

New York District Key Club Elections Packet



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Introduction

This is the official 2018 Elections Packet of the New York District of Key Club International, and it covers information regarding seeking office for the 2018-2019 Key Club year. This packet covers procedures, rules, speeches, paperwork, responsibilities, and more. The individuals below will be working with you for the elections process.

Gavin Li
District Governor



concerns of any kind.

Responsible for District proceedings overall, including all aspects of LTC, and available for questions or

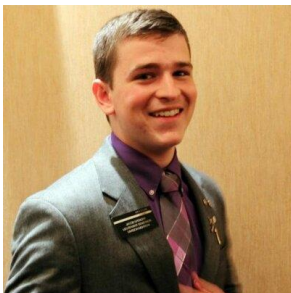
Josephine Leung
Conference Chair



the coordination of schedule and conference communications.

Responsible for the smooth proceeding of LTC. Involved in elections through the

Jacob Spencer
Elections Intern



and other events.

Responsible for running the elections proceedings during LTC. Will be available for assistance during caucus

Mr. Michael Berthel
Assistant District Administrator



The adult who will be working with elections to ensure they proceed smoothly.

Why Run for District or International Office?

Reasons to Run for Higher Office:

- Key Club offers many different leadership opportunities, and although the options may seem overwhelming at first, each position is unique in its responsibilities. Before deciding what position is right for you, you must know your strengths and what aspects of Key Club you enjoy most.
- District and International positions may come with new responsibilities but they do not diminish preexisting responsibilities to home clubs and divisions. Key Clubbers who are elected to higher offices are expected to maintain their current level of involvement with their clubs and should serve as role models to other members.
- District and International positions require a significant time commitment, and these officers must be skilled with time management. It is easy to become overwhelmed when serving at these levels of Key Club, but the work you are expected to do will not decrease. If you struggled with managing your time on the club or division level, you may need to reconsider running for higher office until you can guarantee that you are prepared to take on more responsibilities.
- When deciding between a District and International position it is important to remember that the higher the position, the less direct communication with members. District officers are expected to communicate with club officers in addition to Lt. Governors, but Trustees are only required to communicate with their assigned Governors. Trustees may choose to communicate directly with Lt. Governors, or with the Lt. Governors through the Governor, but it can be difficult to communicate with club officers when there are so many other responsibilities. If you are passionate about getting directly involved with the members, you may lean more towards a District position.
- You have the opportunity to make a long-lasting change on the opportunities that future Key Clubbers will have in their home clubs, divisions, and district.

District Office Campaign Timeline

September-December:

- Research the position you are thinking about running for.
- Talk to District Officers that have held or that are currently holding the position you want.
- Read the Official Elections Packet.

January:

- Send your Official Letter of Intent and signed Service Agreement (the necessary paperwork is included in this packet), by mail, to District Administrator John Goldstein at 590 Mullock Road, Port Jervis, NY, 12771 **by February 1st**.
- Begin to work on your campaign platform. Think about what you want to change and what you can change or improve in your position.

February:

- You will receive an email from the District about the online candidates meeting and Candidate Bio, Campaign Flyer, and Introduction Slide submission.
- Finalize your campaign platform.
- Begin writing your speeches.
- Work on your Biographical Form, Campaign Flyer, and Introduction Slide to be sent to Assistant District Administrator Michael Berthel **by March 8th**.
- Ask somebody to be your campaign manager. It may not be a current District Board member, International Board member, or a Lt. Governor-Elect.

March:

- Send your Biographical Form, Campaign Flyer, and Introduction Slide to Assistant District Administrator Michael Berthel **by March 8th**.
- Finalize your campaign speeches.
- PRACTICE your campaign speeches.
- Review all campaign rules prior to the conference.
- Attend the Leadership Training Conference, and have fun!

International Office Campaign Timeline

September-November: Begin talking to Key Clubbers who hold or have held the positions that you are interested in running for. Also talk to your District Administrator, District Governor, and even possibly Key Clubbers who have unsuccessfully run for the position in the past to gain different perspectives (all while being very careful that you are not sharing information with anyone who may utilize it in the wrong way or campaigning in any manner). Make sure that before you make any binding agreements, you discuss the entire process with your parents, and they understand all of the duties that will be associated with the position if you are elected.

