



2023 - 2024

Ohio District Circle K International

District Office Candidates Packet

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LETTER FROM THE GOVERNOR

Dear Ohio District,

It has been a great privilege to serve as your District Governor this past year. As the year comes to a close, it is time to elect a new leader for the 2023-2024 service year and I would like to encourage you to consider running for a district leadership position. Elections will take place at the 66th annual District Convention from February 10th to 13th, 2023.

This election packet includes important information, helpful hints, a helpful checklist, sample caucus questions, and service agreements. In order to be eligible to run, you must be a dues-paying member in good standing from an Ohio Circle K club also in good standing. No elected district officer may hold an elected International or Club office concurrently. To be considered a candidate, you must submit your Declaration of Candidacy form, signed service agreement, and optional campaign literature to District Administrator Chad Gardner at admin@gmail.com no later than January 18th, 2023.

If you would like to learn more about the available positions and ask any questions, please feel free to reach out to myself or any current district board member currently fulfilling these duties. All candidates must attend the Candidate's Meeting during the District Convention weekend. Detailed rules for the election will be discussed at the Candidate's Meeting, and a full copy of the election rules and regulations can be found at the end of the election packet.

Attached to this letter, you will find a helpful worksheet to help you assess your candidacy. Please take the time to reflect on the questions on the worksheet, as they are a good tool to gain perspective on what the year in office will involve. These questions can also be used as caucus questions, so be sure to study them.

If you have any questions or concerns, please do not hesitate to contact me at governor@ohiocki.org. I encourage you to consider serving the Ohio District next year and believe it will be a rewarding experience. Best of luck and thank you for your dedication to this organization this past year. I hope to see you at the District Convention in February.

Yours in caring and service,
Margaret Lee
2022-2023 District Governor

ASSESSING YOUR CANDIDACY FOR DISTRICT OFFICE

As you consider pursuing a position on the Ohio Circle K District Board, it is highly recommended that you spend some time evaluating your motives, objectives, skills, training needs, past performance, future aspirations, time you can commit, and level of moral support from your home club, sponsoring Kiwanis club, and division.

Reflect on the following questions to help you decide whether you have the time, energy, and commitment to fulfill the position requirements of a district office. This is great preparation for your campaign should you decide to run for office. (This is only a tool to help you decide if you want to run for a district office. You will not be asked to turn these in at any time.)

1. What time constraints will you have during the 2023-2024 academic year? (Other extra-curricular activities, course load, personal and family obligations)
2. How many hours will you be able to devote to Circle K work on a weekly basis? hours/week.
3. Why are you interested in pursuing a district officer position?
4. Review the position requirements for district officers and identify the skills and personality characteristics necessary to be an effective district officer:
5. Which of the skills and personality characteristics in question #4 do you possess? Describe a situation or task in which you have demonstrated these skills and the outcome of that experience.
6. What have you gained personally and professionally through your involvement in Circle K?
7. What past experiences qualify you for a district officer position?
8. What do you hope to learn and gain through the experience of being a district officer?
9. What issues and programs do you believe the district needs to direct attention to? (Consider service needs, district needs, and club needs).
10. In what areas of organizational operation do you need further training?

OHIO CKI DISTRICT BOARD

POSITION SUMMARIES

Governor: The governor is in charge of making sure all operations of the board are taken care of in a timely and professional manner. They assist the Lieutenant Governors in counseling the clubs of their divisions as well as helping with the chartering process. They also are responsible for the leadership training of all officers throughout the district. They are the main contact with other districts and the Kiwanis Family. A more complete description is included in the service agreement. The governor is elected each year by the House of Delegates at the district convention.

2022 - 2023 Governor: Margaret Lee, governor@ohiocki.org

Secretary-Treasurer: The secretary-treasurer is responsible for all official records, correspondence, minutes of the District Board, preparing the operating budget and keeping all appropriate records. They closely work with the club secretaries in filling out reports and collecting names and addresses of officers of each club. They also work closely with club treasurers in collecting dues, making budgets and filling out reports. A more complete description is included in the service agreement. The secretary is elected each year by the House of Delegates at the district convention.

2022 - 2023 Secretary-Treasurer: Yuliza Escalante, secretary@ohiocki.org

Bulletin Editor: The bulletin editor is responsible for managing all district social media accounts, keeping the district website up to date, distributing the district newsletter, and managing district advertising for events and initiatives. They are also responsible for maintaining continuity in district wide communication and branding. Additionally, they will perform any other duties assigned to them by the Governor.

