DELEGATE INFORMATION

to the

House of Delegates
69th Annual Convention
Key Club International

Saturday, July 7, 2012
Hilton – Walt Disney World
Grand Ballroom

Delegate check-in at 12:00 Noon
Call to Order at 12:30 PM

The following items are required for delegate entry into the House of Delegates:

- Convention Name Badge
- Delegate Wrist Band

Instructions to delegates:

1. Bring a writing utensil to the House of Delegates.
2. Do not mark any ballot until instructed to do so.
3. Any improperly marked ballot will not be counted.

Standing Rules for the House of Delegates
Key Club International Convention

Rule 1 - The official language of this Convention shall be English.

Rule 2 - Only delegates with official delegate credentials may present or speak on motions and vote.

Rule 3 - Only delegates may be seated in the area designated for delegates. Access by non-delegates shall be limited to those designated by the Director of Key Club International.

Rule 4 - The House of Delegates shall remain open. Delegates shall be allowed to leave and re-enter; however, ballots and/or electronic keypads shall not leave the House.

Rule 5 - Delegates may not leave or enter the House of Delegates while any vote is being taken.

Rule 6 - The maker of a motion shall be entitled to speak first in support of such motion or may immediately yield the floor to another delegate.

Rule 7 - No delegate may speak more than three minutes at a time unless allowed to do so by the orders of the day or by a majority vote of the delegates.

Rule 8 - No delegate may address the assembly a second time on the same question until all delegates who desire to speak on the topic have spoken.

Rule 9 - Debate shall alternate between those speaking for and those speaking against a motion.

Rule 10 - Microphones shall be designated by number. Speakers for the main motion shall use the odd-numbered microphones, and speakers against the main motion shall use the even-numbered microphones. The chair will recognize microphones in rotating order.

Rule 11 - A delegate shall not speak for or against a motion and move to close debate on the same recognition.

Rule 12 - Debate on any proposed resolution or amendment to the Bylaws, including all amendments thereto, shall not exceed 20 minutes.

Rule 13 - A motion to move the previous question shall not be in order until ten (10) minutes of debate has taken place or all microphones are clear.

Rule 14 - Any main motion or amendment shall be written in English, signed by the maker, and presented to the Director before it is moved.

Rule 15 - A member of the Sergeant-at-Arms Committee shall be positioned at each microphone to relay to the chair priority motions, such as a point of order, a request for information, etc.

Rule 16 - Candidates for the offices of President, Vice-President and Trustee shall be allowed to address the House of Delegates as set forth below:

President – 3 minutes
Vice-President and Trustee – 1 minute

Rule 17 - Any of the above rules may be suspended by a two-thirds (2/3) vote.

Rule 18 - *Roberts Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution and Bylaws of Key Club International, the Board Policies and these standing rules.

Proposed Amendments

TO THE HOUSE OF DELEGATES
69TH ANNUAL CONVENTION
KEY CLUB INTERNATIONAL
ORLANDO, FLORIDA

Amendment #1
Presented by the Key Club International Board of Trustees

ARTICLE V. ORGANIZING AND CHARTERING OF CLUBS
Section 1. A Key Club may be established in a high school or equivalent educational institution upon the petitioning by a Kiwanis club, **if applicable,** or **Key Club** district which agrees to provide sponsorship for the proposed club according to the Policies and Procedures of Kiwanis International.

Section 2. A Key Club may be established only with the approval and support of the high school principal, **if applicable**. The principal and sponsoring Kiwanis club, **if applicable,** shall determine the number of charter members of the club according to the size and conditions of the school in which the club is to be established. The principal shall select or approve all charter members of the club and shall approve of the selection of all future members. He/She shall have full authority over all functions of the club.

Section 3. Before a Key Club may be formed at least 15 students ~~of the high school~~ eligible for membership and approved by the principal, **if applicable,** must be willing to join the proposed Key Club and accept responsibilities of club membership. The director of Key Club International shall have the authority to waive these requirements if evidence of hardship is presented.

