

# CAPITAL DISTRICT OF KEY CLUB INTERNATIONAL



**CAPITAL DISTRICT**

**ELECTION PACKET** District Executive and  
International Office Endorsement

# Guidelines for District Office Candidates

## Who may be a candidate?

Any member in good standing can run for office of District Governor, District Secretary/Treasurer, District Editor, District Webmaster, or for the endorsement of Capital District of Key Club International if running for a position on the International Board. Endorsement for International President, Vice-President, or International Trustee office is required to run for an International position in addition to other criteria determined by the International Key Club Board.

## Candidate Forms

This packet contains all the necessary forms and information needed by the candidate. Candidates are requested to complete the biographical form for inclusion in the candidates' booklet by March 13th; candidates are requested to send the completed forms via e-mail to [kmsd512@gmail.com](mailto:kmsd512@gmail.com) prior to the start of District Convention. The absolute deadline is 5 PM on the Friday of District Convention.

A Candidates' meeting will be held on Zoom, Tuesday, March 21<sup>st</sup> at 8 PM. If you are unable to attend, please e-mail [kmsd512@gmail.com](mailto:kmsd512@gmail.com) as soon as possible. All required forms and campaign promotional materials must be reviewed and approved by the Elections Committee before a candidate is allowed to begin their campaign for office. If a candidate does not adhere to this rule he or she will be appropriately dismissed from the election proceedings.

Candidates for International positions must also file the appropriate forms the District. Upon endorsement, the candidates will receive additional forms from Key Club International to be filled out according to KCI's timeline.

## Nominations

All candidates who have met the requirements shall be placed in nomination and will be introduced on Friday evening and will be able to caucus on Saturday morning.

## Friday Evening Meet the Candidates Session

Immediately following Opening Session will be the Meet the Candidate session. All candidates who have completed all the necessary paperwork and meet all the requirements will have the opportunity to speak for one minute to the entire delegation and answer one randomly chosen Key Club related question.

## Caucus Meetings

On Saturday morning of the convention, candidates will present themselves to the members of the District through a series of division caucuses. Divisions will be combined for the sake of time and space, and a candidate will be required to attend all caucus meetings. A Lieutenant Governor will preside over the caucus and other Lieutenant Governors or Lieutenant Governor-Elects will assist by watching the door, introducing candidates, and keeping time. A candidate should be prepared to give a three minute speech and answer three minutes of questions.

## Nominating Conference

If three or more candidates seek the same position, a Nominating Conference will be held Saturday immediately following the divisional caucuses. Three delegates from each division will

narrow down the field of candidates to no more than two per office. The results will be announced prior to the break for lunch in a special meeting.

## **Campaign Rules**

Certain rules need to be followed during the limited campaign time at the convention:

1. The retail value of ALL MATERIALS used in a campaign for a District Office may not exceed \$50.00. (Donated supplies and services are included as part of the \$50.00 limit). Campaign materials will be limited to the following items: one poster/trifold which shall not exceed 18x24 inches will be placed in designated areas on the meeting floors, buttons, stickers, ribbons, and name tags are acceptable if used for name recognition. A campaign expenditure report and sample items must be presented at the Candidates' meeting.
2. Biographical pamphlets are not permitted to be handed out. Candidates may submit a biographical information form located at <https://forms.gle/9FkisGZHvwmKLMjUA> to be included in a packet to be distributed for all candidates at the caucus meetings. The information sheet will be included in the Candidate Packet. Candidates have the opportunity to provide an additional campaign flier to be included in the candidate packet. The material shall not exceed the front of one 8.5x11 piece of paper. This flyer will need to be sent to [kmsd512@gmail.com](mailto:kmsd512@gmail.com) by March 13<sup>th</sup> also.
3. No campaign materials may be distributed prior to receiving approval from the Elections Chair at the Friday evening Candidates' meeting.
4. Only Key Club members can participate in campaigning for candidates for District Offices. Adults are not allowed to be involved in the election process.
5. Candidates may designate up to two members in attendance as their campaign staff. Campaign staff are not required to be Convention delegates. Campaign staff may not include current or past Capital District Board members including chairs.

## **Voting:**

Two members from each club represented at the District Convention will attend the House of Delegates. The delegates must be certified by their Key Club and submit an appropriate form to the Committee on Credentials at the time of registration, but no later than noon on Saturday of the Convention.

