



**2018 Elections Handbook**  
**Florida District Convention**

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Welcome Potential Candidate!

I want to applaud your decision to consider running for district office at this year's District Convention in Orlando from **February 16<sup>th</sup> to February 18<sup>th</sup>, 2018**. Being a member of the district board is a rewarding and exciting experience, certainly worth pursuing. Likewise, the process of running for office should be just as rewarding. Running for an office is a chance to get to know the Florida District better, meet new people, develop and present new ideas, and gain public speaking experience.

The purpose of this handbook is to provide you a brief overview of the entire elections process, from start to finish. You will be introduced to the election rules and policies regarding campaign infractions. You will also get a glimpse of what a typical campaign involves, from declaration to election. Finally, there are answers to some commonly asked questions and contact information for District Officers who can answer other questions.

Please take time to read this handbook as there have been changes to the policies of candidacy.

The positions you can run for are:

- District Governor
- District Secretary
- District Treasurer
- District Editor
- Lieutenant Governor
  - Citrus Division
  - Evergold Division
  - Panhandle Division
  - Sunbelt Division
  - Suncoast Division
  - Suwannee Division
- International Endorsement
  - International President
  - International Vice President
  - International Trustee, Subregion G
  - International Trustee-At-Large

Kimberly Moya

2017-2018 Credentials and Elections Chairperson

Florida District of Circle K International

## Candidacy and Election Rules

- I. Prior to District Convention, a member may declare their candidacy in two fashions:
  - a. A member may declare their intent to run for a district office at any regular meeting of the district board.
  - b. A member may submit a letter of intent and one additional piece of campaign literature (two pages for governor candidates and one page for all other candidates) to be published by the Credentials and Elections Chairperson at least two weeks prior to the District Convention. All campaign information will be published in a packet and distributed to the District Mailing List.
    - i. Literature must be sent electronically on an 8.5"x11" page layout.
    - ii. Literature must be submitted in a vertical (portrait) Microsoft Word file no larger than 3 MB in size.
    - iii. Files created in other software *will not be accepted*.
    - iv. Literature must be received via e-mail at [legal@floridacirclek.org](mailto:legal@floridacirclek.org) as well as [administrator@floridacirclek.org](mailto:administrator@floridacirclek.org) and [governor@floridacirclek.org](mailto:governor@floridacirclek.org) by **January 26<sup>th</sup>, 2018** at 11:59pm.

Note: Please send a PDF of your document to achieve what is seen on the Word files when disseminated to the Florida District. All candidate materials will be published as it is submitted. No editing will be done. If you do not receive a confirmation e-mail 12 hours following submission, please e-mail the Credentials and Elections Chairperson again.

\*All correspondence containing campaign materials must be distributed by the Governor or Secretary.

- II. The Governor shall appoint a qualified member of the District to serve as Credentials and Elections Chairperson for the convention. All district and international candidates shall be ineligible to serve as the Credentials and Elections Chairperson. If the Credentials and Elections Chairperson resigns before the District Convention, they are ineligible to run for a district office that same year.
- III. No member may declare their intention to run for a district office prior to October 1 before the District Convention he or she plans to run. In addition, candidates shall not give any verbal or written indication that they are considering running for an elected district office at the upcoming district convention prior to October 1.
- IV. All prospective candidates must be nominated and have their nomination seconded at the District Convention to become an official candidate, regardless of all previous declarations of intent to run.
- V. A campaign spending limit of **\$0** will be strictly enforced. Campaign literature submitted to the Credentials and Elections Chairperson by **January 26<sup>th</sup>, 2018** will be printed for all

District Convention attendees. This packet will be printed in black and white. Candidates should ensure their literature looks good in color and black and white.