Section 4. After the members of the proposed Key Club have adopted the Standard Form of Club Bylaws, with only such modifications as may be approved by the director of Key Club International, elected officers, appointed committees and completed club organization, the sponsoring Kiwanis club, **if applicable, or advisor of the club** shall submit to Key Club International the standard new club petition form and any required fees.

Amendment #2
Presented by the Key Club International Board of Trustees

ARTICLE VI. CLUB OPERATIONS

Section 5. Each club shall hold **meetings** ~~one meeting per week on such a day and~~ at such a place as shall be determined by the board of directors. It may hold other such meetings as the board of directors or membership may desire. ~~In the event that unusual conditions prevent a weekly meeting, a club, upon receiving permission from the principal, or his/her designee, may hold one meeting per two week period.~~

Amendment # 3
Presented by the Key Club International Board of Trustees

ARTICLE VI. CLUB OPERATIONS

Section 6. In fulfilling the objectives of Key Club International, each club should participate in the Major Emphasis ~~Program~~ and other service and leadership development programs endorsed by the organization.

Amendment #4
Presented by the Key Club International Board of Trustees

ARTICLE XIII. BOARD OF TRUSTEES

Section 2. The Board of Trustees may, without meeting together, transact business by voting upon proposed resolutions mailed to them by the director of Key Club International. If within 20 days thereafter a majority of the regular membership of the Board of Trustees shall send to the director of Key Club International its vote in favor of any such resolution, the resolution shall be deemed carried; otherwise it shall fail. No such affirmative action shall go into effect for ten days after the director, by ~~registered~~ **physical or electronic** mail, shall have sent to each member of the Board of Trustees a report of the tabulated result of the vote. The ballots received shall be destroyed at the following meeting of the Board of Trustees.

Amendment #5
Presented by the Key Club International Board of Trustees

ARTICLE XVI. DELEGATES AND DELEGATES AT-LARGE
Section 1. Each Key Club in good standing with Key Club International and its respective district shall be entitled at any Key Club International convention to two voting delegates, two alternate voting delegates and as many non-voting delegates as may be allowed by the director and Board of Trustees. **Key Clubs in non districted regions shall have the same rights and privileges as other Key Clubs as long as they are in good standing with Key Club International.**

Amendment #6
Presented by the Key Club International Board of Trustees

ARTICLE XVI. DELEGATES AND DELEGATES AT-LARGE
Section 3. The immediate past district governors, ~~and~~ the official members of the international council, namely the Board of Trustees and the district governors, **and any past international officer who is a current member** shall be voting delegates-at-large to all international conventions.

Amendment #7
Presented by the Key Club International Board of Trustees

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS
Section 6. The president shall give notice of, and cause to be held, a nominating conference of representatives of the various districts to determine and submit to the convention its

recommendations for the several offices from among the nominations. The conference to be constituted and to proceed as follows:

D. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of president, vice president and trustees of Key Club International to be submitted to the convention in the following provisions:
1. Each district shall vote by written ballot the percentages obtained at the conclusion of its caucus. Percentage points will be totaled from all districts by the secretary and tellers of the nominating conference.
2. From the nominations made by the convention the conference shall select two candidates for each of the offices of president and vice president, as its recommendations for submission to the convention for voting. No person shall be submitted to the conference as a candidate for any office without the consent of such person being first obtained.
3. The conference shall next proceed to the consideration of candidates for the office of Trustee. If the nominating conference so desires, these selections of trustee candidates to be submitted to the House of Delegates may include either none or both of the presidential and vice presidential candidates previously selected by the nominating conference, or both of either the presidential or the vice presidential candidates previously selected by the nominating conference. Hence, those dually nominated candidates' names shall appear on the ballot twice. The conference shall determine the number of candidates to be selected by it and submitted to the convention **with the final ballot to include no more than 18 candidates.**, ~~provided, however, the number so selected and submitted shall be in accordance with one of the following options:~~
~~a. In the case that no presidential or vice presidential candidates become dually nominated, the number so selected shall not be less than the number to be elected plus one and not more than the number to be elected plus three; or~~
~~b. In the case that either the presidential or vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus three, for a total of 14 nominees; or~~
~~c. In the case that all of the presidential and vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus five, for a total of 16 nominees.~~

