

MT DISTRICT KEY CLUB

Candidate & Election Procedures

SO YOU WANT TO BE A DISTRICT BOARD MEMBER?
NOW'S YOUR CHANCE!

ELECTED KEY CLUB POSITIONS:

International level:

President, Vice-President, Trustees (11)

District Level:

Governor, Secretary, Bulletin Editor, Webmaster,
Lieutenant Governor

Club Level:

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





PURPOSE OF ELECTIONS

Note: All candidates must be a paid member of a Key Club in good standing.

Without elections, Key Club International would lose its meaning because it really reflects on everything we find important. This is a student-led organization that focuses on service, so it allows the members to vote on the officers who will be serving them for the upcoming year. It opens up great opportunities to emphasize our core values. As long as a member has paid their dues, they may run for a position or be eligible to 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.



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HOW TO RUN FOR CLUB OFFICE

Note: Procedures may vary per club.

Step 1. Declare your candidacy to your club president

Step 2. After deciding to run and acquiring information, it is highly recommended to attend club meetings and club events, as you should already be attending.

Step 3. As election season approaches, your club officers will announce when the elections will be taking place. Ask your club officers if there are any forms to be filled out. Some clubs may require the submission of an Agreement to Serve Form.

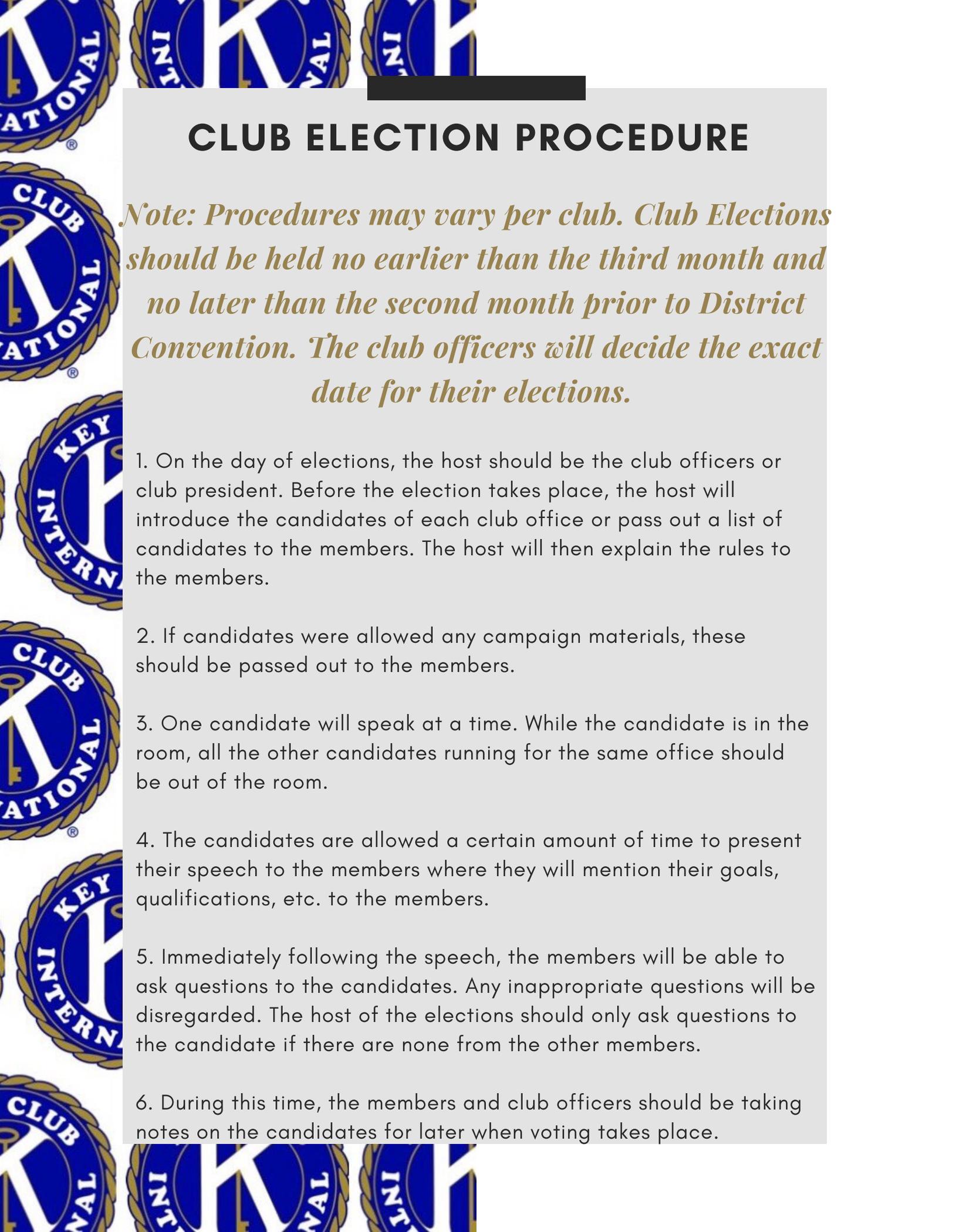
Step 4. Turn in the forms. If applicable, Agreement to Serve Forms will be due at least one week prior to the election. If your club requires a different form or application, ask your club president for specific instructions on how to complete and submit.

