

**TO: 2017-18 LIEUTENANT GOVERNORS**

**GUIDELINES FOR**

**ELECTION OF THE 2017-18 LIEUTENANT GOVERNOR**

**AND LIEUTENANT GOVERNOR-ELECT**

Under your district bylaws, it is your responsibility to call a meeting of clubs for the purpose of electing a new lieutenant governor and lieutenant governor-elect for 2017-18. This conference must be held **no later than your district convention, but in most districts, it is traditionally held by mid-April.**

District bylaws provide how this meeting is called and the procedures to be followed. The following information is based on the **Standard form for District Bylaws**, Article VII, Section 4. Your own district bylaws may vary slightly, so consult your district secretary.

**IN ADVANCE OF THE CONFERENCE**

1. Notify all club presidents and all club president-designates, all past lieutenant governors, (current and past district trustees, if any), and all past governors who are currently members of clubs in the division about the time and place of the elections meeting, and urge their attendance. Copies of the notification should also go to club secretaries.
2. Instruct each club president that he/she and the club president-designate should attend the conference as two of the club’s voting delegates, and the club should select a third delegate as well. The club should also select three alternate delegates to represent the club in case one of the original delegates cannot attend.
3. Alert all clubs to be prepared to make a nomination if the club has a candidate for lieutenant governor or lieutenant governor-elect.
4. Check in advance to make certain that **at least a majority of the clubs will be represented** by at least one voting delegate; otherwise, the meeting is not valid and the division cannot proceed with nominations and election.
5. Make every effort to assure in advance that there will be at least one nominee for **2017-18** lieutenant governor and at least one for lieutenant governor-elect. **Any person submitted as a candidate or placed in nomination from the floor must meet any criteria or qualification required by the district bylaws and must give his/her consent and agree to carry out the responsibilities of the office if elected**. Many divisions obtain this consent and assurance in writing in advance of the conference.

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**AT THE CONFERENCE**

**Chairman:** The person conducting the elections is usually the current lieutenant governor, but may be someone else as designated in your district’s bylaws. If the presiding officer is absent or ineligible to serve, the meeting will elect a club delegate as chairman.

**Quorum:** At least a majority of clubs in the division must be represented by at least one club delegate each in order for quorum to be met and for the elections to be considered valid.

**Privilege of the Floor:** Club delegates; non-delegate club members in attendance; the current lieutenant governors and past lieutenant governors of your division; current and past district trustees from your division (if any); and past governors of your district who are currently members of clubs in your division all may make comments during the meeting.

**Eligible to Vote:** Only club delegates may vote. Alternates may only vote if they have been designated to take the place of an original delegate. There are no delegates-at-large for division election meetings. The lieutenant governor may vote only to break a tie.

**SUGGESTED AGENDA**

1. Call to Order
2. Designations of a recording secretary and an elections committee (tellers to count the votes)
3. Roll call of clubs and identification of club delegates
4. Verification that at least a quorum is present
5. Explanation of the nomination and election procedure (as stated below)
6. Nominations for the office of **2017-18** lieutenant governor
7. The lieutenant governor-elect, if any -- the person elected the previous year -- is announced as the sole candidate for lieutenant governor, although additional nominations may be made from the floor.
8. Any person having the privilege of the floor may nominate a candidate provided that such candidate meets any criteria or qualifications stated in the district bylaws and has given consent to be nominated and an assurance that he/she will carry out the responsibilities of office if elected.
9. Balloting for the office of **2017-18** lieutenant governor
10. If there is only one candidate, he or she may be elected by voice vote.
11. If there are exactly two candidates, voting shall be by ballot. Each club delegate should be given one ballot and should vote for one candidate only.
12. If there are more than two candidates, voting shall be by ballot as above. However, if no nominee gets a majority of the valid votes cast on the first ballot, then the nominee receiving the fewest number of votes is eliminated from the ballot and a new ballot is taken. This procedure should be followed until one nominee receives a majority vote. In the event of a tie vote on any ballot, the lieutenant governor is entitled to vote.
13. Nominations and balloting for the office of **2018-19** lieutenant governor-elect
14. Follow the same process as stated in steps 6 and 7.

**AFTER THE CONFERENCE**

**Immediately following the election meeting,** it is the responsibility of the **2016-17** lieutenant governor to certify the results of the election to the district secretary on forms provided by the district.

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