Amendment #8
Presented by the Key Club International Board of Trustees

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS
~~**Section 14.** The procedure set forth in the preceding sections may be changed or modified if a majority voting delegates and delegates-at-large approve such change and if such change has the approval of the Kiwanis International board counselor.~~

Amendment #9
Presented by the Key Club International Board of Trustees

ARTICLE XIX. VACANCIES IN OFFICE

Section 6. In the event the executive committee recommends removal of a member of the board, written notice shall be provided to the officer. Such notice shall cite the reason(s) for removal and provide appropriate documentation. The board may consider a recommendation for removal at any regular meeting or a meeting convened and conducted via **alternative means that allows every board member the opportunity to participate fully being able to hear and speak to the**

best of his/her ability. ~~electronic media.~~ A two-thirds majority vote of the entire board shall be required to remove an officer.

Amendment #10
Presented by the Key Club International Board of Trustees

ARTICLE XX. COMMITTEES
Section 1. The Key Club International board shall be organized into ~~no less than four standing~~ committees as provided in this Article and the Key Club International Board Policies.

Section 3. The ~~standing~~ committees shall consist of as many members as the president deems necessary, one of whom shall be appointed by the president as chair and confirmed by vote of the Board of Trustees.

Section 5. The duties of all ~~standing~~ committees, shall be ~~defined~~ **published by September 1st or within 60 days of formation of the committee by the Key Club International President with the approval of the Key Club International Board of Trustees.** ~~in the Key Club International Board Policies~~. All other committees shall be created or dissolved and have their duties defined by the Board of Trustees.

Amendment #11
Presented by the Key Club International Board of Trustees

ARTICLE XXI. OFFICIAL PUBLICATION

~~**Section 3.** The subscription price of the official publication of Key Club International shall be fixed by the Board of Trustees and shall be payable with the annual dues.~~

Section ~~4~~ 3. Each club shall collect from each of its members the subscription price of the official publication as part of the regular membership dues. ~~Such subscription shall be duly entered upon the books of the club in a special subscription account, and the subscriptions for the official publication shall be forwarded to the director of Key Club International.~~

Amendment #12
Presented by the Key Club of Washington Township High School - Indiana

ARTICLE XVIII NOMINATION AND ELECTION OF OFFICERS

Section 6. 3. The conference shall next proceed to the consideration of candidates for the office of Trustee. ~~If the nomination conference so desires~~, these selections of trustee candidates to be submitted to the House of Delegates may **not** include ~~either none or~~ both ~~of~~ the presidential and vice presidential candidates previously selected by the nominating conference, ~~or both of either the presidential and vice presidential candidates previously selected by the nominating conference. Hence, those duly nominated candidates' names shall appear on the ballot twice~~. The conference shall determine the number of candidates to be selected by it and submitted to the convention, provided, however, the number so selected and submitted shall be in accordance with ~~one of~~ the following ~~options~~:

a. ~~In the case that~~ No presidential or vice presidential candidates **shall** become dually nominated. The number **of Trustee candidates** so selected **to go on to the House of Delegates ballot** shall ~~not~~ be ~~less than the number to be elected, plus one and not more than~~ , the number to be elected, **eleven (11),** plus three **(3) other nominees, for a total of 14 Trustee nominees on the second ballot**: ~~or~~
~~b. In the case that either the presidential or vice presidential candidates become dually nominated, the number so selected and submitted shall not be less that or more than the number to be elected plus three, for a total of 14 nominees; or~~
~~c. In the case that all of the presidential and vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus five, for a total of 16 nominees.~~