The Capital District Board members are Delegates-at-large and are permitted to vote in the House of Delegates.

After hearing a one-minute speech by all of the candidates, the delegates will vote by secret ballot. The voting will be conducted by the Committee on Elections and observed by a Zone Administrator designated by the District Administrator. The House of Delegates will stay in session until the outcome of the election is determined.

The results of the election will be announced at the Farewell Session which is the final event of the Convention. The newly elected District Board will have its first Board Meeting following the close of the District Convention.

## Capital District Key Club Election Policies

1. Only Key Club members in good standing may have their names placed in nomination at the District Convention.
2. All candidates must attend and submit completed Candidacy Forms and a Campaign Expenditure Form by the 5PM the Friday evening of District Convention or preferably in advance to [kmsd512@gmail.com](mailto:kmsd512@gmail.com) in order to be nominated for a District Office or International Office endorsement.
3. In the case of three or more candidates running for the same District Office; more than one candidate running in total for endorsement for International President or Vice President; or more than two candidates for endorsement for International Trustee, a Nominating Conference shall be held to narrow the field to two candidates for each District Office and two candidates for each International Office endorsement. The Nominating Conference shall be held after the caucus sessions have been completed and prior to the House of Delegates session.
4. The Lieutenant Governor of each division shall appoint three Delegates from their division to vote in the Nominating Conference. If the position of Lt. Governor is vacant, the Credentials Chair shall appoint the representatives. There may be only one representative per school unless fewer than three schools from the division are represented at the Convention. Representatives are not required to be accredited delegates.
5. The retail value of all campaign materials shall not exceed \$50.00. A completed Campaign Expenditure Form and sample materials must be submitted to the Elections Committee Chair at the Candidates' Meeting.
6. No biographical pamphlets are to be distributed at the District Leadership Conference. Candidates will be asked to submit a biographical sketch via the link included in this packet. Candidates can also design a one page 8.5 x 11 flyer. Both the biographical sketch and flyer must be submitted no later than March 13th. This information will be used as part of a packet that will be published on the district website and may be printed in grayscale.
7. Candidates may designate up to two members in attendance as their campaign staff. Campaign staff are not required to be Convention delegates. Campaign staff may not answer questions for the candidate during caucusing. One campaign staff member may attend the Candidates' meeting in addition to the candidate. Campaign staff may not be current or past district board members.
8. No campaign materials may be distributed until after Opening Session and the approval of materials.
9. Only Key Club members can participate in campaigning for candidates for District or International offices. Care must be taken that adults do not become involved in any way in the politics of the Key Club organization. Non Key Club members may not serve as campaign managers nor allow their opinions to become a cause of a Key Club member being accepted or rejected. International Board Policy 701.8 states the following: The exercise of political influence over the selection of officer of Key Club by non-members of Key Club International present at any elections at any level is forbidden.
10. The election of officers shall take place in the House of Delegates as stated in the District bylaws according to the standing rules of the house which are listed in the convention program.
11. Any questions regarding the election procedures should be directed to the Elections Chairperson, the District Governor, or the District Administrator.
12. Alleged violations of the District Election Policies or Candidates' Guidelines should be submitted in writing to the Elections Chairperson by a candidate for review and consideration by the District Board within a reasonable time following the alleged violation.

CAPITAL DISTRICT KEY CLUB INTERNATIONAL

CAMPAIGN EXPENDITURE REPORT FORM

Name \_\_\_\_\_ Date \_\_\_\_\_

Candidate for Office of \_\_\_\_\_

Name of Key Club \_\_\_\_\_ Division \_\_\_\_\_

Campaign spending limits are \$50.00 for candidates running for district office as described in the guidelines.

All campaign material prices must be given as face value. If you have received donated materials, you must show the cost of the materials or services. All receipts and materials must be attached to this form. Candidates for District office must submit the form to the Committee on Elections during the candidates' meetings on the Friday of District Convention.

Item Description	Quantity	Cost
_____		
_____		
_____		
_____		
_____		
_____		
_____		
_____		

DECLARATION: I attest the above information is true and accurate to the best of my knowledge.

Signature of Candidate \_\_\_\_\_

CERTIFICATION: I certify that myself or another member of the Committee on Elections has approved these items. We acknowledge that this candidate has completed all the necessary paperwork in accordance with district guidelines and is eligible to campaign.