2022 - 2023 Bulletin Editor: Claire Feit, editor@ohiocki.org

Lieutenant Governors: Lieutenant Governors are responsible for counseling all the clubs within their division, as well as working closely with Kiwanians in chartering new clubs and rebuilding inactive clubs. They also assist the governor in their responsibilities. They are in charge of their divisional training and meetings. A more complete description is included in the service agreement. The Ohio District of Circle K International is currently divided into five divisions as follows:

Buckeye Trails Division = Muskingum University, Ohio University, and Shawnee State University

Capital Division = Capital University, Ohio State University - Columbus, and Ohio Wesleyan University

Erie Division = Bowling Green State University, Ohio State University - Lima, Tiffin University, University of Findlay, and University of Toledo

River Hills Division = Miami University and University of Cincinnati

Western Reserve Division = Baldwin Wallace University

Lieutenant Governors are elected each year by the House of Delegates at the district convention.

2022 - 2023 Lieutenant Governors:

River Hills Division = Vivian Corey, riverhills@ohiocki.org

Western Reserve Division = Julie Wetzels, westernreserve@ohiocki.org

DISTRICT OFFICER EXPECTATIONS

OHIO DISTRICT OF CIRCLE K INTERNATIONAL

As a district officer, you will be expected to spend approximately 5-10 hours per week on Circle K related work. This work will generally take the form of the following tasks:

- Home club meetings, projects, and events
- Communicating with club, district, and international officers
- Completing monthly reports
- Writing newsletters or articles for the District publication
- Communicating with Kiwanis Family counterparts
- Building new clubs
- Visiting clubs in the District
- Preparing for District Board Meetings

As a district officer you will be reimbursed, from the Circle K district budget, for the following items, to a maximum dollar limit specified in said budget:

- Postage
- Copying
- Phone Calls
- Travel
- Divisional rally expenses
- District Convention and conferences registrations
- A portion of the International Convention expenses

The following resources will be needed for you to fulfill your district officer position:

- Phone
- Email access
- Means of transportation

Ohio District of Circle K International

Endorsement for International Office

While not an elected position within the Ohio District of Circle K International, any member that is eligible to seek endorsement for international office. In accordance with International Policy Code 2.C.3.f:

“An endorsement for International Office is an endorsement, on behalf of a club, club board, district, or district board, providing approval for the candidate to seek one of the following International Offices: International President, International Vice President, and International Trustee.”

To seek international endorsement from the Ohio House of Delegates, candidates are expected to be present for Ohio District Convention and complete at least one round of caucusing before the delegates.

In compliance with International and District Bylaws, all candidates seeking International Office endorsement will be granted if the candidate receives a super-majority vote within the house of delegates (greater than 2/3) vote. There is no limit as to the number of endorsements that can be given within the house of delegates, and any flyers or activities relating to seeking international endorsement at district convention will not be considered a violation of international campaign guidelines and not considered a form of campaigning prior to International Convention.

The attached subsequent document will be considered as a formal declaration of candidacy and must be completed in its entirety to be considered for endorsement, in accordance with International Policy Code 2.C.3.f.ii.1: If you wish to have clarification on the process for seeking international endorsement from the Ohio District of Circle K International, please reach out to District Administrator Chad Gardner by admin@gmail.com by **January 18th, 2023**.

Ohio District of Circle K International

Request for International Endorsement from Ohio House of Delegates

Having read the outlined duties and expectations of the office as stated in the District Bylaws and Policy Code, I wish to seek International endorsement from the Ohio District House of Delegate for the position of _____.

Furthermore, I do hereby certify I am a member in good standing of a Circle K club in the Ohio District which is in good standing with Circle K International, have served for at least one term in at least one club, divisional, district officer position, or member of an International Committee, have a minimum cumulative Grade Point Average of 2.5 on a 4, enrolled as a student for the Fall and Spring semesters of the 2023 - 2024 CKI administrative year, and have met all other guidelines for seeking international office; as outlined in the Circle K International Policy Code.

Name: _____

Phone:(____) _____ E-mail: _____

Circle K Club: _____

Year in School: _____

Major(s): _____

Minor(s): _____

Expected Graduation (month/year): _____

CKI and Kiwanis Family Experience: _____

Past Leadership Experiences that would be beneficial to your desired role:

What Goals do have for your desired office? How to they plan to help further the mission of Circle K International? _____

Where do you see Circle K in the next 5 years? In other words, what is your goal for CKI? _____

I certify the above information is accurate to the best of my knowledge.

Signature: _____ Date: _____

***All candidates for district office must submit a Declaration of Candidacy, Service Agreement, and, if desired, campaign literature by **January 20th, 2023** to District Administrator Chad Gardner via email at admin@gmail.com ***

NOTE: Campaign literature **WILL NOT be allowed to be passed out during caucusing sessions. They will be distributed within convention packets at registration. Failure to submit literature by **January 20th, 2023** will result in the candidate's inability to utilize literature in their campaign.**

Ohio District of Circle K International

Declaration of Candidacy

Having read the outlined duties and expectations of the office as stated in the District Bylaws and Policy Code, I declare myself a candidate for the office/endorsement for the position of _____.