December: Submit your letter of intent to the District Administrator and continue discussing any questions you may have about the position with current International officers. Remain in contact with your International counterpart, and other Key Clubbers who are helping you prepare for the election.

January: Begin preparing a platform that contains all of your main goals if you are elected to serve in the position. This platform is crucial because it will give you the opportunity to “test out” your ideas at LTC, where you can then see whether or not they will be successful at International Convention. Make sure that you are prepared to declare what position you are running for at the Mid-Winter Board Meeting in late January or early February. Remain in contact with your International counterpart, and other Key Clubbers who are helping you prepare for the election.

February: Ensure that all of your paperwork for District Convention is sent to the District Administrator **by February 1st**. Continue developing your platform and begin to write your speeches for LTC. The sooner you finish your speeches the better, because you’ll look and feel more prepared when it comes time for the actual convention. Also, begin practicing answering caucus or fishbowl questions with your campaign manager or friends. If you have not yet chosen a campaign manager to help you prepare, now is the time to do so. Remember, practicing these questions ahead of time will prepare you for some of the more popular questions that are asked throughout the caucus procedures. Remain in contact with your International counterpart, and other Key Clubbers who are helping you prepare for the position. You will receive an email from the District with information about the online Candidates Meeting and candidate bio, campaign flyer, and introduction slide submission.

March: Make sure that your platform and speeches are completely developed, and your candidate bio and campaign flyer are sent in **by March 8th**. Continue practicing questions in your free time, making sure that the questions you are practicing directly relate to your experiences, your platform, and your speeches. Delegates will ask specific questions based on what you have presented to them, so make sure that you are prepared for that. At the time of the Leadership Training Conference, make sure that you are prepared with copies of your flyers to hang around the hotel, and bring masking tape to LTC. Make sure that you are constantly asking your International counterparts any questions that you may have about the elections process.

April: If you are endorsed at your District Convention, now is the time to evaluate how Key Clubbers at the convention responded to your platform and speeches. If there were parts of your speeches that Key Clubbers responded well to at District Convention, then elaborate on those. If you realize that there wasn't a great reception to certain portions of your platform, try to eliminate those portions (or build upon them in a way that resolves the issues you ran into at District Convention). Your platform should be fully developed and updated by the end of the month. You should also be working on your flyer for the candidate's booklet at International Convention. At the board meeting at the end of the month, begin work with the new District Board and Kiwanians preparing for the election. Try to work with Kiwanis Committee Representatives to develop speeches and prepare for questions.

May: Both your candidates' bio and campaign flyer will be due to the International office by mid-May. It is imperative that you keep an eye out for the strict deadlines. Staff will enforce these deadlines, and you will be penalized if you do not follow them. Your speeches should be nearly finished by the end of the month, so that you don't have to spend the month before International Convention writing speeches.

June: Spend your free time practicing speeches and questions over and over again in the same way that you did before District Convention, applying the questions directly to your speeches, flyer, and platform. Make sure that you have chosen a campaign manager who will support you throughout the process, and that you are completely prepared for the convention. Contact your International counterpart regularly to ensure that all of your pre-Convention questions are answered.

District Governor

"The Governor shall be the executive officer of the district and shall preside at all conventions and at all meetings of the Board of Trustees. He shall be an ex-officio member of all standing and special committees. It shall be his duty to attend any convention of Key Club International."

Responsibilities:

- Prepare and distribute communiqués to club presidents and the district board. Cover important topics in a timely manner.
- Prepare and distribute tentative dated agendas for each district board meeting.
- Develop materials and institute a training program for district officers.
- Provide written directives and assist district committees in their operation.
- Attend required meetings/events.
- Create Lieutenant Governor reporting expectations and evaluate board members' performance.
- Promote Kiwanis family relations.
- Demonstrate a strong relationship with the board liaison.
- File all reports required by the Key Club International Office or Board within specified time limits.
- Contact the administrator prior to each board meeting to prepare the agenda and communicate the specified number of times per month with them.
- Perform at least 50 hours of service to your home, school, or community.
- Must have and maintain at least a "B" average.
- Must attend all District Board Meetings, Kiwanis DCON, Circle K DCON, Kiwanis Mid-Winter Conference, GATC, LeadCon, ICON, and LTC at the beginning and end of your term.

