



**73rd Annual District Education and
Leadership Conference
Candidate Booklet
2019-2020**

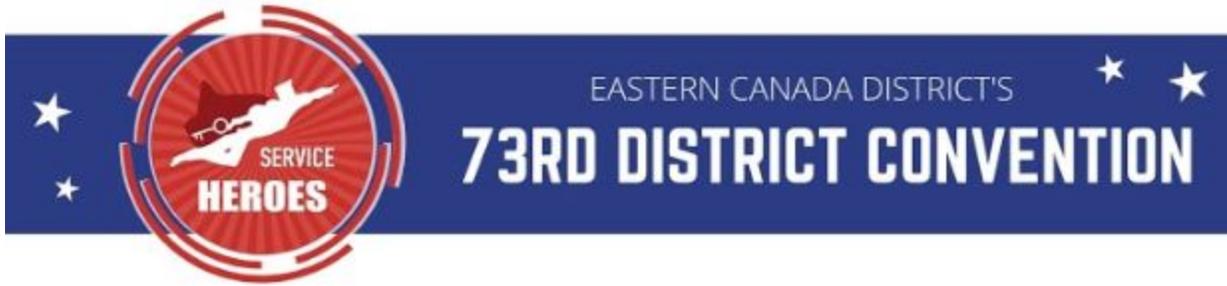
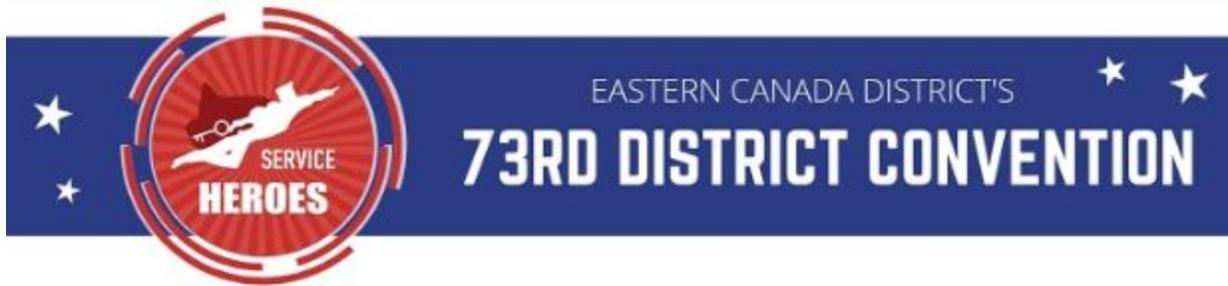


Table of Contents

Foreword	2
Eligibility and Qualifications	3
Timeline of Elected Candidates	4
Timeline of Appointed Candidates	5
Election Process	6-7
Campaign Rules	8-9
Sample Caucusing Questions	10
District Bulletin Editor Supplementary Material	11
Further Information	13



Hey Key Clubbers,

As you may know, Key Club International is the largest student-led organization in the world. We have over 270 000 members in 38 nations all over the world. Having an organized structure and system is very important to Key Club, as students lead the clubs, Districts and even the International Board. There are many ways that Key Clubbers can take on bigger roles in Key Club. If you want to be more involved and learn a lot, I strongly encourage you to run for a position of higher office at the 73rd annual Eastern Canada District Education and Leadership Convention.

At Convention, or DELC for short, you will have the opportunity to run for a position on the District Board to serve the Eastern Canada District of Key Club International. These positions include: District Governor, District Secretary-Treasurer, District Bulletin Editor, District Webmaster and District Translator. Candidates for Governor and Secretary-Treasurer will deliver speeches in the divisional caucus rooms, as well as the House of Delegates. Candidates for the positions of Bulletin Editor, Webmaster and Executive Assistant will be appointed through an interview at District Convention.