Furthermore, I do hereby certify I am a member in good standing of a Circle K club in the Ohio District, and I will be enrolled as a student for the Fall and Spring semesters of the 2023 - 2024 CKI administrative year.

Name: _____

Phone:(____) _____ E-mail: _____

Circle K Club: _____

Year in School: _____

Major(s): _____

Minor(s): _____

Expected Graduation (month/year): _____

CKI and Kiwanis Family Experience: _____

What other extra-curricular activities (clubs, roles or jobs) will you be involved with during the next year? _____

If given the choice would you prefer to work in a group or alone? Why? _____

Although each situation is different, what are some things you would try to do to help struggling clubs in the district? _____

I certify the above information is accurate to the best of my knowledge.

Signature: _____ Date: _____

***All candidates for district office must submit a Declaration of Candidacy, Service Agreement, and campaign literature if desired by **January 20th, 2023** to District Administrator Chad Gardner via email at admin@gmail.com ***

NOTE: Campaign literature **WILL NOT be allowed to be passed out during caucusing sessions. They will be distributed within convention packets at registration. Failure to submit literature by **January 20th, 2023** will result in the candidate's inability to utilize literature in their campaign.**

Ohio District of Circle K International

Governor Service Agreement

The following contract is agreed to by all members of this district who wish to serve as Governor. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Circle K International Constitution and Bylaws and the Ohio District Bylaws. This contract outlines the bare minimum performance requirements that the Governor must maintain to remain in office.

POSITION SUMMARY

According to the Ohio District Bylaws:

The governor shall have the duty of furthering the objects of Circle K International and promoting the interests of Circle K clubs within his/her district. He/She shall work closely with other International and district officers to strengthen and expand Circle K. The governor shall be the chief executive of the district, shall appoint all standing and special district committees, and shall preside at the district convention and all meetings of the District Board of Officers. He/She shall attend the International convention and all meetings of the International Council. The governor shall be responsible for the leadership training of club officers, for workshops which will be held at the district convention; and for developing all communication with clubs for the purpose of bringing administrative aid to said clubs. The governor shall develop and work within an established income and expense budget, and shall work closely with the Kiwanis district Circle K administrator on all matters dealing with the operation of the district.

The District Governor shall:

1. Abide by, fulfill, and enforce all policies and procedures set forth in the Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current form of District Bylaws.
3. Attend the District Convention, the Circle K International Convention, the Kiwanis District Convention, Kiwanis Mid-Year Conference, all meetings of the Kiwanis District Board, Key Club District Convention, Key Club Fall Training Conference, and all duly called meetings of the Circle K District Board of Officers.
4. Attend the International Governor and Administrator Training Conference.
5. Make no less than one visit to each division.
6. Coordinate and facilitate the training conference for incoming district officers, in cooperation with the District Kiwanis Committee on Circle K.
7. Schedule and preside at, at least five meetings of the district board of officers.
8. Produce and distribute a governor's newsletter at least once each quarter.

9. Submit an article for the Kiwanis district publication at least once each quarter.
10. Submit expense reimbursement requests to the District Treasurer within thirty days of incurring the expense.
11. Structure committees, assign committee chairs, and surprise all district committee activities.
12. Complete and submit all reports requested by the Circle K International Board including monthly governor's reports and Counselor Visit Assessment reports.
13. Monitor progress of all district board members and offer advice and counsel, as appropriate.
14. Communicate with the board of officers, the counseling International Board member, the District Administrator, and the Circle K International Director, to keep them fully informed of district activities.
15. Maintain files with proper documentation and submit them to the newly elected governor at the new board training conference.
16. Work with the District Treasurer and the District Administrator in preparing the annual budget, the convention budget, and any other necessary budgets of the district.
17. Send replies to questions and correspondence within seven days of their receipt.
18. Within the first month in office, correspond with your Kiwanis Family counterparts.
19. Ensure that plans for the district convention are made and executed including advising district officers of their responsibilities.
20. Appoint an On-to-International-Convention (OTIC) chairperson for the promotion of the International Convention.
21. Ensure that other district officers are satisfactorily performing their assigned duties.
22. Promote all International programs, as requested.

I have read this District Governor Service Agreement outlining the minimum duties and responsibilities of the Ohio District Governor, and I am willing and able to faithfully execute the duties of the office.

SIGNED: _____ DATE: _____
 (Candidate)

For official use:

SIGNED: _____ DATE: _____
 (District Governor)

SIGNED: _____ DATE: _____
 (District Administrator)

Ohio District of Circle K International

Secretary-Treasurer Service Agreement

All members of the Ohio District Circle K International who wish to serve in the position of District Secretary agree to the following contract. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Ohio District Bylaws. This contract is only the bare minimum that an officer must do to remain on the District Board, and by no means does this limit work.