- VI. Candidates must submit a Statement of Commitment for the office they are running for before caucusing. Statements of Commitment are located in the back of this handbook. The signed document must be submitted at the Candidate's meeting following the Opening Session.
- VII. There will be one caucus session at District Convention. Each candidate will be allotted time in each room during the caucus session to present a campaign speech and to answer questions. Lt. Governor candidates will only caucus in the room their division is located. The length of time will be determined at District Convention based on the number of candidates, but will be approximately 5 minutes – 10 minutes for a speech and 5 minutes for questions from the audience.
- VIII. There shall be multiple caucus rooms, with multiple divisions in each room. The assignment of divisions to each caucus room shall be at the discretion of the Credentials and Elections Chairperson, with the approval of the Governor, based on the number of attendees.
- IX. Each caucus room will have an appointed moderator and timekeeper, preferably members of the district board. The moderator shall see that the caucus is conducted in a timely and orderly manner. They shall have the right to rule any question out of order which is deemed a personal attack, hazing, or is unrelated to CKI in any manner. In such cases, the moderator's decision is final. The timekeeper will ensure candidates maintain a strict schedule.
- X. Each candidate is allowed a maximum of two aides and one introducer in each room, at their discretion.
- XI. Voting district board members are prohibited from nominating candidates, seconding nominations, introducing or aiding candidates, and providing active or verbal support to any candidate's campaign in any manner.
- XII. Voting district board members are allowed to provide candidates with any information or answer any questions relevant to the specific duties and requirements of the office the candidate is seeking. They may also answer questions regarding the duties and time commitments of serving on the district board. This courtesy shall be extended equally to all candidates; however, it is the responsibility of the candidates to seek this information out.
- XIII. Candidates who fail to get elected to a particular office may be nominated for another office in the House of Delegates as described in the Frequently Asked Questions section.
- XIV. Candidates may only seek endorsement from their current home club or a previous home club. The seeking of any other form of endorsement is prohibited.

- a. Any candidate requesting endorsement from their home club or previous home club must notify the club at least one week prior to the meeting where endorsement will be considered.
  - b. A candidate may only seek the endorsement of their previous home club if their last class at the previous institution ended in the past 365 days.
  - c. Each club must conduct an endorsement vote by secret ballot for each candidate seeking endorsement.
  - d. A candidate must receive a simple majority of all members present to be endorsed for the office they are seeking.
  - e. A club or club board may not limit the number of candidates who may seek endorsement for any office.
  - f. Each candidate may only be endorsed by one Florida District club.
  - g. No candidate may be allowed to hand out campaign materials to achieve endorsements.
- XV. Any member of the Florida District of CKI, candidate or not, who acts in a fashion that contributes to the violation of one of the above rules will face repercussions based on their individual actions, to be determined by the district board with consultation of the District Administrator. Home clubs and/or candidates shall not be penalized for the actions of others, unless the district board determines, through a 2/3 vote of all District Board members, voting and appointed and excluding the Board Member if they are the candidate in question or running in the same race, that sufficient evidence exists that the home club and/or candidate knowingly supported the actions of the individual(s) in question.
- XVI. When the number of candidates for any individual office exceeds two, the following procedure shall be followed:
- a. In the event that one candidate receives a majority of those votes cast on the first ballot, that candidate shall be elected.
  - b. In the event that no one candidate receives a majority of those votes cast on the first ballot, those two candidates receiving the highest number of votes on the first ballot shall appear on a second ballot.
- XVII. These campaign rules will be reviewed annually and approved by the district board, being made available to the District and sent to each candidate when they file to run for office.

# Policies Regarding Campaign Infractions

Preface:

It is the desire of the Florida District of CKI that the candidacy and election process for district office be a positive experience, reflecting the quality of the candidates and their ideas to the members of the Florida District of CKI. To assure this, the following procedures will be utilized in the case that any candidate or member acts in a fashion that violates the rules approved by the district board or in some other manner that jeopardizes the integrity of the elections process or the Florida District of CKI.

## Section 1: Procedures for filing a grievance

- 1) When a member believes a violation of election policy has occurred, they must file a grievance with the District Administrator, in writing, within seven days of the occurrence. The grievance statement should include, at a minimum, the date, time, location, and a statement of the circumstances of the alleged violation. It is the responsibility of that member to assure that the grievance is filed and received.
- 2) Upon receipt of the grievance, the District Administrator shall determine if the minimum components required for the statement have been included, and if the grievance listed is indeed an infraction of these policies. In the case that both of those requirements are met, the District Administrator shall forward the grievance to the Governor and the Credentials and Elections Chairperson.
- 3) Should the grievance fail to meet the requirements, the District Administrator shall notify the petitioner of such.

