

Florida District of Key Club International



2018-2019 Elections Procedures & Candidate Forms *Lieutenant Governor*

This document contains the policies, procedures, and sample forms relating to elections of District Board of Trustees.

Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Scan and email all completed forms to:
Vanessa Paneque
Chair – Elections and Credentials Committee
Elections@FloridaKeyClub.org



Florida District of Key Club International 2018-2019 Candidate Forms & Elections Procedures

Caring-Our Way of Life

Campaign Rules for Candidates for Lieutenant Governor

1. Lieutenant Governors will be elected at the Spring Zone Rallies prior to District Education and Leadership Conference. A candidate wishing to run for office must be present at the date of the scheduled election.
2. A candidate for the office of Lieutenant Governor must submit and have received approval of the following forms from the District Administrator or the Election's Advisor no later than **one week** prior to the call to Order at the Opening Session of the Spring Zone Rally in which the candidate is running, unless otherwise approved by the District Administrator or the Election's Advisor in writing:
 - a. Statement of Candidacy for Lieutenant Governor
 - b. Kiwanis Statement of Support for Candidates for District Office
 - c. Attendance, Travel, and Posting Authorization
 - d. Code of Conduct
 - e. Board Member Contact Information
3. Candidates for Lieutenant Governor will incur no expenses in seeking election.
4. No campaign information or materials may be distributed at Spring Rallies or via social media. Campaigning is limited to giving a speech and answering questions during the allotted time at each candidate's respective Spring Zone Rally. Campaigning outside of this time is strictly prohibited.
5. A quorum of 1/3 of the clubs in good standing, as determined only by dues payment, will be required to elect a Lieutenant Governor. In order to safeguard the legitimacy of the election, a certified sign-in sheet containing the signatures of all present and identifying the name of the Key Club to which they belong, shall be submitted to the District Administrator within 24 hours following the election by the Key Club member conducting the election. Failure to comply with this requirement may invalidate the election.
6. Elections for Lieutenant Governor will be conducted by the Division's present Lieutenant Governor unless the Lieutenant Governor is seeking reelection. If the Division's Lieutenant Governor is unable to conduct the election, a member of the Executive Committee, an International Officer, or another Key Club member appointed by the Governor will conduct the election.
7. An adult appointed by the District Administrator or designee will serve as the advisor to the election. The advisor to the election may not be a club advisor of, or associated with, the club of any candidate seeking the office of Lieutenant Governor. The appointed adult advisor is the only adult who may supervise the election, give election advice, and handle ballots.
8. No adults are allowed to ask questions of the candidates.
9. For the election process, each candidate shall have two minutes to address the members of their division in the form of a speech, then they will have three minutes to answer questions by members of the division. If the speech is completed before the designated two minutes, they may use the extra time for answering questions.
10. Each club in good standing may have two votes as long as there are at least two members of the club in attendance at the election. If only one member of a club attends the election, the club will only have one vote. ***There is no voting by proxy.***
11. In case of a tie, each club in good standing in attendance will be given one vote. In the case of a second tie, each member present from the clubs in good standing will be given one vote.
12. In the case of a continuing tie, the candidates for Lieutenant Governor will speak to the Division of election for one minute and answer any questions from members of the Division of election for one minute, and then a vote will be taken with every member present having one vote.
13. If for any reason a valid election cannot be held at the Zone Rally, a Lieutenant Governor can be elected at a DCM at which the Zone Administrator or designee is present, provided there is a quorum present and that all election procedures in points 2 through 13 above are followed.
14. If for any reason, a Lieutenant Governor cannot be elected at a Divisional Council Meeting, a Divisional caucus will be held at the District Education and Leadership Conference to elect a Lieutenant Governor. If a Lieutenant Governor is not elected by the conclusion of the District Education and Leadership Conference, a Lieutenant Governor may be appointed according to District Bylaws.
15. If elected to the position of Lieutenant Governor, you may not participate in the assistance of another district officer candidate's campaign/team.



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Service Agreement for Lieutenant Governor

This form must be filed with the District Administrator or his designee prior to the election (or with the District Administrator's permission, within one week following the election)

Complete this form online before printing. Name and Division must be typed or it will not be accepted.

I, _____ do hereby declare myself willing to assume the duties and responsibilities of the office of Division _____ Lieutenant Governor of the Florida District of Key Club International for the upcoming Key Club Year as described below. These duties and responsibilities are considered part of this agreement. I understand that failure to satisfactorily carry out these duties and responsibilities may be accepted as my resignation from the office to which I have been elected.