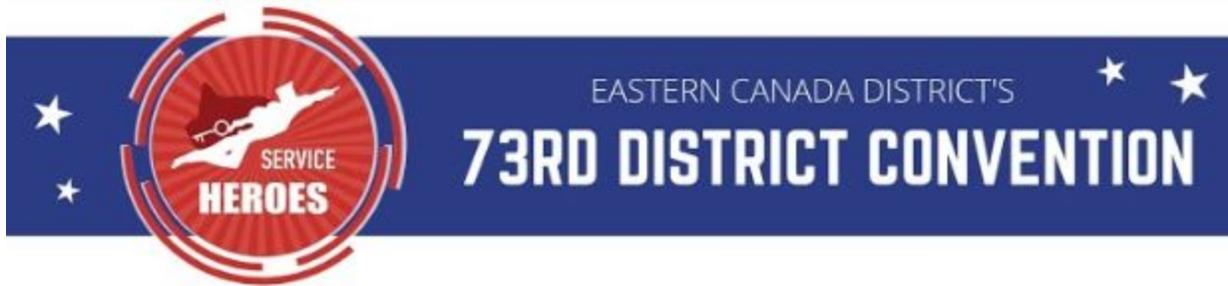
With that said, it doesn't end with the District Board. At DELC, you will also have the opportunity to run for International endorsement. All candidates running for International endorsement will deliver speeches during the caucusing sessions, as well as House of Delegates. Each year, the Eastern Canada District is able to endorse one candidate for International President and International Vice-President and up to two candidates for International Trustee.

I hope you take the initiative to run for one of these positions. Serving on the District Board or International Board will allow you to build lifelong friendships, create unforgettable experiences, and acquire the skills that you will use for the rest of your lives. If you have any questions, do not hesitate to contact any member of the District Board or the ECD International Trustee Alex Drahos. You can find the contact information of the board on the "Further Info" page at the end of the package.

Yours in Service,

Hannah Zmigrodzki

District Governor 2019-2020 Key Club International: Eastern Canada District



Eligibility and Qualifications

In order to be eligible for election or appointment to a position on the Eastern Canada District Board, you must be:

- A current high school student
- An active member of a Key Club in good standing with Key Club International
- Qualifications

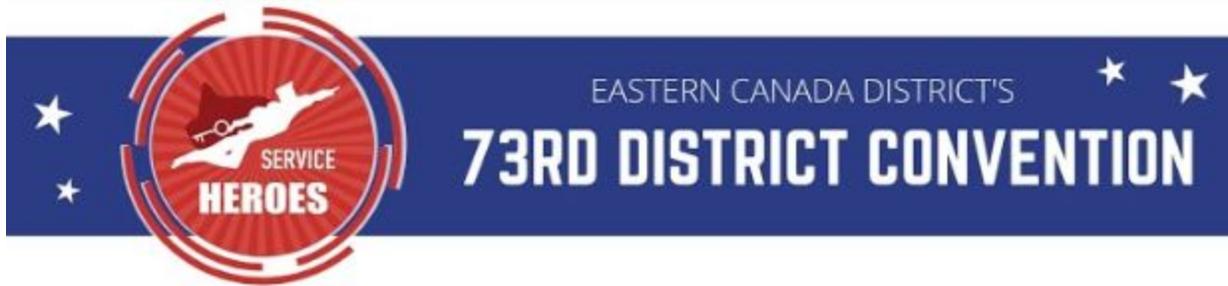
Below is a list of suggested qualifications for individuals wishing to obtain a position on the Eastern Canada District Board:

- Although not required, having held a club, district or international officer position is beneficial
- Desire to fulfill the duties of the position
- Open-mindedness
- Desire to serve
- Confidence
- Dedication
- Good work ethic
- Understanding
- Organization
- Creative Thinking
- Optimism
- Leadership Skills
- Enthusiasm
- Support of parents/guardians, school and Kiwanis Club

For candidates running for District Translator, it is highly recommended to have a high degree of fluency in both English and French.

For candidates running for District Bulletin Editor, it is highly recommended to have a high degree of graphic design skills particularly in Adobe Photoshop and InDesign (however, duties are not limited to these programs).

For candidates running for District Webmaster, it is highly recommended that you possess a high degree of computer and website design skills.



Timeline of Elected Candidates

Deadline One: February 1st, 2020

Please submit the following documents via email to District Governor Hannah Zmigrodzki (governor@keyclub.ca). Upon successful completion and submission, candidates running for Governor, Secretary-Treasurer or International Endorsement will be awarded a spot in the Candidates Booklet, as well as a two minute address during the Opening Session on Friday Night. The Candidates Booklet is included in the Convention Program Booklet which is given to all Convention attendees. Candidates who submit their forms by the first deadline will have the opportunity to give a two minute speech/address during the Opening Session.