## Section 2: Action on grievances

- 1) Upon receipt of a properly formatted grievance from the District Administrator, the District Governor shall send notification that a grievance has been filed to the accused party, the accuser, and the members of the voting district board within 48 hours. This notification shall inform all parties of the procedures that will be followed in resolving the issue.
- 2) The grievance shall be brought before the voting district board in closed session at a special meeting of the board that occurs at least two weeks after notification is sent out. The exception to this rule will be grievances that occur within two weeks or during the District Convention. These grievances will be dealt with at the district board's earliest availability before or at District Convention.
- 3) The closed meeting will consist of the voting district board, the District Administrator or the appointed representative, the Credentials and Elections Chairperson, the accused, and the member(s) who filed the grievance(s). Others may be admitted at the voting board's discretion

for the sole purpose of providing information regarding the specific grievance under consideration, and only for as long as it takes to obtain such information from them as is required.

- 4) The member(s) who filed the grievance shall be given the opportunity to present their grievance to the board, as well as any collaborating evidence they have.
- 5) The accused will have the opportunity to present a statement and any evidence contradicting the filed grievance(s).
- 6) The board will then discuss the issue privately. If the board finds the grievance to be valid by a super majority (2/3) vote, the board will take action in accordance to the options available below.
- 7) If a super majority (2/3) agreement is not reached, the grievance is dismissed.

### Section 3: Penalties

- 1) In the event that a *candidate* is found to be culpable in a grievance, the board will enact, by majority vote, a proper penalty on the candidate in question. Potential options include, but are not limited to:
  - a) Private reprimand, sent to the individual in question
  - b) Public letter informing all clubs of the case and outcome
  - c) Denial of the candidate's right to announce candidacy prior to District Convention
  - d) Denial of the candidate's right to have literature at District Convention
  - e) Disqualification of the candidate from seeking a district office or endorsement for international office for that year
- 2) In the event that a *voting district board member* is found to be culpable in a grievance, the board will enact, by majority vote, a proper penalty on the district board member in question. Potential options include, but are not limited to:
  - a) Private reprimand, sent to the individual in question
  - b) Public letter informing all clubs of the case and outcome
  - c) Denial of delegate privileges at District Convention
  - d) Denial of support for application of International distinguished award for his/her office
  - e) Removal from the district board
  - f) If the officer in question is also a candidate, any of the candidate penalties may also be enacted.
- 3) In the event that a *member* is found to be culpable in a grievance, the board will enact, by a majority vote, a proper penalty on the member in question. Potential options include, but are not limited to:
  - a) Private reprimand, sent to the individual in question
  - b) Public letter informing all clubs of the case and outcome

- c) Ineligibility to apply for individual awards at District Convention
  - d) Ineligibility to serve as a delegate at District Convention
  - e) Ineligibility to serve in a district board position during the upcoming year
  - f) Ineligibility to attend or expulsion from District Convention.
- 4) In the event that the board is unable to come to a majority consensus on the appropriate action, the default action taken will be a public letter informing all clubs in good standing of the case and outcome. In the event that the action in question occurred at District Convention, the Governor will read said letter before the House of Delegates in lieu of its distribution to clubs.

## Being a Candidate – From Declaration to Election

1. First, submit a letter of intent to run with campaign literature to the Credentials and Elections Chairperson by **January 26<sup>th</sup>, 2018**. This information will be compiled with the other candidates' information and disseminated online in color to all Florida District CKI clubs in good standing at least two weeks prior to the District Convention. This packet will be printed in black and white for all District Convention attendees.
2. At the opening session, regardless of submission of campaign literature, all candidates must be nominated and seconded for that office. For the offices of Governor, Secretary, Treasurer, and Editor, any member may nominate and second you for office except a voting district board member. For the office of Lt. Governor, the nomination and second must come from a member in your division. Each nomination speech is afforded one minute. When nominations for an office are closed, each candidate will have the opportunity to give a three-minute speech. Speeches shall be given in the order nominated.
3. All candidates, including those who did and did not submit literature, **must** attend the candidate's meeting immediately following the opening session. This meeting helps answer candidates' questions and provides last-minute details for the elections process at District Convention. Candidates must also submit their signed Statement of Commitment. Failure to attend the required Candidate's Meeting and submit their signed Statement of Commitment will result in disqualification.
4. Candidates will caucus on Saturday morning. Lt. Governor candidates will only caucus in the room their division is located. Governor, Secretary, Treasurer, and Editor candidates will caucus in all rooms. The amount of time each candidate has in each room depends on the total number of candidates, but should be about 10 minutes. During this time, you should have a campaign speech prepared and you should be ready to answer questions from the audience.
5. At the House of Delegates on Saturday, candidates will have the opportunity to give a final speech. Candidates for Governor will get 3 minutes, candidates for Secretary, Treasurer, and Editor get 2 minutes, and candidates for Lt. Governor will get 1 minute. Candidates may waive this speech if they choose.
6. Finally, the ballots are cast for each position individually. Refer to the Frequently Asked Questions section to review your options if you fail to be elected for your position.

