



Key Club Elections Guide

This Elections Guide is being provided to help guide you through the process of elections. It includes all the elected Key Club positions, how to run for them, and explains the procedure of each election. Anyone who is interested in running for a position should read this to get a better idea on how the actual process will be like, before and during the elections.

Updated by the Policy, International Business, & Elections Committee 2015-2016

Table of Contents

Purpose of Elections.....	1	How to Run for International Office.....	7
Benefits of Running.....	2	Club Election Procedure.....	8
Benefits of Being Elected.....	2	Conclave Procedure	9
Being a Delegate	3	District Elections Procedure.....	10
Elected Key Club Positions.....	4	International Elections Procedure.....	11
How to Run for Club Office.....	4	Recommended Attendance.....	12
How to Run for Lieutenant Governor.....	5	Recommended Preparation.....	12
How to Run for District Office.....	6	Resources.....	13

Purpose of Elections

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.

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

Benefits of Running

Stepping out of your comfort zone: Running for office may be a completely new experience, but it can allow you to go beyond your comfort zone and discover your potential.

Confidence in yourself: From the days of preparing to your speech to the final moment of delivering it, you can become more confident.

Chance for reflection on strengths: You have the opportunity to reflect on your abilities when deciding which position you are most suited for and when presenting yourself to the members during the election.

Communication with others: While preparing, you learn to communicate and ask for advice from current officers, Kiwanis and Faculty Advisors, and your principal.

Improvisation skills: You'll learn how to react quickly and think on the spot through answering caucus questions.

Improvement on public speaking: Writing and rehearsing a speech for the election is good practice to improve public speaking.

Gaining knowledge about Key Club: In preparation, you develop a better understand of the organization and the duties of the officers.

Experience in running for office: Running for a Key Club position gives you experience in preparing for future elections for Key Club or other organizations.

Benefits of Being Elected

Time management: Being an officer will enable you to learn how to manage time efficiently in balancing schoolwork, Key Club work, and other commitments.

Becoming more responsible: With deadlines to meet and duties to fulfill, you will develop a strong sense of responsibility.

Being a team player: Because you will serve the members as a team, you will learn how to work with others and respect their opinions.

Becoming a role model: Members will look up to you. Therefore, you can be the leader who inspires them to do more for the community and Key Club.

Personal Growth, Before and During Candidacy; Social Skills; Club Involvement; Personal Development

Technology skills: Whether you are a club secretary or the District Governor, you will become familiar with technology to make promotion materials, keep records, and communicate with others through email. **Organization skills:** Because you will need to keep track of dates, paperwork, and members, you'll learn to become organized.

Communication etiquette: Working with a variety of people, you will learn the appropriate way to address and communicate with certain groups (ex. Kiwanis, club members, school administration).

Stronger leadership: You will develop leadership skills through serving the members, making decisions for the interest of the club, and planning events.

Involvement in the community: You will be involved in planning service events, so you will get to be more active in the community.

Friendships and fun: As an officer, you can form close friendships with your board and meet new people throughout the division and district, members and officers. In addition, because you will be greatly involved in Key Club, you will get to experience more Key Club fun!

Being a Delegate

A delegate is a representative of a club who participates in the voting of an election on the club's behalf. Division Conclaves, District Elections, and International Elections all allow up to two delegates per club. In the case of a club election, all members who have paid their dues are able to vote. The selection of delegates varies per club. On the District and International Level, delegates are required to complete forms to be registered as official delegates. There are several ways for a delegate to prepare before making that final decision of who to vote for:

Club Elections

1. Familiarize yourself with the duties of each club office.
2. Using the duties as a guide, brainstorm questions to ask the candidates.
3. During each speech, take note of each candidate's qualifications and goals.
4. Use the duties you reviewed and notes you took to ask questions to the candidates.
Take note of the answers.

Division Conclaves

1. Familiarize yourself with the duties of a Lt. Governor.
2. Using the duties as a guide, brainstorm questions to ask the candidates.
3. At the elections, thoroughly look through each candidate's literature. Focus on qualifications and goals.
4. During each speech, take note on information not provided on the literature.
5. During caucus, use the duties you reviewed and notes you took as a guide to ask questions to each candidate. Take notes of the answers. Acquired Skills

District Elections

1. Familiarize yourself with the duties of each District Office.
2. Review each candidate's literature on the CNH CyberKey.
3. Using the duties and literature, brainstorm questions to ask the candidates.
4. On the Friday of District Convention, attend Meet & Greet. Here, you can personally speak to each candidate and ask questions. Their literature is also displayed at their table. Use this time well to ask questions that may have longer answers or you would like to know more about. Be sure to visit as many candidates as possible during the function.
5. During elections, take notes on each candidate's qualifications and goals.
6. Using the duties and literature you reviewed as well as the notes you took, ask questions to each candidate. Take note of the answers.