Signature of Elections Chair \_\_\_\_\_

## Capital District Key Club International Governor Form

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of District Governor of the Capital District Key Club International.

It is understood that officers of the Capital District Key Club should be active members of their own clubs, should maintain academic success, should perform service hours, and should be models of the ideals that are promoted by Key Club International.

The District Governor agrees to accept the following responsibilities:

- Study the Capital District Officer Manual and Capital District Bylaws to increase understanding of the organization and functions of Key Club at all levels
- Communicate with the District Administrator weekly
- Attend the Governor and Administrator Training Conference sponsored by Key Club International in Atlanta, GA from April 27<sup>th</sup>- April 30<sup>th</sup>
- Attend the Key Club International Convention during their term
- Attend the Key Club International Leadership Training Conference during their term
- Attend the Capital District Circle K Convention during their term
- Attend the Capital District Kiwanis Convention during their term
- Represent Capital District Key Club at various Kiwanis Family events throughout Capital District upon request and with the approval of the District Administrator
- Attend as many Key Club Division activities as possible to educate Key Club officers and members and to represent the District Board
- Fulfill all duties of the District Governor as outlined in the District Bylaws
- Publish and forward a monthly newsletter to the District Board, the District Administrator, the International Trustee, the Adult Committee members, the Kiwanis Governor, the Circle K Governor, and others
- Plan and conduct in consultation with the District Administrator, District Board Leadership Training at the first meeting of the District Board
- Plan and conduct in consultation with the District Administrator scheduled District Board meetings
- Make appropriate committee assignments and determine the goals for each committee
- Plan with the District Board the annual District Convention in March
- Contact all District Board members monthly to determine any need for assistance in carrying out their responsibilities
- Submit to the District Editor articles for the Capital Key
- Encourage prompt payment of District Dues
- Abide by the Capital District Code of Conduct at all Key Club functions

Reimbursement for expenses will be made provided this agreement is fulfilled. The Governor will receive a budget for use during the year for expenses related to postage, supplies, printing costs, telephone and other approval costs. Reimbursement requests will be submitted to the District Secretary/Treasurer for approval.

## Statement of Candidacy for District Governor

I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of a District Governor. I acknowledge that Key Club will need to be my main extracurricular activity.

CANDIDATE'S NAME \_\_\_\_\_  
(please print)

CANDIDATE'S SIGNATURE \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Club Name \_\_\_\_\_

---

Signature of Faculty/Kiwanis Advisor

Date

Signature of School Principal

Date

---

---

### Statement of Support

We understand that if the above named candidate is successful in seeking the office of District Governor we will assist with the travel necessary to perform the obligations of the office within the Capital District.

Capital District Kiwanis and Key Club International provide many of the transportation and housing costs at many of the events identified on the reverse for the candidate. Some Kiwanis Clubs do offer financial support to Key Club officers. Questions regarding the need for assistance should be directed to the District Administrator.

Parent/Guardian Signature \_\_\_\_\_

## Capital District Key Club International Secretary/Treasurer Form

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of District Secretary/Treasurer of the Capital District Key Club International.

It is understood that officers of the Capital District Key Club should be active members of their own clubs, should maintain academic success, should perform service hours, and should be models of the ideals that are promoted by Key Club International.

The District Secretary/Treasurer agrees to accept the following responsibilities:

- Attend the Capital District Convention at the beginning and end of their term.
- Attend the Key Club International Convention during their term.
- Attend all regularly scheduled meetings of the Capital District Board.
- Attend Fall Rally, Capital District Kiwanis Convention and Capital District CKI Convention during their term.
- Present the Secretary/Treasurer's Report at all board meetings.
- Record the minutes of District board meetings and distribute the minutes to all District Board Members, the Adult Committee, the International Trustee, the Kiwanis Governor, and the Kiwanis Secretary within 21 days of the board meeting.
- Publish and forward at least 10 monthly board newsletters.
- Publish and forward at least three club newsletters.
- Conduct a Club Secretaries' workshop at the Capital District Convention during their term.
- Assist clubs and advisors in processing dues
- Submit District Convention reports as required by Key Club International.
- Produce, publish, and forward a Club Officer and Information Directory.
- Produce and forward a District Board Directory to all members of District Board.
- Submit articles to the Capital Key Editor when appropriate.
- Attend as many division programs and other Capital District Key Club events as possible.
- Participate as a member of the Capital District Board of Trustees.
- Follow the District Code of Conduct at all Key Club functions.
- Complete other duties as may be assigned.