Required Paperwork by February 1st, 2020:

- Statement of Candidacy Form (in email format or written document online)
- Section C (Candidates Page in .pdf format)
- Required letters of recommendation and signatures with the Statement of Candidacy

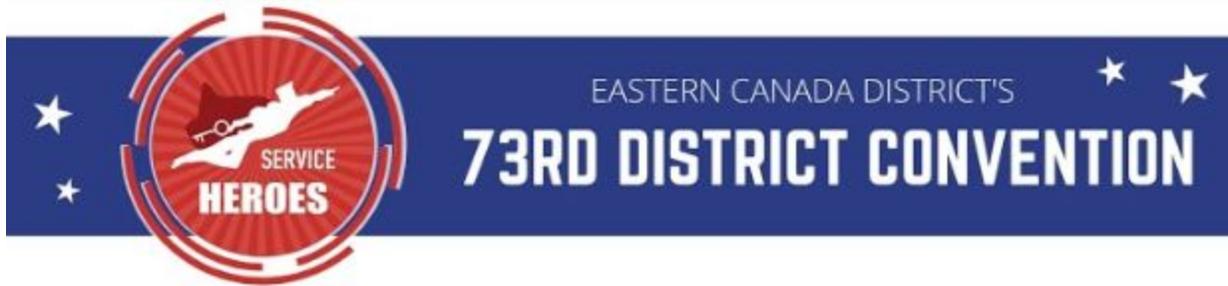
Deadline Two: March 27th, 2020

Please submit the following documents at District Convention to Governor Hannah Zmigrodzki prior to Opening Session. It is mandatory to attend the Candidate's Meeting on March 27th, 2020 at District Convention. The location and time of the Candidates Meeting can be found in the Convention Schedule in the Program. Upon successful completion and submission, candidates for District Governor, Secretary-Treasurer, or International Endorsement will be eligible to deliver a two minute address at the Opening Session on Friday night.

- Candidate Information Page
- Sections A and B of the Candidates Information Form
- Service Agreement for the required position
- Hard Copies of all forms (if submitted by the February 1st deadline)

* If documents are submitted after February 1st, 2020, candidates for Governor, Secretary-Treasurer and International Endorsement will not be included in the Candidate's Booklet. All candidates who submit their paperwork at District Convention will be allocated five minutes in each caucus room and one minute in House of Delegates. Candidates who submit the required paperwork by the first deadline will be given a spot in the Candidates Booklet and a two minute address during the Opening Session. Candidates who submit the required paperwork by the second deadline will be granted a two minute address during the Opening Session, but will not be given a spot in the Candidates Booklet.

* The timeline does not apply for appointed positions (District Editor, District Webmaster, District Translator). Please refer to the "Timeline for Candidates (Appointed Positions)" page.



Timeline of Appointed Candidates

Candidates for District Editor, District Webmaster and District Executive Assistant will not be included in the Candidates Booklet or give speeches. Rather, candidates will be interviewed by current District Executives and the District Administrator.

Deadline One: March 27th, 2020

Please submit the following documents to District Governor Hannah Zmigrodzki during the Candidates Meeting prior to Opening Session. The location and time of the Candidates Meeting can be found in the Convention Schedule in the Program. The time and place of your interview will be determined at the Candidates Meeting.

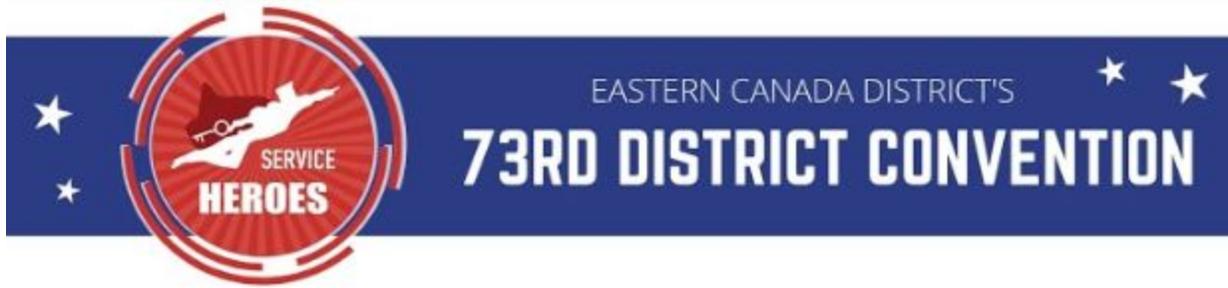
Required Paperwork:

- Statement of Candidacy Form
- Service Agreement for respected position
- Candidate Information Form Section A (Credentials)

* Candidates for District Editor are asked to prepare a portfolio and an article in correspondence with the picture found on the "District Editor Supplement" page.

