



2024 Elections Handbook
Florida District of Circle K International
Florida District Convention

Welcome Potential Candidate!

I applaud your decision to consider running for district office at this year's district convention in Altamonte from **February 23 to February 25, 2024**. 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 office is a chance to get to know the Florida District better, meet new people, develop and present new ideas, and gain leadership and public speaking experience.

The purpose of this handbook is to provide you with 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 the election. Finally, there are answers to some commonly asked questions and contact information for district officers who can answer other questions.

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

The positions you can run for are as follows:

- District Governor
- District Secretary
- District Treasurer
- District Editor
- Lieutenant Governor
 - Citrus Division
 - Everglades Division
 - Goldcoast Division
 - Panhandle Division
 - Suwannee Division
- International Endorsement
 - International President
 - International Vice President
 - International Trustee
 - General Endorsement

List of Important Dates:

- **February 23-25, 2024** – CKI District Convention and DCON Board Meeting, Altamonte Springs, Florida
- **April 4-7, 2024** - Governor and Administrator's Training Conference (GATC), Indianapolis, IN (District Governor only)
- **April 13-16, 2024** – Key Club District Conference, Daytona Beach, Florida
- **May 17-19, 2024** – District Officer Training Conference (DOTC), location TBD (date tentative)
- **July 3-7, 2024** – International Convention (ICON), Denver, Colorado
- **Mid-Late July 2024** - Summer Board Meeting, Zoom
- **August 15-18, 2024** – Kiwanis District Convention, Orlando, Florida
- **October 2024** – Leadership Training Conference, Silver Springs, Florida
- **January 3-5, 2025** - Winter Board Meeting, location TBD (date tentative)
- **February/March 2025** - CKI District Convention and DCON Board Meeting, date and location TBD

*Please note that the dates and locations listed above are subject to change as necessary.

Danielle Miller

2023 - 2024 Elections and Credentials Chairperson

Florida District of Circle K International

legal@floridacirclek.org

Candidacy and Election Rules

1. 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 Elections and Credentials Chairperson at least two weeks prior to the District Convention. Lieutenant Governor candidates do not submit campaign literature or a letter of intent. All campaign literature will be published in a packet and distributed to registered convention attendees.
 - i. Literature must be sent electronically on an 8.5"x11" vertical (portrait) page layout.
 - ii. Literature and the letter of intent must be sent electronically in a PDF format. Each document must be sent as a separate PDF file within the same email.
 - iii. Literature must be sent to the following emails: legal@floridacirclek.org, administrator@floridacirclek.org and governor@floridacirclek.org and must be received by **February 8th, 2024, at 11:59 PM EST.**

Note: All candidate materials will be published as it is submitted. No editing will be done. If you do not receive a confirmation email 24 hours following submission, please email the Elections and Credentials Chairperson again.

Note: All correspondence containing campaign materials must be distributed by the District Governor.
2. The Governor shall appoint a qualified member of the District to serve as Elections and Credentials for the convention. All district and international candidates shall be ineligible to serve as the Elections and Credentials Chairperson. If the Elections and Credentials Chairperson resigns before the District Convention, they are ineligible to run for a district office that same year.
3. No member may declare their intention to run for a district office prior to **October 1st** before the District Convention they plan 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 1st.**
4. 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.
5. A campaign spending limit of **\$0** will be strictly enforced. Campaign literature submitted to the Elections and Credentials Chairperson by **February 8th, 2024**, will be distributed to all District Convention attendees prior to the convention.
6. 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 should be submitted at the Candidate's meeting following the Opening Session.
7. There will be one caucus session for Governor, Secretary, Treasurer, Editor, and International Endorsement candidates at the District Convention. Each candidate will be allotted time in each room during the caucus session to present a campaign speech and to answer questions. The length of time will be determined at the District Convention based on the number of candidates, but as of now, each candidate will have a total of 8 minutes in each caucusing room. The 8 minutes will be broken down into 3 minutes maximum for a speech and 5 minutes for questioning. If a candidate does not use their full 3 minutes for a speech, any remaining time will go towards caucus questions.
8. The assigning of caucusing rooms shall be at the discretion of the Elections and Credentials Chairperson, with the approval of the Governor, based on the number of attendees.