Reimbursement for expenses will be made provided this agreement is fulfilled. The Secretary/Treasurer will receive a budget for use during the year for expenses related to postage, supplies, printing costs, telephone and other approval costs. Reimbursement requests shall be forwarded to the District Administrator for approval. Attendance at a scheduled board meeting is MANDATORY. Requests for absence from the board meetings due to family reasons must be submitted to the District Administrator at least one week prior to the meeting.



## Statement of Candidacy for District Secretary/Treasurer

I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of a District Secretary/Treasurer. I acknowledge that Key Club will need to be my main extracurricular activity.

CANDIDATE'S NAME \_\_\_\_\_  
(please print)

CANDIDATE'S SIGNATURE \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Club Name \_\_\_\_\_

---

\_\_\_\_\_  
Signature of Faculty/Kiwanis Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date

---

### Statement of Support

We understand that if the above named candidate is successful in seeking the office of District Secretary/Treasurer we will assist with the travel necessary to perform the obligations of the office within the Capital District.

Capital District Kiwanis and Key Club International provide many of the transportation and housing costs at many of the events identified on the reverse for the candidate. Some Kiwanis Clubs do offer financial support to Key Club officers. Questions regarding the need for assistance should be directed to the District Administrator.

Parent/Guardian Signature \_\_\_\_\_

## Capital District Key Club International Editor Form

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of District Editor of the Capital District Key Club International.

It is understood that officers of the Capital District Key Club should be active members of their own clubs, should maintain academic success, should perform service hours, and should be models of the ideals that are promoted by Key Club International.

The District Editor agrees to accept the following responsibilities:

- Attend the Capital District Convention at the beginning and end of their term.
- Attend the Key Club International Convention during their term.
- Attend all regularly scheduled District Board Meetings (May, September, November, and February).
- Attend Fall Rally, Capital District Kiwanis Convention and Capital District CKI Convention during their term.
- Compile and prepare for publication the Capital Key four times during the year with the dates of distribution to be determined by the District Governor and District Administrator.
- Publish and forward at least six newsletters to Board Members.
- Publish and forward at least three club newsletters.
- Conduct a Club Bulletin Editor workshop at the Capital District Convention.
- Present the District Editor's report at board meetings.
- Attend as many division programs and other Capital District Key Club events as possible.
- Participate as a member of the Capital District Board of Trustees.
- Follow the District Code of Conduct at all Key Club functions.
- Complete other duties as may be assigned.

Reimbursement for expenses will be made provided this agreement is fulfilled. The Editor will receive a budget for use during the year for expenses related to postage, supplies, printing costs, telephone and other approval costs. Reimbursement requests shall be forwarded to the District Administrator for approval. Attendance at a scheduled board meeting is MANDATORY. Requests for absence from the board meetings due to family reasons must be submitted to the District Administrator at least one week prior to the meeting.

## Statement of Candidacy for District Editor

I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of a District Editor. I acknowledge that Key Club will need to be my main extracurricular activity.

CANDIDATE'S NAME \_\_\_\_\_  
(please print)

CANDIDATE'S SIGNATURE \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Club Name \_\_\_\_\_

---

\_\_\_\_\_  
Signature of Faculty/Kiwanis Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Principal

\_\_\_\_\_  
Date

---

### Statement of Support

We understand that if the above named candidate is successful in seeking the office of District Editor we will assist with the travel necessary to perform the obligations of the office within the Capital District.

Capital District Kiwanis and Key Club International provide many of the transportation and housing costs at many of the events identified on the reverse for the candidate. Some Kiwanis Clubs do offer financial support to Key Club officers. Questions regarding the need for assistance should be directed to the District Administrator.

Parent/Guardian Signature \_\_\_\_\_

## Capital District Key Club International Webmaster Form

I, \_\_\_\_\_, do hereby declare myself willing to assume the duties and responsibilities of District Webmaster of the Capital District Key Club International.

It is understood that officers of the Capital District Key Club should be active members of their own clubs, should maintain academic success, should perform service hours, and should be models of the ideals that are promoted by Key Club International.