Amendment #13
Presented by the Key Club of Washington Township High School - Indiana

ARTICLE XVIII NOMINATION AND ELECTION OF OFFICERS
Section 3. The president of Key Club International shall, when the program of an annual convention specifies nomination of officers as the order of business, receive nominations from the floor for the several officers to be filed at the convention. All nominees for International office shall be from organized districts and must be in attendance at the convention. Prior to nomination, each nominated candidate for president, vice president and trustee must have received the endorsement of the district in which his/her home club is located. **A candidate cannot be elected to a club, division, or district position for the next year if that candidate is running for an international office. If that candidate that has been elected to a club, division, or district position for the next year and is planning on running for an international office, he/she must withdraw from the international race or resign from their elected office which is effective immediately.**

Amendment #14
Presented by the Key Club of Washington Township High School - Indiana

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS

Section 15. For each ballot, delegates have two choices. They may choose to vote for the candidate of their choice, or they may choose to abstain. To clarify, abstaining is a non-vote: it's as if the delegate was not even there in the House, and does not count toward the vote total. .

Amendment #15
Presented by the Key Club of Fountain Hills High School - Arizona

ARTICLE IX. DISTRICTS

Section 4. In order to form a new district, the proposed area must **coincide with the existing boundaries of a Kiwanis district. The proposed area must** include no less than 25 active Key Clubs and no less than 375 active Key Club members, **or the proposed area must include no less than one active Key Club for each active Kiwanis club within the proposed area.**. In the event a district fails to maintain ~~this~~ **these** club and membership ~~level~~ **requirements** for three years, the Key Club International board may decertify the district by two-thirds majority vote. In such case, the International director shall provide written notice to the governor and secretary of

the sponsoring Kiwanis district and the governor and administrator of the Key Club district at least 120 days prior to any meeting at which the district's decertification shall be considered.

Amendment #16
Presented by the Key Club of Fountain Hills High School - Arizona

ARTICLE XVII. CONVENTION PROCEDURE

Section 1. The official program of convention as approved by the Board of Trustees and the director of Key Club International shall be the order of the day for all convention sessions.
Section 2. At least one session of the House of Delegates must be scheduled and held at each convention. At the House of Delegates, accredited delegates will carry out business including the election of the Board of Trustees.

Section 3. At each session of the House of Delegates, at least a quorum of the Kiwanis International Board must be present to observe and participate in debate. Any motions approved at the House of Delegates must be either approved or rejected by the Kiwanis International Board in attendance before the closing of the House of Delegates. Any such motion which has not been approved or rejected by the Kiwanis International Board by the close of the House of Delegates will be considered approved until such a time as the Kiwanis International Board may reject it. The Kiwanis International Board may also designate the Key Club International Board Councilor to have these same authorities in lieu of attendance of the Kiwanis International Board at the House of Delegates.

Section 4. The Key Club International Board Councilor will provide the opinion of the Kiwanis International Board on any motion presented before the House of Delegates. The Key Club International Board Councilor may also partake in any debate before the House of Delegates, however, he/she will not have the right to vote.

Section ~~2~~ 5. Reports of committees, communications to the convention, resolutions submitted by the committee on resolutions and all motions except those known as "undebatable" may be debated on the floor of the convention, unless two-thirds vote of the convention decides to dispose of them without debate. No voting delegate or voting delegate-at-large shall speak on an amendment longer than five minutes at one time, except as provided in the order of the day or by majority vote.

