

TEXAS-OKLAHOMA DISTRICT CODE FOR ELECTIONS AND HOUSE OF DELEGATES

Article I Elections

Section 1 Election of Lt. Governors

- a. Lt. Governors are elected at their respective Division Election Conferences.
- b. All candidates for Lt. Governor must provide the proper letter of intent to the current Lt. Governor and respective Regional Advisor. If a candidate runs off the floor at the Division Election Conference, the letter of intent must be signed and parental approval must be given.
- c. Campaigning before or at the Division Election Conference in forms of speeches, written material, or the like is strictly prohibited unless as outlined in Article I, Section 1, Subsection e of this Code. Any infractions of this rule will result in disqualification of the candidate.
- d. Each divisional club shall be limited to one endorsement of a candidate for Lt. Governor. All other candidates must be nominated off the floor. The nomination from the floor must be moved and seconded. No vote is needed to approve a nomination for candidacy.
- e. Division Election Conference procedure:
 1. Each divisional club in good standing that attends the Division Election Conference shall be permitted four voting delegates, each receiving one vote. Only the delegates present shall be permitted to vote.
 2. Candidates shall be allowed two minutes for a speech and then shall entertain three minutes of questions. Questions may only be asked by Key Club members present. All questions must pertain to the candidate's qualifications and knowledge of Key Club. There can be no physical contact with the candidates or questions relating to race, sex, religion, or any other inappropriate topic. Questions of a malicious nature shall not be allowed. The current Lt. Governor shall preside.
 3. The presiding Lt. Governor shall vote and place his/her vote in a sealed envelope. This ballot, as well as the other ballots, shall be given to the Regional Advisor present or other appointed ballot counter.
 4. If a tie occurs where more than two candidates are involved, a new vote is taken with only the tied candidates remaining. If a tie occurs where only two candidates are involved, the sealed vote is used to break the tie.
 5. In the absence of a presiding Lt. Governor of any division for Division Election Conference elections, the absent Lt. Governor must appoint an officer to act in his/her place.

6. In the event a vacancy exists in the office of Lt. governor at the time of a Division Election Conference, the District Governor must appoint an officer to serve in the role of Lt. governor for the duration of the Division Election Conference.
- f. If candidates for Lt. Governor do not meet or do not comply with any of the above guidelines, they shall be dismissed from the election process by the presiding Lt. Governor. If a candidate for Lt. Governor is elected and does not comply with the above guidelines, the candidate will be removed from office.
- g. Failure for Lt. Governor elections to meet the above guidelines shall result in a declaration of inadequate election and the elections will be declared null and void.
- h. Any complaints regarding the operation of the election shall be registered with the District Administrator and District Governor immediately following the election.

Section 2

Election of District Staff and Endorsement to International Office

a. Election Campaign Rules

1. Campaign materials of any sort will not be permitted at any time, except as outlined in Section 2.a.7 of this code.
2. All candidates for district office or for endorsement to international office must attend the candidate's meeting as scheduled in the official convention program. Exceptions exist for candidates running off the floor or when the Administrator deems necessary.
3. At no time shall a Texas-Oklahoma District staff officer or International staff officer endorse or in any way publicly support a candidate for district office or international endorsement during convention.
4. Any violation of these rules may result in the disqualification of the candidate by the Committee on Elections and Credentials. Decisions by the committee can be appealed to the District Administrator.
5. No verbal campaigning shall be allowed before district convention. Verbal campaigning will only be allowed after the start of district convention. Verbal campaigning may not be conducted during forums.
6. Verbal campaigning cannot be conducted when a candidate is serving in his/her capacity as a district officer.
7. Each candidate shall be allowed to submit a biography including, but not limited to, his/her platform, past experience, and information deemed appropriate by the District Administrator, for official publication by the District Board. The biography shall be due to the District Administrator prior to District Convention, at a date set by the District Administrator.

b. Election Caucus Procedures

1. Regional caucuses will be held to reduce the number of candidates running for each office to two. Voting shall be conducted during the caucuses to determine which two candidates for each office will be placed on the ballot for the House of Delegates.
2. Each candidate shall draw numbers for placement prior to the caucuses and receive a caucus schedule notifying him/her of the order for caucus presentation.