Step 5. Prepare for the elections. Write a speech to tell the members why you are fit for the position you are seeking. Explain your goals and the benefits you will bring to the club. Also prepare yourself for questions that may be asked during the caucus session.

Step 6. Know the exact date of the election, so you can prepare for the day accordingly. Contact your club president for this information. You will be required to be physically present at the elections.

Step 7. Dress to impress! Wear business casual attire

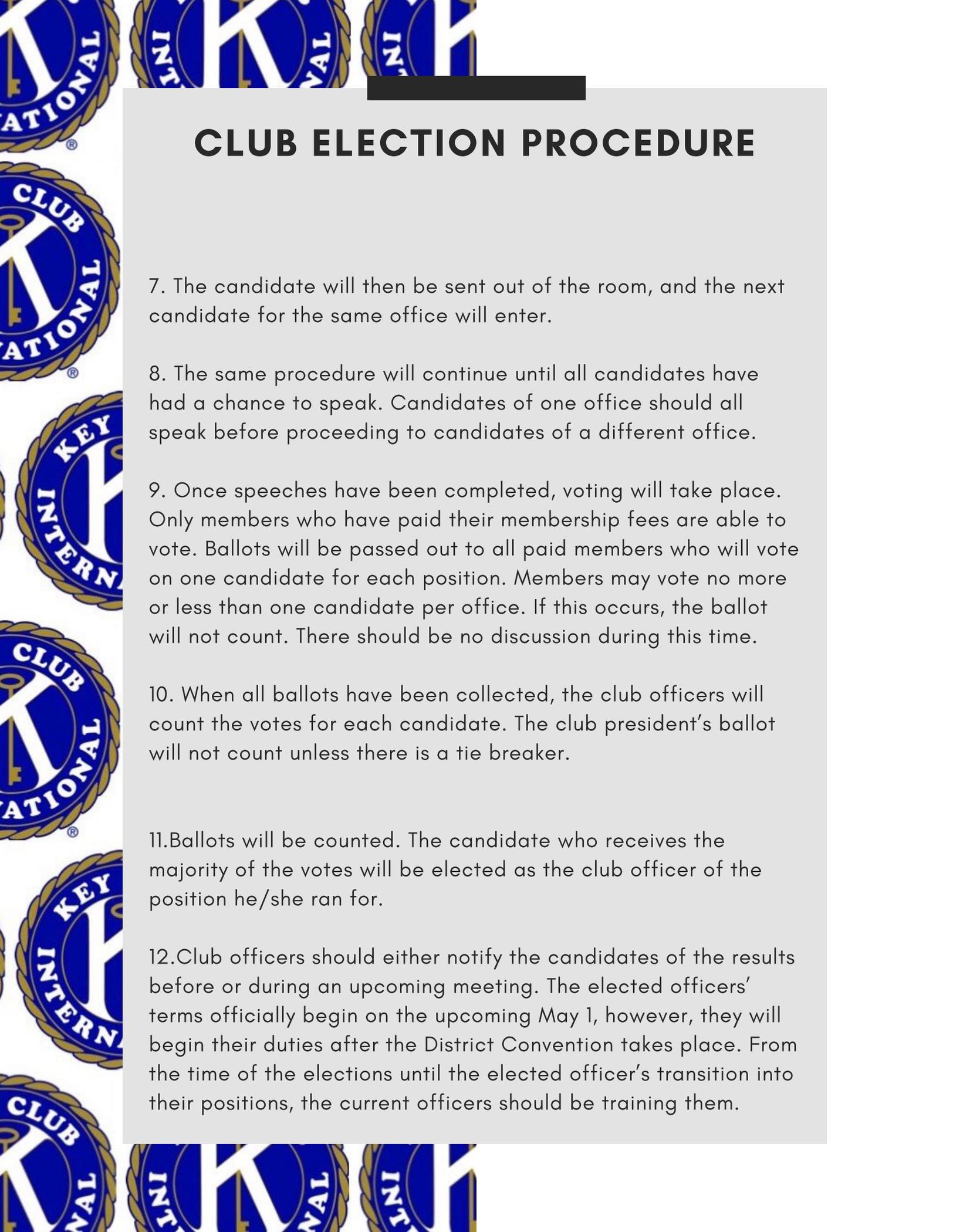
Step 8. Show up for the elections. At this point, you should be able to present your speech and proceed through a caucus session.



