

# Division

There are many prerequisites required in order to run for Lieutenant Governor. This guide will help you with the steps necessary to run. Begin by informing your LTG and Region Advisor on interest to run

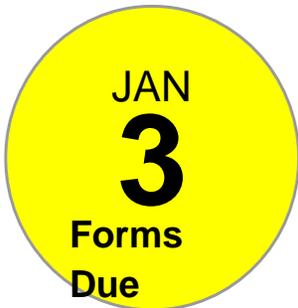
Please note that the dates presented in this publication may vary by division. Check with your Lieutenant Governor!



## Candidate Training Conference

**Not Mandatory – but highly recommended**

- Highly recommended for all Lt. Governor Candidates
- Conclave Voting rules **Section 142 a-h** in the District Policy Manual
- Information on duties from an LTG
- Personal input from your LTGs on their job
- Receive tips and strategies on how to run a successful campaign
- Register and view locations (and dates) for CTC at this link - <http://www.cnhkeyclub.org/events/ctc>



## Paperwork

Due January 3<sup>rd</sup> or one week prior to Conclave

**Intent to Run Candidate Registration Form**

- Available under the CNH CyberKey
  - Officers > Running for Office > [How to Run for Lt. Governor](#)
- This information is used for proper planning for elections and for the new term

# Service Agreement

- Personal Information
  - General things that need to be known about the candidate
- Rules and Regulations
- Service Agreement
  - Agree to do the required amount of service as a member
- Interview with Region Advisor
  - Must receive permission from Region Advisor to run
- Kiwanis support
  - Kiwanis advisor and club president must sign
- School Support
  - Principal must know the commitment of an LTG and must be approve to run
- Home Support
  - Parent/Guardian must know the commitment of an LTG and must approve to run
- Kiwanis Release
  - Gives permission to release information about the candidate as well as use of publications of the candidate
- Consent to Attend Key Club events/Medical Authorization
  - Allows student to attend district events – board meetings and transportation for board meetings
  - Medical information for emergencies
- **Forms will be available on the CyberKey – ask your Lieutenant Governor if you need help!**



## Conclave

### Prepare for Elections

- Write a speech that contains your
  - goals
  - qualifications
  - benefits
  - relate these to the division that you have the opportunity serve
- Prepare yourself for questions that may be asked during caucus section

# Campaign Literature

- Create a one page, two-sided literature that contains your:
  - goals
  - qualifications
  - anything else that is appropriate
- If you receive an endorsement from your home club, you should also include this
- Follow graphic standards – they are available to view at [this link](#)
- Submission deadline varies per division

## Work on your speech

- Be sure to mention why you want to be the next Lt. Governor
- Go into more details regarding your goals, qualifications and past experiences
- Emphasize your plans for the division
- **Practice, practice, practice**
- Remember to dress to impress!

**Remember, campaigning outside of conclave can jeopardize your candidacy**



# Conclave Procedure

This election should take place no earlier than the third month and no later than the second month prior to District Convention. Prior to conclave, those who are running for the position of Lt. Governor must submit all forms one week prior to conclave and must've already met with the Region Advisor. Those who are not running for a position do not need to prepare for it beforehand.

More than half the clubs in the division need to be present in order for Conclave to take place

## Any member can attend conclave, but only delegates can vote!

1. On the day of elections, the host will be the current Lt. Governor unless he/she is running for office again. In that case, the Region Advisor will be the host. The host will oversee and moderate the elections.
2. Seating will be arranged by the Region Advisor and Lt. Governor. It is advised that delegates are seated separately from non-delegates.
3. Before candidates speak, the Lt. Governor will debrief the rules and procedures. He/she will specify how many minutes each candidate will receive to present their speech and answer caucus questions. All attendees or delegates will then receive each candidate's literature.
4. While a candidate is speaking, all the other candidates will be in a separate room. Candidate will present a speech mentioning goals, qualifications, etc.
5. Immediately following the speech, the attendees will be able to ask questions. Adults such as Faculty and Kiwanis Advisors may not ask questions. Any inappropriate or irrelevant questions will be disregarded. This includes gender, race, etc.
6. Once all candidates have presented their speech and answered questions, each delegate will be given a ballot. In the case that there are more than two candidates running, a Nominating Conference will take place to narrow the candidates down to two. Delegates may only vote one candidate.
7. Once the nominated candidates have been announced, they will be allowed a shorter amount of time to present an additional speech. After, a final voting will take place. Delegates may only vote for one candidate but have the option of choosing "No Confidence" which is abstaining from voting for either.
8. Ballots will be collected, and the Region Advisor will count the ballots. The candidate with the majority vote (50% +1) will be elected. In the case that there is a tie, the current Lt. Governor's vote will be counted, but this vote must have been made when all the other delegates voted.
9. Results will be announced at a time scheduled by the Lt. Governor and Region Advisor.
10. The elected Lt. Governor will officially begin his/her term after installation at District Convention.