# Helpful Hints for Running for District Office

**Be prepared!** Look over the sample caucus questions in this handbook, ask current district officers questions about their positions, and read the information from the Florida District and CKI websites. Be sure you know all the answers and if you are unsure of an answer, do your best to talk to others and/or look up the answer. You will be asked many questions including ones not listed in this handbook.

**Create a platform.** You should have specific goals for what you would like to achieve as a district officer and what you want the future of the District to look like. Base this on what you want; chances are the delegates will want to see something similar.

**Ask your home club for endorsement.** In the weeks prior to District Convention, ask your home club to vote for your endorsement. This means that your club gives you public support but not necessarily that your club's delegates will be voting for you. This is not a requirement, but will be helpful. This can be accomplished like a normal club election with you giving a speech why they should endorse you and then vote by a paper ballot. Be sure to look at the rules in this handbook on club endorsement.

**Prepare your speeches ahead of time.** This will do wonders for easing your stress load during the weekend. It is suggested that at least one of your speeches specifically addresses points in your platform. It is not a good idea to read the same speech to the same group twice.

**Prepare literature.** This is optional, but is a great asset to your campaign. This year, you must prepare literature beforehand and provide it to the Credentials and Elections Chairperson. Then, your literature will be combined with others and disseminated to the Florida District. Literature usually includes your name, home club, position you are running for, platform, and past positions in Circle K. Remember to make it stand out by being clear, unique, and thoughtful.

**Prepare a campaign team.** This is optional, but you may recruit members who can attest to your personal and professional abilities to nominate you at the Opening Session (with a small speech about why they are nominating you) and to introduce you in the caucus rooms. This team helps you notice things you did not think about in the different caucus rooms during the questions and offers advice throughout the convention.

**Act and dress professionally during District Convention.** You should be modeling what you want to see in a district officer. Members will be looking up to you as a role model and may base their voting decisions on your actions of professionalism.

**Socialize without campaigning.** Meet other members at the District Convention, but do not make everything about your campaign. Be genuine. No one wants to feel you are talking to them merely to get a vote.

**Take the election seriously.** It does not matter if you are running unopposed or against multiple candidates, the future of the Florida District is a serious endeavor.

**Take some time for yourself during District Convention.** Be sure to relax and take quick breaks from the campaign. This will make a difference in your attitude and mindset for the weekend.

**You can drop down if you are not elected.** If you are not elected for the position you are running for, you can be nominated for later elections during the House of Delegates. The only exception is for Lieutenant Governor candidates, they can only “drop down” to international endorsement.

## District Governor Statement of Commitment

Committing to serve on the Florida District Board is a substantial responsibility, not to be taken lightly. As District Governor, you will be expected to assume the following duties. Please note that these duties are the minimum requirements of the office, and are therefore not all-inclusive; other responsibilities may fall upon you as required.