CLUB ELECTION PROCEDURE

Note: Procedures may vary per club. Club Elections should be held no earlier than the third month and no later than the second month prior to District Convention. The club officers will decide the exact date for their elections.

1. On the day of elections, the host should be the club officers or club president. Before the election takes place, the host will introduce the candidates of each club office or pass out a list of candidates to the members. The host will then explain the rules to the members.
2. If candidates were allowed any campaign materials, these should be passed out to the members.
3. One candidate will speak at a time. While the candidate is in the room, all the other candidates running for the same office should be out of the room.
4. The candidates are allowed a certain amount of time to present their speech to the members where they will mention their goals, qualifications, etc. to the members.
5. Immediately following the speech, the members will be able to ask questions to the candidates. Any inappropriate questions will be disregarded. The host of the elections should only ask questions to the candidate if there are none from the other members.
6. During this time, the members and club officers should be taking notes on the candidates for later when voting takes place.

The page features a decorative border of Club International logos. The logos are circular with a blue background and a gold border. They contain a large white 'K' with a keyhole in the center, and the words 'CLUB INTERNATIONAL' or 'KEY INTERNATIONAL' around the perimeter. The logos are arranged in a repeating pattern along the left and top edges of the page.

CLUB ELECTION PROCEDURE

7. The candidate will then be sent out of the room, and the next candidate for the same office will enter.

8. The same procedure will continue until all candidates have had a chance to speak. Candidates of one office should all speak before proceeding to candidates of a different office.

9. Once speeches have been completed, voting will take place. Only members who have paid their membership fees are able to vote. Ballots will be passed out to all paid members who will vote on one candidate for each position. 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.

10. When all ballots have been collected, the club officers will count the votes for each candidate. The club president's ballot will not count unless there is a tie breaker.

11. Ballots will be counted. The candidate who receives the majority of the votes will be elected as the club officer of the position he/she ran for.

12. Club officers should either notify the candidates of the results before or during an upcoming meeting. The elected officers' terms officially begin on the upcoming May 1, however, they will begin their duties after the District Convention takes place. From the time of the elections until the elected officer's transition into their positions, the current officers should be training them.



HOW TO RUN FOR LT. GOVERNOR

Note: Ask your Lt. Governor about any questions

Step 1. Contact your current Lieutenant Governor for instructions

Step 2. Complete and submit the Online Registration and the Lt. Governor's Service Agreement. The following signatures will be required for the Service Agreement Form: parent/guardian, Faculty Advisor, Kiwanis Advisor, and school principal.

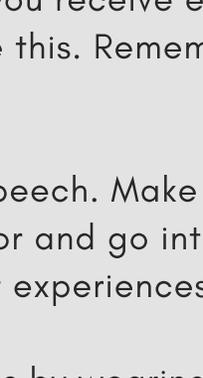
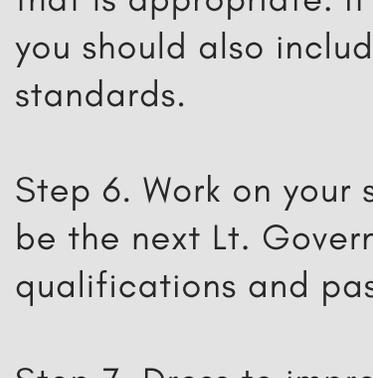
Step 3. Electronically or physically submit your Lt. Governor's Service Agreement Form to Michelle Preston by Feb. 15, 2022. Contact information for both can be found at mtkeyclub.org. If electronically sent, so it is received by the due date, then the physical paperwork must be mailed and postmarked by the due date.

Step 4. Prepare for elections. Write a speech that explains your goals, qualifications, and benefits you will bring to your division if elected. Also prepare yourself for questions that may be asked during the caucus session.

Step 5. During candidacy, complete a 1-page 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.

Step 6. 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.

Step 7. Dress to impress by wearing business professional attire. You should be able to present your speech and proceed through the caucus session.



The page features a decorative border of Kiwanis International logos. The logos are circular with a blue background and a gold border. They contain a large white 'K' with a gold keyhole in the center. The words 'INTERNATIONAL' and 'CLUB' are written in white around the 'K', and 'INTERNATIONAL' is written in gold around the bottom edge of the circle. The logos are arranged in a repeating pattern along the left and top edges of the page.

