

VIRTUAL PROCEDURES POLICY

Article I

Virtual Elections Caucus Procedures

- Section 1 In the event in-person election caucusing is unable to take place, these virtual procedures shall supersede that of Article I, Section 2 of the Code for Elections and House of Delegates and shall govern the procedure of virtual elections caucusing.
- a. Virtual regional caucuses will be held via an electronic platform deemed appropriate by the District Administrators. Voting shall be conducted during the caucuses via said approved platform to determine which two candidates for each office will be placed on the ballot for the House of Delegates.
 - b. The regional caucusing platform host shall be a Lieutenant Governor of the respective region and shall be previously appointed by the District Governor. An adult member of the Kiwanis Committee on Key Club shall be in each virtual caucusing room.
 - c. Each candidate shall receive a caucus schedule notifying him/her of the order for virtual caucus presentation.
 - d. All candidates shall be allotted five minutes during virtual caucusing. Of those five minutes, at least one minute must be used for speech and at least one minute must be used to entertain questions. Any time remaining after the speech has been given shall default to questioning. Questions must be directed to the host Lieutenant Governor via private chat. All questions must pertain to the candidate's qualifications and knowledge of Key Club. There can be no questions relating to race, sex, religion, or any other inappropriate topic. Questions of a malicious nature shall not be allowed.
 - e. If a question is asked when the time runs out or if a candidate runs out of time answering a question, the candidate will be allowed to finish their statement. The response must stay relevant to the question asked.
 - f. Voting will take place only after all candidates have had the opportunity to speak and have left the virtual caucusing platform. After the candidates' speeches, the host Lieutenant Governor will open the approved virtual voting platform at which point Key Club members will vote through 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 virtual caucus shall be allowed to vote.

VIRTUAL PROCEDURES POLICY

- g. Following the vote, the results of the said virtual platform shall be shared with one predetermined Regional Advisor in charge of tabulating votes from each virtual regional caucusing platform room. Tabulation of the votes shall not take place until all candidates have presented in each virtual caucusing room. Results from each caucus shall be shared with the Chairman of the Committee on Regulations, Elections and Credentials for final tabulation. After the complete tabulation of regional votes, the Regional Advisor shall send out at the voting platform link to delegates.
- h. Results shall be posted immediately after tabulation and shall be read at the next general session.

Article II

Virtual House of Delegates Procedure

Section 1 In the event an in-person House of Delegates is unable to take place, these virtual procedures shall supersede that of Article II, Section 4 of the Code for Elections and House of Delegates and shall govern the procedure of a virtual House of Delegates.

- a. A virtual House of Delegates shall be carried out via an electronic platform deemed appropriate by the District Administrators and 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 and be virtual host of the virtual House of Delegates. The Chairman of the Committee on Regulations, Elections and Credentials 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.

Section 2 Voting

- a. All voting in the virtual 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 carried out via an electronic platform deemed appropriate by the District Administrators.
- b. All business before the virtual House of Delegates shall be passed by a majority vote of the delegates present unless expressly outlined in the Code for Elections and House of Delegates, the Texas-Oklahoma District Bylaws, accompanying Codes and/or the Parliamentary rules of Robert's Rules of Order. Candidates shall be named

VIRTUAL PROCEDURES POLICY

- the winner of their respective positions if they receive a majority vote of the members present.
- c. The District Governor will cast one vote for all District Officers in a separate electronic ballot previously approved by the District Administrators at the time that voting commences. In the event of a tie, the electronic ballot will be opened, and the tie-breaking vote cast, to determine the winner of the position.

Article III

Virtual Divisional Election Conferences

- Section 1 In the event in-person Divisional Election Conferences are unable to take place, these virtual procedures shall supersede that of Article I, Section 1, Subsection h of the Code for Elections and House of Delegates and shall govern the procedure of virtual Divisional Election Conferences.
- a. Each divisional club in good standing that attends the virtual Division Election Conference shall be permitted four voting delegates, each receiving one vote. Only the delegates present shall be permitted to vote.
 - b. 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.
 - c. The presiding Lt. Governor shall vote and place his/her vote in a separate electronic ballot. This electronic ballot as well as the other ballot used by delegates to vote shall be given to the Regional Advisor present or other appointed vote counter.
 - d. 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 electronic ballot with the presiding Lt. Governor's vote is used to break the tie.
 - e. In the absence, for any reason, of a presiding Lt. Governor of any division for virtual Division Election Conference elections, or if the presiding Lt. Governor is running for re-election, the absent Lt. Governor must appoint an officer to act in his/her place. The appointed officer will assume all duties of a Lt. Governor as outlined in the Division Election Conference procedure.

VIRTUAL PROCEDURES POLICY

- f. In the event a vacancy exists in the office of Lt. Governor at the time of a virtual Division Election Conference, or if the Lt. Governor is unable to appoint an officer to act in his or her place, the District Governor must appoint an officer to serve in the role of Lt. Governor for the duration of the virtual Division Election Conference.

Article IV **Amendments**

- Section 1 The Texas-Oklahoma Virtual Procedures Policy shall remain fixed from year to year unless specifically altered by the Texas-Oklahoma District Board of Key Club International with the approval of the District Administrator.