POSITION SUMMARY

According to the Ohio District Bylaws:

The secretary-treasurer shall keep all records of the district convention and of all meetings of the district board of officers. This person shall submit to the proper officials and committees all communications received from Circle K International. The secretary-treasurer shall cooperate with the governor in forwarding all official reports required by Circle K International. The secretary-treasurer shall distribute to all clubs, and members of the District Board of Officers, copies of any proposed amendments to the District Bylaws, as specified by the District Board of Officers. The secretary-treasurer shall forward any amendments to the Bylaws for approval, as directed in these Bylaws.

The secretary-treasurer shall, under the supervision of the district administrator, process all expense reports received from District Officers. The secretary-treasurer shall review and approve the expense reports and forward them on to the District Administrator. The secretary-treasurer shall also record all expenditures from each officer's account. The accounts shall at all times be open to inspection by the governor, the board of officers, the district administrator, Kiwanis district board of trustees, and any authorized auditor.

The secretary-treasurer shall submit a report, including a section on finances, to the annual convention and at such other times as the governor and the district board of officers may require. The secretary-treasurer shall also perform such other duties as may be assigned by the governor or the board of officers.

The District Secretary-Treasurer shall:

1. Abide by, fulfill, and enforce all policies and procedures set forth in the Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current form of District Bylaws.
3. Attend the District Convention and all duly called meetings of the District Board of Officers.

4. Within thirty-five days after meetings of the board of officers, distribute copies of the minutes of said meeting.
5. Compile and distribute a district directory, containing names, addresses, and telephone numbers of all the district officers and club officers, twice a year.
6. Submit a written report at all meetings of the district board.
7. Submit all name and address changes of district officers to the International Office with ten days of receipt of this information.
8. Publish and insure distribution of a secretary's newsletter at least once each quarter.
9. Submit an article entitled "Ohio Speaking" to the district editor to be placed in each issue of the district publication.
10. Submit expense reports to the District Treasurer within thirty days of incurring the expense.
11. Maintain files with proper documentation and submit them to the newly elected District Secretary-Treasurer at an agreed upon time before the new board training conference.
12. Issue a call for District dues, advising clubs where to send dues payments and membership report forms, including the amount of dues.
13. Maintain accurate records of all dues payments unless otherwise dictated by the Kiwanis District Board.
14. Assist the Governor and Administrator in the preparation of the Annual Budget, the Convention Budget and any other necessary budgets of the District.
15. Maintain an accurate system of expense reimbursement, expense ledger entries and monitoring of budget amounts to insure all expenses are within budget, unless the Kiwanis District Board places these duties upon another individual.
16. Submit a written report of income and expense at each meeting of the District Board of Officers and at the District Convention.
17. Assist the District Administrator in compiling a fiscal year-end report as soon as possible after the close of the year unless otherwise dictated by the Kiwanis Board.
18. Keep District dues, Convention receipts and other funds in appropriate saving and checking accounts as dictated by the Kiwanis District Board.
19. Report, by August 1, the amount of District dues, collection procedure and date of pro-rating of dues (if applicable) to the International Office.
20. Assist club treasurers in developing and maintaining sound club budgets and accounting practices.
21. Promote all international programs, as requested.

I have read this District Secretary-Treasurer Service Agreement outlining the minimum duties and responsibilities of the Ohio District Secretary-Treasurer, and I am willing and able to faithfully execute the duties of the office

SIGNED: _____ DATE: _____
 (Candidate)

For official use:

SIGNED: _____ DATE: _____
(District Governor)

SIGNED: _____ DATE: _____
(District Administrator)

Ohio District of Circle K International

Bulletin Editor Service Agreement

All members of the Ohio District Circle K International who wish to serve in the position of Bulletin Editor agree to the following contract. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Ohio District Bylaws. This contract is only the bare minimum that an officer must do to remain on the District Board, and by no means does this limit work.

POSITION SUMMARY

According to the Ohio District Bylaws:

The Bulletin Editor shall be responsible for managing all district social media accounts, keeping the district website up to date, distributing the district newsletter, and managing district advertising for events and initiatives. They shall also perform any other duties assigned to them by the Governor.

The Bulletin Editor shall:

1. Abide by, fulfill, and enforce all policies and procedures set forth in the Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
2. Perform all duties and responsibilities as specified by the current form of District Bylaws.
3. Attend the District Convention and all duly called meetings of the District Board of Officers.
4. Produce and ensure distribution of the district newsletter/bulletin every month.
5. Maintain the district website, social media accounts and district calendar by checking at least once a week that everything is up-to-date.
6. Submit reimbursement requests to the District Treasurer within thirty days of incurring an expense.
7. Communicate with the district board to assure that the monthly update includes a spotlight of a club/member, highlight of upcoming events/deadlines, and any vital article or section for club, division, district or international news.
8. Communicate with the Governor and the District Administrator to keep them fully informed of anything in regards to district communication that will be maintained through the role of the Bulletin Editor.
9. Maintain files with proper documentation and submit them to the incoming Bulletin Editor at an agreed upon time before the new board training conference.
10. Promote all international programs as requested
11. Attend all official district events.