HOW TO RUN FOR DISTRICT & INTERNATIONAL OFFICE

Step 1. Contact your Lieutenant Governor for more information on what to do.

Step 2. Register online as a candidate for the office you are seeking and complete the Service Agreement Form. The deadline for submission will be provided on the form. The following signatures are required: parent/guardian, Faculty and Kiwanis Advisor, club president, and school principal. Basic contact information will also be required. This form can be submitted physically (Received by the due day) or electronically (by the due date) and physically mailed, postmarked by the due date, to Michelle Preston, District Administrator

Step 3. After declaring your candidacy, complete your 1-page campaign literature. Include your Candidate Profile which includes the following: elected and appointed positions, awards and honors, and responses to given questions. Personalize it with goals, qualifications, past experiences, and more. If you receive endorsement from your division, you should include this.

Step 4. You must be physically present at the elections held at the District Convention in order to run. Register as an attendee with your home club.

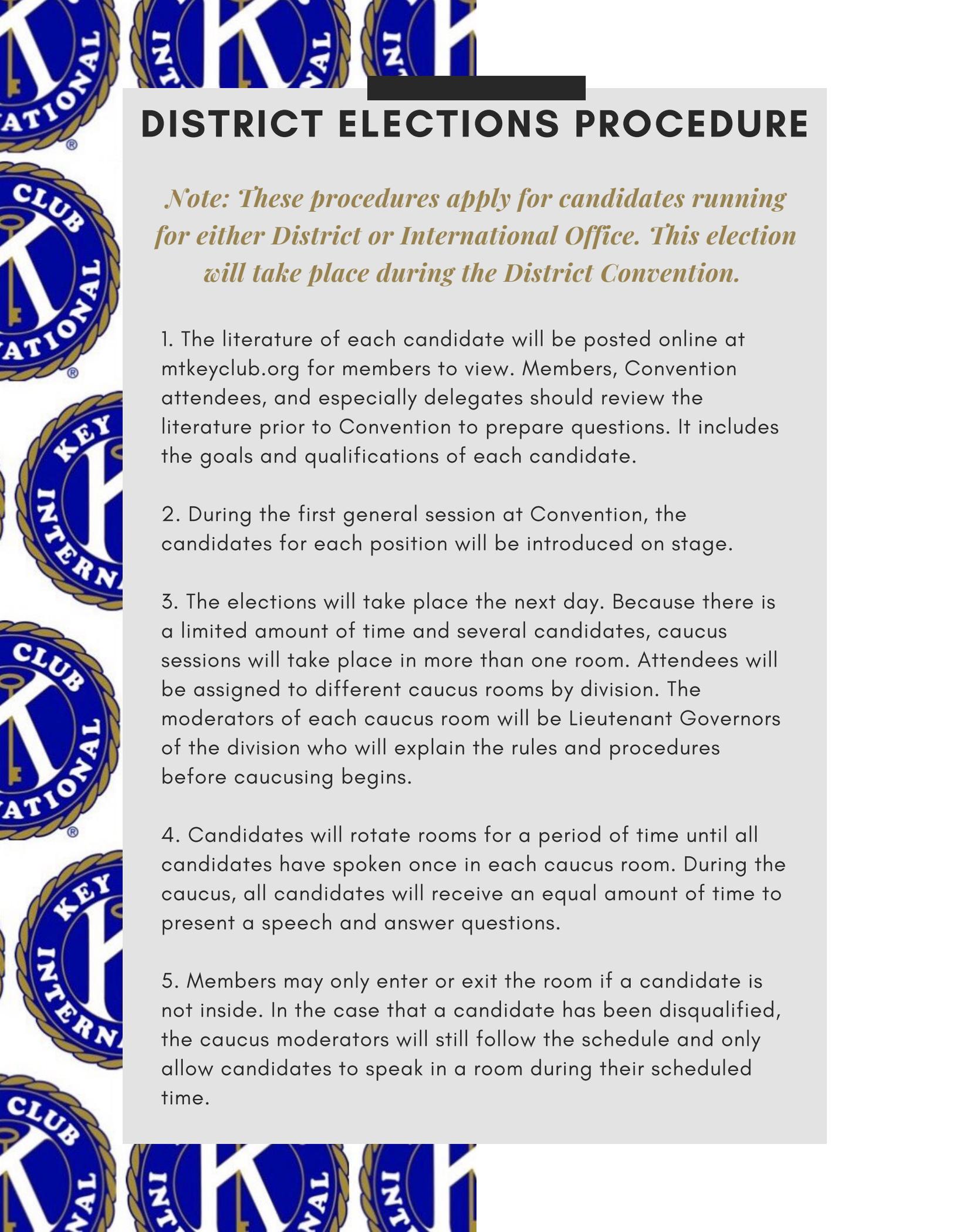
Step 5. Prepare your speech. Include your goals, qualifications, etc.