The District Webmaster agrees to accept the following responsibilities:

- Attend the Capital District Convention at the beginning and end of their term.
- Attend the Key Club International Convention during their term.
- Attend all regularly scheduled District Board Meetings (May, September, November, and February).
- Attend Fall Rally, Capital District Kiwanis Convention and Capital District CKI Convention during their term.
- Regularly update the Capital District Website and social media accounts
- Support the District Board in promotion of district and international projects and initiatives
- Serve as an ex-officio member and be an active participant of the District Communications committee
- Conduct a Club Webmaster workshop at the Capital District Convention.
- Present the District Webmaster's report at board meetings.
- Attend as many division programs and other Capital District Key Club events as possible.
- Participate as a member of the Capital District Board of Trustees.
- Follow the District Code of Conduct at all Key Club functions.
- Complete other duties as may be assigned.

Reimbursement for expenses will be made provided this agreement is fulfilled. The Webmaster will receive a budget for use during the year for expenses related to postage, supplies, printing costs, telephone and other approval costs. Reimbursement requests shall be forwarded to the District Administrator for approval. Attendance at a scheduled board meeting is MANDATORY. Requests for absence from the board meetings due to family reasons must be submitted to the District Administrator at least one week prior to the meeting.

## Statement of Candidacy for District Webmaster

I feel that my background and experience in Key Club and in other school organizations are such that I can perform the duties and responsibilities of a District Webmaster. I acknowledge that Key Club will need to be my main extracurricular activity.

CANDIDATE'S NAME \_\_\_\_\_  
(please print)

CANDIDATE'S SIGNATURE \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Club Name \_\_\_\_\_

---

Signature of Faculty/Kiwanis Advisor

Date

---

Signature of School Principal

Date

---

### Statement of Support

We understand that if the above named candidate is successful in seeking the office of District Webmaster we will assist with the travel necessary to perform the obligations of the office within the Capital District.

Capital District Kiwanis and Key Club International provide many of the transportation and housing costs at many of the events identified on the reverse for the candidate. Some Kiwanis Clubs do offer financial support to Key Club officers. Questions regarding the need for assistance should be directed to the District Administrator.

Parent/Guardian Signature \_\_\_\_\_

## Endorsement for Key Club International Office

Key Club International bylaws require that the district in which their club is located endorse any candidate for Key Club International office. A district shall endorse no more than one candidate for President or Vice President and two candidates for the office of Trustee.

The procedure to be followed in the Capital District shall be:

1. Candidates must submit the Biographical Form indicating the office they are seeking by March 13<sup>th</sup> in order to have information placed in the Candidate Information Booklet.
2. The candidate must participate in the caucus procedure as outlined in the District Office Policy and Guidelines for District Officer candidates.
3. If there should be more than the permitted number of candidates seeking endorsement, the Nominating Conference will narrow the number of candidates to be placed on the ballot to one Presidential candidate or Vice-Presidential candidate and two International Trustee candidates.
4. A simple majority (50% plus one vote) of the number of delegates voting in the House of Delegates will determine the endorsement of a candidate for International Office.
5. If an unsuccessful candidate for a District Office wishes to seek endorsement for International office, the candidate may request endorsement from the District Board within **14** days after the District Convention by sending a Candidacy Form to the District Administrator.
  - a. The Administrator shall notify the Governor upon receipt of the form and request that the Governor poll the Board to determine endorsement by the District. Every effort will be made to complete the polling of the Board prior to the deadline for submitting information to Key Club International.
  - b. A candidate must receive votes from 60% of the Board in order to be endorsed.
6. A letter from the District Administrator shall be forwarded to Key Club International indicating that the candidate was officially endorsed by the Capital District Key Club House of Delegates or endorsed by the Capital District Key Club Board.

## Statement of Candidacy for International Endorsement

CANDIDATE'S NAME \_\_\_\_\_  
(please print)

CANDIDATE'S SIGNATURE \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Club Name \_\_\_\_\_

\_\_\_\_\_  
Signature of Faculty/Kiwanis Advisor Date

\_\_\_\_\_  
Signature of School Principal Date

---

### Statement of Support

We understand that if the above named candidate is successful in receiving endorsement to for International Office, the candidate has our support to run for International Office at the International Convention in July. We understand that any district or international office necessitates a hefty time commitment.

\_\_\_\_\_  
Parent/Guardian Signature Date