I have read this Bulletin Editor Service Agreement outlining the minimum duties and responsibilities of the Bulletin Editor, and I am willing and able to faithfully execute the duties of the office.

SIGNED: _____ DATE: _____
(Candidate)

For official use:

SIGNED: _____ DATE: _____
(District Governor)

SIGNED: _____ DATE: _____
(District Administrator)

Ohio District of Circle K International

Lieutenant Governor Service Agreement

All members of the Ohio District Circle K International who wish to serve in the position of Lieutenant Governor agree to the following contract. It is understood that failure to observe the following agreement will result in possible removal from office in accordance with the Ohio District Bylaws. This contract is only the bare minimum that an officer must do to remain on the District Board, and by no means does this limit work.

POSITION SUMMARY

According to the Ohio District Bylaws:

The Lieutenant Governor shall assist the Governor in the work of the District. This person shall represent the governor and have full responsibility under the direction of the Governor in supervising the District executive work in his/her respective division. The Lieutenant Governor shall be charged with encouraging clubs within the division to increase their membership, complete worthwhile service projects, and remain up-to-date on the condition of the clubs.

The Lieutenant Governor shall also work with the Governor, District Administrator, Kiwanis Lieutenant Governors and area Kiwanis clubs on the building of new clubs and the rebuilding of inactive clubs. This person shall also perform such other duties as may be assigned by the Governor or the District Board of Officers.

The Lieutenant Governors shall:

12. Abide by, fulfill, and enforce all policies and procedures set forth in the Constitution and Bylaws, Policy Code, District Bylaws and any Kiwanis District Procedures pertaining to the operation of the Circle K District.
13. Perform all duties and responsibilities as specified by the current form of District Bylaws.
14. Attend the District Convention and all duly called meetings of the District Board of Officers.
15. Make no less than two visits to each club in the division.
16. Produce and ensure distribution of a Lt. Governor's newsletter at least once every three months. Also, the Lt. Governor must provide the District Editor with articles about events in their division for every edition of the District Publication.
17. Submit reimbursement requests to the District Treasurer within thirty days of incurring an expense.
18. Monitor progress of all club officers within their division and offer advice and counseling as appropriate.
19. Communicate with the Governor and the District Administrator to keep them fully informed of the divisional activities.

- 20. Maintain files with proper documentation and submit them to the incoming Lt. Governor at an agreed upon time before the new board training conference.
- 21. Establish communication with the corresponding Kiwanis and Key Club Lt. Governors.
- 22. Promote inter-clubs within the division and District.
- 23. Coordinate efforts to build new Circle K clubs, and reactivate weak clubs, in cooperation with the Kiwanis Lt. Governor and sponsoring Kiwanis clubs.
- 24. Promote all international programs as requested
- 25. Attend all official district events.

I have read this Lieutenant Governor Service Agreement outlining the minimum duties and responsibilities of the Lieutenant Governor, and I am willing and able to faithfully execute the duties of the office.

SIGNED: _____ DATE: _____
(Candidate)

For official use:

SIGNED: _____ DATE: _____
(District Governor)

SIGNED: _____ DATE: _____
(District Administrator)

SAMPLE CAUCUS QUESTIONS

1. Why did you join Circle K?
2. What does Circle K mean to you?
3. How has Circle K benefited from your involvement?
4. What does commitment mean to you?
5. What is your greatest strength? Weakness?
6. In what ways do you think that you can make a contribution to our organization?
7. Give three adjectives to describe yourself.
8. What has been your favorite experience in Circle K?
9. What is your favorite service project?
10. Describe your personal time management techniques. How successful are they?
11. Why are you seeking this office?
12. What have you done to improve your club this year?
13. Describe why you believe you are qualified for this office.
14. Describe the responsibilities of this office.
15. What other school activities are you involved in?
16. Who is the Circle K International President?
17. Who is Ohio's International Trustee?
18. What is the Circle K International motto?
19. Who originated the idea of Circle K? When?
20. How many members do you need to charter a club?
21. When were females accepted as members of Circle K?
22. Who is this year's Ohio District Governor? Last year's?
23. What do you see as the main priorities of the District Board next year?
24. What qualities should a successful officer possess?
25. What are your long and short-range goals and objectives?
26. How do you plan to achieve your goals?
27. What accomplishments have given you the most satisfactions?
28. Do you have a job? Will you be able to take time off to travel?
29. How well do you work under pressure?
30. How will you be able to manage both school and Circle K activities?
31. What is the vision of Circle K International and why is it important?
32. What is your past leadership experience? How can this help you?
33. When are District and International dues due?
34. How would a friend describe you?
35. What is the CKI pledge?

