

CAMPAIGN POLICIES AND CONDUCT FOR DISTRICT OFFICE OTHER THAN DISTRICT TRUSTEES

INDEX

- 191. Campaign Policies and Conduct for District Office other than District Trustees (02/09)
 - 191.1 Announcement and Publicity
 - 191.2 Information on Conferences, Conventions and General Campaigning
 - 191.3 Active and Personal Campaigning
 - 191.4 Limitations on Campaigning
 - 191.5 Campaign Ethics Committee

CAMPAIGN POLICIES AND CONDUCT

FOR DISTRICT OFFICE OTHER THAN DISTRICT TRUSTEES

191. Campaign Policies for District Office other than District Trustees (Section 501) (02/09)

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 offices other than 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 for presenting their qualifications and getting personally acquainted with as many Kiwanians as possible. (3/08)

191.1 Announcement and Publicity

- A. Candidates, with the exception of candidates for the office of Lieutenant Governor shall announce their candidacy in writing on or after October 1st of the administrative year during which the election will take place. This official notification of candidacy shall be in the form of a letter of intent delivered to the District Secretary/Executive Director by the candidate. Notification of the announcement will be sent to the District Board of Trustees in the next communication. (02/09) Said notification may be sent via email.
- B. Once candidates have declared their candidacy, they will be considered a candidate until the District Secretary/Executive Director has received a formal written withdrawal. The District Secretary/Executive Director shall acknowledge receipt of the withdrawal. Notification of the withdrawal will be sent to the District Board of Trustees in the next communication. (02/05)
- C. A candidate for District Office (with the exception of the office of Lieutenant Governor) shall neither announce nor campaign directly or indirectly for District Office until October 1 of the Kiwanis Administrative Year in which the election will occur. (08/03)
- D. District policies for campaigning shall be sent to each announced candidate by the District Office. (07/98)
- E. The Governor, Governor-elect, Immediate Past Governor, District Treasurer, District Trustees and all paid employees of the District Office shall not make any public endorsement in connection with any contested District election, except when campaigning on their own behalf. (02/09) Disparaging statements about any candidate are prohibited.
- F. When requested by an announced candidate, the District Office shall provide an electronic database of the following: Trustees, Lieutenant Governors, Lieutenant Governors-elect, Club Presidents, Club Secretaries, District Committee Chairs, Past District Governors and Immediate Past Lieutenant Governors. At the option of the candidate, the District Office shall provide two (2) free sets of mailing labels in lieu of the database file. (03/08)
- G. An announced candidate may send promotional materials to any Kiwanian after the District Secretary has received official notification of candidacy. (07/98)
- H. The District Secretary will invite candidates as observers to any meeting of the following

committees of which they are not a member: Bylaws and Policies, Finance, Realignment and Strategic Planning. (02/05)

- I. A candidate, or a person on behalf of a candidate, shall not begin campaigning or raising funds for the candidacy until after the District Secretary has received official notification of candidacy. (02/05)

191.2

Information on Conferences, Conventions and General Campaigning

- A. Convention site campaign activity shall only be conducted at the candidate's convention space and the candidate's own hospitality suite. Convention site is defined as hotel or convention center function space and adjoining hallways and foyers. Candidates will assure that campaign supporters and workers do not block entry and exit ways to convention facilities. Each candidate for District Office (other than Lieutenant Governor, Treasurer or Trustee) will be provided with one standard cost-free space at the Mid-Year Conference(s) and District Convention. Promotional material and upkeep of the space shall be at the candidates' own expense. (08/12)
- B. The author of any campaign communication must be clearly identified. (07/98)
- C. All campaign material shall be prohibited on stage during any convention or conference session and by presenters at any seminar and when on duty on behalf of any of the following committees: Host Committees, Registration, Credentials, Pride in Kiwanis, Elections and Sergeant-At-Arms. (08/12)

191.3

Active and Personal Campaigning

- A. All candidates shall be responsible for the actions of their committees and shall accept full responsibility for their campaigns. (02/05)
- B. A campaign visit may be made to a division function, other than the division of the candidate's primary club, only by written invitation from the Lieutenant Governor. If an invitation is extended to one candidate, that candidate must inform the Lieutenant Governor extending the invitation that all candidates for the same office must be invited to the same meeting. (02/05)
- C. A campaign visit may be made to a club function, other than the clubs in the candidate's primary club division, only by written invitation by the club president. If an invitation is extended to one candidate, that candidate must inform the club president extending the invitation that all candidates for the same office must be invited to the same meeting. (02/05)
- D. Campaigning and/or campaign material of any kind is not permitted at the Governor's Official Visit. (03/08)
- E. A candidate and committee members shall promote only their candidacy and shall not campaign against any other candidate. (07/98)
- F. Candidates shall not solicit or allow the aid of members of Kiwanis Service Leadership Programs in their campaign. (02/05)
- G. Candidate Campaign Chair will provide the Elections Committee and District Secretary/Executive Director with a list of all their campaign committee members before the commencement of campaigning.

