

Key Club Elections Process

The recognized officers that make up the Board of Directors of each Key Club shall be the president, one or more vice president(s), the secretary, the treasurer, the editor and one director from each class.

- Election of new officers and class directors should be held at a meeting in February/March (generally before the division's Spring Zone Rally) and members should take office after the District Conference.
- All officers and directors who are members in good standing shall be eligible for re-election.

Step 1: Election Education Meeting

- Conduct a meeting for those interested in running for officer and explain the election process.
- Explain responsibilities for each officer position.

Step 2: Club Meeting Election

- Allow each candidate to conduct a speech to the club membership.
- Conduct elections by secret ballot.
- Election committee members, with advisor present, count ballots and present results.

Step 3: Officer Installation Ceremony

- Your club can host a dinner meeting attended by the parents, school and community officials, and Kiwanis member led by the outgoing president or Lieutenant Governor.

Step 4: Officer Education

- After elections, positional officers training and personal development is needed. For complete training curriculum, officer guides and PowerPoints are provided by the District.
- Go to www.floridakeyclub.org and click "documents and resources"
- Attend District Conference training workshops if able

Top Tip 1: Utilize an election committee. This group can oversee the process, create ballots, etc. The election committee should be made up of the outgoing president and one member from each class. This committee should not be running for office and should be able to remain unbiased.

Top Tip 2: The outgoing president should not vote in the elections: this person should be the final vote in case of a tie.