International Elections

1. Familiarize yourself with the duties of each International Office
2. Review each candidate's literature on the Key Club Website (keyclub.org).
3. Using the duties and literature, brainstorm questions to ask the candidates.
4. During the elections at International Convention, take notes of each candidate's qualifications and goals during their speeches.
5. Using the duties and literature you reviewed as well as the notes you took, ask questions to each candidate. Take note of the answers.
6. After caucus, attend the Meet the Candidates to hear the candidates (who passed Nominating Conference) for President and Vice-President give an additional short speech.
7. After Meet the Candidates, attend Service Fair. Here, you can personally speak to each candidate who passed the Nominating Conference and ask them questions.

What are the benefits of a delegate?

Being a delegate is beneficial because you will be able to learn more about the duties of each office in the particular level of election you are participating. This may stimulate your interest in certain offices that you may want to run for in the future. Additionally, you are being more involved within the organization and serving the members of your home club as you vote on their behalf.

During elections, be mindful of certain things

- ◆ Being nervous is normal. Don't be so hard on stuttering, forgetting words, etc.
- ◆ Words such as "um", "uh", or "like" are unprofessional and display uncertainty if used too often.
- ◆ Eye contact is important as the candidate will have to speak in front of others in the future if elected.
- ◆ Ask more serious questions rather than silly ones. It will make your decision of who to vote for easier.
- ◆ Pay attention to all of the speeches. If you miss something, ask another member about it.
- ◆ Popularity is not a qualification.
- ◆ All candidates deserve equal respect and attention, please don't talk during a speech.
- ◆ Take note of strengths and weaknesses of each candidate based on their speeches and literature.

Elected Key Club Positions

CLUB
DIVISION
DISTRICT
INT'L

President, Vice-President, Secretary, Treasurer, Bulletin Editor
Lieutenant Governor
Governor, Secretary, Treasurer,
President, Vice-President, Trustees (11)

How to Run for Club Office

Note: Procedures may vary per club. The following steps are for general guidance.

Step 1. Declare your candidacy to your club president who will tell you exactly what to do.

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. Remember that campaigning is not allowed and may jeopardize your election.

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 (slacks, a polo, nice shoes, etc.). Although you might be surrounded by your friends, it's best to maintain a professional composure and look.

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

How to Run for Lt. Governor

Step 1. Contact your current Lieutenant Governor for instructions on what exactly to do.

Step 2. In the third month prior to District Convention, the District will hold a Candidate Training Conference (CTC) that is highly recommended to attend. Here, you will receive more information on the position.

Step 3. Complete and submit the Online Registration and the Lt. Governor's Service Agreement. These can both be found under Running for Office on the CyberKey. The following signatures will be required for the Service Agreement Form: parent/guardian, Faculty Advisor, Kiwanis Advisor, and school principal.

Step 4. Electronically or physically submit your Lt. Governor's Service Agreement Form to SLP Director Bruce Hennings and your Region Advisor at least one week prior to your Division Conclave. Contact information for both can be found on the CyberKey. 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 5. 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 6. During candidacy, complete a 1-page, 2-sided 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. The submission deadline varies per division.

Step 7. 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 8. Dress to impress by wearing business professional attire. You should be able to present your speech and proceed through the caucus session.

Note: Remember to ask your Lt. Governor and/or Region Advisor about any questions you may have.

How to Run for District and International Office

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

Step 2. It is **mandatory** that you attend the District Officer Candidate Training Conference (DO CTC), which is held a few months prior to District Convention. Check the CNH CyberKey for the exact date for the year. Registration forms will be on the CNH CyberKey in Candidate Training Conference under Events. There will be assignments that must be completed prior to training. International candidates will have a webinar to attend instead of the DO CTC. That date will be announced.

Step 3. 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 SLP Director Bruce Hennings.