3. Each candidate retains the privilege to have one escort accompany him/her during caucus presentations. The escort shall not be a current district staff member or international officer.
 4. Candidates shall be allowed two minutes for a speech and then shall entertain three minutes of questions. Questions may only be asked by Key Club members present. All questions must pertain to the candidate's qualifications and knowledge of Key Club. There can be no physical contact with the candidates or questions relating to race, sex, religion, or any other inappropriate topic. Questions of a malicious nature shall not be allowed.
 5. Voting will take place only after all candidates have had the opportunity to speak. Ballots will be distributed to each Key Club member at the end of the caucus. Members shall only vote for one candidate per office. Only Key Club members who stayed for the duration of the caucus shall be allowed to vote.
 6. Any ballot that appears to have been altered shall not be counted.
 7. All ballots shall be counted by the Regional Advisor(s) and Lt. Governor(s) in their respective caucus rooms. Tabulation of the ballots shall not take place until all non-counters have left the room. Results from each caucus shall be delivered to the Chairman of the Committee on Elections and Credentials for final tabulation.
 8. Results shall be posted immediately after tabulation and shall be read at the next general session.
- c. The remaining process for the election of district staff officers is outlined in Article II of this code.

Article II

House of Delegates

Section 1 The House of Delegates shall represent the sentiments of the Texas-Oklahoma District in all matters and shall be given due respect and authority.

Section 2 Admittance

- a. Admittance to the House of Delegates shall be granted to all certified delegates and delegates-at-large, the presiding officer, the District Secretary, and appointed Kiwanis officials as deemed appropriate by the District Administrator.
- b. Admittance to anyone not expressly named in Article 2, Section 2, Subsection a of this Code shall be denied admittance into the House of Delegates.
- c. Delegates and delegates-at-large shall be certified in the following manner:
 1. Upon convention registration, clubs shall submit the proper form identifying the club's two delegates and two alternate delegates. Only the alternate delegates shall be allowed to substitute for a club's delegate(s). At that time, the club's delegates' names shall be recorded in a log maintained by the Chairman of the Committee on Elections and Credentials or his/her designee and a number shall

- be assigned to each delegate. That number shall be affixed on the delegates' identifying name badges.
2. Prior to the House of Delegates, each delegate and delegate-at-large must register at the Credentials table(s). Each must initial by his/her respective name and identify themselves by name badge.
 3. Once certified to enter, each delegate and delegate-at-large shall be given one ballot with an affixed certification stamp. Ballots shall only be stamped at the Credentials table as needed.

Section 3 Delegates

- a. Each club in good standing shall be entitled to two voting delegates and two alternates in any convention.
- b. All elected members of the District Board, including Lt. Governor-elects, shall be Delegates-at-Large in the House of Delegates. They shall receive the same rights and privileges as all delegates.
- c. Each accredited delegate shall be entitled to vote on each question before the House of Delegates. There shall be no voting by proxy.
- d. All delegates shall be certified by the Committee on Elections and Credentials prior to entering the House of Delegates and before being given any voting privileges.

Section 4 Procedure

- a. The House of Delegates shall follow the procedure and rules of order as outlined in the Texas-Oklahoma District Bylaws and the Texas-Oklahoma District Board Policy Code. "Robert's Rules of Order" (Newly Revised) shall be the parliamentary authority for all matters of procedure not specifically covered in the Texas-Oklahoma District Bylaws or in the Texas-Oklahoma District Board Policy Code.
- b. The District Governor shall preside at the House of Delegates. The Chairman of the Committee on Laws and Regulations shall serve as the Parliamentarian who shall be advised by an appointed member of the Kiwanis Committee on Key Club. The District Secretary shall keep the official minutes of the House of Delegates.
- c. All amendments to the Texas-Oklahoma District Bylaws brought before the House of Delegates must follow the proper procedure outlined in Article XIII, Sections 3 and 4 of the Texas-Oklahoma District Bylaws. All other matters brought before the House of Delegates shall follow the same procedure.
- d. The presentation of candidates in the House of Delegates shall be as follows:
 1. The District Governor or presiding officer shall call each candidate to come forward by position sought.
 2. Each candidate will be allowed sixty seconds to speak followed by a question and answer period of no longer than three minutes.
 3. All questions must pertain to the candidate's qualifications and knowledge of Key Club. There can be no physical contact with the candidates or questions relating

