

Key Club Elections Process

The recognized officers that make up the Board of Directors of each Key Club shall be the president, vice president, the secretary, the treasurer, the editor, the webmaster/technology associated position, and one director from each class.

- Election of new officers should be held at a meeting in February (generally before the division's Spring Zone Rally, if possible) and members should take office after the District Conference. In accordance with club bylaws, class directors should be elected in the September of the following school year.
- The meeting day for club elections must be advertised in advance. On the day of the election, at least 1/3 of dues-paying members must be present to constitute a quorum and proceed with the elections.
- All officers and directors who are members in good standing shall be eligible for re-election.
- Only dues paying members shall be able to vote in club elections.

Step 1: Election Education Meeting

- Conduct a meeting for those interested in running for office and explain the election process.
- Explain responsibilities for each officer position (handouts can be found on the Florida Key Club webpage.
- Advertise running for club elections on school announcements and social media.

Step 2: Interviews/Individual Meetings

- Conduct interviews or individual meetings with each prospective candidate and ask them Key Club related questions and/or why they believe they are best fit for the position.
- Interviews are used to learn more about the candidates themselves and to further inform them of the duties of the office. They are NOT to deny any member from seeking office.
- Your club president and faculty advisor should head the interviews.

Step 3: Club Meeting Election

- Allow each candidate to give a speech and answer questions in front of the club membership.
 - When a candidate is speaking, all candidates for that office should be outside of the room.
 - The speech and questions should be timed and should be the same for all candidates.
 - Questions should be respectful and limited to Key Club relevant subjects, sample caucus questions can be found on the Florida Key Club website under "Documents and Resources".
 - Votes should be conducted by secret ballot and counted by members of the Election Committee and watched over by an advisor.

Step 4: Officer Installation Ceremony

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

Step 5: 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. An adult advisor should oversee the ballot counting process and the total number of votes a candidate receives shall remain confidential.

Top Tip 2: The chair of the election should be the outgoing president and should not vote in the elections and instead withhold their vote and vote only in the case of a tie. If the president is running again for office then another chair should be chosen to run the elections.