



RUNNING FOR
*international
office*





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Welcome to the **Running For International Office Manual!** This guide shares all the information you need to know about the International election process.

Happy Reading!

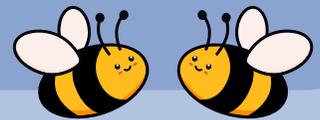
D30N LTG Kasey Lee
D42W LTG Gary Nito

International President

- CEO of Key Club International (KCI)
- Presides at International Convention and International Board meetings
- Sets service initiatives and supervises all KCI work
- Represents Key Club within the Kiwanis Family

International Vice President

- Prepared to perform any duties that the President is unable to do
- Chair of at least one international committee
- Supports the other committee chairmen
- Attends events deemed necessary
- Performs any tasks assigned by the President



International Trustee

- Works with the International Board to define policies and goals of Key Club as an international organization
- Carries out the directives of KCI
- Serves on an international committee and represents 3 Key Club Districts



IOTC

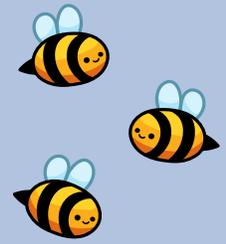
- International Officer Candidate Training Conference (IOTC) registration is mandatory for all International Office candidates
- Candidates will receive detailed instruction on how to run for office, in addition to tips and more
- Registration information will be posted on the CNH CyberKey

District Endorsement

- Each District is allowed to endorse a maximum of two International Trustee candidates, one International President candidate, and one International Vice President candidate
- To run for International Office, District endorsement is required
- The endorsement process occurs at District Convention

International Election

- After being endorsed by the District, candidates will move onto the International level
- Candidates will run at International Convention



Intent to Run Form

- Candidates must file their intent to run via a form online
 - This provides CNH with your contact information and officially confirms that you intent to run for International Office
- The form can be found on the CNH CyberKey under Resources > District Officers > Running for District or International

Service Agreement

- Ensures that candidates are aware of all the responsibilities that come with the position
- Must be thoroughly read through and completed
- Both physical and digital copies of the service agreement with all the required signatures are due by the date speciified on the CNH Cyberkey



Candidate Basic Profile Response Form

- Information from this questionnaire will be used to create your Basic Profile Overview
- This section will include what awards or honors you've received, Key Club experience, other extracurricular leadership positions, and several free response questions

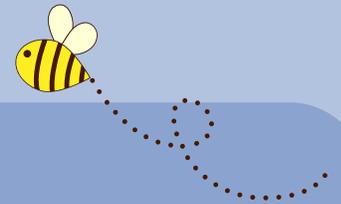
Literatures

- One-page, one-sided summary of your goals and qualifications
- May include a headshot of yourself, an introductory blurb, and a campaign platform
- This material does not have to follow graphic standards
 - Just be sure that all elements are still visible when printed out in black and white
- Get creative and supplement your literature with memorable visual elements

Candidate's Promotion Video

- Chance for you to get your message out to members before House of Delegates
- Content will include a brief introduction from you, as well as answers to a few prepared questions
- Feel free to check out past examples of videos the PIE Committee has produced on the CNH District YouTube channel

D CON



- **Speech**
 - Your opportunity to directly address the House of Delegates
 - Typically consists of your goals, plans for the upcoming terms, and reasons for running
- **Caucus**
 - Following the speech, audience members will ask questions
 - Typically related to the literature or speech
 - Be prepared to elaborate on your plans for the upcoming term or how you would address existing issues
 - Sample caucus questions can be found on the CNH CyberKey

Caucus Procedures

- Convention program will include a caucus of each District
 - Members from each District will learn about the candidates for International Office
- One candidate in each caucus room at a time, as well as a designated moderator
- Candidates will be given a set amount of time in which they may give a speech and then use the remaining time to answer questions from delegates
- Each delegate may vote for one candidate for President, one candidate for Vice President, and from 7 to 11 candidates for Trustee
- The results will be announced at the Nominating Conference
- President and Vice President ballots will be narrowed down to the top two candidates
- International Trustee ballot will be narrowed down depending on the number of candidates
- Meet the Candidates will occur next
- Candidates will give a short speech and answer from a "fishbowl" of questions

House of Delegates

- This is when the final voting for positions will take place
- After the votes are collected, the outgoing International President and Vice President will announce the results

What CAN'T you do?

- Candidates are NOT ABLE TO:
 - Distribute any campaigning materials to either delegates or non-delegates
 - EXAMPLE: posters, flyers, gifts, social media advertisements
 - Ask others to promote their campaign
 - Publicly declare their candidacy
- If someone asks about your platform AFTER the release of the Candidate's Booklet, please direct them to the booklet on the CyberKey

What CAN you do?

- Candidates are ABLE TO:
 - Say "yes" when asked whether or not they are a candidate for international office BEFORE the release of the Candidate's Booklet

Violation

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

Acknowledgements

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*Thank you for
reading!*