ELECTION RULES AND REGULATIONS

Section 8. District Elections

a. Candidacy Information

1. All candidates for District Office will be elected at the annual House of Delegates, or equivalent event thereof
 - i. Rules for District Officer election will be established in the District Bylaws and the District Policy Code
 - a. The election rules in the District Bylaws may only be amended by a vote of the House of Delegates
 - b. The election rules in the District Policy Code may be amended in the same manner as any other policies in the District Policy Code
 - i. The election rules in the District Policy Code may not be amended during the period starting sixty (60) days before the opening of the annual District Convention, or similar event thereof, and ending with the adjournment of the annual District Convention
 - ii. The restriction of amendments to election procedures included in the District Policy Code does not apply to the suspension of rules, or similar parliamentary procedure thereof, that may occur during the annual District Convention, and its resulting House of Delegates session
2. Candidacy information shall be released to the District no later than sixty (60) days before the opening of the annual District Convention, or equivalent event thereof
 - i. Potential candidates may announce their candidacy at any time between the release of District candidacy materials and the closing of nominations for all elected District positions at the annual House of Delegates, or equivalent meeting thereof
 - ii. All candidates for District office must submit candidacy paperwork no later than thirty (30) days before the opening of the annual District Convention, or equivalent event thereof, in order to participate in caucusing at the District Convention
 - a. Filing of candidacy paperwork is required for all candidates for District office, regardless of the time a member declares their candidacy or gets nominated on the House floor. If a member decides to be nominated from the House floor, they must submit candidacy paperwork prior to the call to order of the annual House of Delegates
 - iii. All candidates seeking endorsement for candidacy for International Office from the House of Delegates shall submit candidacy paperwork no later than seven (7) days before the opening of District Convention
 - a. Candidates seeking endorsement for International office shall participate in both rounds of caucusing in order to be endorsed at the House of Delegates session
 - b. Candidates seeking endorsement for International office shall be given the same amount of time for speeches and responses as candidates for District office during caucusing
 - iv. All candidates for District office and International office endorsement shall electronically submit a flyer, to be distributed to Convention attendees, no later thirty (30) days prior to the opening of the Convention
 - a. The flyer shall be 8.5 x 11 inches, may be front and back, and must contain the candidates name, club, and office for which the candidate is running
 - b. The flyer shall be submitted in PDF format
 - v. All candidacy paperwork and flyers should be filled out and returned to the District Administrator and Governor in PDF form once completed
 - a. The District Administrator shall keep a list of all declared candidates, and the list shall be made available to any member of the District in good standing upon request
 - b. The list of candidates shall be published on the District website as soon after the deadline to submit candidacy has passed as possible
 - c. The list of candidates shall all be shared with all registered Convention attendees at least seven (7) days prior to the opening of the District Convention

b. Elections Committee

1. The Elections Committee shall be charged with admission of delegates to the House and the disbursement, collection, and reporting of ballots

- i. The Elections Committee shall consist of all elected District Board members not campaigning during the House of Delegates, the District Administrator, the House of Delegates Parliamentarian, and one (1) general member chosen by the highest ranking, non-campaigning District Board member
 - ii. Immediately following the call to order of the Annual House of Delegates, the Elections Committee shall certify all delegates in the House of Delegates session, and provide the House with a report of the:
 - a. Number of delegates present
 - b. The number of clubs represented by delegates, and if there is a quorum (1/2 clubs represented at the House of Delegates constitutes a quorum)
 - c. The number of votes required to reach a 1/2 and 2/3 majority
 - iii. The elections committee shall disburse the ballots for each election, collect each ballot, count the votes, and return the results to the chair
 - a. In the case of any ballot discrepancies, as decided upon by the Elections Committee, the ballots for the election of the position on the Floor shall be discarded and an additional round of voting implemented
- c. **Caucusing Sessions**
- 1. There shall be two (2) rounds of caucusing at the annual District Convention, or equivalent event thereof
 - i. Caucuses are open to all Convention attendees and guests, but only members of the Ohio District of Circle K International shall be permitted to ask questions
 - ii. The Elections Committee shall have charge of the caucusing sessions, and shall decide who chairs the caucus and who the timekeeper is
 - iii. Caucusing shall take place in one (1) room with all of the candidates speaking once during each caucus session
 - a. In the event that there is a contested election for a Lieutenant Governor, the Elections Committee shall decide the appropriate manner to host Caucusing for that specific election, either hosting caucusing for that specific office separately, or some other alternative method of caucusing
 - iv. During the first caucusing session, all candidates shall be given two (2) minutes to give their introduction speech, followed by four (4) minutes of questions
 - a. For the speech period, the time shall be kept based on the amount of time the candidate is making their speech. Any unused time shall rollover into the questioning period
 - b. For the questioning period, the time shall start when the candidate begins answering the first question and shall continue until the timer stops
 - i. If an unusual interruption occurs during the duration of the caucusing, the Elections Committee may extend time if they deem it necessary
 - v. During the second caucusing session, all candidates shall be given three (3) minutes to give their introduction speech, followed by five (5) minutes of questions
 - a. For the speech period, the time shall be kept based on the amount of time the candidate is making their speech. Any unused time shall rollover into the questioning period
 - b. For the questioning period, the time shall start when the candidate begins answering the first question and shall continue until the timer stops
 - i. If an unusual interruption occurs during the duration of the caucusing, the Elections Committee may extend time if they deem it necessary
- d. **House of Delegates**
- 1. The annual House of Delegates, or equivalent meeting thereof, shall be called to order, and chaired, by the current District Governor
 - i. If the current District Governor is a candidate for a contested District office, the Elections Committee shall appoint a designate to chair the House of Delegates
 - 2. The House of Delegates shall follow the following agenda:
 - i. Call to Order
 - ii. Inspiration
 - iii. Introduction of the Chair, Elections Committee, and any other pertinent guests of the House