Step 6. Prepare for the caucus session immediately following your speech at the elections. You can practice with the sample questions provided in the Candidate Training Conference manual. You can also use the duties of the office you are seeking as a guide.

Step 7. Practice your speech. You will be giving it multiple times. During candidacy, you will be notified of the time you have for both speech and questions.

Step 8. Attend District Convention. Dress to impress! Wear business professional attire.

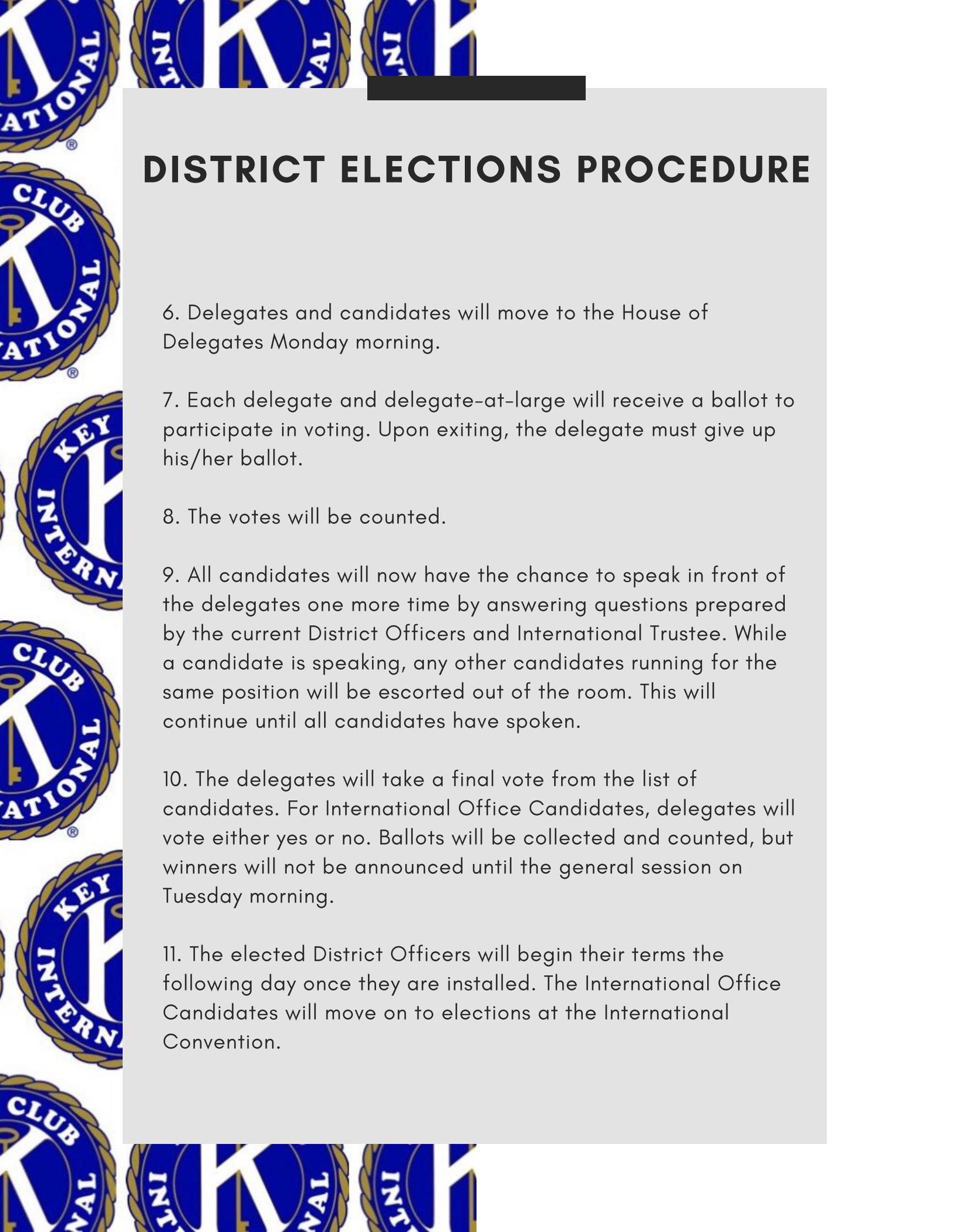
Step 9. Attend a mandatory Candidate's Meeting on Sunday of DCON. Those who do not attend will be disqualified as candidates. At this meeting, the Elections Committee Chair will explain the rules, explain the procedure for elections, and answer any questions. Candidates will receive the schedule for their caucus sessions.



