



2023-2024

# Elections Procedures & Candidate Forms

## **Lieutenant Governor**

This document contains the policies, procedures, and forms relating to elections of the District Board of Trustees. Complete this form online before printing. Where requested, information must be typed or it will not be accepted.

Please read and sign the Election Rules & Regulations before completing this form.

Scan and email all completed forms to:  
Legal & Elections Chair – Mariangel Arrieta  
[Elections@FloridaKeyClub.org](mailto:Elections@FloridaKeyClub.org)



## Florida District of Key Club International 2023-2024 Candidate Forms & Elections Procedures

Caring-Our Way of Life

### Campaign Rules for Candidates for Lieutenant Governor

1. Lieutenant Governors will be elected at the Zone Rallies prior to the 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 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. Attendance, Travel, and Posting Authorization
  - c. Code of Conduct
  - d. 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 ZONE Rallies or via social media. Campaigning is limited to giving a speech and answering questions during the allotted time at each candidate's respective 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. 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 or unavailable. 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 or District Administrator 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.



# Florida District of Key Club International 2023-2024 Candidate Forms & Elections Procedures



## Service Agreement for Lieutenant Governor

This form must be filed with the District Administrator or their 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 the District Education and Leadership Conference in **2023**.
2. Assist the present Lt. Governor in all duties up to and including those assigned during the **2023** District Education and Leadership Conference.
3. Attend the required meetings or events:
  - a. Lieutenant Governor Training, **TBD**
  - b. District Education and Leadership Conference, Daytona Beach, Florida, **April 13-16, 2023**
  - c. District Leadership Training Conference, Daytona Beach, Florida, **June 2-4, 2023**
  - d. Summer Board Meeting, Daytona Beach, Florida, **August 11-13, 2023**
  - e. Winter Board Meeting, Location TBD, **January 5-7, 2024**
  - f. District Education and Leadership Conference, Daytona Beach, Florida, **April 18-21, 2024**
  - g. If possible, attend the Key Club International Convention, Anaheim, California, **July 2-9, 2023**
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. Create and distribute a newsletter 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 in which officers are trained, 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 at least 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 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 **2024** 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, Instagram, etc.) appropriate to your position as a Key Club District leader and allow access by the Kiwanis Key Club Committee members.
15. Complete at least five service hours with your home Key Club each month.
16. Maintain high academic standards and comply with all school rules, regulations and requirements.
17. Be an active participant in a standing committee, which includes attending necessary meetings, completing assigned tasks, and keeping effective communication.
18. Complete any other duties as they are assigned.

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 \_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Signature of Faculty Advisor or School Administrator \_\_\_\_\_  
Date

\_\_\_\_\_  
Title



# Florida District of Key Club International 2023-2024 Candidate Forms & Elections Procedures

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 Key Club International event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators and designated staff.

### Enforcement

#### 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 or convention center rooms is prohibited. No material may be affixed to any hotel or convention center 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 prescribed medications.
5. Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not 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.

1. Violations of this Code will result in notification to the respective district administrator and event chaperone.
2. Violations such as, but not limited to, 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 District Administrator or their 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. 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 Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.
5. 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 Key Club event. Every member will respect the authority of the Sergeant-at-Arms Committee, Key Club administrators, and designated staff.

#### Lodging

1. Members staying in a hotel or other lodging facility must sleep in their assigned room.
2. Members are allowed in their assigned room only. They are not allowed to enter other member assigned rooms at any time.
3. Male and female members may be present together in hospitality suites when an adult chaperone is present.
4. All members are expected to be on hotel property by 11:00 pm EST each evening of the event and abide by a curfew of being in their assigned room beginning at midnight and lasting until 5:00 am 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 of the International Administrator.
6. Without notice, the Florida District reserves the right to inspect any room reserved by the Florida District of Key Club.

#### 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 prescribed medications.
5. Members may not possess or use tobacco or marijuana products, including, but not limited to smokeless tobacco, vaping pens, and JUULs.
6. Members are expected to abstain from any activity of a sexual nature.
7. Members are expected to not 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.

#### 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 males, and dress or suit, skirt or slacks, blouse, and appropriate shoes for females.
3. "Business Casual" refers to slacks, collared shirt, and appropriate shoes for males, and slacks, skirt or skort, blouse or collared shirt and appropriate shoes for females.
4. "Casual" refers to shorts or jeans, collared shirts, sweatshirts, or appropriate tee-shirts and casual footwear for males, and shorts, skirt, skort or jeans, collared shirt, sweatshirt, or appropriate tee-shirt and casual footwear for females.
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 convention events.

#### 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, videotapes/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 I 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's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Florida District of Key Club International
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Caring-Our Way of Life

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:

Table with 2 columns: Event Name and CIRCLE ONE (Yes/No). Rows include Leadership Training Conference (June 2-4, 2023)\*, Summer Board Meeting (August 11-13, 2023)\*, Winter Board Meeting (January 5-7, 2024)\*, and District Education and Leadership Conference (April 18-21, 2024).

\*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 of Candidate \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Signature of Faculty Advisor or School Administrator \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_



Florida District of Key Club International  
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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.

Office Sought: \_\_\_\_\_

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: \_\_\_\_\_

Sponsoring Kiwanis Club: \_\_\_\_\_ Personal Email address: \_\_\_\_\_

School: \_\_\_\_\_

Mother/Step-mother name: \_\_\_\_\_ Mother/Step-mother's cell phone: \_\_\_\_\_

Father/Step-father name: \_\_\_\_\_ Father/Step-father cell phone: \_\_\_\_\_