



## SUGGESTED ELECTIONS PROCEDURES



### For Divisions, District Conventions, and International Convention

The proper and open election of officers in any democratic organization is the cornerstone of member confidence in an organization and its officers. It is not enough to merely conduct an election by the rules. It is critical that the entire credentials, voting and ballot-counting process follows an established set of procedures, thereby guaranteeing full protection for those who conduct the election as well as those who are candidates.

Key Club International uses these procedures for officer election at the Key Club International Convention. It is suggested for use by Key Club districts.

#### **Resources needed** **Credentials Materials**

Delegate certification form — This form certifies the proper election of delegates and alternates by the club's membership. The form should bear:

- Club name, division, and district (as appropriate);
- Contact information for the club's credentials registration (generally the individual completing the form);
- Signatures of the club president and one (faculty or Kiwanis) advisor to the club; and
- Instructions for submitting the form which may be 1) via mail, or 2) during a credentials registration period in advance of the election at the event where elections will be held.

Notebook binder(s) or file folder — This should be used to accumulate and file delegate certification forms as received.

Received by rubber stamp - A rubber stamp should be used to record the date the form was received by the credentials official(s). A self-inking stamp is best, and the date may be imprinted by the stamp or written in ink.

Delegate registration materials — These materials and supplies may consist of:

- Delegate identification card (which is exchanged for a ballot at a house of delegates)
- Delegate ribbon
- Delegate registration sheet-A paper tabulation sheet of registered delegates (or a laptop computer using a spreadsheet program) should be used to provide an updated tally of registered delegates at any time during or after the registration process. The name and club for each delegate should be listed.

## **Suggested Elections Procedures**

**In the case of a lieutenant governor election held at a rally or other gathering, it may be unnecessary to use a delegate identification card or ribbon.**

List of candidates and/or amendments to be considered — A pre-printed or copied list of candidates, constitution and bylaws amendments, resolutions, or other items to be considered by vote of the delegates. The quantity to be printed should be the number of delegates plus 50%, although more may be needed as determined by anticipated non-voting attendees.

### ***Credentials Personnel***

Key Club — Three or more Key Club members should be used to compose a Credentials Committee to register delegates

Kiwanis — One or more Kiwanis advisors should be assigned as advisors to the Key Club Credentials Committee

### ***Elections Materials***

Ballot(s) — Pre-printed (copied) ballots should be prepared in advance for:

Officer elections, one ballot for each office (i.e., lieutenant governor, governor, president) or group of offices (i.e., 14 trustees) to be elected; and  
Amendments to constitution and bylaws (either labeled for a specific amendment or generically numbered as "Ballot #1," "Ballot #2," etc.)

The quantity of ballots to be printed should equal the number of delegates plus an additional 20% (for spoilage).

Writing~ utensils — For delegates who do not bring a pen or pencil with which to mark a ballot, a box of inexpensive pencils or pens should be available. It is suggested that delegates be asked to return these at the end of voting so they may be reused the next year.

Ballot collection boxes — For the purpose of collecting marked ballots, ballot boxes or other containers should be utilized. It is advisable to use containers that have a lid with a small opening for the ballot to be inserted through, thereby reducing the possibility of removing any ballot prior to tabulation.

List of candidates and/or amendments to be considered — This is the same list described in the Credentials section above. Copies should be available for delegates who need an additional copy or for non-voting (visitor) seating in the gallery.

Letter-sized envelope — One letter-sized envelope is needed for each contested race.

### ***Elections Personnel***

Key Club — Three or more Key Club members should be appointed to compose an Elections Committee to conduct the elections voting.

Kiwanis — One or more Kiwanis advisors should be assigned as advisors.

## **Suggested Elections Procedures**

### ***Tabulation Resources***

Tabulation sheets — Tallying sheets should be used to tabulate votes for each election. These sheets should plainly bear the names of the candidates for an office, or the preference (For/Against, Yes/No) by which delegates may cast votes.

Writing utensils — Pens or pencils should be provided for vote counters.

Calculators — Simple calculators (preferably not solar-powered) should be made available to assist counters in tallying. A printing calculator (with tape) may be beneficial in some cases.

Envelopes — Large (9 inch by 12 inch), self-sealing envelopes are used to seal ballots for each election. The quantity needed is the number of elections to be tabulated (plus additional for spoilage or errors).

Certification form — A pre-printed certification form should bear the following:

- Identification of which vote count is certified on the form (i.e., division 12 lieutenant governor, governor, president);  
Date and place of tabulation;
- Results of the vote count, including the actual number of votes cast and the tabulation for each candidate or preference; and
- Printed names and signatures of the elections committee or vote counters (at least three persons should certify).

### ***Tabulation Personnel***

Key Club and Kiwanis — Three or more members should be appointed to compose a joint Tabulation Committee to count votes cast on the ballots.

## **Procedures**

### ***Advance Preparation***

1. The officer overseeing the elections process and any Kiwanis advisors should review all pertinent provisions in the Key Club International Constitution and Bylaws, district bylaws, and International or district policy codes pertaining to conducting the elections.
2. The time, date and exact site of the elections must be determined and scheduled, preferably 90 days in advance of the elections.
3. Official notice should be provided to all clubs through mailing(s), newsletters, e-mail, etc. Notice consisting of the election, the time and place for the election and delegate registration, and the *Delegate Certification Form* should be mailed 30 to 60 days in advance, according to what requirements may be set forth in bylaws or other documents.