DISTRICT ELECTIONS PROCEDURE

Note: These procedures apply for candidates running for either District or International Office. This election will take place during the District Convention.

1. The literature of each candidate will be posted online at mtkeyclub.org for members to view. Members, Convention attendees, and especially delegates should review the literature prior to Convention to prepare questions. It includes the goals and qualifications of each candidate.
2. During the first general session at Convention, the candidates for each position will be introduced on stage.
3. The elections will take place the next day. Because there is a limited amount of time and several candidates, caucus sessions will take place in more than one room. Attendees will be assigned to different caucus rooms by division. The moderators of each caucus room will be Lieutenant Governors of the division who will explain the rules and procedures before caucusing begins.
4. Candidates will rotate rooms for a period of time until all candidates have spoken once in each caucus room. During the caucus, all candidates will receive an equal amount of time to present a speech and answer questions.
5. Members may only enter or exit the room if a candidate is not inside. In the case that a candidate has been disqualified, the caucus moderators will still follow the schedule and only allow candidates to speak in a room during their scheduled time.



DISTRICT ELECTIONS PROCEDURE

6. Delegates and candidates will move to the House of Delegates Monday morning.

7. Each delegate and delegate-at-large will receive a ballot to participate in voting. Upon exiting, the delegate must give up his/her ballot.

8. The votes will be counted.

9. All candidates will now have the chance to speak in front of the delegates one more time by answering questions prepared by the current District Officers and International Trustee. While a candidate is speaking, any other candidates running for the same position will be escorted out of the room. This will continue until all candidates have spoken.

10. The delegates will take a final vote from the list of candidates. For International Office Candidates, delegates will vote either yes or no. Ballots will be collected and counted, but winners will not be announced until the general session on Tuesday morning.

11. The elected District Officers will begin their terms the following day once they are installed. The International Office Candidates will move on to elections at the International Convention.



WHAT IS CAUCUS?

Etiquette:

Rude behavior will not be tolerated. Persons are not allowed to enter or leave the room while candidates are present.

Caucus is where each District and International Candidate is given a set period of time to give a brief speech that speaks of their goals and qualifications, and then they answer questions.

Candidates:

All candidates running for District office or International Endorsement will appear in the caucus session and the timer will begin once they start their speech



THE HOUSE OF DELEGATES

Each club is allowed two delegates, who must be registered by March 1. The House of Delegates members will listen to the candidates' final statements and answers to questions from each of the current executives and vote by ballot for the candidate of their choice

The House of Delegates provides a forum for the candidates for each office to present their final message to the District delegates, and where delegates vote for each position. This is where the delegates will give their final vote! After the Governor convenes the House, delegate entry and exit will only be allowed during periods between candidate presentations.

Electronic Devices:

Please make sure to use one (1) device to attend virtual House of Delegates and access your official electronic ballot. No other devices should be used during this time period.

Any time that is left after the candidate finishes their speech is open for questions.

Adults are not allowed to ask questions or suggest any to the members.



