

2019-2020 District Governor Candidacy Packet

Enclosed within this packet are Campaign Rules and Procedures and the District Governor Service Agreement. To be recognized as a candidate at the 2019 New England and Bermuda District Educational Conference, you must submit the following to District Administrator Mr. George Whitney, Assistant District Administrator Mr. Will Bradford, and District Governor Joshua Cram **by February 16, 2019**:

- ✓ A Letter of Intent to run for District Governor
- ✓ A signed copy of this Candidacy Packet, including the Service Agreement and Campaign Rules and Procedures

Running for a District-level Key Club position is an incredibly rewarding experience. If elected, you will have the opportunity to take your commitment to the next level, experiencing first-hand the personal growth that comes with leading others in community service. You will make friends with dynamic people across the District and around the world, united under the banner of service. Most importantly, you will join a handful of other committed individuals to shape the future of our organization in the New England and Bermuda District and throughout all of Key Club International.

Signed Forms and a Letter of Intent must be sent by February 16, 2019 to:

- **District Administrator Mr. George Whitney**, P.O. Box 467, Hardwick, VT 05843
(Must be mailed, postmarked by February 16, 2019)
- **Assistant Administrator Mr. Will Bradford**, 243 Farrington St., Unit 1, Quincy, MA 02170
(Mailed --OR-- scanned and emailed to WillBradford.Kiwanis@gmail.com)
- **District Governor Joshua Cram**, 39 Highland Ct., Malden, MA 02148
(Mailed --OR-- scanned and emailed to GovJosh.NED1819@gmail.com)

Your Contact Information (Please Type or Print Clearly)

Name _____ Key Club of _____

Email: _____ Grad. Year: _____ Gender: _____ Division: _____

Home Phone: _____ Cell Phone: _____

Mailing Address: _____
Street Address City State Zip Code

Required Signatures

We, the undersigned, certify that this candidate is qualified and able to serve as a District Governor for the New England and Bermuda District of Key Club International for the 2019-2020 term. We have read this Service Agreement and support the candidate's decision to run for this office.

Parent/Guardian: _____ Date: _____

Faculty/Kiwanis Advisor: _____ Date: _____

Principal/Guidance Counselor: _____ Date: _____

Campaign Rules

1. Candidates shall not spend more than \$100 on the campaign. Even if campaign materials are donated (i.e., you photocopy campaign flyers for free at school), the value of flyers, posters, handouts, and other materials shall not exceed \$100. Candidates shall bring receipts for all out-of-pocket expenses to the Candidates Meeting at 4:30 PM on Friday, April 5, 2019 to prove that their expenses are below \$100. The District does not reimburse campaign expenses.
2. Campaigning prior to the District Conference is prohibited, except within the candidate's division.
3. Candidates shall not make public social media accounts or post on social media regarding their campaign until the start of the District Educational Conference.
4. Campaign posters may not exceed 10 square feet in size. Posters may only be displayed in the designated area on Floor 6 of the Tower Square Hotel.
5. The District Administrator must approve all posters, flyers, and other materials at the Candidates Meeting at 4:30 PM on Friday, April 5, 2019.
6. No campaign materials are allowed in the House of Delegates or the Nominating Conference.
7. Up to two (2) Key Clubbers may accompany the candidate into caucus rooms to assist with distributing flyers and campaign materials. *Current District Board members may not fulfill this role.*

Campaign Procedures

- Candidates must attend the Candidates Meeting at 4:30 PM on Friday, April 5, 2019. Candidates should bring all campaign materials to this meeting to be approved by the District Administrator.
- Candidates who have properly submitted this paperwork will be informally nominated during the Opening Session on Friday evening and will caucus during the Friday evening caucusing.
- All candidates will be formally nominated during the House of Delegates on Saturday morning.
- If there are more than two (2) candidates nominated for a position, a Nominating Conference will be held at 11:00 AM on Saturday. Three (3) delegates from each Division will vote on candidates for each position. The top two (2) candidates for each position will remain on the ballot.
- Candidates who remain on the ballot following the Nominating Conference will caucus on Saturday afternoon.
- The election will take place at House of Delegates on Sunday morning. Candidates will get the opportunity to give a one-minute speech at House of Delegates prior to voting.
- Candidates for Governor will have three (3) minutes to speak and two (2) minutes for questions during each caucus session and the Nominating Conference. Candidates for Secretary, Treasurer, and Bulletin Editor will have two (2) minutes to speak and three (3) minutes for questions during each caucus session and the Nominating Conference.