Time Commitment:

12 hours a week (minimum)

District Secretary

"The Secretary shall keep all records of the Leadership Training Conference and of the meetings of the Board of Trustees. He shall submit a report to the annual convention and at such other times as the Governor or the Board of Trustees may require. He shall submit to the proper officials and committees all communications received from Key Club International. He shall cooperate with the Governor in forwarding all official reports required by Key Club International. He shall perform such other duties as may be assigned to him by the Governor or the Board of Trustees."

Responsibilities:

- Prepare and distribute communiqués to club secretaries and communiqués to the district board. Cover important topics in a timely manner.
- Develop materials for and conduct a club secretary's workshop at the district convention at the end of his/her term of office.
- Distribute copies of all district board minutes to district board officers and the Kiwanis International Office.
- Attend required meetings and events.
- Present a secretary's report at all official board meetings.
- Compile the final reports of all the committees of the district board at the end of his/her term of office.
- Produce and distribute a club officer directory to clubs and district officers within specified time limits, and produce addendums to the club officer directory as needed.
- Demonstrate a strong relationship with the board liaison by sending all copies of the district secretary's board newsletter to the liaison and communicating at least once per month with him/her.
- Strive to make all communications timely, well written, free of mistakes and follow the Key Club graphics standards.
- Perform at least 50 hours of service to your home, school, or community.
- Must have and maintain at least a "B" average

Time Commitment:

8 hours a week (minimum)

District Treasurer

"The office of district treasurer is responsible for monitoring district finances, creating and filing all appropriate reports and coordinating dues collection. He or she also contributes to the district newsletter and supports club treasurers. He or she also monitors the payment of membership dues and communicates sufficiently to remind club members to submit them on time. The officer is elected at the district convention."

Responsibilities:

- Prepare and distribute most recent monthly financial reports and dues reports to the district board.
- Prepare and distribute communiqués to club treasurers and communiqués to the district board. Cover important topics in a timely manner.
- Send notification of delinquent dues status to Key Club presidents, school principals, and presidents of sponsoring Kiwanis clubs and faculty advisors at appropriate times.
- Attend required meetings and events.
- Present a treasurer's report at all official board meetings.
- Demonstrate a strong relationship with the board liaison by sending all copies of the district treasurer's board newsletter to the liaison and communicating with him/her.
- Strive to make all communications timely, well written, free of mistakes, and follow the Key Club graphics standards.
- Perform at least 50 hours of service to your home, school, or community.
- Must have and maintain at least a "B" average

Time Commitment:

6 hours a week (minimum)

International President/Vice President

"As chief executive, the president exercises general supervision over the work and activities of Key Club International. He or she presides over the international convention and all meetings of the Board of Trustees and the International Council. The president is the official representative of Key Club International with Kiwanis-family leadership and external agencies."

"The vice president is prepared to perform the duties of the president in the event the president is unable to do so. He or she chairs at least one international committee, supports all other committee chairmen and performs duties and attends events as deemed necessary by the international president and/or board of trustees."

Time Commitment:

14 hours a week (minimum)

International Trustee

"A trustee works with the rest of the Key Club International Board to define the administrative policies of Key Club International. He or she interprets the scope and meaning of the bylaws, carries out committee directives and maintains consistent communication with the leadership of the districts to which he or she is assigned."

Time Commitment:

12 hours a week (minimum)

Campaign Rules

- Any dues-paid members of Key Club International in good standing, who is a freshman, sophomore, or junior, may become a candidate for District Office or Endorsement for International Office.
- Only two (2) candidates may be elected for International Trustee Endorsement and only one (1) candidate may be elected for International President or Vice President Endorsement.
- No candidates shall have a Campaign staff of more than five (5) persons during area caucusing.
- No member of the District Board, International Board Member, Lieutenant Governor-Elect, or Conference Staff Member shall be part of any campaign staff at the Leadership Training Conference, nor campaign for any candidate.
- No adult may participate in the elections process, campaign for, or assist a candidate running for office.
- Candidates must provide a list of Campaign Team/Manager at Candidates Meeting on Friday of LTC.
- No campaigning outside of your division prior to the Leadership Training Conference. This includes any campaigning via phone, email, text, and social media.
- One-hundred (100) flyers may be posted around the hotel on glass ONLY. Flyers must be five (5) feet apart from each other and attached using only masking tape or painters tape.
- Campaign flyers may not be hung up until after the candidates meeting and must be taken down before House of Delegates.
- Candidates are not permitted to speak negatively about other candidates or mention other candidates in their speeches.
- Candidates must conduct themselves appropriately and professionally manner and abide by all organization and conference policies.
- Candidates who are found in violation of rules may be subject to disqualification. Disqualified candidates may not appear on a write-in ballot.

