

PROTOCOL/SUGGESTIONS FOR KAY LEADERSHIP ELECTIONS

SPRING ELECTIONS

Elections for KAY officers are to take place in the spring of the school year.

The month of April is suggested for the following reasons:

- Provides opportunity to identify key leaders at completion of year's service activities
- Allows time for newly elected officers and appointed board members to make plans to attend KAY Leadership Camp
- Provides time for election process before a typically "busy" month of May
- Allows time for a late-month Board Retreat with out-going and in-coming officers and board members and the sponsor(s)
- Provides time to have Installation of Newly Elected Leadership at an End-of-the Year "Celebration, Appreciation and Recognition" event

IDENTIFYING POTENTIAL LEADERS

The nominating committee shall begin the process by identifying the **Five "A's"**:

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|---------------------------------------|--|
| * Assessment of needs: | What positions are needed in our club? |
| Assets on hand: | Who is available to serve? |
| Ability of candidates: | Who is able to serve? |
| Attitude of candidates: | Who is willing to serve? |
| Accomplishments of candidates: | Who gets things done? |



*NOTE: It is not necessary to fill all board positions as outlined in the KAY constitution. Some clubs combine positions (example: Service Directors could be 2-4 students assigned to all 4 areas of service, etc.)

ESTABLISHING EXPECTATIONS FOR LEADERSHIP POSITIONS

What are your expectations for your club leaders? It is important to make sure that candidates understand their job responsibilities and duties before the election/appointment process. If they are not able to devote the time and energy needed for the position, they should be removed from consideration.

Some leadership characteristics to consider are:

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|---------------------------------------|------------------------------|----------------------|
| ▶ Dependability/Responsibility | ▶ Positive Attitude | ▶ Team member |
| ▶ Leadership by Example | ▶ Proven track record | ▶ Commitment |

(Please see Officer Agreement Form in the KAY Handbook, Section 1)

NOMINATIONS/ELECTIONS (OFFICERS)

● **A nominating committee (HS Clubs):** shall consist of 1 senior, 2 juniors, 1 sophomore & 1 freshman appointed by the president & sponsor from the general club membership, & 2 members from the current board of directors.

● **A nominating committee (MS):** shall consist of 3 eighth graders and 2 seventh graders appointed by the president & sponsor from the general membership, & 2 members from the current board of directors.

● **The president shall** act as the chairman of the nominating committee

● **The committee shall** nominate 2 members for each of the four different offices: president, vice president, secretary, treasurer

● **Members nominated shall** be contacted by the sponsor about their willingness to perform the duties of the office for which they have been nominated (see "Establishing Expectations" above).

● **Members of the KAY club shall** elect their officers by a majority vote. Voting shall take place on a school day and be done by secret ballot.

APPOINTMENT OF BOARD MEMBERS

All board members who are not elected by the club membership are appointed by the retiring president, retiring vice president, and the 4 newly elected officers. The appointments shall be approved by the sponsor(s).

NOTE: Consideration should be given to officer candidates defeated in the general election and members with interest and a proven leadership record.

THOUGHTS ON CLUB LEADERSHIP

It is permissible to deviate from the election criteria to fit the needs and leadership make-up of a club. Some ideas include:

President-

1. After nominating 2 qualified candidates for president, conduct the election. The top vote getter will become the president, and the runner-up will become the vice president
2. HS-Some clubs only consider juniors for the office of president. Reasons given: a. senior year is busy/hectic, not good devotion to position; b. past president (sr.) can mentor jr. president
3. Co-presidents to spread the load can be effective if the 2 students get along well & communicate

Vice President-

Some clubs elevate the vice president to the position of president the following year. This can be a good thing if the President and VP work closely together. This can also be disastrous if clubs don't choose well.

Board Positions-

Some board positions may be combined or have more than one student assigned. Some clubs have identified the senior member to head the committee/area during first semester, with the underclassman assuming the key leadership role during the second semester. Reason:

- a. Seniors are more productive and dependable 1st semester
- b. Underclassmen are gaining valuable training for future leadership in the club.



YOU MUST SELECT THE RIGHT LEADERS FOR YOUR ORGANIZATION.

**If you select well, the benefits are multiplied and seem nearly endless.
If you select poorly, the problems are multiplied and seem endless.**