Amendment #17
Presented by the Key Club of Fountain Hills High School - Arizona

ARTICLE XX. COMMITTEES

~~**Section 2.** An executive committee shall consist of the president, who shall preside over the committee, the vice president, two members of the Board of Trustees elected by the Board of Trustees and one member appointed by the president. The Kiwanis International board counselor and the director of Key Club International shall also be members of the committee and enjoy all privileges of committee membership except the right to vote.~~

Section 5. The duties of all standing committees shall be defined in the Key Club International Board Policies. All other committees shall be created or dissolved and have their duties defined by the Board of Trustees. **As such, any tasks assigned to individual members of the Board of Trustees must be approved by the Board of Trustees in accordance with the definitions of their duties.**

Amendment #18
Presented by the Key Club of Fountain Hills High School - Arizona

ARTICLE XXIV AWARDS AND RECOGNITION

Section 1. All awards, grants, and other recognitions given by Key Club International must have their applicants judged by the Key Club International Judging Committee.

Section 2. The members of the Judging Committee shall be in ratio of two District Administrators for every two District Governors for every two members of the Board of Trustees for every one club president to yield a minimum of seven members. The committee may have more members so long as the above ratio is preserved. The members shall be from recognized districts of Key club International. No two members may be from the same district. The members of the Judging Committee shall be chosen and approved by the Board of Trustees.

Section 3. Recommendations for awards, grants, and other recognitions from the judging committee must be approved by the Board of Trustees before being recognized and disbursed. The Board of Trustees may request for review any supportive documents used by the Judging Committee in its evaluations.

Section 2. The members of the judging committee must be approved annually. Members f the judging committee may remain on the committee for multiple terms.

Section 3. The Nininger Medal, International Oratorical Contest, International Talent Contest, and Robert F. Lucas Outstanding Lieutenant Governor awards/contests are not required to be judged by the judging committee.

Amendment #19
Presented by the Key Club of Fountain Hills High School - Arizona

ARTICLE XV. CONDUCTING BUSINESS

Section 1. The Key Club International House of Delegates shall be the highest authoritative body.

Section 2. The Key Club International Board of Trustees shall be the highest authoritative body between meetings of the House of Delegates. All business on behalf of Key Club

International will be conducted through the Board of Trustees between meetings of the House of Delegates.

Section 3. Any approved motion of the Board of Trustees may be revoked if two-thirds of the district governors submit written statements of objection to the Director of Key Club International. All statements of objection from district governors must be received by the Director of Key Club International within a period of 21 days.

Section 3. The district governors may move an item to be considered by the Board of Trustees. If the Director of Key Club International receives a written statement of consideration from two-thirds of the district governors, in which a particular motion is marked for consideration, then the Board of Trustees must meet to deliberate on the motion marked for consideration. The written statements of consideration must be received by the Director of Key Club International within a period of 21 days. Upon the reception of written statements of consideration from two-thirds of the district governors by the Director of Key Club International the Board of Trustees must pass or fail the motion marked for consideration within twenty-eight days of reception. The motion may not be amended. The motion marked for consideration will not be required to be moved or seconded by a member of the Board of Trustees during deliberation on the motion by the Board of Trustees. Motions marked for consideration will not be limited; they include but are not limited to the removal of officers, the amendment of policies, and any other motion normally considered by the Board of Trustees.

Amendment #20

Presented by the Key Club of Fountain Hills High School - Arizona

ARTICLE XVIII. NOMINATION AND ELECTION OF OFFICERS

Section 5. The convention program shall include a caucus of each organized district which shall convene to allow all members in attendance from the district to consider each candidate for president, vice president and trustee. At the conclusion of the district caucuses, ballots will be distributed to all members of that district in good standing, who have been present for the duration of the caucus. There shall be no voting by absentee ballot. Each member may vote for one candidate for president, one candidate for vice president, and ~~from seven to~~ **no more than** 11 candidates for trustee. Upon conclusion of the voting, the votes will be tabulated in the same location. Tabulations will be conducted by the district governor and district administrator, and will be overseen and verified by the assigned International board representative or official designate thereof, and/or an official designate as approved by the Key Club International director, who is not an active participant in any district caucus. Votes will then be converted to a percentage, based on the number of votes given to each candidate divided by the number of voting members present.