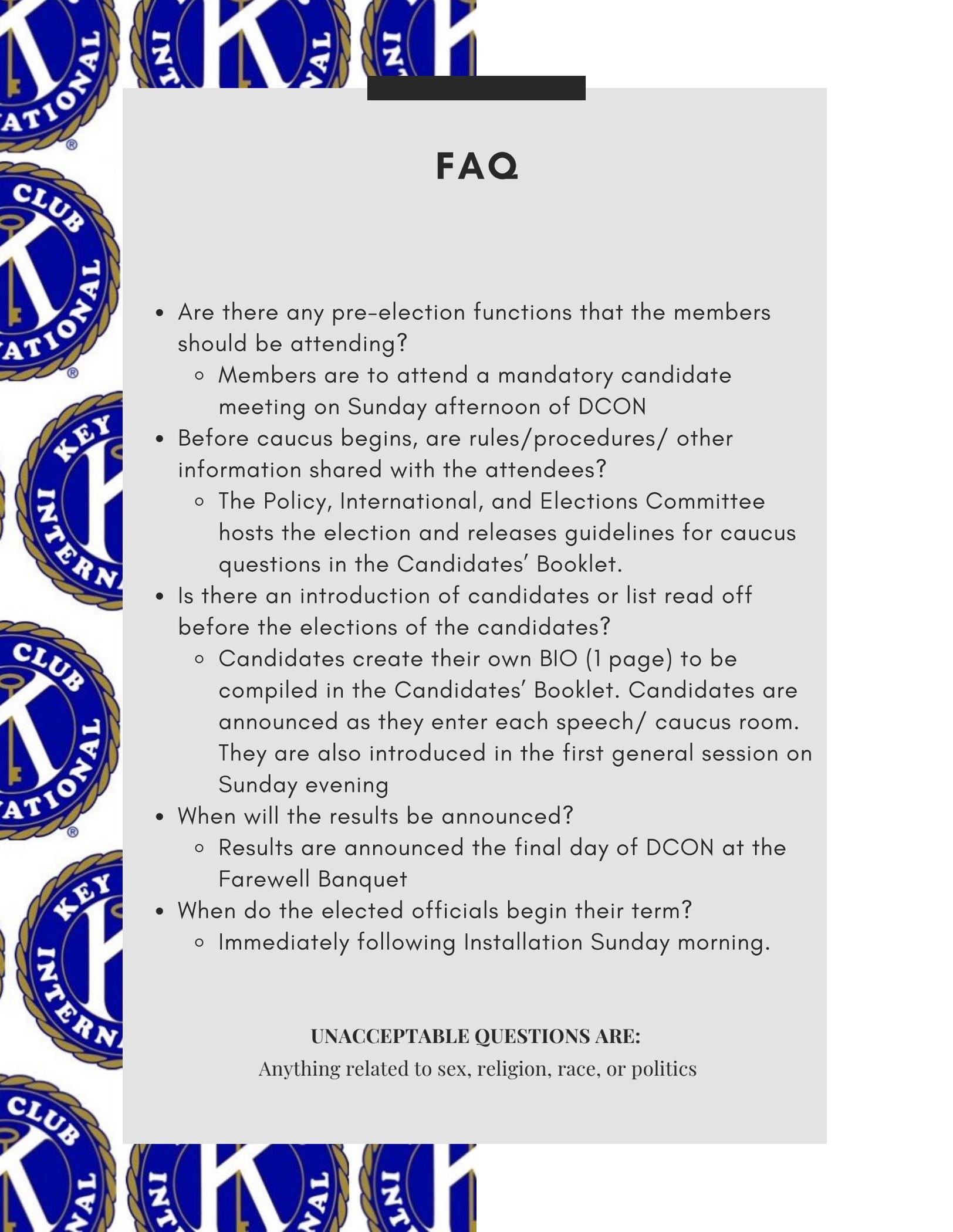
EXAMPLES OF GOOD ACCEPTABLE QUESTIONS:

Questions regarding the candidate's qualifications, platform, past experience, and elaborations on plans and goal

- How would you balance this position with school and other extracurricular activities?
- Are you good with deadlines?
- How will you strengthen Kiwanis relations?
- What is your strongest quality and how will you use it to the best of your ability through your best position?
- Out of all the core values, which one is your favorite and how will you apply it?
- Out of all your goals, which one is one you really want to emphasize on?
- What past experience have you had that helped you prepare to run for this position?
- How will you voice the member's opinions and ideas?
- What is your weakest quality and how will you work at improving it through this position?
- Explain how to improve communications between the many levels of Key Club International?

Tip:

When asking questions, remember that your goal is to make an informed decision regarding their candidacy – not make inappropriate comments!