All candidates will receive a more complete guide to how to campaign at the District Educational Conference after you have met the February 16, 2019 deadline to submit paperwork. Please direct any questions about campaign rules and procedures to District Governor Joshua Cram at govjosh.ned1819@gmail.com.

Please sign below to signify that you have read and fully understand these Campaign Rules and Procedures, and that you agree to follow these rules and procedures during the campaign.

Candidate

Date

2019-2020 District Governor Service Agreement

All candidates who wish to serve as District Governor should sign the following agreement, which outlines the minimum performance requirements that the Governor must maintain to remain in office. Failure to observe the following agreement may result in removal from office in accordance with the Key Club International Bylaws and the New England & Bermuda District Bylaws.

If elected District Governor, I agree to do the following during my term:

1. Perform all duties and responsibilities as specified by the International Bylaws, Article VI, Section 6 and the current form of District Bylaws. Abide by these bylaws and the Key Club International Code of Conduct throughout the year.
2. Attend the following District, Key Club International, and Kiwanis Family events:
 - a. **District Educational Conference** – April 5-7, 2019 in Springfield, MA
 - b. **District Board Training** – April 13-14, 2019 in South Portland, ME
 - c. **Governor/Administrator Training Conference** – May 2-5, 2019 in San Francisco, CA
 - d. **Key Club International Convention** – July 2-7, 2019 in Baltimore, MD (Note: the District arranges travel. More information is online at newenglandkeyclub.org/icon.)
 - e. **Kiwanis District Convention** – August 16-18, 2019 in Nashua, NH
 - f. **August Board Meeting** – Sunday, August 18, 2019 in Nashua, NH
 - g. **At least 3 Regional Training Conferences** – Dates and Locations TBD (September/October 2019)
 - h. **Fall Board Meeting** – October 25-27, 2019 in Springfield, MA
 - i. **Kiwanis District Fall Training Conference** – November 22-24, 2019 in N. Conway, NH
 - j. **Kiwanis Midwinter Conference** – Date and Location TBA (March 2020)
 - k. **CKI District Convention** – Date and Location TBA (March 2020)
 - l. **Pre-Conference Board Meeting** – April 1-3, 2020 in Springfield, MA
 - m. **District Educational Conference** – April 3-5, 2020 in Springfield, MA

Please note: your lodging and most meals will be covered for all events except International Convention. Key Club International will cover all travel expenses for Governor/Administrator Training Conference. You will receive a discounted rate for International Convention.
3. Preside at the three (3) District Board Meetings listed above.
4. Beginning in May, publish a monthly newsletter for members of the District Board.
5. Publish a one-page update to be distributed to all Key Clubs in the quarterly District General Mailing. Ensure that other officers and committees submit their articles as well.
6. Write an article for each edition of *The Yankey*. Write an article for each edition of *The YanKiwianian* and *Lobster Tales* (the Kiwanis and CKI publications) or appoint a District Board member to submit an article on the District's behalf.
7. Complete and submit all reports required by the Key Club International Board including monthly Governor's reports and Visit Assessment Forms.
8. Monitor progress of all District Board members and offer advice and counsel, as appropriate.
9. Communicate regularly with the District Board, the counseling International Trustee, the District Administrator, the District Adult Committee, the Key Club International Director, the Kiwanis Governor, and the CKI Governor.
10. Structure committees, appoint committee chairs, and supervise all District committee activities. Provide written committee directives for each.
11. Oversee plans for the District Educational Conference and advise District officers and committees of their responsibilities.
12. Maintain quality schoolwork so that permission may be secured from parents and officials for occasional absences on Key Club business.
13. Be prepared to represent Key Club and the District as needed at Kiwanis meetings, Key Club meetings, and other events. In conjunction with the District Administrator, arrange for another District Board member to represent the District at any events that I cannot attend.
14. Mentor my successor and help them prepare for the upcoming year.

2019-2020 District Governor Service Agreement (Continued)

15. Keep an open line of communication with the Governor, Administrator, and Adult Committee.
16. Have computer access to produce monthly newsletters using Microsoft Word or Apple Pages.
17. Check my Key Club e-mail regularly and respond to e-mails within seven (7) days.
18. Consult with the District Financial Counselor to determine if the District will reimburse expenses prior to making the expense. Maintain receipts to be reimbursed by the District.
19. Remain an active and dues-paid member in my home Key Club and display involvement with sponsoring Kiwanis Club and Key Clubs in your Division. Perform at least 50 service hours.

I have read the District Governor Service Agreement, which outlines the minimum duties and responsibilities of the office, and I am willing and committed to faithfully execute those duties in the 2019-2020 Key Club year.

Candidate

Date