

# 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 candidacy form to the current Lt. Governor and respective Regional Advisor. If a candidate runs off the floor at the Division Election Conference, the candidacy form must be signed and parental approval must be given to the Regional Advisor prior to the election starting.
- 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 d 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. Each Divisional Election Conference will be held no later than January 15th of each year.
- f. Each club in the division shall be notified at least 30 days before the Divisional Election conference is held.
- g. 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, for any reason, of a presiding Lt. Governor of any division for 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.
  6. In the event a vacancy exists in the office of Lt. governor at the time of a 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 Division Election Conference.
- h. Re-election/Appointment to Office:
1. If a Lt. Governor has been removed due to disorderly conduct in accordance with the Code of Conduct, or for inability to fulfill duties, he or she will be unable to hold any future District Board position (Lt. governor, staff executive officer, or video/tech producer).
  2. If a Lt. Governor resigns, he or she will only be allowed to run for, or be appointed to, a future District Board position if he or she has previously fulfilled all of the required Lt. Governor duties up until the point of resignation, and if he or she has no record of a prior violation of the Code of Conduct.
  3. In the event a Lt. Governor was unable to fulfill his or her duties due to a medical condition, moving outside the boundaries of the District, or any other reason deemed acceptable by the Key Club District Governor and District Administrator, he or she will be exempt from conditions 1. and 2. above.

- i. 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.
- j. 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.
- k. 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 and the Assistant District Administrators deems necessary.
3. At no time shall a Texas-Oklahoma District Staff Officer or member of the Key Club International Board of Trustees 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 Regulations, Elections and Credentials. Decisions by the committee can be appealed to the District Administrator. Any decision on an appeal to the Administrator will be made by the District Administrator and the Assistant District Administrators.
5. No verbal campaigning shall be allowed before district convention. Verbal campaigning will only be allowed after the candidacy meeting. 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. Candidates for District Editor shall showcase a sample newsletter included with their campaign ad. Sample newsletters must be at least 5 pages but not exceeding 7 pages. Newsletters shall meet Key Club International graphic standards. The District Editor shall provide sample articles and other content, that must be included in the sample newsletter, and will be distributed to the candidates within one week following the candidacy forms due date. Candidates must only use sample materials provided by the District Editor. The campaign ad and sample newsletter shall be due three weeks after the candidacy forms are due.
8. 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.
9. Each candidate shall be allowed one escort. The escort shall be allowed to aid the candidate in the election process and the candidate shall be required to specify the escort's name on his/her candidacy form. This escort must not be a District Officer or an International Officer and shall be held to the same rules as the candidate as outlined in Article I, Section 2, Subsection a.5 and Article I, Section 2, Subsection a.7 of this Code. Any violation of these rules may result in the disqualification of the candidate by the Committee on Regulations, Elections and Credentials. Decisions by the committee can be appealed to the District Administrator. Any decisions on an appeal to the Administrator will be made by the District Administrator and The Asst. District Administrators.
10. At no time shall a candidate for any office comment, question, or speak on another candidate's race, sex, sexual orientation, or any other inappropriate topic.

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 receive a caucus schedule notifying him/her of the order for caucus presentation.

3. Each candidate retains the privilege to have one escort, who is a Key Club member in good standing, accompany him/her during caucus presentations.
  4. Candidates shall be allowed two minutes for a speech and then shall entertain three minutes of questions. If the candidate has an escort introduce him/her, then that introduction and the candidate's speech combined must be 2 minutes or less. 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 Regulations, 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 Regulations, 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 and/or by using a bar code system.
  - 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 and/or have their bar code appearing on the name badge electronically scanned.
  - 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 and appointed members of the District Board, including Lt. Governor-elects, but excluding the District Editor and Convention Liaison, 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 Regulations, 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 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.
- 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 Regulations, Elections and Credentials. 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.
- g. Any violation of these rules may result in the disqualification of the candidate by the Committee on Regulations, Elections and Credentials. Decisions by the committee may be appealed to the District Administrator. Any decisions on an appeal to the Administrator will be made by the District Administrator and the Assistant District Administrators.
- h. In the event that a candidate running for a District Staff position or International Endorsement is from the home region of the District Administrator or Assistant District Administrators; that administrator or assistant administrator shall abstain from any decision and appoint another person from the Committee for Key Club to decide the appeal.

## 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 District Administrator 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 District Administrator or his/her designee.
  - 2. All ballots shall be electronically scanned and tallied.
  - 3. If a question exists regarding the validity of any ballot cast, the District Administrator or his/her designee shall determine whether it shall be included in the tally. No ballot shall be counted where it appears that the ballot has been altered.
  - 4. All ballots shall remain in the possession of the District Administrator after the results are certified for a period of no shorter than ninety days.
  - 5. In the event electronic scanning is not an available means for tallying ballots, the District Administrator shall order a hand count of all ballots in an efficient and private manner, to be conducted by the District Administrator and the Assistant District Administrators.

### **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.