1. They shall serve as the Chief Executive Officer of the District
2. They shall attend and preside at the Circle K District Convention, Leadership Training Conference, District Officers' Training Conference, Governor and Administrator's Training Conference in Indianapolis, IN, from April 5-8, 2018 and at all meetings of the District Board. They shall serve as an ex-officio member of all District Committees.
3. They shall abide by, fulfill, and enforce all policies and procedures set forth in all district and CKI governing documents.
4. They shall attend the Circle K International Convention, The Kiwanis District Convention, and the Key Club District Convention. They shall maintain close contact with the Governors of Kiwanis and Key Club and the CKI Subregional Trustee to keep them fully aware of District Circle K activities.
5. They shall work to increase the membership of the District and to increase the quality and number of service projects in the District. They shall also work with the District Administrator, District Club Building Committee, and Lt. Governors on new club building and the rebuilding of inactive clubs.
6. They shall appoint the chairs of the district committees with the approval of the District Board.
7. They shall make no less than one visit to each division. They shall attend as many club or divisional events as possible and should attempt to visit each club in the District at least once.
8. They shall ensure that all other District Officers are performing their assigned duties in a satisfactory manner, with special emphasis on reporting, record keeping and the accounting of funds.
9. They shall be responsible for the leadership training of club presidents, as well as assuring that provisions are made for the leadership training of all club officers.
10. They shall insure that plans for the District Convention are made and executed by the Conferences/Conventions Committee in cooperation with the District Board.
11. They shall maintain a set of files on past District activities to be passed on to the next administration, shall brief the incoming Governor on the duties of the office, and shall attend the District Officers' Training Conference of the next Administration.
12. They shall submit a monthly report as required by Circle K International.
13. The Governor shall submit articles to the district newsletter, as well as the Kiwanis District magazine, updating members and Kiwanis on the state of the district, important plans and other pertinent information.
14. They shall first and foremost be a dues paid and active member of their home club.

The undersigned agrees to fulfill these duties, if elected, to the best of their ability.

\_\_\_\_\_  
Candidate Name

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

\_\_\_\_\_  
Date

## District Secretary Statement of Commitment

Committing to serve on the Florida District Board is a substantial responsibility, not to be taken lightly. As District Secretary, you will be expected to assume the following duties. Please note that these duties are the minimum requirements of the office, and are therefore not all-inclusive. Other responsibilities may fall upon you as requested.

1. They shall serve as the administrative officer of the District, keeping all proper records.
2. They shall abide by, fulfill, and enforce all policies and procedures set forth in all District and CKI governing documents.
3. They shall take minutes at all District Board Meetings and the House of Delegates at District Convention. They shall disperse minutes within 15 days to the established District Mailing List.
4. They shall compile a Directory of the addresses and telephone numbers of the newly elected District Board by April 15. They shall compile a District Directory of all club and district officers and advisors three times each year, in the summer, fall, and spring. The Summer Directory shall be published no later than May 1, the Fall Directory no later than September 15 and the Spring Directory no later than January 15. Each Directory shall be sent to the established District Mailing List. Any changes in the Directory shall be sent to the established Mailing List as soon as possible.
5. They shall be responsible for the District's Mailings, establish a District Mailing List, and make monthly address and phone list updates. The District Mailing List shall include all District Board Members and Committee Chairs, Florida CKI Club Presidents, the Kiwanis Committee on Circle K, the District Boards of the Florida District of Kiwanis and Key Club, the CKI Trustee and CKI Director, the President and Secretary of the Florida CKI Alumni Association, the District Administrators of Key Club, Builders Club, K- Kids, and Aktion Club, and the President and Secretary of the Florida Kiwanis Foundation.
6. They shall receive a copy of each club's Monthly Report Form (MRF), shall keep a MRF "score card" according to the Monthly Report Grading Plan, and shall advise each club of its status.
7. They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board and the. They shall also attend the Circle K International Convention, and, when possible, the Kiwanis Key Club District Conventions.
8. They shall send appropriate materials (MRFs, District Directories, Meeting Minutes, etc.) to the President of any newly chartered club as soon as possible after notification of charter from CKI.
9. They shall preside over meetings of the district board in the absence of the District Governor.
10. They shall maintain a set of files on District activities to be passed on to their successor, shall brief the incoming Secretary on the duties of the office, and shall attend the District Officers' Training Conference of the next Administration.
11. They shall first and foremost be a dues paid and active member of their home club.

The undersigned agrees to fulfill these duties, if elected, to the best of their ability.

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Candidate Name

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Candidate Signature

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Date

### District Treasurer Statement of Commitment

Committing to serve on the Florida District Board is a substantial responsibility, not to be taken lightly. As District Treasurer, you will be expected to assume the following duties. Please note that these duties are the minimum requirements of the office, and are therefore not all-inclusive. Other responsibilities may fall upon as you requested.