Step 4. After declaring your candidacy, complete your 1-page, 2-sided campaign literature. One side will be your Candidate Profile which includes the following: elected and appointed positions, awards and honors, and responses to given questions. The other side is yours to personalize with goals, qualifications, past experiences, and more. If you receive endorsement from your division, you should include this.

Step 5. You must be physically present at the elections held at District Convention in order to run. Register as an attendee with your home club. District Office Candidates do not receive discounts.

Step 6. Prepare your speech. Include your goals, qualifications, etc.

Step 7. 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 8. Recruit your campaign staff: campaign manager, caucus expert, and answer staff. They should be helping you prepare for the elections and may accompany you during the Candidates Meeting and caucus sessions at District Convention.

Step 9. 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. Candidates can decide how to split up the time.

Step 10. Attend District Convention. Dress to impress! Wear business professional attire.

Step 11. Attend a **mandatory** Candidate's Meeting on Friday. 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.

Step 12. Attend the Meet & Greet. You will have a table with displays of both sides of your campaign literature. At this event, attendees will ask you questions.

Step 13. Attend an additional meeting the morning before elections for final announcements and questions before proceeding to caucus sessions.

Continuing to Run for International Office

Note: After receiving District Endorsement, continue the following steps until the International Elections.

Step 1. Register for International Convention. You must be physically present at elections in order to run for office. It is not required to attend the District Tour, however.

Step 2. The District Governor or Administrator will send your name and email to the International Director as a candidate for the International Office you are seeking.

Step 3. The International Director will then email you forms to fill out. These must be completed and submitted through physical mail by the given deadline.

Step 4. Finalize your 1-page, 2-sided literature for International Convention and submit it. Recruit one person as your campaign manager who should be attending Convention also.

Step 5. Attend International Convention.

Step 6. Attend a **mandatory** Candidate's meeting prior to elections.

Step 7. Proceed with caucus sessions. Each candidate will receive an equal amount of time to speak in each caucus room. You will speak multiple times, rotating rooms until you have spoken in all rooms.

Step 8. If necessary, a Nominating Conference will be held to narrow down the candidates. President and Vice-President Candidates may then be dually nominated for their desired office and Trustee.

Step 9. Attend post-election functions.

❖ **Service Fair:** This is for all candidates. Each candidate will have a table. You may personally speak with attendees and answer questions.

❖ **Meet the Candidates:** This is for President and Vice-President candidates. You will answer questions chosen at random and provide your response to the Convention attendees.

❖ **House of Delegates:** This is for the President and Vice-President candidates. You will be able to speak one last time to the attendees before voting takes place. In the case that you are not elected but are dually nominated, you will now become a Trustee Candidate.

If you are a Trustee candidate, you will have a chance to present a short speech a final time to the attendees. Voting then takes place and elected Trustees will be announced at the last general 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 will 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 of the information presented by the candidates for later when voting takes place.
 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. In the case that there are more than two candidates for a particular office, a club may conduct a Nominating Conference to narrow the candidates down to two. Candidates who have passed this conference will give another, shorter speech to the members. The club will then proceed to an additional voting with the same rules as before.
 12. 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.
 13. 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 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.

Conclave Procedure

❖ This election should take place no earlier than the third month and no later than the second month prior to District Convention.

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 candidates' literature.
 4. While a candidate is speaking, all the other candidates will be in a separate room. He/she 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. These may regard 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 for 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.
- ❖ The elected Lt. Governor will officially begin his/her term after installation at District Convention.

District Elections Procedure

Note: These procedures apply for candidates running for either District or International Office.

❖ This election will take place during District Convention.

1. The literature of each candidate will be posted online on the CNH CyberKey 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. There will be a Meet & Greet session that members and delegates are encouraged to attend to speak with and ask questions of each of the candidates. This will allow you to get one-on-one time with the candidates. The literature of each candidate will be displayed on their table for attendees to view.
4. 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 Region. The moderators of each caucus room will be Lieutenant Governors of the Region who will explain the rules and procedures before caucusing begins.
5. Candidates will rotate rooms for a period of time until all candidates have spoken once in each caucus room. During caucus, all candidates will receive an equal amount of time to present a speech and answer questions.
6. 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.
7. After caucus sessions, delegates and candidates will move into the House of Delegates.
8. Each delegate and delegate-at-large will receive a ballot to participate in voting. They may enter or exit the room at any time a candidate is not speaking. Upon exiting, the delegate must give up his/her ballot.
9. If there are more than two candidates for a District Office, a Nominating Conference will take place. Delegates will vote exactly one candidate for each of the applicable offices. For any ballot that is incorrectly marked, it will not count.
10. If there is more than one candidate for International President or Vice President and more than two candidates for International Trustee, the candidates will also participate in a Nominating Conference.
11. The votes will be counted. The two candidates for each applicable District Office will be announced to the attendees at the House of Delegates as well as the candidates for International Office.
12. 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.
13. The delegates will take a final vote from the narrowed 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 that night.