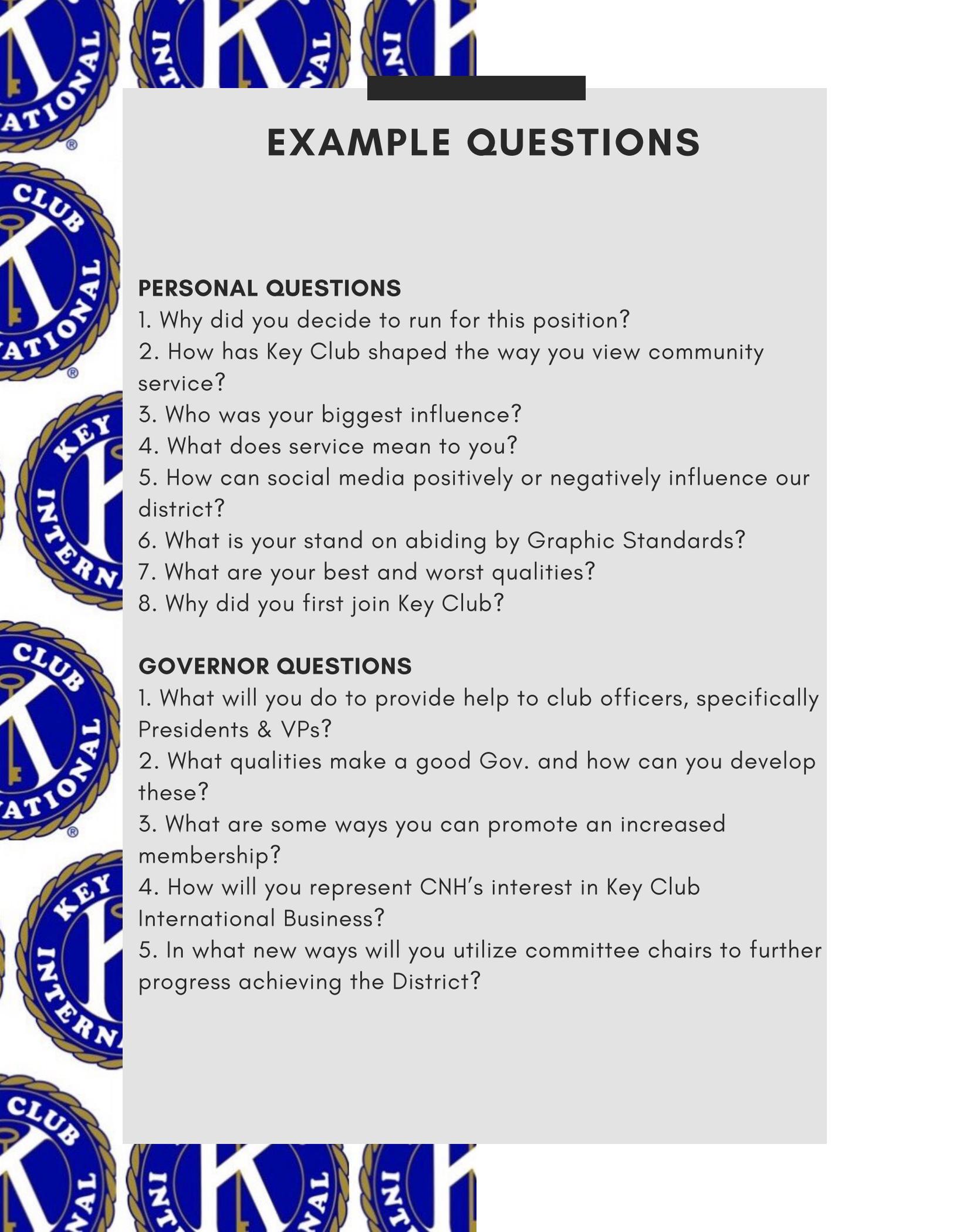


FAQ

- Are there any pre-election functions that the members should be attending?
 - Members are to attend a mandatory candidate meeting on Sunday afternoon of DCON
- 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.
- Is there an introduction of candidates or list read off before the elections of the candidates?
 - Candidates create their own BIO (1 page) to be compiled in the Candidates' Booklet. Candidates are announced as they enter each speech/ caucus room. They are also introduced in the first general session on Sunday evening
- When will the results be announced?
 - Results are announced the final day of DCON at the Farewell Banquet
- When do the elected officials begin their term?
 - Immediately following Installation Sunday morning.

UNACCEPTABLE QUESTIONS ARE:

Anything related to sex, religion, race, or politics



EXAMPLE QUESTIONS

PERSONAL QUESTIONS

1. Why did you decide to run for this position?
2. How has Key Club shaped the way you view community service?
3. Who was your biggest influence?
4. What does service mean to you?
5. How can social media positively or negatively influence our district?
6. What is your stand on abiding by Graphic Standards?
7. What are your best and worst qualities?
8. Why did you first join Key Club?

GOVERNOR QUESTIONS

1. What will you do to provide help to club officers, specifically Presidents & VPs?
2. What qualities make a good Gov. and how can you develop these?
3. What are some ways you can promote an increased membership?
4. How will you represent CNH's interest in Key Club International Business?
5. In what new ways will you utilize committee chairs to further progress achieving the District?

EXAMPLE QUESTIONS

SECRETARY QUESTIONS

1. Explain the most important traits of being a successful District Secretary and how you reflect?
2. Explain the importance of Monthly Report Forms and turning them in on time.
3. What kind of support will you provide club secretaries?
4. How will you help our district increase in service hours while ensuring accurate reporting and quality community service?

MISCELLANEOUS QUESTIONS

1. What is one major goal you wish to accomplish in this position?
2. Name all of the district committees.
3. Who is our current Kiwanis District Governor?
4. How many divisions are in CNH?
5. Name the four Key Club International preferred charities.
6. How did Key Club get its name?

mtkeyclub.org