Elections Process at LTC

Mandatory Candidate's Meeting:

Every candidate is required to attend a mandatory candidate's meeting at 5:30 PM on Friday of the LTC. Members of the Kiwanis Committee, Key Club Elections Committee, and District Board will introduce themselves and go over the rules of the elections process. Immediately following this meeting candidates are permitted to hang up campaign flyers throughout the hotel.

Nomination:

During Opening Session on Friday Night, candidates for all offices must be nominated for District or International Office and the nomination must be seconded. Have two people ready to nominate you during Opening Session.

Caucusing:

During Divisional Caucusing, candidates will have the opportunity to give a speech and answer questions in five (5) minutes per caucus room. The five minutes begins when the candidate starts speaking and does not stop until the time has expired. Each caucus room will have about three (3) divisions present. Candidates will go from room to room, giving their speech in front of each caucus room.

Caucus Voting:

If there are more than two (2) candidates running for a particular office (or more than three (3) in the case of Endorsement for International Trustee), all Key Clubbers present in the caucus will vote on that position. The percentage of votes from each division for each candidate will be calculated, and the percentages from each division will be added to determine the two (2) candidates to move on to House of Delegates.

Salute to Division Session:

During the Salute to Division Session on Saturday Night, candidates will be addressing the entire conference at one time. Candidates will be called upon to answer one question. The question will be chosen by the candidate out of a bowl, and the candidate will have one (1) minute to respond.

House of Delegates:

On Sunday Morning, candidates will have one final opportunity to address the delegates of the conference who will be electing them. No questions will be permitted during this session. Delegates will place their votes immediately following the candidates speaking for each position.

NOTE: Candidates are not automatically delegates at the House of Delegates. In order to vote, candidates will need to be chosen by their respective Key Club.

Overview of Speeches

Below is an overview of all speeches. Candidates will not be permitted to speak over the time allotted.

Caucus:

- Time Allotted: 5 Minutes (includes time for Speech & Questions)
- Questions: Permitted from all attendees
- Room Format: Smaller rooms (3-5 divisions per room)

Salute to Division Session:

- Time Allotted: 1 Minute for Answer to Fishbowl Question
- Questions: 1 Fishbowl Question Chosen by Candidate
- Room Format: 650-750 attendees, general session

House of Delegates:

- Time Allotted: 3 Minutes - Governor Candidates
2 Minutes – All Other Candidates
- Questions: Not permitted
- Room Format: 175-200 delegates, general session

Sample Caucus Questions

1. How has Key Club shaped the way you view community service?
2. Where does your biggest source of motivation come from?
3. What are your strengths and weaknesses are they relate to the position you are running for?
4. Why did you first join Key Club?
5. What does service mean to you?
6. What is your favorite service project and why?
7. How well do you feel you are able to work with others? Why is this important in Key Club?
8. How has Key Club influenced your life and how will your life change, both positively and negatively, as a result of serving as an as a district officer?
9. How do you intend to accomplish your stated objectives in just one year in your position?
10. What is the importance of Key Club being a student-led organization? What are the advantages and disadvantages?
11. What is your greatest weakness as a leader? How will you address this in order to have a successful year in your position?
12. What sort of problems do you foresee in the future of our organization and what would you do to address them?
13. What makes Key Club different from other student organizations?
14. What would you do to improve communication between the club and the district?
15. What unique skills and qualifications would you bring to the New York District Board?
16. What do you think is the key to organizational growth? How will you support growth through your position?
17. What do you believe should be a major goal or priority for NYD Key Club in the next year, and what do you feel you could do as a member of the International Board to help accomplish this goal?
18. If elected, what would you do to strengthen relationships between Key Club and other branches of the Kiwanis family?
19. How will you effectively voice the concerns of the members you are elected to represent?
20. What other clubs and/or extra-curricular activities are you involved in; and how will that affect your role on the District Board?
21. What do you see as the biggest challenge for the person elected to the position?