Section 6. The percentage votes each candidate receives from each district will then be averaged. The two candidates for President with the highest average percentage will be placed on the ballot submitted to the nominating conference. The two candidates for Vice President with the highest average percentage will be placed on the ballot submitted to the nominating conference. The twelve candidates for Trustee with the highest average percentage will be placed on the ballot submitted to the nominating conference

Section 6. The president shall give notice of, and cause to be held, a nominating conference of representatives of the various districts to determine and submit to the convention its recommendations for the several offices from among the nominations. The conference to be constituted and to proceed as follows:

A. The conference shall consist of ~~three representatives~~ **the district governors and immediate past district governors or their designated alternatives** from each of the several districts~~. who have been selected in one of the following ways~~ **The representatives of each of the districts must be reported to the Director of Key Club International at least four hours prior to the nominating conference. District representatives who do not report will be considered abstentions.**

~~1. In organized districts: by election at the last meeting of the district Board of Trustees immediately prior to the international convention, and~~

~~2. In unorganized districts: by appointment by the International president with the majority approval of clubs of that district. Notice of the names of the representatives of the several districts will be sent to the director of Key Club International immediately following their election or appointment. At the time of the annual international convention, any district which has been unable to select its representatives may hold a caucus of the voting delegates and the delegates-at-large attending the convention from said district to elect representatives to the nominating conference. If, four hours before the nominating conference, any district has not reported its representatives to the director of Key Club International, he/she shall so inform the international president, who shall have the authority to appoint three representatives from each of the unreported districts.~~

D. Upon completion of the organization as above outlined, the conference shall proceed to select candidates for the offices of president, vice president and trustees of Key Club International to be submitted to the convention in the following provisions:

~~1. Each district shall vote by written ballot the percentages obtained at the conclusion of its caucus. Percentage points will be totaled from all districts by the secretary and tellers of the nominating conference.~~

~~2. From the nominations made by the convention the conference shall select two candidates for each of the offices of president and vice president, as its recommendations for submission to the convention for voting. No person shall be submitted to the conference as a candidate for any office without the consent of such person being first obtained.~~

~~3. The conference shall next proceed to the consideration of candidates for the office of Trustee. If the nominating conference so desires, these selections of trustee candidates to be submitted to the House of Delegates may include either none or both of the presidential and vice presidential candidates previously selected by the nominating conference, or both of either the presidential or the vice presidential candidates previously selected by the nominating conference. Hence, those dually nominated candidates' names shall appear on the ballot twice. The conference shall determine the number of candidates to be selected by it and submitted to the convention, provided, however, the number so selected and submitted shall be in accordance with one of the following options:~~

~~a. In the case that no presidential or vice presidential candidates become dually nominated, the number so selected shall not be less than the number to be elected plus one and not more than the number to be elected plus three; or~~

~~b. In the case that either the presidential or vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus three, for a total of 14 nominees; or~~

~~c. In the case that all of the presidential and vice presidential candidates become dually nominated, the number so selected and submitted shall not be less than or more than the number to be elected plus five, for a total of 16 nominees.~~

4. If in the event that the candidates whose names appeared on the ballot more than once received at least a majority of votes in more than one office, the candidate would be elected to the highest office; and thereby forfeit his/her candidacy for the office of trustee.

1. All candidates on the ballot submitted to the conference will remain on the ballot for their designated office.

2. The conference may select, by a two-thirds vote, to add a name unconditionally to the ballot of any office so long as the permission of that candidate has been properly obtained.
3. The conference may dually nominate any candidate for the position of Trustee whose name shall have already appeared on the ballot submitted to the conference for the offices of President or Vice President. Such nomination shall require only a majority vote of the conference.
4. If in the event that the candidates whose names appeared on the ballot more than once received at least a majority of votes **of the delegates of the convention** in more than one office, the candidate would be elected to the highest office; and thereby forfeit his/her candidacy for the office of trustee.