

Elections Planning Guide

New York District Circle K

Elections 101

- Club officer elections are typically held in March, and should take place before the annual District Convention (DCON) so newly elected officers can attend training workshops
- Elections must take place before April 1, which marks the start of the Circle K year
- Club Officers begin their positions on April 1 after their elections

Election Supplies

- Secret Ballot Box
- Paper Ballots
- Members, members, members!

1-2 Months Prior to Elections

- Promote officer positions; have officers present their duties and promote the position
- Encourage active and enthused members to gain interest in running for club office
- Consult your club constitution for any club specific policies
- Consult your school and/or student association election rules & guidelines
- Advertise elections to club membership at least 3 weeks ahead of time (ASAP)
- Book room and location like any other meeting, and be sure to leave plenty of time
- Invite Kiwanis and/or Faculty adviser(s) to the elections

The Week of Elections

- Be sure that all members and potential candidates are aware of the elections date and time and are aware of the nomination process
- Read through the elections script and familiarize yourself with the procedures
- If potential candidates are expected to write a speech, make sure they know

The Day of Elections

- If your school policy allows for candidates to run for the position without being present for the election or requests a letter of intent, confirm that all proper paperwork has been completed, and that you have all necessary election supplies

After Elections

- Complete the Election Report Form (Get it from to your Lieutenant Governor)
- Console candidates that didn't win elections, don't just look the other way
- Start officer training immediately