NEW YORK DISTRICT OF KEY CLUB INTERNATIONAL THE OFFICES OF DISTRICT GOVERNOR, SECRETARY, AND TREASURER

Please read the following information thoroughly and carefully. You must read this entire document and reflect on the responsibilities of the office that you desire to fill. You then need to discuss your desire to seek this position with your parents/guardians, faculty advisor, and Kiwanis Club advisor. Signatures will be required by all parties before you will be permitted to run for office.

Basic Requirements:

- Must have and maintain at least a "B" average while in office.
- Dedicate 150 - 200 hours to the position during your term.
- Remain committed to community service activities.

Time Commitments:

In addition to previously mentioned 150 – 200 hours, your attendance is mandatory at the following function:

March/April:	Leadership Training Conference
May:	Spring Board Meeting
July:	International Convention & Board Meeting (1 week)
August/September:	Back to School Board Meeting
November:	Friday – Sunday (along with Kiwanis and Circle K Board Meetings)
February:	Mid-Winter Board Meeting (Friday – Sunday)

** Dates are subject to change*

DISTRICT GOVERNOR:

Preparing and running all board meetings and oversees the District Board. Must commit to a weekend in May for training in, a weekend shortly after International Convention with new International Board, and last weekend in October for the K-Family Conference.

DISTRICT SECRETARY:

Must edit, publish and distribute the District Directory in a timely manner. Have the directory ready for proof-reading and final corrections by International Convention. Complete the district directory by August 15, 2018. [This job, if done properly, will require 40-60 hours]. You must be computer literate with good key-boarding skills.

DISTRICT TREASURER:

You must provide dues updates to all clubs in a timely manner. You are the liaison between the District Financial Advisor and the Lieutenant Governors and Club President.

Obligations:

Please read the New York District Bylaws as they pertain to your position and ensure that you can fulfill all required responsibilities.

Financial Obligation:

1. POSTAGE: All First Class District related postage expenses are to be vouched and submitted to the Assistant Administrator for Finance for review and reimbursement.
2. TELEPHONE: Only Ten [10] minutes [maximum] of each long-distance New York District Key Club related telephone calls are to be considered for reimbursement. Telephone expenses are vouched and submitted with a clear photo-copy of the telephone bill(s), highlighting all of the calls for which you are seeking reimbursement. The District does not reimburse for local telephone calls or other services. For any exception you must receive prior approval from the District Administrator.
3. HOUSING: All housing [rooms] is arranged for by the New York District. Either the New York District Key Club or New York District Kiwanis pays for your housing. The **ONLY EXCEPTION:** Housing for the International Convention. All housing is chaperoned by adult members of the Kiwanis Committee for Key Club. There is no co-ed housing. Depending on accommodations, three [3] or four [4] are assigned to a room.
4. MEALS: District Training Conference, all meals are provided; Thursday Dinner through Sunday Brunch. International Convention-Five meals provided. Board Weekends-Due to sporadic arrivals on Friday, [anywhere from 3:00-9:00 PM] everyone is on their own for dinner. A pizza snack is provided at approximately 10:00PM. Breakfast, lunch, and dinner are provided on Saturday and breakfast on Sunday.
5. TRAVEL: The District will arrange for, pay for, or provide for all official district related travel. It is your responsibility to provide for all other local travel. This includes visits to Key Clubs, Kiwanis Clubs, Divisional meeting, and round trip to the airport for International Convention. Possible sources for rides include: Parents/Guardian[s], other family members, faculty or Kiwanis Advisor, Sponsoring Kiwanis Club member, Kiwanis Lieutenant-Governor, or your local Kiwanis/Key Club Committee member.
6. INTERNATIONAL CONVENTION: It is **recommended** that you seek financial assistance from the following sources to aid both you and your parents/guardian[s] in off-setting this expense: Your Sponsoring Kiwanis club, Your Kiwanis Division and Your Home Key Club. The approximate total cost per individual Key Clubber will be given out at the first board meeting of the District Board.

