

CAPITAL DISTRICT
OF
KEY CLUB INTERNATIONAL



ELECTION PACKET

LIEUTENANT GOVERNOR

2023 LT. GOVERNOR ELECTION DIRECTIONS



Dear 2022-2023 Lieutenant Governors:

This is the Lieutenant Governor Election Packet for the 2023-2024 service year. It includes all the information that you will need to complete the 2023 Lieutenant Governor Election for your division. **There are very specific steps and directions for ALL parts of the Election, so please be sure to read through everything.**

Any dues-paid member of a Key Club in good standing is eligible to run for the office of Lt. Governor for the division that their home club is in. Candidates must complete the Lt. Governor Service Agreement and Candidacy Form and submit them prior to their Election. Each club in the division shall be limited to one endorsement of a candidate for the office of Lieutenant Governor. However, more than one candidate can run from the same Key Club.

The current Lieutenant Governor shall nominate all candidates who submitted the required paperwork prior to the Election.

Candidates must abide by the following rules. Violation of these rules will disqualify a candidate.

1. Candidates may not visit clubs prior to the election for the purpose of campaigning.
2. There is a \$20 maximum limit on campaign expenditures. A detailed list of expenses including itemized costs (with copies of receipts) **MUST** be provided at the time of the election. If the candidate does not have any expenses, then s/he is not required to submit a list.
3. Candidates may mail or e-mail an approved letter of intent to each club president stating their decision to run for office. The letter of intent, in exact form, shall be provided to the Zone Administrator for approval before mailing or e-mailing to the club presidents.

Elections will be moderated by current Lt. Governors only and must take place no later than Monday, February 27, 2023.¹ It is your responsibility to complete the Lt. Governor Election Report located [here](#) within 72 hours of conducting the election.

¹ If a division does not have a 2022-2023 Lt. Governor, the election rally will be moderated by another Capital District Board member upon receiving approval from the District Governor. In addition, if the 2022-2023 Lt. Governor is seeking re-election, the District Governor will appoint another Capital District member to moderate the election rally using these procedures.

2023 LT. GOVERNOR ELECTION PROCEDURES

1. Candidates will be required to show up a minimum of 10 minutes before the start of the Divisional meeting to meet the other candidates running for office and the current Lt. Governor. **At this time, if all paperwork (Service Agreement and Dues Paid) is not in order, the candidate will not be permitted to run.** This will also be a good opportunity to answer any last minute questions about the election process that the candidates have.
2. The election process will start with a roll call of clubs in attendance and an explanation of the procedure for the election.
3. Ask each club to indicate who their voting delegates will be – each club may have up to 2 delegates and if there are not two other club members from his or her club, the candidate may be a delegate.
4. The current Lieutenant Governor should then introduce each candidate, stating their home club. The current Lieutenant Governor will choose a number between 1 and 100 and send that via private message to the adult supervising the election. Candidates will each choose numbers for the order in which the delegates will hear the speeches and ask questions with the candidate with the number closest going first and so on.²
5. All candidates, except for the individual going first, must be instructed to leave the room. If the election is being done virtually, this can be accomplished by putting the candidate in a breakout room or in the case of multiple divisions doing their elections simultaneously, putting the candidate into the main room while the division is in the breakout room.
6. **Each candidate will then deliver their speech, not to exceed 3 minutes. The attendees will then have a chance to ask questions of the candidate, not to exceed 3 minutes.** (Note: Anyone from the division except adults can ask questions. You don't limit the questions to just the voting delegates.)
7. The Lt. Governor who is moderating will call on any Key Clubber who wishes to ask the candidate a question. Key Clubbers wishing to ask questions need to raise their hand (there is a way to do this in Zoom also) and wait to be acknowledged. For Zoom, questions can be asked verbally or via the chat but must be called on by the current Lt. Governor.

² If there is only one candidate for the office of Lt. Governor, the current Lt. Governor will ask them to deliver their speech (not to exceed 3 minutes) and answer questions (not to exceed 3 minutes). Consistent with Robert's Rules of Order, voting can be done without a written ballot. In this case, the current Lt. Governor can cast a unanimous ballot on behalf of the candidate if a motion to that effect is made and seconded by a voting delegate.

8. The Lt. Governor will strike any question deemed inappropriate or irrelevant to the selection process. The Lt. Governor also reserves the right to limit the length of the answers and amount of questions asked (consider time constraints).
9. The candidate has the right to refuse to answer any question or perform any act that he/she does not feel comfortable with.
- 10. Now, close the period for open questioning.**
11. This process will be repeated with the remaining candidates.
12. When all candidates are finished, the two voting delegates from each club will consult with their other club members present and cast their club's two votes via ballot.
13. If this is done in person, paper ballots should be used and counted by the supervising adult. If this is done via Zoom, the supervising adult will private message the link to the ballot along with the random number assigned to the voter. The supervising adult can also choose to use a software such as Election Runner or Election Buddy.
14. The current Lieutenant Governor must send his/her ballot in an e-mail to the supervising adult in the case of a tie. If a tie occurs between candidates where one of the candidates is the current Lieutenant Governor, the following procedure will apply:
 - a. A second ballot will be taken that provides a proportional weight system
 - b. Each delegate from a club with less than 45 members will be given one ballot to cast
 - c. Each delegate from a club with 45 or more members will be given two ballots to cast
 - d. The ballots will be re-counted and the candidate receiving the most votes will be declared the winner of the election
15. The supervising adult will tabulate the votes and provide the name of the winner to the current Lt. Governor. Please note that a candidate does not need to receive a majority of the vote, 50 percent plus one, to be elected. Rather the candidate that receives the greatest number of votes is elected.
16. The winner can then be announced or announced at the end of the rally if other activities are planned.
17. Any complaint regarding operation of the election shall be registered with the District Administrator and District Governor within the 24 hours following the election.
18. If an issue arises during the election rally that is not addressed in this packet, please contact Ms. K. For your convenience, her contact information is below – text is the most efficient way to contact her:

Ms. Kristina Dlugozima
Kmsd512@gmail.com

SAMPLE CANDIDATE BACKGROUND QUESTIONS



1. If elected Lt. Governor, what are some goals that you have for the Division for next year?
2. Describe Key Club to the best of your ability in three words.
3. What qualities and qualifications would you bring to the office of Lieutenant Governor?
4. What motivated you to run for Lieutenant Governor?

5. Service is the most important part of Key Club. Please describe your favorite service project for us.
6. How do you plan to strengthen the Division and increase active membership?
7. Why did you join Key Club?
8. Describe your most memorable Key Club experience.
9. What is the K-Family? How do you plan to strengthen K-Family relations within our Division?
10. What is the Key Club motto?