



CNH | KEY CLUB

Running For District Office

District Elections Guide



Policy, International Business, and Elections Committee 2017-2018
California-Nevada-Hawaii District
Key Club International

Introduction

The 2017-2018 CNH District Elections Guide is a great resource to utilize in learning more about the esteemed CNH District and Key Club International positions. Please read through this guide carefully. It provides a break-down of the entire election process.



Wishing You Best of luck,

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How to Run For District Office

1. Complete the online Candidate Training Conference Registration Process prior to the District Officer Candidate Training Conference (December 10th, 2017) is located on the CNH cyberkey. CTC Attendance is required to be able to run for office.

2. Candidates must complete the online registration process. The information submitted is used for proper planning for elections and for appointment selections. Completing this process is NOT enough. 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 by the designated deadline.

3. Complete the Service Agreement: —Adobe fillable form
(Be sure to meet all the deadlines)

This form includes:

Section 1: Personal Information

Section 2: Rules and Regulations

Section 3: Service Agreement

Section 4: Meeting with Region Advisor Team

Section 5: Kiwanis Support

Section 6: School Support

Section 7: Home Support

Section 8: Code of Conduct

Section 9: Kiwanis Release

Section 10: Consent to Attend Key Club Events & Medical Authorization

4. Send your forms to Mr. Bruce Hennings via e-mail/fax/mail. Make sure you meet the deadline. If electronically sent in (email, fax), the original forms must be postmarked by the deadline.

5. Complete the CNH Candidate Basic Profile Questionnaire. The information from this questionnaire will be used to create one page of the two 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 online, so no personal contact information is allowed. Submit your personalized Campaign Flyer (Ad) in PDF format to cnhkc.app@gmail.com with the subject line of: "Campaign"

Receiving Endorsement FAQs

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 March/April at District Convention. Candidates running for a District Executive Position should run for endorsement at their Division's Conclave.
- 2. Are there any pre-election functions that the members should be attending?** A "Meet & Greet" is held on the first day of District Convention. This "Meet & Greet" is an informal, open session for members to personally speak to the candidates in order to gain a better understanding of both the candidate's goals and qualifications. It will also help members to further build on their questions that will later be used during 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 Candidate's 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 specifying their goals for the term and other relevant items. 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 presented by the members for 4 minutes.
- 7. During questioning, who is allowed to ask questions?** Any Key Clubber is permitted to ask questions (excluding adults). Any questions deemed inappropriate will be disregarded; these may include but are not limited to those involving gender, race, religion, etc.
- 8. What are the rules during elections?** Only one candidate can be in the speech/caucus room at a time, and members can only enter and exit the room in between speeches. Members should also follow the previously stated rules for questioning.

Running For International Office

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

- 1.** Talk to your Lieutenant Governor and Region Advisor about your interest in the position and any other position.*Note that unlike running for district office, candidates running for international endorsement do not need to attend District Office Training Conference. Separate training will be provided, if available.
- 2.** If you intend to run, complete the “intent to run” online registration form that can be found on “Step 2” on the 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 > 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 online 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 with the subject line of: Campaign.
- 6.** The PIE Chair will email 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, things such as campaign ad, and other forms. 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 Elections

International Elections will take place at the Key Club International Convention 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 and 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 around 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 disallowed 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

International Elections (cont.)

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 candidates and the International Trustee ballot will be narrowed down to the top eleven.

9. Meet the Candidates will occur next. Candidates will answer 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 are announced at the House of Delegates.



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