**The attached form and Letter of Intent must be mailed to
Mr. Goldstein no later than February 1, 2018**

**Candidates will be contacted via email with more
information regarding the elections process.**



New York District Key Club **District Officer Agreement Form**

All candidates for executive office positions must complete the following information prior to running for office.
Please read the New York District By-laws as they pertain to the particular office you are seeking. **After reading them, do you agree to:**

To fulfill all responsibilities of the office you are seeking?	YES	NO
To attend all District Board Meetings?	YES	NO
To attend Leadership Training Conference at end of term?	YES	NO
To attend International Convention in June/July?	YES	NO
To attend all local trainings/conferences?	YES	NO
To abide by the Key Club International Code of Conduct?	YES	NO
To represent the NYD Key Club in a positive manner?	YES	NO
To remain in communication with District Board, Key Club Administrator and Kiwanis counter-parts?	YES	NO
To Maintain at least a "B" average G.P.A. in school?	YES	NO
To remain committed to community service activities?	YES	NO
To fulfill other duties/responsibilities necessary for the operation of the District and District Board?	YES	NO
Do you understand that failure to fulfill your requirements and/or representing the New York District of Key Club International in a negative manner may result in your removal from office?	YES	NO

Please complete the following:

Name: _____
Address: _____
Telephone Number: _____
Email: _____
Position Running For: (circle one) GOVERNOR SECRETARY TREASURER

Approvals:

Parent/Guardian [PRINT] _____
Signature: _____

School Principal [PRINT] _____
Signature: _____

Kiwanis Advisor [PRINT] _____
Signature: _____

Faculty Advisor [PRINT] _____
Signature: _____



New York District Key Club

Endorsement for International Office Agreement Form

All candidates for endorsement for international office must complete the following information prior to running for office. Please read the New York District By-laws and Key Club International By-laws as they pertain to the particular office you are seeking. **After reading them, do you agree to:**

To fulfill all responsibilities of the office you are seeking?	YES	NO
To attend all required International Board Meetings, if elected?	YES	NO
To attend International Convention in July '18 to seek election?	YES	NO
To attend the NYD Spring Board Meeting after LTC?	YES	NO
To abide by the Key Club International Code of Conduct?	YES	NO
To represent the NYD Key Club in a positive manner?	YES	NO
To maintain at least a "B" average G.P.A. in school?	YES	NO
To remain committed to community service activities?	YES	NO
To fulfill other duties/responsibilities necessary for the operation of Key Club International?	YES	NO
Do you understand that failure to fulfill your requirements and/or representing the New York District of Key Club International in a negative manner prior to International Convention may result in the district removing your endorsement for International Office?		
	YES	NO

Please complete the following:

Name: _____

Position: (circle one) TRUSTEE PRESIDENT VICE PRESIDENT

Address: _____

Telephone Number: _____ Email: _____

Approvals:

Parent/Guardian [PRINT] _____
Signature: _____

School Principal [PRINT] _____
Signature: _____

Kiwanis Advisor [PRINT] _____
Signature: _____

Faculty Advisor [PRINT] _____
Signature: _____

ARTICLE XII. DUTIES OF OFFICERS

Section 1. The Board of Trustees shall consist of the president, the vice president and the 11 trustees; in addition, the director of Key Club International shall serve as an ex-officio member of the board and shall enjoy all privileges of regular board membership except the right to vote.

Section 2. The Board of Trustees shall define the policies and shall have full administrative authority in all matters concerning Key Club International.

Section 3. The Board of Trustees shall interpret the scope and meaning of the Bylaws, subject to review by the Board of Trustees of Kiwanis International whose decisions shall be final and binding.

Section 4. President. As chief executive, the president shall exercise general supervision, with Kiwanis International approval, over the work and activities of Key Club International. He/She shall preside at the international convention and all meetings of the International Board of Trustees, the executive committee of the Board of Trustees, and the international council. He/She shall serve as the official representative of Key Club International and shall perform such other duties as usually pertain to the office of president or as may be assigned to him/her by the Board of Trustees.