Deadline Two: March 28th, 2020

For candidates running for the position of District Translator, District Webmaster or District Bulletin Editor, the decision will be based on interviews conducted during free time on Saturday afternoon. Information regarding the time and location of the interview will be provided at the Candidates' Meeting on Friday. These interviews will be conducted by the District Administrator and District Executives (District Governor, District Webmaster, District Editor, etc.). Candidates should be prepared to discuss why they are well suited to the position, their experiences in Key Club, their leadership experiences, etc. The results of the interviews will be communicated to the candidates later on Saturday afternoon.



Election Procedure

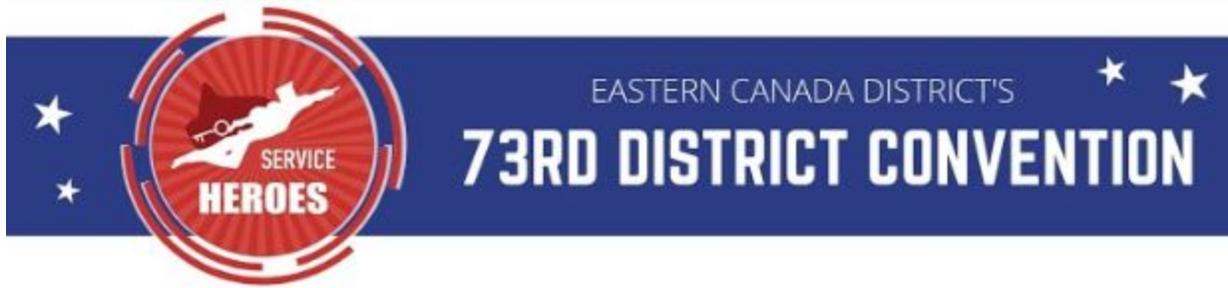
In the Eastern Canada District, it is practice to elect our District Governor and District Secretary- Treasurer through an election process involving the candidates meeting, possible nomination at Opening Session, caucusing and House of Delegates. For individuals seeking the positions of District Executive Assistant, District Webmaster or District Editor, the process involves the candidates meeting, nomination at the Opening Session and interviews.

Nomination

All candidates who meet the first two deadlines will be able to address the membership through a two-minute speech at the Call for Nominations during the Friday Opening Session. Any candidates who have not met the two deadlines but wish to run for a position must be nominated by their peers off the floor on Friday night during the Opening Session. There will be a final call for nomination. At this time, any candidates who did not meet the first two deadlines can be nominated. The nomination must be performed by a Key Club member and not by an advisor or distinguished guest. To nominate a candidate, the nominator must rise, state their name and the name of their Key Club, and they must state the name of the person who is running for District Office. Following this, the nomination must be seconded in a similar manner by another Key Club member. Members of the District and/or International Board are not allowed to nominate any candidates for higher office. Candidates running off the floor will not have the privilege of giving a two-minute address.

Candidates Meeting

Any candidates running for higher office must attend the Candidates Meeting held before the Opening Session on Friday, March 27th, 2020. At this meeting, the elections process will be explained in more detail. Candidates will find information regarding the place and time in the Program.



