



# Preparing for Conclave

**Training Event**

*Lt. Governor Candidate Training Conference 2017*

**Presented by**

**CNH Trainers**



# Conclave Basics

**con · clave** *(noun)*

'kän, klāv/

A division meeting in which a Lieutenant Governor is elected to serve the division as a district & international liaison for one term.

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**NOTE:** A region team may organize multiple conclaves at one location.

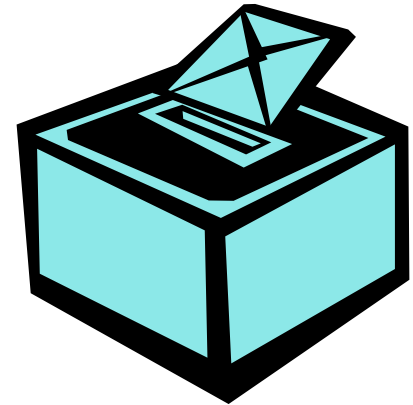
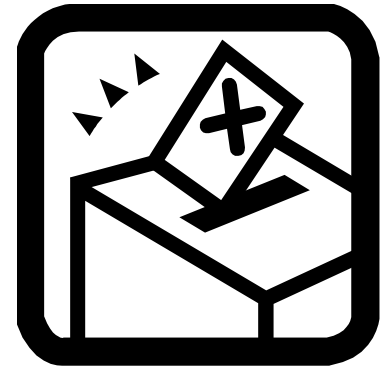
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- **WHEN:** January 2018 - TBA on Day
  - *\*Select few divisions have alternate dates. Confirm with LTG and Region Advisor(s)*
- **QUORUM:** 50% of clubs in good standing within the division must be represented for the Conclave to take place
- **DELEGATES:** Each club in good standing (due paid) may have up to 2 delegates
- **ELECTION:** Candidates run at the division conclave for the position of Lieutenant Governor (LTG)
- **Candidate with majority vote (50%+1) wins.**



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# Candidate Prerequisites

- **MUST** be dues-paid!
- Complete the Intent to Run form online
- Service Agreement submitted to Bruce Hennings (on-time) with all required signatures
  - Mailed or electronic
- Submitted literature (PDF) to Lt. Governor for Candidate Booklet
- Confirmed attendance at Conclave



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# Process & Rules of Conclave

- **SPEECH:** Candidates allowed a 3-5 minute speech
- **LITERATURE:** The only campaign material permissible is a 1, 2-sided page printed and distributed in the official Candidate Booklet published by the Lt. Governor
  - **Absolutely NO early distribution or promotion via social media.**
- **CAUCUS:** The audience is allowed 4 minutes for caucusing.
  - Opportunity for audience to ask questions to each candidate.



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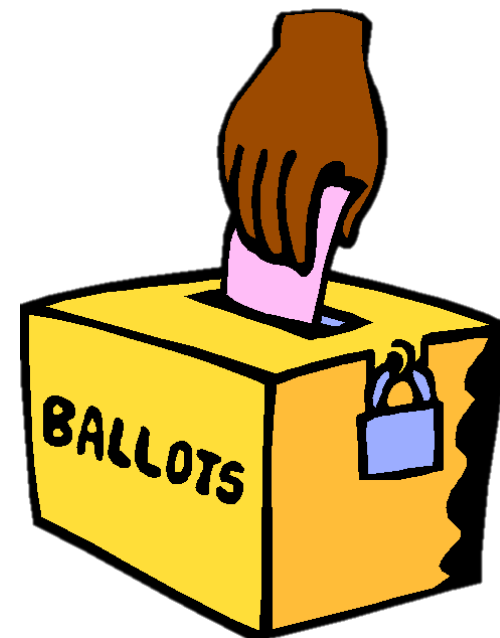
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**ELECTION:** Delegates cast a secret ballot

- Candidate with the most votes (50%+1) wins.
- If a tie occurs, Lt. Governor's vote is counted as a tie-breaker

***IF there are more than 2 candidates, a nominating conference will be held.***

- All LTG candidates can be voted for. The 2 with most votes continue in the conclave process.
- Remaining candidates present final speech, and another vote is taken.