- 1) They shall serve as financial officer of the District, creating and maintaining all appropriate financial records, such as the District budget.
- 2) They shall abide by, fulfill, and enforce all policies and procedures set forth in all District and CKI governing documents.
- 3) They shall issue a call for District dues and International fees, advising all clubs how to access the Membership Update Center and where to send dues payments throughout the year.
- 4) They shall submit a written report reflecting the dues status of member clubs at all District Board Meetings and at such other times as the Governor, Administrator, or District Board may require.
- 5) They shall inform clubs of their standing by means other than the newsletter (i.e., phone calls, emails, or other forms of written communication.)
- 6) They shall work with the New Club Building & Revitalization Committee to develop and promote programs for dues incentives and membership growth.
- 7) They shall submit articles to the district newsletter as needed/requested. Topics may include: dues, scholarships, etc.
- 8) They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference and all meetings of the District Board. They shall also attend the Circle K International Convention, and when possible, the Kiwanis and Key Club District Conventions.
- 9) They shall be responsible for assisting clubs with raising funds and creating fundraising programs for the Florida District of CKI.
- 10) They shall maintain a proper set of files to be passed on to their successor, shall brief the incoming Treasurer on the duties of the office, and if possible attend the District Officers' Training Conference of the next Administration.
- 11) They shall first and foremost be a dues paid and active member of their home club.

The undersigned agrees to fulfill these duties, if elected, to the best of their ability.

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Candidate Name

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Candidate Signature

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Date

### District Editor Statement of Commitment

Committing to serve on the Florida District Board is a substantial responsibility, not to be taken lightly. As District Editor, you will be expected to assume the following duties. Please note that these duties are the minimum requirements of the office, and are therefore not all-inclusive. Other responsibilities may fall upon you as required.

- 1) They shall abide by, fulfill, and enforce all policies and procedures set forth in all District and CKI governing documents.
- 2) They shall publish no fewer than six issues of the Circle Kapers, the official publication of the Florida District. The deadlines for the six issues are June 1<sup>st</sup>, August 1<sup>st</sup>, October 1<sup>st</sup>, December 1<sup>st</sup>, February 1<sup>st</sup>, and March 30<sup>th</sup>.
- 3) They shall ensure that the Circle Kapers is distributed to the District Mailing List and all paid members.
- 4) They shall encourage clubs, members, and district officers to assist in the newsgathering efforts of the Circle Kapers.
- 5) They shall submit, on a regular basis, articles to The Florida Kiwanian, the official publication of the Florida District of Kiwanis and Circle K Magazine. They shall also encourage all clubs to do the same.
- 6) They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference and all meetings of the District Board. They shall also attend the Circle K International Convention, and when possible, the Kiwanis and Key Club District Conventions.
- 7) They shall maintain proper files, to be passed on to their successor, shall brief the incoming Editor on the duties of the office and shall attend the District Officers' Training Conference of the next administration.
- 8) They shall first and foremost be a dues paid and active member of their home club.

The undersigned agrees to fulfill these duties, if elected, to the best of their ability.

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Candidate Name	Candidate Signature	Date
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## Lieutenant Governor Statement of Commitment

Committing to serve on the Florida District Board is a substantial responsibility, not to be taken lightly. As Lt. Governor, you will be expected to assume the following duties. Please note that these duties are the minimum requirements of the office, and are therefore not all-inclusive; other responsibilities may fall upon you as requested.

