Florida District of Circle K International
Lieutenant Governor Election Procedure

1. Each Lieutenant Governor shall be elected at a Divisional Council Meeting (DCM) held prior to District Convention (DCON). A quorum shall be defined as at least half of the division's dues paid clubs.
2. Lieutenant Governors shall inform their division of the DCM at least 14 days prior to the meeting.
3. Potential candidates must inform their Lieutenant Governor of their intent to run 72 hours prior to the opening session of the DCM. If a member decides to run off the floor, then the Legal Committee must verify their membership status before their election is certified.
4. If no Lieutenant Governor has been elected by the start of DCON, the Lieutenant Governor will be appointed as provided in the District Bylaws.
5. Each dues paid club is entitled to three (3) voting delegates. Voting delegates must be dues paid members of a member club in good standing. In addition, the current Lieutenant Governor will be a delegate at large and entitled to a vote.
6. A candidate must receive a majority of the votes to be elected.
7. Candidates are allowed two minutes to give a speech and three minutes to answer questions.
8. When a candidate is giving their speech, all other candidates must leave the room.
9. Sample script:
   a. **Moderator:** "Hello! My name is _____ and I will be your moderator for today's caucusing session.
   b. **Moderator:** Today, you will hear from [insert number] candidate(s) running for Lieutenant Governor. During this time, each candidate will have two minutes for their speech and three minutes to answer your questions.
   c. **Moderator:** Here is the list of rules for the questioning of all candidates:
      i. All questions must be Circle K appropriate.
      ii. The Moderator is responsible for calling on questioners (no shouting out questions)
      iii. All Moderator decisions on appropriateness of questions are final.
      iv. Candidates are not to be asked questions that directly compare themselves to other candidates.
      v. All questions must be directed towards the candidate
   d. **Moderator:** If there are any questions regarding these policies, please ask now. *Pause to answer any questions* Please remember to wait until I acknowledge you before asking the candidate a question. Once acknowledged, please stand, and state your name and school. The first candidate will join us shortly and their name is [insert name]. *Ask first candidate to enter*
   e. *Start time when candidate begins talking*

Suggested DCM Agenda

1. Call to Order
2. Pledge of Allegiance
3. Roll Call (clubs in division, announce if a quorum is met for election)
4. Announcements (divisional or district news)
5. LTG election
   a. Read script.
   b. Asks all candidates to leave the room.
   c. After all candidates are done speaking, they all must leave the room so that the clubs can vote. If the candidate is a voting delegate, they may remain in the room.
   d. Inform candidates outside the room who won and then allow them to come in and address the attendees.
6. CKI Pledge
7. Adjournment