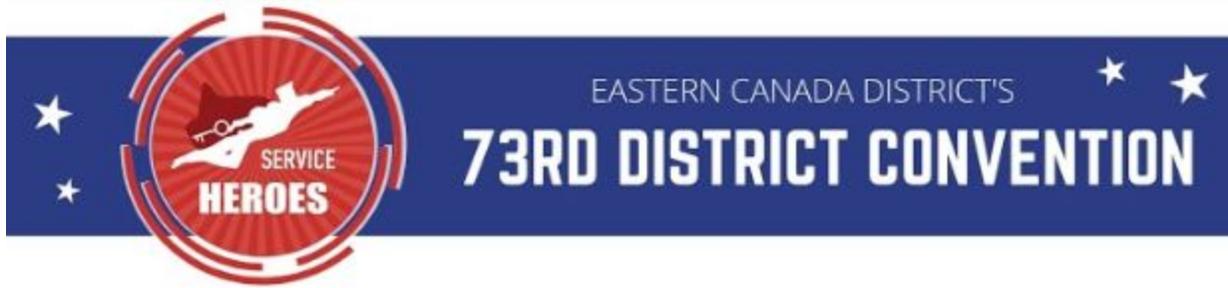
Election Process Continued

Caucusing

Saturday March 28th, 2020 will mark the day for the caucusing sessions at District Convention. During these sessions, candidates seeking the position of District Governor, District Secretary-Treasurer, or an endorsement for their International campaigns will deliver their speeches. There will be tentatively four caucus rooms, each of which will contain members of multiple divisions. The candidates will rotate from one caucus room to another during the caucusing sessions based on a schedule given to the candidate at the candidates meeting. Each candidate will be given a total of five minutes per caucus room. The five minutes includes time for questions, therefore, it is up to the candidate to decide how much time they would like to allocate to questions. The timekeeper will indicate the rules of the caucus room when the candidate enters. When the five minutes elapsed, the candidate will leave the room and rotate to the next caucus room as explained at the Candidates Meeting on Friday.

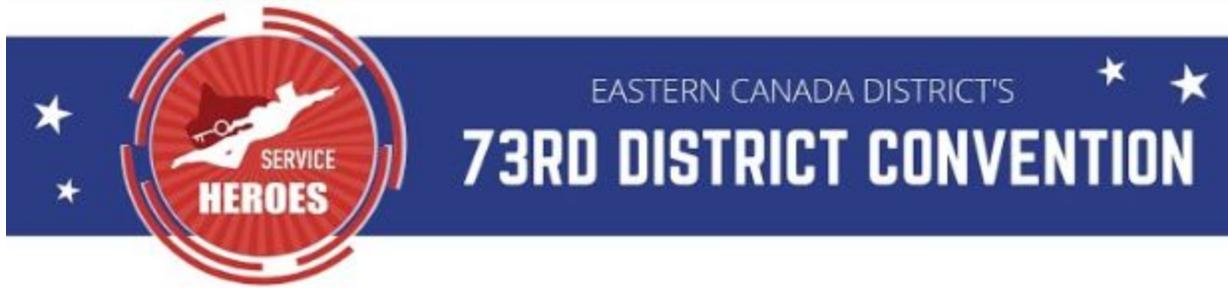
House of Delegates

During the House of Delegates on Saturday afternoon, candidates will be given the opportunity to deliver one minute speeches prior to the casting of the ballots. These speeches often convey the final message to voters before the votes are cast. It is possible that a motion to dismiss the reading of speeches by the candidates in the House of Delegates may be passed. If this occurs, the candidates will not be given the opportunity to speak and the voting will proceed. Following the speeches, ballots will be cast. The reports from various district officers will be given while the ballots are tallied and the final results will be announced to the candidates at the end of the House of Delegates.



