

## **DISTRICT TRUSTEES**

### 501. Campaign Policies for Trustees

Candidates will conform to the following ethical values; Honesty, Trustworthiness, Integrity, Good Character, Fairness, Caring and Respect. Candidates shall at all times conduct themselves and their campaigns in accordance with the basic rules of ethical conduct so as to uphold the good name of Kiwanis.

The following policies shall be followed in campaigning for the office of Trustee in the California-Nevada-Hawaii District of Kiwanis International. They are established to give an equal opportunity to function within good practice and to provide candidates the means of presenting their qualifications and getting personally acquainted with as many Kiwanians within their Region as possible.

#### 501.1 Announcement and Publicity

- A. Candidates for Trustee shall announce their candidacy in writing on or after October 1st of the Kiwanis Administrative Year during which the Trustee election will take place. This official notification of candidacy shall be in the form of a letter of intent from the candidate delivered to the current Trustee or, in the event there is no current Trustee, or if the current Trustee is a candidate for re-election as Trustee, such letter of intent shall be delivered to the current Lt. Governor of each Division within the Region in question.
- B. Once candidates have declared their candidacy, they will be considered a candidate until the candidate has delivered a written notice of withdrawal to the Chairman of the Regional Election Conference of the Region in question.
- C. District policies for campaigning for Trustee shall be sent to each announced candidate by the Chairman of the Regional Election Conference.
- D. The Governor, Governor-Elect, Immediate Past Governor, District Treasurer, District Trustees and all paid employees of the District Office and District Foundation shall not make any public endorsement in connection with any contested election for District Trustee, except when campaigning on their own behalf.
- E. The District Office shall not provide any mailing list information in connection with a Trustee election, nor shall it allow Trustee candidates booth space at any Mid-Year Conferences.
- F. An announced candidate for Trustee may send promotional materials to any Kiwanian within the Region in question after the current Trustee, or the Lt. Governors of each Division within the Region, as the case may be, have received official notification of the candidacy.

- G. A candidate, or any person on behalf of a candidate, shall not begin campaigning or raising funds for such candidacy until after the current Trustee, or the Lt. Governors of each Division within the Region, as the case may be, have received official notification of such candidacy.

501.2 Active and Personal Campaigning

- A. All candidates shall be responsible for the actions of their committees and supporters, and shall accept full responsibility for their campaigns.
- B. A campaign visit may be made to a Division function within the Region in question upon 72 hours prior notice being given to the Lt. Governor of said Division. Lt. Governors shall allow all candidates an equal opportunity to speak at Division Council meetings provided the Lt. Governor is given at least 72 hours prior notice of the candidate's visit.
- C. A campaign visit may be made to a Club function within the Region in question upon 72 hours prior notice being given to the Club president. Club presidents shall allow all candidates an equal opportunity to speak at a club meeting provided the club president is given at least 72 hours prior notice of a candidate's visit.
- D. Campaigning and/or campaign material of any kind is not permitted at the Governor's Official Visit to any Division or Region except when an election of the Trustee is scheduled for the same Regional Conference as the Governor's Official Visit.
- E. Candidates and their committee members shall promote only their candidacy and shall not campaign against any other candidate.
- F. Candidates shall not solicit nor allow the aid of members of Kiwanis Service Leadership Programs in their campaign.

501.3 Campaign Violations

Any alleged campaign violations shall be addressed to the Chairman of the Regional Election Conference for the Region in question. The Chairman shall consult with the Lt. Governors of that Region to determine whether a campaign violation has occurred and, if so, the appropriate remedy. The decision of the Chairman may be appealed to the Governor if a dispute remains. The Governor shall have final authority on the disposition of the matter.

502. Regional Election Conference

A Regional Election Conference shall be conducted in each Region whenever it is necessary to elect a Trustee using the following guidelines:

502.1 Timing of Regional Election Conference

CNH District bylaws provide that the election for trustee may take place “not earlier than the first week of the administrative year and not later than annual district convention preceding the expiration of the Trustee’s term...” (CNH Bylaws, Art. VII, Sect. 6). It is the strong preference of the CNH Board of Trustees that on or after the 1<sup>st</sup> day of November, and before the 1<sup>st</sup> day of May next preceding the expiration of the term of each Trustee, such Trustee shall schedule a Regional Conference for the purpose of electing a new Trustee from such Region. This preference for such an election date allows the District to plan for the orderly succession of Trustees and also provide for their training and education prior to assuming office. (06/18)

Notwithstanding the foregoing, in the event of a vacancy in the office of Trustee during any administrative year, a Regional Election Conference for the purpose of electing a new Trustee shall be held in accordance with the procedures set forth in this Section 502 within sixty (60) days after such vacancy occurs. (08/10)

502.2 Chairman of the Regional Election Conference

The current Trustee shall be the Chairman of the Regional Election Conference to elect such Trustee's successor; provided however, in the event the current Trustee is a candidate for an additional term as Trustee, or there is no current Trustee, the most recent past Trustee present and willing shall serve, or in the absence of a past Trustee, the meeting shall elect a delegate to conduct the elections. (06/18)

502.3 Duties of the Chairman

The Chairman of the Regional Election Conference shall be responsible for the conduct of an orderly election of the new Trustee according to the procedures set out in the District Bylaws and these Policies. The Chairman shall also certify the results of the election to the District Secretary immediately following the Regional Conference.

