



**TO: LIEUTENANT GOVERNORS**

## **ELECTION OF THE 2007-08 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 **2008-09**—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 X, