

# 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"**:

- \***Assessment** of needs: What positions are needed in our club?
- Assets** on hand: Who is available to serve?
- Ability** of candidates: Who can 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:

- ▶ **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 1<sup>st</sup> semester
- b. Underclassmen are gaining valuable training for future leadership in the club.