14. At the general session, all candidates will wait behind the stage for the announcement of winners.
15. Each District Officer and the International Trustee will announce the winner of their respective office.
16. 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 International Convention.

International Elections Procedure

❖ Elections will take place at International Convention.

1. The literature of each candidate will be posted online on the Key Club International Website 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. At Convention, all delegates will receive a booklet with all the literature from each candidate where they can also write notes. In some cases, a candidate may not have literature.
3. At Convention, caucus will take place in more than one room. Attendees will be assigned to a room by District. Members may only enter or exit the room if a candidate is not inside. In each room, the caucus moderators will be District Governors.
4. Before caucusing, the moderators will explain the rules and procedures.
5. Candidates will rotate rooms for a period of time until all candidates have spoken once in each caucus room. During caucus, all candidates will be allowed an equal amount of time to present a speech and answer questions.
6. Adults such as Administrators may not ask questions to the candidates. If any inappropriate questions are asked, the moderators will disregard it.
7. After caucus, a Nominating Conference will be held. District Governors and delegates-at-large will participate in this. After ballots have been collected and counted, the results will be announced to the members.
8. Later on, all attendees will go to Meet the Candidates where the candidates for President and Vice President will be able to speak again and answer questions.
9. Later on, a Service Fair will be held where candidates will have their own tables for attendees to ask questions and just personally speak with the candidates.
10. After, all attendees will attend the House of Delegates. Non-delegates will be seated separately from the delegates. Upon entering, delegates will receive their ballot.
11. Voting will first take place for the International President and Vice-President. Delegates must vote for one candidate only. Any omitted votes will not count.
12. The votes will be counted and the winners will be elected for each office. If approved by the individual candidate for dual nomination, those who were not elected will be able to run for Trustee.
13. All Trustee Candidates will be able to speak one final time to the members by presenting a short speech.
14. After this, voting will take place. Delegates may vote for no less than 7 and no more than 11 candidates.

15. Votes will be counted, and the result will be announced during the last general session of the day.
16. The newly elected International Board will begin their terms after attending Leadership Convention.

Recommended Attendance

All candidates are highly recommended to attend the following meetings or events prior to elections:

Club Meeting
 Club Events
 Officer Training Conference
 Division Council Meetings
 Division Events
 Region Training Conference
 Club Office Region Events Division
 Lt. Governor Fall Rally South/North
 District Office Lt. Governor Candidate Training Conference
 International Office District Officer Candidate Training Conference
 District Convention International Convention

Recommended Preparation

- ❖ Do a mock caucus with a group of diverse people: friends, strangers, acquaintances, etc.

Your Speech

- ❖ Make an outline of what you want to talk about or completely write it out
- ❖ Share it with anyone who can provide feedback
- ❖ Rehearse it to make sure you stay within the given time and still have time for questions □ Practice it with your friends, family, yourself, in front of a mirror, etc.
- ❖ Control your volume – don't be too quiet or too loud

Caucus Questioning

- ❖ Review the duties since questions could be based off them
- ❖ Familiarize yourself with the sample caucus questions if one is provided
- ❖ Ask people what kind of questions they would ask you
- ❖ Ask past candidates what common questions they received
- ❖ When preparing answers, try to avoid generic responses
- ❖ As it varies, prepare for both fun and serious questions that members may ask

Calming Your Nerves

- ❖ Figure out what relaxes you

- ❖ Take deep, slow breaths
- ❖ Eat fruit or drink orange juice
- ❖ Practice, practice, practice! This way you feel prepared and confident.

Resources

- ❖ Refer to club officers, Lt. Governor, Faculty or Kiwanis Advisors, other members, etc.
- ❖ For Lt. Governor, District, & International: cnhkeyclub.org > Offices > Running for Office
- ❖ Websites for Election Information: Club, Division, & CNH CyberKey

If you have any questions please contact cnhkc.pie@gmail.com