Section 5. In the event of the inability of the president to perform his/her duties, the vice president shall perform the duties of and have the same authority as the president. In the event of the inability of both the president and the vice president to perform the duties of the president, the Board of Trustees shall assign a member of the executive committee to perform the duties of and have the same authority as the president.

Section 6. Vice president. The vice president shall, in the absence of the president, preside at the international convention and all meetings of the International Board of Trustees, the executive committee of the Board of Trustees, and the international council. He/she shall serve as chair of at least one standing or temporary committee of the Board of Trustees. The vice president shall also serve as the official representative of the organization at such functions as the president may determine and shall also perform other such duties as usually pertain to the office or as may be assigned by the Board of Trustees or the president.

Section 7. Trustees. The trustees shall help define the administrative policies of Key Club International. Each trustee shall serve as liaison to at least two Key Club districts, providing communication between the elected leadership of the district and the Key Club International Board of Trustees. Each trustee shall serve as a member of at least one standing committee of the Board of Trustees and shall perform such other duties as may be assigned by the president with the approval of the Board of Trustees.

Section 8. A district shall endorse no more than one candidate for the office of president or vice president and two candidates for the office of trustee.

See pages 8 – 16 of the Key Club International Guidebook for more information on International Board positions, responsibilities, and election procedures.

www.keyclub.org

What is a caucus?

A caucus is a room in which you give a speech and answer questions in front of about three (3) divisions. The notion of caucus is that you are to inform people about your campaign platform and your goals for the District.

What is House of Delegates?

House of Delegates is a voting session where the actual process of electing the new officers takes place. Other business of House of Delegates includes amending the District Bylaws. Two (2) delegates from each club are allowed to participate in House of Delegates.

What is a delegate?

A delegate is any member in good standing that represents his/her club in House of Delegates. Only two (2) members from each club are allowed to be delegates and are usually the Club President and Vice-President or Secretary.

What does permission to enter/speak mean?

When you enter a caucus room, you must ask a member of the District Board at the head table for permission to enter the caucus room. They will then say "permission granted" and then you will enter. You then have to ask the chair of the caucus room if you have permission to speak. They will answer "permission granted." Then the five minutes that you have in that caucus room begin.

What is endorsement?

International candidates are not elected at the Leadership Training Conference. They are endorsed by the District as a means of saying that our district supports the campaign of this candidate and we would like them on the International Board. They must still be elected at the International Convention.

Can I run if I have never served on the District Board before?

Yes, while serving on the District Board previously certainly helps, it is not required and should not turn you away from running for higher office.

What is the Candidate's Booklet?

The Candidate's Booklet is where your Biographical Information and your flyer will be advertised. All delegates receive a candidate's booklet.

Am I allowed to talk about my campaign on social media (i.e. Facebook, Twitter, etc.)?

NO. Anything that is posted on social media about your campaign, whether it is posted by you or not, is in violation of campaign rules and your campaign will be terminated. It is your responsibility to make sure that other people don't publish your campaign on social media. If they do, ask them to take it down immediately.

More Information

This packet contains all the main information necessary for a potential candidate for District or International Office. However, after reading this packet thoroughly, if you have any questions or would like more detail on a topic regarding elections, we would like you to be able to find all information you need to feel comfortable running for office. Below are various categories for which you may have additional questions. Please use the following means to find more information.

More Details on Delegates, Voting, and Elections Procedures

Read the New York District Key Club Board Policy Code, which can be found on the District Website under Resources and Paperwork.

More Details on the Requirements and Duties of Various Positions

Contact the individual who currently holds that position to discuss what it is like to do so. In the case of the position of International Trustee, it is recommended to discuss the position with the International Trustee who serves the New York District and any International Trustees from the New York District. You can find the technical descriptions of the positions both in this packet (Pages 7-10) and in the Key Club International Guidebook, which is available on the Key Club International website.

More Details or Questions on Travel Arrangements

Since those elected to District and International Office are required to attend various Board Meetings, conferences, and events, they do travel often for their positions. Usually, the Kiwanis Committee Representative(s) responsible for the home division of a District officer will arrange transportation. You may contact that person for details on typical transportation arrangements.

General Questions on the Elections Process and Running for Higher Office

Contact the District Governor and/or the Elections Chairperson. The contact information for both is available on the New York District website, and their names are listed in this packet.