- to race, sex, religion, or any other inappropriate topic. Questions of a malicious nature shall not be allowed. The House Parliamentarian shall enforce all rules.
4. Only certified delegates may ask questions.
 - e. An agenda shall be prepared outlining the order of business brought before the House of Delegates by the Chairman for the Committee on Laws and Regulations. This agenda shall be presented to the District Governor or presiding officer no later than one hour prior to the start of the House of Delegates.
 - f. The House Parliamentarian shall keep order in the House of Delegates. The House Parliamentarian shall have the right to warn and/or excuse any voting delegate from the House of Delegates for gross misconduct or infraction of the rules. If a delegate is excused, he/she shall forfeit his/her ballot.

Section 5 Voting

- a. Two-thirds of the delegates present at convention and at least one-third of the member clubs in the Texas-Oklahoma District must be represented in the House of Delegates to constitute a quorum.
- b. All voting in the House of Delegates, with the exception of the election of District Staff Officers and any endorsements to International office, shall be by voice vote. Voting on the election of District Staff Officers and endorsements to International office shall be by secret written ballot.
- c. All business before the House of Delegates shall be passed by a majority vote of the delegates present unless expressly outlined in this Code, the Texas-Oklahoma District Bylaws, or accompanying Codes. Candidates shall be the named the winner of their respective positions if they receive a majority vote of the members present.
- d. The District Governor will cast one vote for all district officers in a separate sealed and marked envelope at the time that voting commences. In the event of a tie, the envelope will be opened, and the tie-breaking vote cast, to determine the winner of the position.

Section 6 Certification of Results

- a. The counting of all ballots shall be conducted by the Chairman for the Committee on Elections and Credentials, one other member of the Committee on Elections and Credentials as selected by the District Administrator, the Kiwanis District Governor or his/her designee, and the Kiwanis Governor-elect or his/her designee.
- b. The procedure for the counting of ballots shall be as follows:
 1. All ballots shall be collected and presented to the Chairman for the Committee on Elections and Credentials who will divide the ballots into four approximately even groups. Each group shall be stapled and marked as either Group A, B, C, or D.
 2. The four designated ballot counters shall move to a private designated area.

3. The Chairman for the Committee on Elections and Credentials shall randomly distribute each ballot group to the four designated ballot counters along with an official ballot tally form.
4. Each ballot counter shall tally the votes for each position in his/her ballot group and report the results of that ballot group on his/her tally form. At this time, group results should not be discussed between ballot counters.
5. After the first round of ballots has been tallied, each ballot counter shall pass his/her ballot group to the next ballot counter and complete the same process as outlined above.
6. This process will continue until all ballot groups have been tallied by each ballot counter.
7. The Chairman for the Committee on Elections and Credentials shall then collect all four ballot groups and tally forms and compare the results. If any discrepancy exists between the tallied results, the Chairman shall redistribute the ballot groups and tally forms and a recount shall be ordered regarding the positions in question until no further discrepancy exists. If a discrepancy exists regarding the correct number of ballots cast by the delegates (i.e. not all ballots were collected or an unofficial ballot exists), the Chairman for the Committee on Elections and Credentials shall order the presiding officer to call a revote on all positions.
8. The Chairman for the Committee on Elections and Credentials shall confirm the results with the other ballot counters and certify the results at the final session of the district convention.
9. If a question exists regarding the validity of any ballot cast, the Chairman for the Committee on Elections and Credentials shall determine whether it shall be included in the tally. No ballot shall be counted where it appears that the ballot has been altered.
10. All ballots and tally forms shall remain in the possession of the District Administrator after the results are certified for a period of no shorter than ninety days.

Article III Amendments

Section 1

Any amendments to this Code shall be submitted to the House of Delegates for approval as outlined in Article XIII, Section 3 of the Texas-Oklahoma District Bylaws. A two-thirds majority vote is required for approval.