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