- iv. Adoption of Rules of the House
 - v. Report of the Elections Committee
 - vi. District Administrator's Report
 - vii. District Secretary-Treasurer's Report
 - viii. State of the District Report
 - ix. Nominations for District Governor
 - x. Governor Candidate's Debate
 - xi. Governor Candidate's Addresses
 - xii. Governor Election
 - xiii. Governor Designee's Address
 - xiv. Nominations for District Secretary-Treasurer
 - xv. Secretary-Treasurer Candidate's Addresses
 - xvi. Secretary-Treasurer Election
 - xvii. Nominations for District Bulletin Editor
 - xviii. Bulletin Editor Candidate's Addresses
 - xix. Bulletin Editor Election
 - xx. Nominations for Lieutenant Governor
 - xxi. Lieutenant Governor Candidate's Addresses
 - xxii. Lieutenant Governor Election
 - xxiii. Bylaws Amendments
 - xxiv. Destruction of Ballots
 - xxv. Adoption of Resolutions
 - xxvi. Reflection
3. The Standing Rules of the House of Delegates shall be:
- i. The House of Delegates shall be physically separated between delegates and non-delegates, with delegates being certified as they enter the House
 - ii. Once in session, the House may vote to close the chamber and restrict the entrance and exit of any attendees, or to remove any non-delegates from the chamber
 - a. This motion shall be approved by a simple majority vote
 - iii. Debate in the House shall proceed as follows:
 - a. The maker of a motion shall be recognized to speak first
 - b. Opposing sides shall then be recognized alternately
 - c. No delegates that speaks for or against a motion may motion to close debate on the same question
 - d. No delegate may be permitted to speak more than once on the same motion, if there is another delegates who has not spoken on the motion who wished to speak
 - e. No speaker may speak for more than two (2) minutes at any one time
 - f. Debate on amendments of District Bylaws shall not last longer than thirty (30) minutes
 - g. A motion to close debate, or similar motion, shall not be in order until ten (10) minutes of debate has passed, or there are no other delegates wishing to speak
 - iv. A delegate may make a motion by raising their hand anytime during the House of Delegates, or by using the microphone, podium, or similar designated speaking location during debate
 - v. All rules not defined here shall defer to the current edition of Robert's Rules of Order
4. Nominations for District Office
- i. All candidates for District Office shall be nominated during the House of Delegates, regardless of when they declared candidacy for office or if they participated in caucusing
 - a. Any person nominated for District Office may decline the nomination, regardless of their candidacy status
 - ii. Nominations for District Governor shall be held first
 - a. Any delegate may nominate any candidate for District Governor, and any member present at the House of Delegates may be nominated for District Governor, provided they are eligible for the office and have filed candidacy paperwork
 - b. All nominations must be seconded before the candidate may appear on the ballot
 - iii. Nominations for District Secretary-Treasurer shall be held after the District Governor election