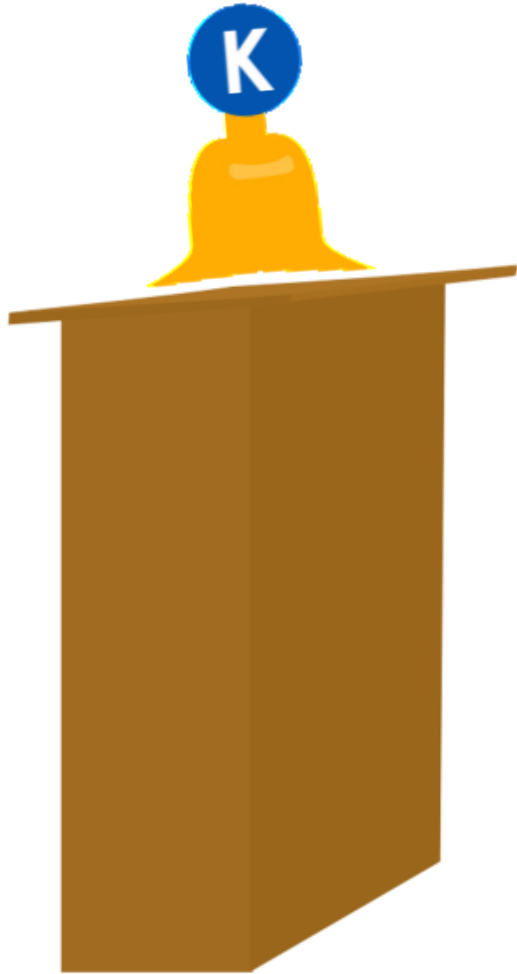
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# Preparing: The How-To's

- Complete and submit the Service Agreement to the District Office and Region Advisor by prescribed deadlines
- **TAKE NOTE:** You are **required** to meet with the Region Advisor and have qualifications verified. Discuss the meeting options with your RA, do not procrastinate.
- Other required signatures: principal, faculty advisor, parent, Kiwanis sponsor/advisor
- Prepare and send your literature to LTG by respective deadline for printing purposes.





- Have your speech and any materials you will need for conclave prepared and ready beforehand
- Ask your Lieutenant Governor **lots** of questions to prepare for caucus
- Maintain a strong and positive mentality
  - You can do this!



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# Platform/Literature

- This is your **only** campaign material and will be distributed at conclave
- Use a catchy slogan or acronym to express your goals and outline your action plan as LTG
  - **NOT REQUIRED!**
- You want to be remembered, so pick something unique and creative.
- Include your qualifications to show **why** you should be elected.
- It is limited to 1, 2-sided paper **only**.
  - Compiled into one booklet by the Lt. Governor



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# The DOs and DON'Ts of Preparation



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# DON'Ts

- Do **not** campaign.
  - You are only allowed to ask your home club for endorsement.
  - This includes campaigning on social media (e.g. creating Facebook groups, Instagram, etc.)
  - Don't hand out goody bags.
- Don't wear white socks or inappropriate clothing.
- Don't be monotone or directly read your speech.
- Don't ramble or go over time.
- Don't say "um, like, you guys, whatnot"
- Don't make up answers during caucus if you don't know the answer
- Don't freak out, just breathe!



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# DOs

- **Practice** your speech as much as possible, to a point where you can memorize it
- Keep your platform **clear and concise** and make sure that it follows Graphic Standards
- Know the possible **caucus questions** at conclave and practice answering them!
- **DRESS TO IMPRESS!** You want to mean **business**
- Use the restroom before conclave



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- **BEE confident, enthusiastic, truthful.**
  - *BE YOURSELF!*
- Bring index cards with your speech in case you forget or lose track
- Reflect on the skills you can utilize to lead the division
- Really understand what you want to gain from this experience and what you plan to leave the division with
  - ***“What legacy do you want to leave?”***
- Own the stage. **Own your speech.** Own the crowd.



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# Questions? Comments? Concerns?



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