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TO: LIEUTENANT GOVERNORS

ELECTION OF THE 2017-18 LIEUTENANT GOVERNOR GUIDELINES

Under your district bylaws, it is your responsibility to call a conference of division leadership for the purpose of electing your successor. This conference must be held **no later than the second week in April**. (If district bylaws or district board action also requires the election of a lieutenant governor-elect—who would serve as your lieutenant governor for **2018-19**—this election is also held at this conference.)

District bylaws governing the calling of this conference, the procedures to be followed during this conference, and the certification of election results following this conference are set forth in Article VII, Section 5, Paragraphs (a) thru (j). It is important to bear in mind that the following material is based entirely on the **Standard form for District Bylaws**, and your own district bylaws may specify minor variations in this procedure; if so, your district secretary has undoubtedly informed you of the required procedure in your district.

In capsule form, here are the required procedures and suggested agenda:

AT LEAST TEN (10) DAYS PRIOR TO THE CONFERENCE

1. Notify all club presidents and all immediate past presidents, all past lieutenant governors, and all past governors who are currently active members of clubs in the division of the time and place of the conference, and urge their attendance. Copies of your letters should also go to club secretaries.
2. Each club in the division is entitled to seat up to three (3) delegates, two (2) of whom should be the club president and president-designate (or president elect), as well as nominate three alternates who may serve if any delegate is absent. All club delegates and alternates shall be active members. Alert all clubs to be prepared to make a nomination if the club has a candidate.
3. Check in advance to make certain that **at a majority of the clubs will be represented** by at least one voting delegate; otherwise, the conference cannot proceed with nominations and election.
4. Make every effort to assure in advance that there will be at least one nominee for **2017-18** lieutenant governor (and for lieutenant governor-elect, if such office is to be filled). **Bear in mind that no person's name can be submitted as a candidate or be placed in nomination from the floor without his or her consent and without assurance that he or she will carry out the responsibilities of the office if elected** [See Article VII, Section 5, Paragraph (f)]. Many lieutenant governors obtain this consent and assurance in writing in advance of the conference.

AT THE CONFERENCE

Quorum: Delegates from at least a majority of the clubs in the division shall constitute a quorum.

Privilege of the Floor: Past Governors and Past Lieutenant Governors who are active members of a club in the division, as well as non-delegate club members, shall also be invited to the conference and shall have the privilege of the floor, but shall be without vote.

Chairman: The Immediate Past Lieutenant Governor shall conduct the elections, unless he/she is a candidate for election. If the presiding officer is absent or ineligible to serve, the conference shall elect a delegate to conduct the elections.

Eligible to Vote: Only delegates (or their duly elected alternates) and, in the case of a tie only, the lieutenant governor will be eligible to vote.

SUGGESTED AGENDA

(Chairman: Immediate Past Lieutenant Governor)

1. Call to Order
2. Designations of a recording secretary and elections committee (tellers)
3. Roll call of clubs and identification of official delegates of clubs
4. Determination of quorum
5. Explanation of nomination and election procedure
6. Call for nominations for the office of **207-18** lieutenant governor
 - (The lieutenant governor-elect, if any---elected the previous year---shall be the sole candidate for the office announced by the chairman, although additional nominations may be made from the floor.)
 - Any person having the privilege of the floor may nominate a candidate provided that such candidate has given consent to the nomination and assurance that he or she will carry out the responsibilities of office, if elected.
7. Call for balloting for the office of **2017-18** lieutenant governor
 - If there is only one candidate, he or she may be elected by voice vote.
 - If there are exactly two candidates, voting shall be by ballot---one ballot distributed to each official club delegate; each delegate will vote for one candidate only.
 - If there are more than two candidates, voting shall be by ballot as above. In the event that no nominee receives a majority of valid votes cast, a new election shall take place immediately, with the nominee receiving the fewest number of votes eliminated from the ballot. This procedure shall be followed until one nominee receives a majority vote. In the event of a tie vote, the Lieutenant Governor shall be entitled to vote.

(If a lieutenant governor-elect is to be elected, the same procedures are to be followed.)

AFTER THE CONFERENCE

Immediately following the conference, 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. ***This must be done, even if the 2016-17 lieutenant governor is continuing for another year.***