9. 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.
10. Each candidate is allowed a maximum of one aid, at their discretion. Time begins and ends according to the caucus schedule. No candidate will be given additional time if they are late to a caucus room.
11. Voting district board members are prohibited from nominating candidates, seconding nominations, or aiding candidates, and providing active or verbal support to any candidate's campaign in any manner.
12. 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.
13. 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.
14. Candidates may only seek endorsement from their current home club or a previous home club. Seeking any other form of endorsement is prohibited.
 - a. Any candidate requesting an 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, nor may they publicly announce the candidates they have endorsed (including via email, newsletter, social media, etc.).
 - f. Each candidate may only be endorsed by one Florida District club.
 - g. A candidate may only be endorsed or not endorsed; a candidate **may not be unanimously endorsed or claim to be as such.**
 - h. No candidate may be allowed to hand out campaign materials to achieve endorsements.
15. 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. Home clubs and/or candidates shall not be penalized for the actions of others, unless the district board determines, through a 2/3 vote, that sufficient evidence exists that the home club and/or candidate knowingly supported the actions of the individual(s) in question.
16. 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 a ballot, that candidate shall be elected.
 - b. In the event that no one candidate receives a majority of those votes cast on a ballot, the candidate that receives the fewest number of votes shall be eliminated from the ballot and another round of voting occurs with the remaining candidates.

17. 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 ensure 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 Elections and Credentials 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 a 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 Elections and Credentials 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 grievances to the board, as well as any corroborating evidence they have.
5. The accused will have the opportunity to present a statement, witness(es), 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 supermajority (2/3) vote, the board will take action in accordance with the options available below.
7. If a supermajority (2/3) agreement is not reached, the grievance is dismissed.

Section 3: Penalties

1. In the event that a *candidate* is found to be guilty 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 guilty 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 their 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 guilty 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.

Lieutenant Governor Elections

Running for Lieutenant Governor

Each 2023 - 2024 Lieutenant Governor will hold a Divisional Council Meeting (DCM) held prior to DCON to elect the 2024 - 2025 Lieutenant Governor for that division.

- In order for the election to occur, quorum must be met and a Kiwanis member must be in attendance.
 - A quorum shall be defined as at least half of the division's dues paid clubs.
- Lieutenant Governors shall inform their division of the DCM at least 14 days prior to the meeting.
- Potential candidates must inform their Lieutenant Governor of their intent to run **72 hours prior** to the opening session of the DCM.
- A member can run for Lieutenant Governor off the floor, but the Legal Committee must verify their membership status before their election is certified.

If no Lieutenant Governor has been elected by the start of DCON, a member may run for Lieutenant Governor during DCON. This election will take place after the conclusion of House of Delegates.

- All members of the division present at DCON must attend the Lieutenant Governor election.
- All Lieutenant Governor candidates running at DCON must attend the DCON candidate's meeting.
- If a candidate ran for a position, but did not win their election, they can drop down to Lieutenant Governor if their division has not already previously elected a Lieutenant Governor.
 - (For example, if a member of the Panhandle Division ran for Treasurer, but lost and the Panhandle Division has not previously elected a Lieutenant Governor, then that member can run for Lieutenant Governor of the Panhandle Division after House of Delegates in a separate Lieutenant Governor election by division.)

Election Policies

- Regardless of where the election is taking place, each Lieutenant Governor candidate will need to be nominated and seconded by a member of the division that is **not** a voting district board member.
- Each Lieutenant Governor candidate will then address the division for a total of 8 minutes:
 - 3 minutes maximum for a speech
 - 5 minutes for questioning.
 - If a candidate does not use their full 3 minutes for a speech, any remaining time will go towards caucus questions.
- When a candidate is giving their speech, all other candidates must leave the room.
- After all candidates have spoken, the election will occur.
- 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.
 - The current Lieutenant Governor will be a delegate at large and entitled to a vote.
- A candidate must receive a majority of the votes to be elected.

Election Materials

- All Lieutenant Governor candidates are required to sign and submit a Statement of Commitment form, found on page 16 of this document.
 - If the Lieutenant Governor candidate is running at a DCM prior to DCON, they will need to sign the document and email a PDF version of it to following emails 72 hours before the DCM:
 - legal@floridacirclek.org,
 - administrator@floridacirclek.org,
 - governor@floridacirclek.org
 - Your current Lieutenant Governor
 - If the Lieutenant Governor is running at DCON, they will need to bring a signed Statement of Commitment form to DCON and hand it to the Legal Chair during the Candidates meeting.

- Lieutenant Governor candidates do not produce candidate literature or write a letter of intent.
- Lieutenant Governor candidates are also subject to all other election rules in this handbook.