- 1) They shall abide by, fulfill, and enforce all policies and procedures set forth in all District and CKI governing documents.
- 2) The Florida District shall be subdivided into six divisions. There shall be one Lieutenant Governor for each established division.
- 3) They shall assist the Governor with the work of the District within their Division with a special emphasis on membership growth.
- 4) They shall make no less than one official visit to each club within the division. The visit may include a club meeting or event. This policy shall not apply when travel distance to a club from the Lt. Governor's home club exceeds 150 miles by standard travel routes. In cases where distance exceeds 150 miles, the Governor shall establish appropriate visitation and communication requirements.
- 5) They shall compile and maintain a complete list of club officers' names, addresses, and phone numbers, and submit them to the Governor and Secretary upon request.
- 6) They shall assist in the collection of Club Monthly Report Forms, District dues, and International fees.
- 7) They shall establish contact with all Kiwanis and Key Club District Officers within the division through introductory letters. They shall maintain constant contact with these individuals throughout the year, keeping them informed of all CKI events and actions.
- 8) They shall attempt to revitalize any inactive club within the division and shall build as many new clubs as possible, with the assistance of Kiwanis, other CKI Clubs, and the New Club Building & Revitalization committee.
- 9) They shall hold no fewer than four Divisional Council Meetings with the clubs in the division. They shall actively promote conducting interclubs and shall hold Divisional Rallies or other events.
- 10) They shall be responsible for membership growth, service projects, and CKI education within the division. They shall assist each CKI Club President and keep each club informed of all District and International functions and shall speak about CKI at club, divisional, and district meetings upon request.
- 11) They shall prepare materials from the division for no fewer than two issues of the Circle Kapers. Each division shall be guaranteed a divisional section in the Circle Kapers for members to promote the division and divisional projects.
- 12) They shall attend the CKI District Convention, Leadership Training Conference, District Officers' Training Conference, and all meetings of the District Board. They shall also attend the Circle K International Convention, and when possible, the Kiwanis and Key Club District Conventions.
- 13) They shall maintain a proper set of files to be passed on to their successor, and shall brief the incoming Lieutenant Governor on the duties of the office.
- 14) They shall first and foremost be a dues paid and active member of their home club.

The undersigned agrees to fulfill these duties, if elected, to the best of their ability.

\_\_\_\_\_  
Candidate Name

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

\_\_\_\_\_  
Date

## Frequently Asked Questions

1. *I am considering running for a district office, but I am not sure what each position entails. Who should I talk to?*

For specific information about an office, the best person to talk to is the current person who holds that office. Contact information is located in the back of this handbook and on the Florida CKI website. Also, refer to the Statements of Commitment prior to this section.

There are some common features to each position. Each officer is required to attend all the district board meetings. There are six standard ones: 4 at district events (2 at District Convention and 1 at Leadership Training Conference) and 3 at special board events (District Officer Training in April, Summer Board Meeting in June/July, and Winter Board Meeting in December). Each officer must present a report at these meetings. In addition, all the positions have some club communication component. Each officer is expected to keep records to pass on to their successor, and each is asked to help train their successor. Beyond these common features, the offices vary substantially in travel and administrative requirements.

2. *What requirements are there to run for office?*

Each candidate must be a member in good standing with their club, and their club must be in good standing with the district and CKI. Additionally, Lt. Governor candidates must be members of a club in the division they are seeking to serve as Lt. Governor. No elected district officer may hold an elected international office or club office. During the campaign, each candidate must sign the Statement of Commitment for the position they are seeking and caucus. Before deciding to run, each person should examine the duties of the office they are seeking and match them against their current skill sets, other time commitments, and personal goals for the year.

3. *What happens if I fail to be elected?*

Offices are elected in the House of Delegates in the following order: Governor, Secretary, Treasurer, Editor, Lt. Governor, and endorsement for International Office. Any failed candidate may run for another position not yet elected. For example, a person who loses Secretary could run for Treasurer, Editor, Lt. Governor, or International Office endorsement, provided they are nominated for the new office.

4. *What is endorsement for International Office?*

A member may seek endorsement for a specific International Officer position (President, Vice-President, Subregion G Trustee, or Trustee-at-Large) or a general endorsement for International Office. Such an endorsement signifies that the district recognizes the candidate as being qualified to seek the office for which they are running. Such endorsement requires a simple majority vote by the House of Delegates, and such a vote may only be conducted by ballot. There are a limited number of candidates the district may endorse for an International position.

5. *Who oversees the elections process?*

Each year, a Credentials and Elections Chairperson is appointed. This member is in charge of registering delegates, preparing the caucus schedule and ballots, seeing that the ballots are passed out and collected at the House of Delegates, and announcing the winner of each position. Each caucus room has an assigned moderator and a timekeeper. In addition, the District Administrator and Division Advisors assist in the process throughout. This process assures that the election is conducted in an organized and impartial manner.

6. *Should I produce campaign literature?*

While candidates are not required to produce campaign literature, many choose to do so each year. Just remember that there is a \$0 total campaign spending limit, which is strictly enforced. This literature should be submitted to the Credentials and Elections Chairperson by **January 26<sup>th</sup>, 2018**. In addition to literature, no campaign materials are to be generated by you or anyone in support of your campaign (e.g., t-shirts, buttons, printed fliers).