502.4 Notice of Regional Election Conference

The time and place of this meeting shall be designated by the **Chairman**. The president of each club in the region shall be notified at least thirty (30) days prior to the meeting. Past Governors, current and past Trustees, current and past Lieutenant Governors who are active members of a club in the region, as well as non-delegate club members, shall also be invited to the meeting and shall have the privilege of the floor, but shall be without **the right to** vote. (06/18)

502.5 Personnel of the Regional Election Conference

The Personnel of the Regional Election Conference shall consist of the President and President-elect of each Kiwanis Club within the Region, and one additional delegate, or their duly elected alternates, the Lt. Governor of each Division within the Region, and all Past Governors, Past Trustees, and Past Lt. Governors whose primary club is within the Region. (06/18)

502.6

Quorum and Voting at Regional Election Conference

- A. At least one delegate from a majority of clubs in the Region shall constitute a quorum. (06/18)
- B. Each club in the region is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate, as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members. The Past Governors, Past Trustees, Past Lt. Governors and current Lt. Governors in attendance shall each have the privilege of the floor without the right to vote unless they are acting as one of the three representatives from their primary Club.
- C. A Secretary and as many election tellers as are necessary under the circumstances shall be selected from the Conference Personnel identified in Section 502.5.
- D. Voting shall be by ballot only where there are two (2) or more candidates for the same position. A majority of all valid votes cast shall be necessary for elections. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the presiding officer shall be entitled to vote. (06/18)
- E. Nothing contained in this Section 502 shall preclude additional qualified candidates from being nominated from the floor of the Conference, **subject to such candidate satisfying the requirements stated in Section 502.7.**

502.7

Qualifications of Candidates

No person shall be eligible to serve as a Trustee unless such candidate: (i) has served, or is currently serving, as a Lt. Governor of a Division within this District; (ii) has been a member in good standing of a Kiwanis Club within this District for at least five (5) years prior to the election; (iii) is currently an active or senior member in good standing of a Club within the Region which is the primary Club of the candidate; (iv) has been endorsed as a candidate for Trustee by the primary Club of the candidate; and (v) has given assurances of the candidate's willingness and ability to carry out the duties and responsibilities of the office of Trustee. In addition, the Trustees and candidates for District Trustee shall have and maintain a clear criminal history background check conducted by the Cal-Nev-Ha District by an approved vendor of Kiwanis International.

502.8

Principles for Conducting Regional Election Conference

The conduct of the Regional Election Conference shall be guided by the principles, traditions and precedents of Kiwanis International in its election of officers and shall particularly consider the qualifications, ability, service and experience in Kiwanis of each proposed candidate for Trustee. "Robert's Rules of Order, Newly Revised" shall be the

parliamentary authority on all matters of substance or procedure not specifically covered in the District Bylaws or these Policies.

503

Duties and Responsibilities of District Trustees

The Trustee shall have the following duties and responsibilities:

- A. To attend and be prepared for all meetings of the District Board of Trustees during the Trustee's term of office;
- B. To attend the International Convention and District Convention immediately preceding the term of office of the Trustee;
- C. To attend **all of** the Trustee training conferences scheduled during the term of office of Trustee;
- D. To attend the Mid-Year Conferences, District Conventions and International Conventions during the term of office of the Trustee;
- E. To attend at least two Division Council Meetings of each Division within the Trustee's Region during each administrative year during the term of office of the Trustee; (02/18)
- F. To complete and file all reports as are required by the District during the term of office of the Trustee;
- G. To organize and preside over as Chairman the Regional Election Conference to elect the Trustee's successor in accordance with Section 502; (03/10)
- H. To organize each year during the Trustee's term of office and preside over one or more Regional Training Conferences, one of which may also be the Governor's official visit. The date of such Conferences shall be subject to the approval and consent of the Governor. (03/10)
- I. To review and comply with the Bylaws and Policy Manual of the California-Nevada-Hawaii District.
- J. Subject to the Kiwanis International Bylaws and Policies, District Bylaws and California Non Profit Public Benefit Corporation Law, manage the activities and affairs of the District and exercise all corporate powers of the District as a member of the District Board of Trustees.
- K. Perform such other duties and responsibilities as usually pertain to such office, or as may be designated by the Governor or the District Board of Trustees.

504.

Removal of Trustee and Filling Vacancy

504.1 Removal of Trustee

A Trustee may only be removed from office by the Board of Trustees in accordance with the provisions of Article XIII of the District Bylaws.

504.2 Resignation of Trustee

A Trustee may resign his/her office by delivering a written resignation to the Governor and the District Secretary at the District Office. Such written resignation shall state the date upon which the Trustee requests such resignation to be effective. Such resignation shall be finally determined by the District Board of Trustees at its next meeting.

504.3 Filling Vacancy in Office of Trustee

In the event of a vacancy in the office of Trustee during the term of such Trustee, the Governor shall notify the then current Lt. Governors of the Divisions within the affected Region that a replacement Trustee may be elected to fill the unexpired term of such vacant office by means of a Regional Conference to be held in accordance with the provisions of Policy Section 502 within sixty (60) days after the date of such vacancy. If a replacement Trustee is not elected within such sixty (60) day period, the Governor shall appoint a qualified member of a chartered club within the affected Region to fill the unexpired term of such Trustee, subject to the approval of the District Board of Trustees at its next meeting.

503. Notice Methods

For purposes of any writing or notice that is required to be delivered, sent or given pursuant to any provision of this Section 500, such writing may be delivered by (1) United States mail, first class postage prepaid, (2) facsimile transmission, or (3) electronic mail; provided however, in the case of (2) and (3) above, a method of confirmation of receipt by the addressee must be available that creates a record that is capable of retention, retrieval and review and that may thereafter be rendered into a clearly legible tangible form.