Being a Candidate – From Declaration to Election

1. First, submit a letter of intent to run with campaign literature to the Elections and Credentials Chairperson by **February 8th, 2024**. 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.
2. At the opening session, regardless of the 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 the candidates for office except a voting district board member. For candidates seeking International Endorsement, any member may nominate and second the candidates for office except a voting district board member. 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 following the opening session. This meeting helps answer candidates' questions and provides last-minute details for the election process at the District Convention. Candidates should also bring a printed and signed form of their Statement of Commitment to the candidate's meeting. Failure to attend the required candidate's meeting will result in disqualification.
4. Governor, Secretary, Treasurer, Editor, and International Endorsement 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 at most 8 minutes. During this time, candidates should have a campaign speech prepared and should be ready to answer questions from the audience.
5. At the House of Delegates, 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 International Endorsement 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 are not elected to the position you ran for.

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 the 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 on why they should endorse you and them voting by 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 it is a great asset to your campaign. Prepare literature beforehand and provide it to the Elections and Credentials 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 International. Remember to make it stand out by being clear, unique, and thoughtful. Lieutenant Governor candidates do not submit campaign literature.

Prepare a campaign team. It is required to have a member nominate a candidate. This nominator can also give a one minute nomination speech during the Opening Session that can attest to the candidate's personal and professional abilities. Before the Opening Session, ask someone who is familiar with your achievements and skills to nominate you. You can also have up to one member come with you into caucusing rooms. They can offer different perspectives and 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 the 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. If a Lieutenant Governor has not previously been elected for your division, then you can "drop-down" to Lieutenant Governor. This election will be held after House of Delegates with only your division.

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 not all-inclusive; other responsibilities may fall upon you as required.

The Governor shall,

1. Serve as the Chief Executive Officer of the District
2. Attend and preside at the Circle K District Convention, Leadership Training Conference, District Officers' Training Conference, Governor and Administrator's Training Conference in Indianapolis, Indiana, and at all meetings of the District Board. They shall serve as an ex-officio member of all District Committees.
3. Abide by, fulfill, and enforce all policies and procedures set forth in all district and CKI governing documents.
4. Attend the Circle K International Convention, The Kiwanis District Convention, and the Key Club District Conference. They shall maintain close contact with the Governors of Kiwanis and Key Club and CKI Trustees to keep them fully aware of District Circle K activities.
5. 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 (if applicable), and Lt. Governors on new club building and the rebuilding of inactive clubs.
6. Appoint the chairs of the district committees with the approval of the District Board.
7. 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. Ensure that all other District Officers are performing their assigned duties in a satisfactory manner, with special emphasis on reporting, record keeping and accounting of funds.
9. Be responsible for the leadership training of club presidents, as well as ensuring that provisions are made for the leadership training of all club officers.
10. Ensure that plans for the District Convention are made and executed by the Conferences/Conventions Committee in cooperation with the District Board.
11. 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. Submit a monthly report as required by Circle K International.
13. 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. 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.)

The District Secretary shall,

1. Serve as the administrative officer of the District, keeping all proper records.
2. Abide by, fulfill, and enforce all policies and procedures set forth in all District and CKI governing documents.
3. 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. Compile, prior to April 15, a Directory of the addresses and telephone numbers of the newly elected District Board. They shall maintain a District Directory of all club and district officers and advisors that is continually updated.
5. 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 Officers, the Kiwanis Committee on Circle K, the executive District Boards of Kiwanis and Key Club as specified in their District Bylaws, the CKI Trustees 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. Receive a copy of each club's Monthly Report Form (MRF), shall keep a MRF "scorecard" according to the Monthly Report Grading Plan, and shall advise each club of its status.
7. 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.
8. 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. Preside over meetings of the district board in the absence of the District Governor.
10. 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 (if possible).
11. 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 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.)

The District Treasurer shall,

1. Serve as the financial officer of the District, creating and maintaining all appropriate financial records, such as the District budget.
2. Abide by, fulfill, and enforce all policies and procedures set forth in all District and CKI governing documents.
3. 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. 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. Inform clubs of their standing by means other than the newsletter (i.e., phone calls, emails, or other forms of written communication.)
6. Work with the New Club Building & Revitalization Committee to develop and promote programs for dues incentives and membership growth.
7. Submit articles to the district newsletter as needed/requested. Topics may include dues, scholarships, etc.
8. 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. Be responsible for assisting clubs with raising funds and creating fundraising programs for the Florida District of CKI.
10. 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 shall attend the District Officers' Training Conference of the next Administration (if possible).
11. 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 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.)

The District Editor shall,

1. Abide by, fulfill, and enforce all policies and procedures set forth in all District and CKI governing documents.
2. Be responsible for publishing no fewer than 6 publications of the official Florida Circle Kapers due on June 1, August 1, October 1, December 1, February 1 and March 30.
3. Ensure that the Circle Kapers is distributed to the District Mailing List and all paid members.
4. Encourage clubs, members, and district officers to assist in the news gathering efforts of the Circle Kapers.
5. 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.
6. 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 (if possible).
7. 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

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.