7. *What is a letter of intent and campaign literature?*

A letter of intent is similar to a cover letter for a job posting and is limited to one page. At minimum, you should express what office you are running for and why you would be the best choice. The campaign literature piece can be one or two pages, depending on the position you are seeking, but should at least explain your platform and ideas.

8. *What speeches should I prepare going into District Convention if I plan on running for a position?*

Three speeches:

1. Opening session (Friday night–3minutes)
2. Caucus session(s) (Saturday morning – 5 minutes)
3. House of Delegates (Saturday afternoon–1-3 minutes depending on the office)

Speech lengths will vary depending on the position you are seeking. It is suggested that at least one speech discuss and expand on the platform you have presented.

## Sample Caucus Questions

1. Why did you join CKI?
2. What does CKI mean to you?
3. What is your greatest strength and greatest weakness?
4. Give three adjectives to describe yourself.
5. What has been your favorite experience in CKI?
6. What is your favorite service project and why?
7. Describe your personal time management techniques. How successful are they?
8. Why are you seeking this office?
9. What have you done to improve your club this year?
10. What have you done to support your club in growth? Service? Leadership development?
11. Describe why you believe you are qualified for this office.
12. Describe the responsibilities of this office.
13. What other school activities are you involved in?
14. Who is the Circle K International President? Florida's CKI Trustee?
15. What is CKI's motto?
16. What do you see as the main priorities of the District Board next year?
17. What qualities should a successful officer possess?
18. What are your long- and short-term goals?
19. How do you plan to achieve your goals?
20. What are your greatest accomplishments?
21. Do you have a job and will you be able to make time for CKI to travel?
22. How will you be able to manage both academic and CKI activities?
23. What is your favorite tenant of CKI and why?
24. What is your past leadership experience? How can this help you?
25. What qualities should a successful officer possess?
26. How do you deal with conflict?
27. How do you best communicate?
28. What do you do if that form of communication does not work for the members you are trying to reach?
29. What is one major goal you wish to accomplish, if elected to serve in this position?
30. How will you effectively voice the concerns of the clubs you serve?
31. What does service mean to you?
32. What have you gained personally and professionally through your involvement in Circle K International?
33. What do you hope to learn and gain through the experience of being a District Officer?
34. How has Circle K shaped the way you see community service?

# Contacts

This guide only provides the very basics of what you need to know when running for office. To learn more about the specific offices, it is encouraged that you contact the following people:

- Governor: Phoebe Sartori, [governor@floridacirclek.org](mailto:governor@floridacirclek.org)
- Secretary: Diamond Pichardo, [secretary@floridacirclek.org](mailto:secretary@floridacirclek.org)
- Treasurer: Linda Martin, [treasurer@floridacirclek.org](mailto:treasurer@floridacirclek.org)
- Editor: Jennifer Lin, [editor@floridacirclek.org](mailto:editor@floridacirclek.org)
- Citrus Lt. Governor: Josephine Di Russo, [citrus@floridacirclek.org](mailto:citrus@floridacirclek.org)
- Evergold Lt. Governor: Angelica Saez [evergold@floridacirclek.org](mailto:evergold@floridacirclek.org)
- Panhandle Lt. Governor: Emily Roberts, [panhandle@floridacirclek.org](mailto:panhandle@floridacirclek.org)
- Sunbelt Lt. Governor: Sandy Gorgy, [sunbelt@floridacirclek.org](mailto:sunbelt@floridacirclek.org)
- Suncoast Lt. Governor: Haley Gordon, [suncoast@floridacirclek.org](mailto:suncoast@floridacirclek.org)
- Suwannee Lt. Governor: Billy Hackett, [suwannee@floridacirclek.org](mailto:suwannee@floridacirclek.org)
- Subregion G Trustee: Drew Kelley, [subregiong@circlek.org](mailto:subregiong@circlek.org)

In addition to position specific questions, you may contact Governor Phoebe or the following individuals for information regarding the elections process:

- District Administrator: Amanda Saguil, [administrator@floridacirclek.org](mailto:administrator@floridacirclek.org)
- 2017-2018 Credentials and Elections Chairperson: Kimberly Moya, [legal@floridacirclek.org](mailto:legal@floridacirclek.org)