

New York District of Circle K

Divisional Election Guide

Event Requirements

- Lt. Governor Elections must be held at a specified time and place, as designated by the Lt. Governor. Written notification must be sent to the clubs not less than two (2) weeks in advance.
- In the event of a postponement, the time frame for notification may be changed by a majority approval of all the clubs in the division.
- This shall be the only opportunity to vote for a candidate.
- The incumbent Lt. Governor shall run this election. In his/her absence or in the case that he/she runs for reelection, someone specified by the Governor shall run the election.
- If a divisional caucus cannot be held prior to the convention, or if the office of Lt. Governor remains vacant at time on convention, the Governor, in consultation with the District Board and the clubs within the division, shall be empowered to call a caucus of the division during said convention for the purpose of electing a Lt. Governor.

Candidate Requirements

- Candidates must be present at the election in order to be considered for office.
- Any member running for District Executive Office may seek endorsement from his/her home Division. The candidate must go through a Division caucus. Terms of caucuses shall be the same as those for Lt. Governor Candidates.
 - The endorsement may be for District Governor, District Secretary, District Treasurer, District Editor, or District Office.
 - If a candidate seeks endorsement for district office in general and not a specific position, they will be allotted the same times as non-gubernatorial candidates in caucusing.
- Each candidate for LTG and for higher office endorsement shall go through caucus.
 - Non-gubernatorial (non-governor) candidates shall be allowed a total of 6 minutes
 - 0.5 minutes for introduction
 - 1.5 minutes for the candidate's speech
 - 4 minutes for questions

- › Gubernatorial (Governor) candidates shall be allowed a total of 7 minutes
 - › 0.5 minutes for introduction
 - › 2 minutes for the candidate's speech
 - › 4.5 minutes for questions
- › A candidate may waive these allotted times in order to allow more time for questions.

Election Procedures

- › Only members of the clubs within the division may ask questions. Elected district officers from the division can only ask questions if they are not running the caucus or if there are no other questions being presented.
- › Only two members from each club of the division shall be voting delegates. They should consult with their other club members before voting.
- › The Governor, District Administrator, and other District officials may address any caucus, but may not ask questions.
- › The order by which candidates address the delegates shall be determined by alphabetical order of the candidate's last name.
- › The Lt. Governor, or Governor-Appointed Chair of the caucus, shall send written verification of Division endorsement to the Governor.
- › A majority vote shall determine the winner of an election.
 - › In the event that three (3) or more candidates run for an office or endorsement for a position, a primary election shall be held. If no candidate receives a majority vote (more than 50%), the two candidates with the most votes shall win the primary, and their names shall be announced. Then a second general election will be held to decide the winner.
 - › Furthermore, incumbent Lt. Governors not seeking re- election shall only vote at the Divisional election in case of a tie.
 - › A candidate is considered "Unanimously Endorsed" if they receive a 100% vote of confidence.
 - › Endorsements are competitive and only one person per position per division can be endorsed.

Election Script



Step 1 - LTG Nominations

Election Chair: The floor is now open for nominations to the office of (division) lieutenant governor. Are there any nominations?

Nominator #1: I, (name), nominate (name) for the position of lieutenant governor.

Someone must second the nomination.

Nominator #2: I, (name), second the nomination.

Election Chair: (Name), do you accept the nomination? ***Nomination accepted or declined by candidate.***

This process continues until there are no more nominations.

Election Chair: Seeing no more nominations, nominations for lieutenant governor are now closed. The following are nominated. (***List names***). The candidates will now give speeches and answer questions in the order they were nominated.

Step 2 - LTG Caucusing

Those nominated give speeches and field questions, while other candidates wait outside the room. Repeat this procedure until all nominated candidates have given their speeches and answered questions.

Step 3 - LTG Ballot Vote

If only one person is running for LTG, a voice vote can be requested, please see "Step 3 - LTG Voice Vote"

Election Chair: We will now move to a vote. Please cast your ballot by writing the full name of the candidate who you choose.

Votes are collected and counted by 2 non-delegate individuals, usually trustworthy members who are graduating, as well as any advisors present. Make it clear that they are not to disclose the ballot count to anyone.

Election Chair (*receives winning name*): I am pleased to announce that (name) has been elected as your (year and division) Lieutenant Governor.

Step 3 - LTG Voice Vote

Should only be used if only one person is running for LTG, otherwise please see "Step 3 - LTG Ballot Vote"

Election Chair: I entertain a motion to vote for the position of lieutenant governor by acclimation.

This needs someone to move ("I, (name), move to vote for the position of ___ by acclimation").

This motion requires a second ("I, (name), second the motion").

Election Chair: Is there any discussion? **(Pause)**

After discussion: We will now move to a vote. All those in favor, say Aye. **(Pause for voting)** All those opposed, say Nay. **(Pause)** Abstentions. **(Pause)**

If majority vote yes:

Election Chair: Motion passes. We will now vote for the position of Lieutenant Governor by acclimation (verbal vote).

All those in favor of electing (name) as Lieutenant Governor, say Aye (Pause for voting). You have elected (name) as your (year and position).

If less than majority vote yes:

Return to Step 3 - "LTG Ballot Vote" for yes/no ballot vote.

Step 4 - District Office Endorsements

Election Chair: The floor is now open for nominations to endorse district office candidates. Are there any nominations?

Nominator #1: I, (name), nominate (name) for the position of (position).

Someone must second the nomination.

Nominator #2: I, (name), second the nomination.

Election Chair: (Name), do you accept the nomination? ***Nomination accepted or declined by candidate.***

This process continues until there are no more nominations.

Election Chair: Seeing no more nominations, nominations for endorsement are now closed. The following are nominated. **(List names and positions)**. The candidates will now give speeches and answer questions in the order they were nominated.

Step 5 - District Office Caucusing

Split by position, those nominated give speeches and field questions, while other candidates wait outside the room. Repeat this procedure until all nominated candidates have given their speeches and answered questions.

Step 6 - Endorsement Votes

As is the case with endorsements for international candidates, votes should take place on written ballots. Positions with multiple candidates for endorsement are competitive, so delegates will choose one candidate. Positions with a single candidate will be a Yes/No vote on whether to endorse.

Election Chair: We will now move to a vote. Please cast your ballots by choosing a candidate for each position. If a position only has a single candidate, please write yes or no next to their name. Remember only one person can be endorsed for each position.

Votes are collected and counted by 2 non-delegate individuals, usually trustworthy members who are graduating, as well as any advisors present. Make it clear that they are not to disclose the ballot count to anyone.

Election Chair (*receives results*): I am pleased to announce that (name) has been endorsed as for the position of (position), ***repeat for all endorsed candidates.***