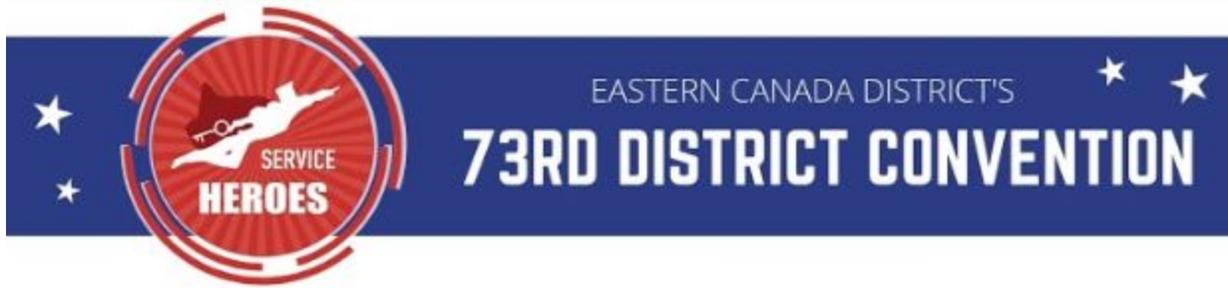
Campaign Rules

1. All candidates running for higher office (District or International) must be endorsed at their division's Mid-Winter rallies. A candidate may not be endorsed by any division other than his/her own. If a candidate is not endorsed by his/her division, they must run off the floor at District Convention (therefore, they will not be included in the Candidates Booklet or be allowed to give a two minute address during the Opening Session). All candidates must be in good standing with Key Club International.
2. The following forms must be submitted to the District Governor by email by the second deadline or in hard copy no later than the above deadlines. Candidates for Governor, Secretary-Treasurer or International Endorsement need to submit additional paperwork by the requested deadline in the Timeline for Elected Positions in order to be included in the Candidates Booklet and/or to give a two-minute address during the Opening Session.
3. All candidates must attend the Candidates Meeting on Friday, March 27th, 2020.
4. Spending money for any materials in a campaign for District office or International endorsement is prohibited. Candidates seeking the position of District Governor, District Secretary-Treasurer or endorsement for International office may submit a one page promotional flyer describing their platform, as well as the Candidate Information Form by the first deadline (February 1st, 2020) in order to be included in the 2020 Eastern Canada District Candidates Booklet. No materials will be distributed at District Convention, nor will any posters, buttons or any other campaign materials other than the material contained in the Candidate Booklet be allowed.



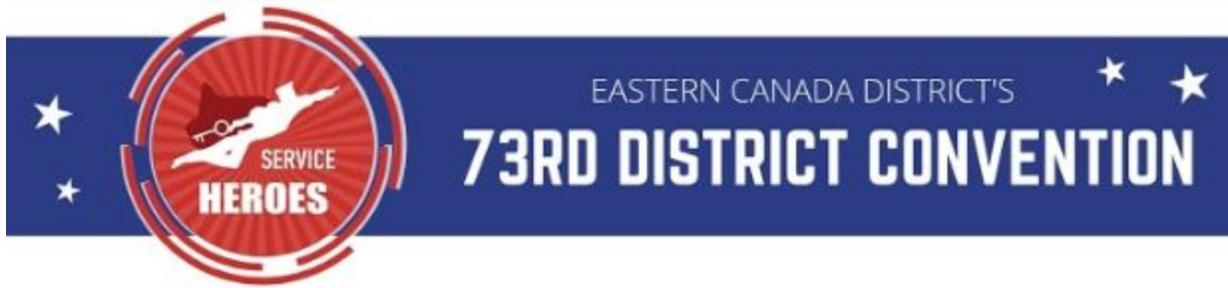
Campaign Rules Continued

5. No pre-Convention campaigning of any sort is permitted. Candidates may not contact anyone outside of their division prior to District Convention to seek support or advice. Any questions about the elections process should be addressed to the District Governor. Candidates may not explain platforms or seek support from anyone outside of their division. In addition, candidates are not permitted to use the Internet or any other electronic means (i.e. social media, chat rooms, phone calls, websites, emails, etc.) to campaign prior to the Candidates Meeting on Friday, March 27th, 2020. Any candidate found in violation of this will be disqualified immediately.
6. All candidates are prohibited from utilizing any current District Board or Board support members in their campaign staff. This includes all District Executives, Lieutenant Governors, Appointed Board members, and District Committee Chairs. The District Board is prohibited from endorsing or giving the appearance of endorsing any candidates running for office. No favouritism will be shown of any kind.
7. District Caucus and Interviews will be discussed in more detail at the Candidates Meeting on Friday evening. The presiding officer of each caucus room will review the rules for candidates with the audience present prior to the start of caucuses.
8. Candidates seeking the offices of District Governor, District Secretary-Treasurer or endorsement for International office should be prepared to deliver a speech that does not exceed one minute in length at the House of Delegates session.



