



**RUNNING FOR**  
*division office*



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Welcome to the **Running For Division Office Manual!** This guide shares all the information you need to know about running for Lieutenant Governor.

*Happy Reading!*

D30N LTG Kasey Lee  
D42W LTG Gary Nito

# Responsibilities

- Serve as a liaison between district and club
- Organize club officer training either at OTC or directly with each club
- Organize member training within region (RTC)
- Provide support and encourage growth throughout the year
- Facilitate membership growth
- Conduct division council meetings (DCMs)
- Serve on a district committee

# Expectations

- Prepare and submit the division directory, budget, and all reports on time
- Encourage on time dues payment by each club in the division
- Visit each club in the division at least once
- Abide by and comply with all Key Club and Kiwanis District & International policies, procedures, and codes of conduct
- Attend DCON, District Board Trainings & Meetings, and Fall Rally South



# Candidate Requirements

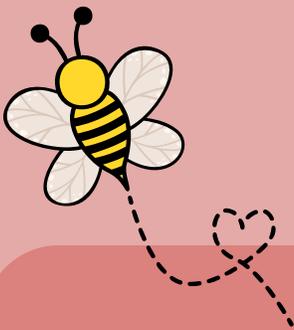
- Must be dues paid members
- Complete the Intent to Run form online
- Must complete and submit the Service Agreement to Mr. Timothy Cuning on time with all required signatures
- Submit literature (PDF) To Lt. Governor for Candidate Booklet
- Confirmed attendance at Conclave

# Election Procedure

- Before Conclave, candidates should have attended the Lt. Governor Candidate Training Conference (CTC)
- SPEECH: Candidates are allowed a 3-5 minute speech
- LITERATURE: The only campaign material permissible is a 2-sided page printed and distributed in the official Candidate Booklet published by the Lt. Governor
- CAUCUS: The audience is allowed 4 minutes to ask questions to each candidate
- ELECTION: Delegates cast a secret ballot and the candidate with the most votes wins
  - If a tie occurs, Lt. Governor's vote is counted as a tie-breaker
- If there are more than 2 candidates, a nominating conference will be held
  - All LTG candidates can be voted for, but the 2 with the most votes continue in the Conclave process
  - Remaining candidates present final speech, and another vote is taken

# Literature

- Two-sided page to display qualifications and plans
- Include name, candidate position, picture, goals, qualifications, platform, and potential endorsement from home club
- Will be printed in black and white
- Must be submitted on-time to the Lt. Governor before Conclave

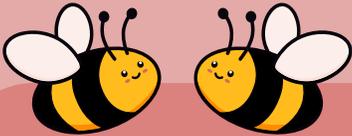


# Club Endorsement

- Candidates running for Lt. Governor may ask for endorsement from their home club
- If they are unanimously supported, they may write "unanimously endorsed"

## What CAN'T you do?

- Candidates are NOT ABLE TO:
  - Distribute any campaigning materials
    - EXAMPLE: posters, flyers, gifts, social media advertisements



## What CAN you do?

- Candidates are ABLE TO:
  - Say "yes" when asked whether or not they are a candidate for division office

## Violation

- Violating campaigning policies may lead to a warning being issued OR disqualification of candidacy

# Acknowledgements

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**Gary Nito**

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**Sophia Nguyen**

Policy, International Business, & Elections Chair,  
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*Thank you for  
reading!*

