Lt. Governor '22-'23 Stephanie Dumalig &  
D16E Lt. Governor '22-'23 Rain Santos

## Table of Contents

Overview of International Offices	1
General Election Process	2
Required Preliminary Materials	3
Preparing for District Endorsement	4
Preparing for International Convention	6
Campaigning	7
Closing Remarks	9

# Overview of International Offices

## **International President**

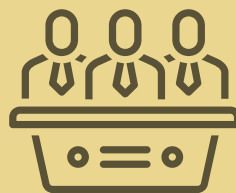
"The Key Club Int'l President is the CEO of Key Club International (KCI), presiding at International Convention and International Board meetings. They set service initiatives and supervise all KCI work. The President also represents Key Club within the Kiwanis Family."

## **International Vice President**

"The Int'l Vice President is prepared to perform any duties that the President is unable to do. They are a chair of at least one international committee, supports the other committee chairmen, attends events deemed necessary, and performs any tasks as assigned by the President."

## **International Trustee**

"An Int'l Trustee works with the Int'l Board to define policies and goals of Key Club as an international organization. They carry out the directives of Key Club International. They also serve on an international committee and represent 3 Key Club Districts."



# General Election Process

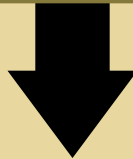
## **IOCTC**

International Officer Candidate Training Conference (IOCTC) registration is mandatory for all International Office candidates. At this training conference, candidates will receive detailed instructions on how to run for office, in addition to tips and more. IOCTC registration information will be posted on the CNH CyberKey.



## **District Endorsement**

To run for International Office, District endorsement is required. Each District is allowed to endorse a maximum of two International Trustee candidates, one International President candidate, and one International Vice President candidate. The endorsement process occurs at District Convention.



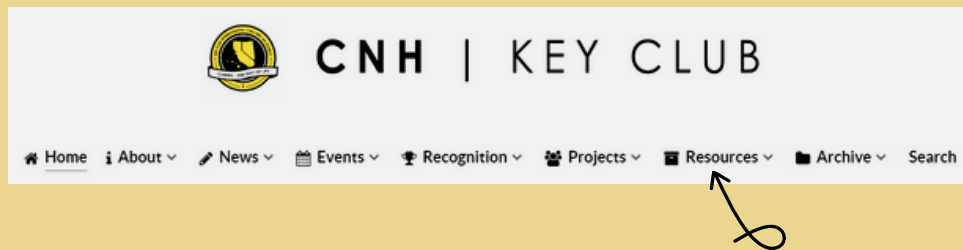
## **International Election**

After being endorsed by the District, candidates will move onto the International level, in which they will run at International Convention.

# Required Preliminary Materials

## **Intent to Run Form**

Once you have decided to pursue one of the offices noted in our overview, you must file your intent to run via a form online. This provides CNH with your contact information, as well as officially confirms that you intend to run for International Office. The form can be found on the CNH CyberKey under Resources > District Officers > Running for District or International.



## **Service Agreement**

Serving Key Club at the International level is no easy feat. To be sure that you are aware of all the responsibilities and expectations that come with the position, we ask that you thoroughly read through and complete a service agreement. Please note that both a digital and physical copy of your service agreement with all the required signatures are due by the date specified on the CNH Cyberkey.

***All forms can be found at [cnhkeyclub.org](http://cnhkeyclub.org)!***

# Preparing for District Endorsement

Before seeking District Endorsement, you may first ask for the endorsement of your Division at Conclave or a DCM. Note that this is recommended, but not required. If, after already asking to be endorsed for a certain position, you decide to switch the position you're pursuing, you will need to ask for endorsement again. In addition, it is mandatory that your Region Advisor is present when requesting endorsement.

## **Candidate Basic Profile Response Form**

The information from this questionnaire will be used to create your Basic Profile Overview. This section will include what awards or honors you've received, Key Club experience, other extracurricular positions, and several free response questions.



## **Literature**

Your literature is a one-page, one-sided summary of your goals and qualifications. This may include a headshot of yourself, an introductory blurb, and a campaign platform. This material does not have to follow graphic standards, just be sure that all elements are still visible when printed out in black and white. Get creative and supplement your literature with memorable visual elements!