1. Attend all Divisional Council Meetings from the date of your election until District Education and Leadership Conference in **2018**.
2. Assist the present Lt. Governor in all duties up to and including those assigned during the **2018** District Education and Leadership Conference.
3. Attend the required meetings or events:
 - a. Spring Regional Lt. Governor training session (attend one): **April 21, 2018** (Sanford), **May 5, 2018** (Pompano Beach), or **May 12, 2018** (Tallahassee)
 - b. District Education and Leadership Conference, Orlando, Florida, **April 5- April 8, 2018**
 - c. District Leadership Training Conference, **June 15-17, 2018**
 - d. August Board Meeting, **August 10-12, 2018**
 - e. January Board Meeting, **January 4-6, 2019**
 - f. District Education and Leadership Conference, Orlando, Florida, **April 4-7, 2019**
 - g. If possible, attend the Key Club International Convention in Chicago, IL **July 4-8, 2018**
4. Attend all training sessions at the District Education and Leadership Conference and Key Club International Convention.
5. Complete the online monthly Lt. Governor report by the fifteenth of each month, including summer months.
6. Publish and distribute a Monthly Electronic Bulletin (MEB) to all club officers in the Division, all club advisors, the Kiwanis Lieutenant Governor, the International Trustee, the Zone Administrator, and the District Administrator by the seventh of each month including summer months.
7. Plan and conduct at least six (6) Divisional Council Meetings: one in May-June, one before the first week of the school term, and one each in September-October, November-December, January-February, and March-April (before DCON). DCM times and locations must be announced at least two weeks in advance.
8. Check emails and respond as appropriate every two (2) days.
9. Plan and conduct a fall rally (Key Club Kickoff Conference) prior to mid-October.
10. Assist with the planning, organizing and managing of a Spring Zone Rally to take place in January, February or March.
11. Assist in promoting the election of a successor Lt. Governor and in training the person elected prior to the **2018** District Education and Leadership Conference.
12. Communicate with and seek counsel from your Zone Administrator in a manner agreed upon.
13. Follow the District Code of Conduct at all Key Club functions.
14. Maintain content on personal and district social networking sites (Facebook, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
15. Review and complete the criteria located in the Key Club Guidebook for Distinguished Lt. Governor and submit the application.
16. Complete at least five hours of service each month with your home Key Club.
17. Maintain high academic standards and comply with all school rules, regulations and requirements.

Furthermore, 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 Lieutenant Governor during the coming Key Club year. **I understand that non-attendance at a mandatory District function may be accepted as a resignation from the office of Lieutenant Governor.**

Signature of Candidate _____
Date

As the parent of a Lt. Governor, I have read the responsibilities of this position and agree to support my son/daughter in these endeavors, which I understand will include time and may include financial commitments. Furthermore, I understand that there are required meetings whose dates have been listed and I will encourage and support my son's/daughter's commitment to carry out all attendance requirements of the office being sought.

Signature of parent or Guardian _____
Print name _____
Date

Signature of Faculty Advisor _____
Print name _____
Date

Signature of Kiwanis Advisor or Club President _____
Print name _____
Date

Signature of School Principal _____
Print name _____
Date

*District Administrator's signature may substitute when necessary.



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Caring-Our Way of Life

Code of Conduct

Name: _____ School: _____

Key Club members, adult advisors and invited guests are expected to demonstrate behavior consistent with the high ideals of Key Club and should abide by the provisions of this code while in attendance at any Florida District of Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators and designated staff.

Responsible behavior

1. All participants are expected to abide by all government laws and regulations.
2. Members must respect the personal property of others as well as the property of any meeting or lodging facility. The placing of signs or messages on the windows of the hotel rooms is prohibited. No material may be affixed to any hotel walls. Any damage caused by a member must be paid for by that member.
3. Members may not possess or consume any alcoholic beverages.
4. Members may not possess or use any drugs or other controlled substance, with the exception of medication prescribed for that member.
5. Members may not possess or use tobacco or marijuana products including prescription marijuana.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected not to tolerate hazing or any action that creates unnecessary physical or mental discomfort, embarrassment, harassment or ridicule of others.
8. Members may not possess weapons, firecrackers or anything of a dangerous nature or act in any way unbecoming of a Key Clubber.

Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
2. Female members are not allowed in the room of any male member, and male members are not allowed in the room of any female member.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are expected to abide by a curfew beginning at midnight and lasting until 5 a.m. unless otherwise specified by the hotel. No Key Clubber shall be allowed on balconies after curfew.
5. Items within this section may be modified by the Key Club International Board with approval from the Key Club International director.