***NOTE: It is essential that proper advance notice be provided, as election results may be challenged based upon a club not receiving adequate notice of the election.***

### ***Credentials***

4. Appoint a Credentials Committee, to consist of members of more than one Key Club and one or more adult advisors. One member should be assigned to chair the committee. Confirm their participation by assigning them to work schedules for credentials registration.

## **Suggested Elections Procedures**

5. Meet with the Credentials Committee in advance of the Credentials registration, explaining the purpose for registration and the process to be followed. Set up the *Delegate Registration Sheet*.
6. On the day(s) provided for delegate registration, provide a registration table, appropriate signs (if any), and all other registration resources described above.
7. As each *Delegate Registration Form* is received, date the form using the rubber stamp. File the form in the notebook binder or file folder.
8. Record the registered delegate on the *Delegate Registration Sheet*. In return, provide the delegate with *Delegate identification card* and delegate ribbon (if used).
9. Continue this process until all delegates are registered.
10. On the day of the election, the Credentials Committee should admit the delegates into the session/meeting where voting will take place. At the end of the delegate admission process, the Credentials Committee should calculate the number of delegates (and number of clubs represented) registered, the number of delegates (and number of clubs represented) admitted, and the number of votes needed for a simple majority and a two-thirds majority. The committee chair should be prepared to report these statistics prior to any voting and at other times as he/she may be called upon.

## **Elections**

11. Appoint an Elections Committee, to consist of members of more than one Key Club and one or more adult advisors. One member should be assigned to chair the committee. A club that has a candidate for office should not be represented on the Elections Committee.
12. Meet with the Elections Committee in advance of the election, explaining the purpose for election and the process to be followed.
13. On the day of the election, the Elections Committee should exchange one ballot (or set of ballots) for the *Delegate identification card* as each delegate enters the session where voting will take place. In larger gatherings, the delegate seating should be separated from other observer seating (known as the gallery).
14. Any ballot which is incorrectly marked, or spoiled, may be exchanged for a new ballot. The spoiled ballot should be destroyed.
15. The presiding officer (lieutenant governor, governor, or president) should cast his/her ballot separately and seal it in one of the letter-sized envelopes. The presiding officer should deposit this ballot in the ballot collection box.
16. After a written vote is cast by the delegates present, the Elections Committee is charged with collecting the ballots utilizing ballot collection boxes. It is preferable to use boxes so that the Elections Committee does not touch any ballot at anytime after ballots have been marked.
17. At least three members of the Elections Committee and an advisor should escort the ballot collection boxes to a separate counting room or area clearly separated from the delegates.

## **Tabulation**

18. Appoint a Tabulation Committee to count the ballots and tally the votes. A club that has a candidate for office should not be represented on the Elections Committee. Consider including the Kiwanis governor, governor-elect, past governors, etc., on this committee (if available).

### **Where there is only one race on a ballot...**

19. Group the ballots by vote (i.e., Candidate A, Candidate B, Candidate C). One other grouping of ballots should be those which are incorrectly marked or spoiled (if any).
20. Within each group of like ballots, count the ballots into piles of ten. Once completed, compile a total for each group, and record the total on the *Tabulation sheet*.

## **Suggested Elections Procedures**

21. Recount every pile ballots, producing a new total for each group. Record the second total for each group on the *Tabulation sheet*.
22. In the event any two totals do not match, conduct another count until the totals match.
23. In the event of a tie vote, the envelope containing the ballot cast by the presiding officer is to be opened. This vote should be used to break the tie. In the event this vote does not break the tie, the presiding officer must be consulted to cast a tie-breaking vote.
24. Prepare a *Certification Form* for the race, recording the vote count. At least three members of the Tabulation Committee should sign the form.
25. All ballots should be placed into a large envelope, which should then be sealed. The envelope should be clearly labeled as to its contents. The members of the Tabulation Committee signing the *Certification Form* should also affix their signatures across the seal of the envelope.

### **Where there are multiple races on a ballot or there is more than one candidate to be elected in a race...**

26. For instance, a secretary and treasurer, or 14 trustees, the ballots should be arbitrarily separated into lots of 50 or 100 ballots.
27. Attach two *Tabulation sheets* to each lot of ballots.
28. In teams of three, count each lot of ballots. One person of the team should read aloud the votes from each ballot while the other two should record the votes on a Tabulation sheet.
29. When the entire lot has been counted, the two Tabulation sheets should match. If they do not, recount the lot until the vote totals match.
30. Once every lot has been counted and totals are confirmed, one Tabulation sheet (or computer spreadsheet) should be used to record the votes from each lot and calculate final totals.
31. In the event of a tie vote, the envelope containing the ballot cast by the presiding officer is to be opened. This vote should be used to break the tie. In the event this vote does not break the tie, the presiding officer must be consulted to cast a tie-breaking vote.
32. Prepare a *Certification Form* for the race, recording the vote count. At least three members of the Tabulation Committee should sign the form.
33. All ballots should be placed into a large envelope which should then be sealed. The envelope should be clearly labeled as to its contents. The members of the Tabulation Committee signing the *Certification Form* should also affix their signatures across the seal of the envelope.

### **Recording the Vote**

34. The *Certification Forms* should be delivered to the Chair of the Elections Committee, who in turn should prepare a report for the presiding officer.
35. The *Certification Forms*, along with the envelopes containing the ballots, should be filed for a period of at least six months. It is advisable the designated Kiwanis advisor (i.e., administrator, district committee member, lieutenant governor) should maintain these files.

NOTE: Vote counts are usually not announced in Key Club elections. Any members of the Elections Committee and Tabulation Committee who know the actual vote totals should be advised of the desire to keep the vote totals confidential.