# Preparing for District Endorsement

## **Candidates Promotion Video**

This promotional video is a chance for you to get your message out to members before House of Delegates. Content will include a brief introduction from you, as well as answers to a few prepared questions. Feel free to check out past examples of videos the PIE Committee has produced on the CNH District YouTube channel!



## **DCON**

### **Speech**

At District Convention, the speech is your opportunity to directly address the House of Delegates. It typically consists of your goals, plans for the upcoming term, and reasons for running.

### **Caucus**

Following the speech, audience members will ask the candidate questions. These questions will typically relate to your literature or speech. Be prepared to elaborate on your plans for the upcoming term or how you would address existing issues. Here are some examples:

- How will you achieve diversity, equity, and inclusivity?
- What sacrifices are you willing to make if elected?
- How do you plan to reach \_\_\_\_\_ goal of yours?

Other sample caucus questions can be found on the CNH CyberKey.

# Preparing for Int'l Convention

Now it's time to get ready for the big leagues! At International Convention, you'll finally get the chance to demonstrate to members from all across the globe why you should be elected into office.

## **Caucus Procedures**

The convention program will include a caucus of each District, in which members from each District will learn about the candidates for International Office. There will be one candidate in each caucus room at a time, as well as a designated moderator. As a candidate, you'll be given a set amount of time in which you may give a speech and then use the remaining time to answer questions from delegates. Then, each delegate may vote for one candidate for President, one candidate for Vice President, and from 7 to 11 candidates for Trustee.



The results will be announced at the Nominating Conference. President and Vice President will be narrowed down to the top two candidates and the International Trustee ballot will be narrowed down depending on the number of candidates. Meet the Candidates will occur next. Candidates will give a short speech and answer from a "fishbowl" of questions.

## **House of Delegates**

This is when the final voting for positions will take place. After the votes are collected, the outgoing International President and Vice President will announce the results.



# Campaigning

Primary campaigning is defined as "The active promotion committed by a candidate to promote their own position and to better their standing in an election in a manner that would be unfair to other candidates."



There are specific guidelines as to what is allowed in terms of campaigning for International Office. This ensures that a fair election can occur. Both types of campaigning are NOT allowed and would result in serious consequences.

Examples of what may be labeled as campaigning are discussed later in this manual to give further insight.



Secondary campaigning is defined by as "When another individual, aside from the primary candidate, works to promote the candidacy of the primary candidate."

# Campaigning

## **Acceptable Behavior**

- When asked if you are running for a position before the release of the Candidates Booklet, you may respond affirmatively.
- One confidential individual (your Campaign Manager) can proofread your platform or your literature. This individual can also give feedback on your speech.
- Seeking endorsement from your Division is allowed.

## **Unacceptable Behavior**

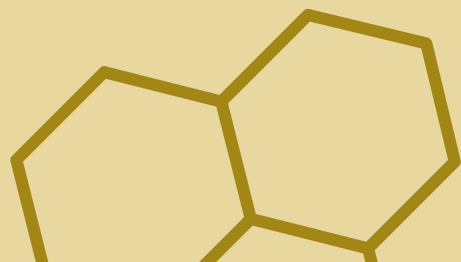
- Distributing campaign materials to either delegates or non-delegates is not allowed. This applies to literatures, posters, flyers, and passing out incentives to solicit votes. If someone asks you about your platform after the release of the Candidates Booklet, please direct them to the booklet on the CyberKey.
- Asking others to promote your campaign is prohibited. Please be sure that the confidential individuals with whom you choose to receive feedback for your materials will not spread this information.
- Publicly declaring your candidacy is prohibited.

# Closing Remarks



We hope this manual has been helpful to you in your path to pursuing International Office! If you ever have any questions, please do not hesitate to reach out to your friends on the PIE Committee. We're here to serve you!

*Wishing you the best of luck!*



## *acknowledgements*

The California-Nevada-Hawai'i Key Club District would like to acknowledge the following individuals who have contributed to this guide.

### **Rainielle Santos**

Division 16 East Lieutenant Governor, 2022-2023

### **Stephanie Dumalig**

Division 26 North Lieutenant Governor, 2022-2023

### **Miah Chao**

Policy, International Business, & Elections Chair,  
2022-2023

*Thank you for  
reading!*