

Guidelines for Electing Officers

Election considerations

- **Officer roles.** There are four officers: president, vice-president, secretary/recorder and treasurer.
 - ✓ The *president* collaborates with other officers and Keystone advisor to plan meetings and create an agenda, to facilitate meetings and follow up on the work of other officers and committee leads.
 - ✓ The *vice-president* collaborates with other officers and Keystone advisor to facilitate meetings when president is absent, assist president and take care of physical arrangements for meetings.
 - ✓ The *secretary/recorder* takes notes at meetings, maintains an up-to-date roster and record of attendance, keeps a record of projects, activities and events (including news articles, photos and videos) and facilitates meetings in the absence of the president and vice-president.
 - ✓ The *treasurer* keeps a record of all money received and paid by the Club, works closely with the Keystone advisor to make sure money is deposited for safekeeping and collaborates with other officers, Keystone advisor and other Keystoners to develop a budget.

- **Giving everyone a chance to serve.** All Keystoners should have a chance to serve as officers.
 - ✓ Any Keystoner can run for an office.
 - ✓ To meet charter requirements, Keystone Clubs are required to elect all four officers each year.
 - ✓ Clubs can create “shared” offices so two people can serve in one role and learn from each other.
 - ✓ Clubs also can have elected officers mentor other Keystoners to serve as officers in the future.
 - ✓ New Keystoners should run each year to give everyone a chance to serve in an officer role.

- **Collaboration.** Officers collaborate in the day-to-day management of the Keystone Club.
 - ✓ Officers work together to plan and facilitate meetings and oversee projects and events.
 - ✓ The Keystone advisor partners with officers in planning, budgeting and other important duties.

- **Holding elections.** Depending on your Club, elections should be scheduled at different times.
 - ✓ If your Club is just getting started, hold elections at the second meeting, after Keystoners have had a chance to get to know each other.
 - ✓ The Keystone advisor can partner with one or two Keystoners to facilitate the election process.
 - ✓ If your Club is established, hold elections two to three weeks before renewing your charter.
 - ✓ For established Clubs, existing Club officers can facilitate the election process.

- **Respect for all members.** It is important to be respectful of all members’ aspirations.
 - ✓ Show respect for all Keystoners who run for office.
 - ✓ Keep in mind that those who don’t win may be disappointed.
 - ✓ During the nominations, emphasize that there are many ways to lead in Keystone, and everyone has a valuable role to play.
 - ✓ Stress to teammates that, if they aren’t chosen at this time, they’ll have many other opportunities.

Process for electing officers

Each Keystone Club designs its own election process. Depending on the size and interests of your Club, there are many ways to hold elections. Here are the basic steps to follow as you design your election.

1. **Decide how much time to devote.** For example, you could have one meeting for candidates to express interest, one meeting for nominations, one meeting for candidates to do a presentation, and one meeting for voting—or you could do all of these in one meeting.
2. **Consider officer qualifications.** Decide whether you want officers to have certain qualities and, if so, set requirements for each. For example, you may want someone with confidence and speaking ability for president or a “detail” person for secretary. Or you may want to allow equal access to roles.
3. **Announce the election.** This can be as simple as introducing the topic in a meeting and asking who is interested in running for an officer position. Another option is to post officer positions on a bulletin board (use page 2 of the [Leadership Roles](#) resource), with instructions for how to express interest.
4. **Give Keystoners a chance to express their interest.** Keystoners consider the various positions, decide which one they are interested in and communicate their interest to the team. They can do this by speaking up at a meeting or by letting the team know in writing.
5. **Announce nominations.** Let the team know the names of Keystoners interested in running for an officer position—as well as when and how nominations will be made—so they have a chance to think about the person they would like to nominate.
6. **Nominate candidates.** When it’s time for nominations, review each officer role and the names of interested Keystoners. Allow members to nominate their peers. Decide on candidates for each role.
7. **Let candidates speak.** Give nominated candidates a chance to speak about why they want to be in a particular role, the leadership qualities they bring to the job and the skills they want to learn.
8. **Vote on candidates.** Choose the voting method. For example:
 - Keystoners put their heads down and, while you read the names of the candidates, they give a thumbs-up or a thumbs-down.
 - They can vote by secret ballot, with each Keystoner writing the name of their preferred candidate.
 - Candidates can leave the room, and the team can have a conversation about each and come to a consensus about the best person for each role.
9. **Tally the votes.** If using written ballots, give the ballots to the Keystone advisor, who will count the number of votes in the presence of all members.
10. **Announce the winners.** The candidate receiving the highest number of votes for each office wins.