Photo Release

I understand that my child's image or likeness may be recorded. I grant the Florida District of Key Club International the absolute and irrevocable right and permission, to use or publish photographs, video tapes/film, audio recordings, or any other media that Florida District of Key Club International may take of my child or in which my child may be included with others, in any and all media now or hereafter known, and for any legitimate purpose whatsoever, and to use my child's name in connection therewith if the Florida District of Key Club International so chooses. I waive any right to inspect or approve the images or any finished version incorporating the same. Please make two copies of this form: one for event registration and one for the chaperone.

I have read and understand the Code of Conduct. I understand that a violation of certain provisions of these rules may result in dismissal from the event.

Parent / Guardian: _____ Signature: _____ Date: _____

Student: _____ Signature: _____ Date: _____

6. The Florida District reserves the right to inspect any rooms in the hotel reserved by and for the Florida District of Key Club International without notice to the occupants.

Dress code

1. All participants are expected to abide by the designated dress code for each session.
2. "Professional" refers to dress shirt, slacks, necktie, sport or suit coat and appropriate shoes for boys; and dress or suit, skirt or slacks, blouse and appropriate shoes for girls.
3. "Business casual" refers to slacks, collared shirt and appropriate shoes for boys; and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for girls.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate T-shirts and casual footwear for boys; and shorts, skirt, skort or jeans, collared shirt, sweatshirt, or appropriate T-shirt and casual footwear for girls.
5. At no time will any clothing with inappropriate language or graphics be allowed. Any shirts, shorts or skirts deemed to be of inappropriate length will not be allowed.
6. All participants are required to wear name badges for all conference events.

Enforcement

1. Violations of this code will result in notification to the respective district administrator and event chaperone.
2. Violations involving destruction of property, possession, consumption or use of alcoholic beverages or controlled substances will result in dismissal of the attendee from the event.
3. Notification, in writing, will be made by the Key Club International administrator or his/her representative to the school, Kiwanis sponsor and parents of any member disciplined under this section.
4. These rules are effective as of the time you arrive at this event, until the time you depart.



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Attendance, Travel, and Posting Authorizations

Acceptable Modes of Transportation:

Key Club Members attending or traveling to any Key Club function or event, or traveling in their capacity as a Key Club member or officer shall be limited to the following modes of transportation:

- 1. If air travel is required, said travel is limited to commercial airlines;
2. If bus or rail travel is required, said travel is limited to properly licensed commercial bus or rail services, except that the sponsoring school and/or entity may provide their own school bus or school bus-comparable transportation;
3. Travel in excess of 10 hours per day shall require an overnight stop;
4. Personal vehicles may be used by board members, but this requires said board member to have a waiver signed by a parent or guardian that gives permission for this board member to travel to the event.

The only exception to these requirements is where a parent or guardian personally transports the member and assumes all risk and liability in said transportation.

(Candidates Name): _____ has our permission to travel to the:

CIRCLE ONE

Table with 2 columns: Event Name and Yes/No options. Rows include Spring Regional Lt. Governor Training, Leadership Training Conference, August board meeting, January board meeting, and District Education and Leadership Conference.

The District covers the transportation and travel expenses for anything noted with an asterisk

He/she will be traveling with (circle one). Adult member of the Key Club Committee is primary.

Adult Key Club Committee member

Parent / guardian

Other (explain): _____

By signing below, we state that we understand and agree that this board member will abide by the limitations set in the "Acceptable Modes of Transportation" section. We also understand and agree that this board member's picture and school will be used in Florida District of Key Club materials including but not limited to the official Florida District of Key Club International website directory, and the publication The Sunshine Source. We also understand and agree that overnight housing for board meetings usually consist of four students of the same gender per room with two double/full or larger beds. Students not wishing to sleep in the same bed as another student are welcome to pay for another type of room or to sleep in another part of the room.

Signature lines for Candidate, Parent or Guardian, and School Administrator, each with Print name and Date fields.



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Board Member Contact Information

All Candidates for All Positions Must Complete

Complete this form online before printing. All information must be typed or it will not be accepted.

NOTE: Some of this information will be printed in the Candidates Book at the District Education and Leadership Conference, so be sure to take care in what you write.

Office Sought: Lieutenant Governor Key Club Member Number (required): _____

Name as you wish it listed on official publications: _____

Gender (check one): Female Male Age: _____ Date of Birth (M/D/YYYY): _____

Division: _____ Zone: _____ Year of Graduation: _____

Home Address: _____

Your cell phone number: _____ Home phone number: _____

Cell phone company (AT&T, Verizon, etc.): _____ Sponsoring Kiwanis Club: _____

Personal E-mail address: _____ School: _____

Mother/Step-mother name: _____ Mother/Step-mother's cell phone: _____

Father/Step-father name: _____ Father/Step-father cell phone: _____