Sample Caucus Questions

1. How do you plan to accomplish all of your goals in just one year of being on the District Board?
2. What is your favourite service project and why?
3. What is your greatest weakness as a leader? How do you plan to overcome it?
4. What is the Key Club motto?
5. Recite the Key Club pledge.
6. What does service mean to you?
7. How much are Key Club District Dues? International Dues?
8. What makes Key Club different from other student organizations?
9. What sets you apart from all of the candidates running for this position?
10. If elected, what would you do to strengthen relationships between Key Club and other branches of the Kiwanis family?
11. Why did you join Key Club?
12. Who is this year's Key Club International President? Which district are they from?
13. Who is ECD's current Key Club International Trustee? Which district are they from?
14. What are the six parts of the Kiwanis Family?
15. Where is the Key Club International Convention being held this year?
16. What are Key Club International's Preferred Charities?
17. Who is the Eastern Canada District's Administrator?
18. What encouraged you to run for this position?
19. What is the goal of the ELIMINATE project?
20. What is your primary reason for running?
21. Where and when was Key Club established?
22. What does Key Club mean to you?
23. Who is your role model? Why?
24. What are some ideas you have to increase communication in the District?
25. How would you balance extra-curricular activities and academics with Key Club?
26. What are the Key Club core values?
27. Name 3 members of the Eastern Canada District Board.
28. How many countries have a Key Club?



District Bulletin Editor Supplementary Materials

Along with your interview with the current District Bulletin Editor and District Administrator, you are asked to submit a portfolio and article prior to District Convention.

As District Bulletin Editor, one of your main responsibilities is to create graphic for the District magazine, the Eastern Canada Key. As such, it is important that you provide a portfolio of your work. The work you submit must be made solely by you. If it is found that the work you have submitted is not original, the District Bulletin Editor and Administrator have the right to void your application.

Portfolio

Within your portfolio, you must include the following at the least:

- Two pieces of work related to Key Club (poster, newsletter, etc.)
- A piece of your choice

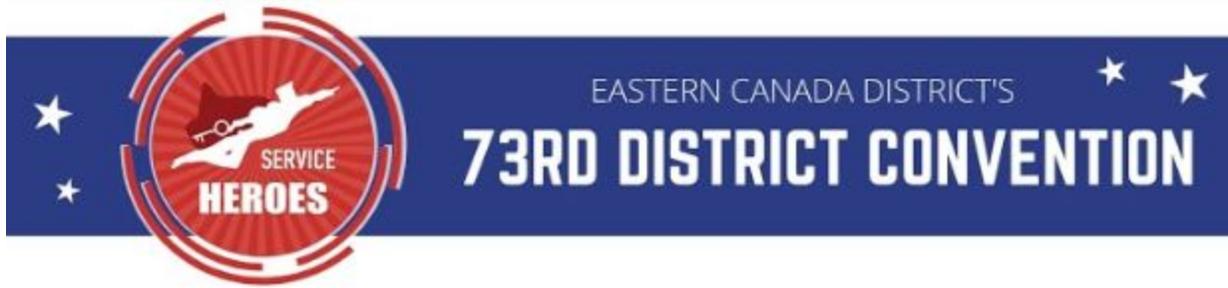
Another important responsibility of the Editor is that he/she will be writing and editing articles that are published in the Eastern Canada Key. With this in mind, it is important that the District Bulletin Editor demonstrates a high degree of writing and proofreading skills.

Article

Given the picture below, write a 100-150 word article.

EASTERN CANADA DISTRICT'S
73RD DISTRICT CONVENTION





Further Information

For further information concerning campaigning for offices on the Eastern Canada District Board or on the Key Club International Board, please refer to www.keyclub.ca and www.keyclub.org. You may also contact either the District Governor or the District Administrator with any questions not answered in this package or on either of the suggested websites.

If you would like information about any of the specific District positions, please contact the respective officer currently serving in the position. If you would like more information about positions on the International Board, please contact our International Trustee. The contact information is provided below.

Hannah Zmigrodzki - District Governor

governor@keyclub.ca

Nicole Chu - District Secretary-Treasurer

dst@keyclub.ca

Chris Pak - District Webmaster

webmaster@keyclub.ca

Janice Liang - District Bulletin Editor

editor@keyclub.ca

Carolyn Chen - District Translator

ecdtranslator@gmail.com

Alex Drahos - International Trustee

adrahos31@gmail.com

Deborah Knight - District Administrator

deborahanneknight@gmail.com