A Lieutenant Governor shall,

1. 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 five 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.

Candidate Name

Candidate Signature

Date

Frequently Asked Questions

I am considering running for a district office position, 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. The contact information is located in the end of this handbook. Also, refer to the Statements of Commitment prior to this section.

There are some common features in each position. Each officer is required to attend all the district board meetings. There are five standard ones: 2 at district events (1 at District Convention and 1 at Leadership Training Conference) and 3 at special board events (District Officer Training in April/May, Summer Board Meeting, and Winter Board Meeting). Each officer must present a report at these meetings. In addition, all the positions have some club communication components. 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.

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, Lieutenant Governor candidates must be members of a club in the division they are seeking to serve as Lieutenant 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.

What happens if I fail to be elected?

Offices are elected in the House of Delegates in the following order: Governor, Secretary, Treasurer, Editor, and endorsement for International President, International Vice President, International Trustee, and General International Endorsement. Any failed candidate may run for another position not yet elected. If a Lieutenant Governor has not previously been elected for a specific division, then a failed candidate from that division can “drop-down” to Lieutenant Governor. This election will be held after House of Delegates with only that specific division. *For example*, a person who loses Secretary could run for Treasurer, Editor, or International Office endorsement, provided they are nominated for the new office. They could also run for Lieutenant Governor as long as their division did not previously elect a Lieutenant Governor at a DCM prior to DCON.

What is an endorsement for International Office?

A member may seek endorsement for a specific International Officer position (President, Vice-President, International Trustee) 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 supermajority vote by the House of Delegates, and such a vote may only be conducted by ballot. The Florida District can endorse up to one candidate for International President, one candidate for International Vice President, up to two candidates for International Trustee, and up to one candidate for General Endorsement. (This is subject to change pending International's governing documents)

Who oversees the elections process?

Each year, an Elections and Credentials 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 Assistant Administrators assist in the process throughout. This process ensures that the election is conducted in an organized and impartial manner.

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 Elections and Credentials Chairperson by **February 8th, 2024**. 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).

What is a letter of intent and campaign literature?

A letter of intent is similar to a cover letter for a job posting. At the *minimum*, you should express what office you are running for and why you would be the best choice. Please note that your letter of intent will not be published with your campaign literature. The campaign literature piece can be two pages for governor candidates and one page for all other candidates, but should at least explain your platform and ideas. Lieutenant Governor candidates do not submit a letter of intent or campaign literature.

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

If you are running for Governor, Secretary, Treasurer, Editor, or International Endorsement, there are three speeches:

- Opening Session - 3 minutes
- Caucus session(s) - 3 minutes
- House of Delegates - 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 discusses and expands on the platform you have presented.

If you are running for Lieutenant Governor, you will have 8 minutes to speak. The 8 minutes will be broken down into 3 minutes maximum for a speech and 5 minutes for questioning.

How long are nomination speeches?

Nomination speeches are 1 minute. Candidates running for Governor, Secretary, Treasurer, Editor, or International Endorsement will have nominators give their nomination speech during Opening Session. Candidates running for Lieutenant Governor will have a nominator give their nomination speech either during the DCM election or during the separate division election at DCON after House of Delegates.

Who are the delegates during House of Delegates?

Each dues paid club in good standing is eligible to have up to three voting delegates, given that there are at least 3 dues paid members that are not delegates at large, present at DCON. The delegates at large are Governor, Secretary, Treasurer, Editor, and all Lieutenant Governors, and do not count towards a club's three voting delegates cap.

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-term 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?
- 35) What does Leadership mean to you?

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:** Madison Burt - governor@floridacirclek.org
- **Secretary:** Amber Morgan- secretary@floridacirclek.org
- **Treasurer:** Jose Mendez - treasurer@floridacirclek.org
- **Editor:** Jenny Tran - editor@floridacirclek.org
- **Citrus Division LTG:** Emily Rentz - citrus@floridacirclek.org
- **Everglades Division LTG:** Matthew Moran- everglades@floridacirclek.org
- **Goldcoast Division LTG:** Kristin Draulans - goldcoast@floridacirclek.org
- **Panhandle Division LTG:** Alyson Mizanin - panhandle@floridacirclek.org
- **Suwannee Division LTG:** Tamara Barnes - suwannee@floridacirclek.org
- **International President:** Zachary Kahn - president@circlek.org
- **International Vice President:** Katie Lynch - vicepresident@circlek.org
- **International Trustee:** Taylor DiCicco - trusteetaylor@circlek.org

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

- **District Administrator:** Matthew Cantrall - administrator@floridacirclek.org
- **Elections Chairperson:** Danielle Miller - legal@floridacirclek.org