- a. Any delegate may nominate any candidate for District Secretary-Treasurer, and any member present at the House of Delegates may be nominated for District Secretary-Treasurer, provided they are eligible for the office and have filed candidacy paperwork
 - b. All nominations must be seconded before the candidate may appear on the ballot
 - c. Unsuccessful candidates for District Governor may be nominated for District Secretary-Treasurer without filing any additional paperwork
- iv. Nominations for District Bulletin Editor shall be held after the District Secretary-Treasurer election
- a. Any delegate may nominate any candidate for District Bulletin Editor, and any member present at the House of Delegates may be nominated for District Bulletin Editor, provided they are eligible for the office and have filed candidacy paperwork
 - b. All nominations must be seconded before the candidate may appear on the ballot
 - c. Unsuccessful candidates for District Governor and Secretary-Treasurer may be nominated for District Bulletin Editor without filing any additional paperwork
- v. Nominations for Lieutenant Governor shall be held after the District Bulletin Editor election
- a. Nominations for Lieutenant Governor shall follow alphabetical order by Division
 - b. Only delegates from the Lieutenant Governor candidate's Division may nominate them for that Division's Lieutenant Governor, and only members present at the House of Delegates from that Division may be nominated for that Division's Lieutenant Governor, provided they are eligible for the office and have filed candidacy paperwork
 - c. All nominations must be seconded, by a delegate from that Division, before the candidate may appear on the ballot
 - d. Unsuccessful candidates for District Governor, District Secretary-Treasurer, and District Bulletin Editor without filing any additional paperwork
5. Governor Candidate's Debate
- i. The nominees for District Governor shall participate in a debate immediately preceding the District Governor election
 - a. Each candidate will be asked the same four (4) questions by the chair, two (2) of which they may have advanced knowledge of at the Elections Committee's Discretion
 - b. Each candidate is permitted one (1) minute to respond to each question
6. Elections
- i. A simple majority is needed to win an election for a District office
 - ii. In any cases where there are more than two (2) candidates for a District office, and no candidate receives a majority of the votes on the first ballot, the candidate receiving the least number of votes shall be removed from the ballot and another round of voting shall take place
 - a. This process shall repeat until a candidate for that office has been elected
 - iii. The election of the District Governor shall come first
 - a. Immediately following the debate, ballots will be distributed to the delegates, who will have two (2) minutes to cast their votes and return their ballots to the designated location
 - b. The Elections Committee shall tally the votes and report the results to the chair, who shall immediately report the results to the House and yield the floor to the Governor-elect to give their address
 - i. Any election irregularities shall be addressed by the Elections Committee as they see fit
 - iv. The election of the District Secretary-Treasurer shall come after the Governor-elect's address
 - a. Upon the conclusion of nominations, ballots will be distributed to the delegates, who will have two (2) minutes to cast their votes and return their ballots to the designated location
 - b. The Elections Committee shall tally the votes and report the results to the chair, who shall immediately report the results to the House and immediately move onto the nominations for District Bulletin Editor
 - v. The election of the District Bulletin Editor shall come after the District Secretary-Treasurer election
 - a. Upon the conclusion of nominations, ballots will be distributed to the delegates, who will have two (2) minutes to cast their votes and return their ballots to the designated location
 - b. The Elections Committee shall tally the votes and report the results to the chair, who shall immediately report the results to the House and immediately move onto the nominations for Lieutenant Governor
 - vi. The election of the Lieutenant Governors shall come after the District Bulletin Editor election

- a. Upon conclusion of the nominations, the election for each Division will proceed in alphabetical order
- b. Ballots shall be distributed to the delegates from the Division whose Lieutenant Governor is being elected, and those delegates will have two (2) minutes to cast their votes and return their ballots to the designated location
- c. The Elections Committee shall tally the votes and report the results to the chair, who shall immediately report the results to the House and immediately move onto the next Division whose Lieutenant Governor is being elected, or to the destruction of ballots if elections have concluded

7. Bylaws Amendments

- i. Any proposals to amend the District Bylaws shall be included in the District Convention Program and have their summaries read to the House before any motion is made to approve them
- ii. Any delegate may move to approve the amendment(s) to the District Bylaws, or make any other motions, once the summaries have been read
 - a. Once a motion to approve the amendment(s) to the District Bylaws has been seconded, debate shall proceed according to the Rules of the House

8. Resolutions

- i. The House shall consider various resolutions during the session, including resolutions to endorse any candidates for International office
- ii. A simple majority vote is needed to approve all resolutions

e. Campaign Regulations

- 1. There shall be no campaigning for District office or International endorsement prior to the opening of the annual District Convention, or equivalent event thereof
 - i. Violations of this rule will result in immediate disqualification for nomination to a District office or for an International endorsement
 - ii. Candidates may not spend any money to finance their campaigns
 - iii. Candidates may be endorsed by their club only, following their standard club procedures for conducting business
 - a. No Kiwanis Family clubs, or members, Circle K Divisions, or Circle K District Board members shall actively endorse on campaign on behalf of a candidate for District office or International endorsement
 - iv. No candidate, delegate, Convention attendee, or any other attendee of the caucusing sessions, or House of Delegates Session, shall ask a question that is not relevant to the candidate's campaign for office or endorsement
 - a. Any questions involving a candidate's age, sex, gender, religious affiliation, political views, or disability status, or the candidate's opinions on any matters related to these categories, will be immediately called out of order by the chair