191.4 Limitations on Campaigning (06/20)

- A. Candidates for the office of Governor-elect who are certified by Kiwanis International to conduct CLE training shall not, after the announcement of their candidacy, continue to act as a CLE trainer until after the election for the office that such candidate may seek.
- B. Candidates for the office of Governor-elect shall not, after the announcement of their candidacy, conduct campaign activities or publicize their candidacy at SLP conventions, conclaves, or events until after the election for the office that such candidate may seek.

191.5 Specifically prohibited activity (8/20)

- A. Candidates shall not distribute any flyers, posters, cards, e-mails, social media posts, direct mail pieces via USPS or private carrier, or any other communications whether physical or electronic in connection with their candidacy that includes photographs or images of any District Officer, any Kiwanis International Officer, any paid employee of the California Nevada Hawaii District of Kiwanis International, or of any member of any SLP Club in Kiwanis International. Such photographs or images could be misconstrued as an endorsement, which is specifically prohibited elsewhere in this section.
- B. The District reserves the right to augment or supplement this listing of specifically prohibited activities at any time. The items enumerated above shall not be considered the exclusive list of prohibited activities.

191.6 Violations of Campaign Policies - Campaign Ethics Committee (8/20)

- A. The sole remedy for campaign policy violations is to report the alleged violation to the District Governor or District Secretary, as outlined herein.
- B. Any person who observes what they believe to be a campaign policy violation shall file a written complaint with the District office. All complaints regarding alleged violations of the campaign policies outlined above shall be delivered in writing to the Governor or District Secretary/Executive Director, in person or by mail or electronic delivery at the District Office and shall be signed by the witness to the alleged violation. The complaint regarding the alleged violation(s) shall provide specific details for example, the date, time, place, identity of those involved, and what was said or done in violation of the campaign policies outlined above, referencing the specific violation and/or policy violated. Anonymous complaints will be rejected, and no further action will be taken with respect to them.
- C. Upon receipt of a written allegation of a violation of the campaign policies outlined above, the Governor shall appoint a Campaign Ethics Committee ("Committee"). This committee will have a minimum of five (5) members. The chairman will be named by the Governor, and shall be a member in good standing of any Kiwanis Club in the District. The committee will include a Chair, two (2) currently sitting District Trustees and two (2) Past District Governors, none of whom should be a declared candidate for any office. If the allegations are made against the sitting District Governor, then all the powers and functions of the Governor outlined in this section shall instead be carried out by the Governor-elect. A quorum for the Committee will be four (4) members. Any abstention vote will be considered a "no" vote.
- D. The committee will conduct a preliminary investigation of all alleged campaign policy violations which it receives from the Governor within 10 days of the receipt of the written complaint. The

Committee shall make an initial determination regarding whether to conduct a formal hearing regarding the alleged campaign policy violations. The Committee will report their findings in writing to the Governor as soon as is reasonably possible, but in no event later than 21 days after the receipt of the written complaint by the Committee. (08/20)

- E. If the Committee recommends conducting a formal hearing, or if the Governor instructs the Committee to conduct a formal hearing regardless of the recommendation of the Committee, the Committee, in conjunction with the Governor and the District Secretary, shall set a date for a hearing within 15 days of the written report to the Governor. Written notice of the hearing will be given by the District Secretary to each member of the Committee, the Candidate and, if applicable, the alleged violator(s). The Candidate and/or alleged violator(s) shall receive a copy of the complaint made against them at least one week before the day of the hearing and be permitted the opportunity to provide evidence in their defense, but shall not be present during the Committee deliberations. The Committee will make a written report of its findings to the Governor within 5 days of the hearing and may recommend that the Governor take one of the actions outlined in section 191.5 E below. If the Committee is not unanimous in its findings, the Committee members in the minority may make their own report to the Governor. (08/20)

- F. The Governor shall review the findings of the Committee and take one or more of the following actions:
 - 1. No action based on no violation.
 - 2. Acceptance of an oral or written apology from the candidate and/or violator(s).
 - 3. A private reprimand given to the candidate and/or violator(s).
 - 4. A public reprimand notifying the District Board and/or the delegate body of the individuals violating the campaign policies.
 - 5. A written cease and desist order. (02/05)

- G. The Candidate, violator(s), or the Committee, each have a right to appeal from the action to be taken by the Governor to the District Board of Trustees. However, if the Committee wishes to appeal, it must do so by majority vote. If a District Board meeting is not scheduled prior to the end of the current or next District conference or convention, the right of appeal shall be to an ad hoc committee appointed by the Governor and consisting of the Governor, the Governor-Elect, Immediate Past Governor, District Secretary/Executive Director, District Treasurer, at least two (2) Trustees and at least two (2) Past Governors. The decision of the District Board of Trustees, or of the ad hoc committee, shall be final. (03/08)

- H. The District Board of Trustees will be advised of the Governor's action at the next board meeting. (02/05)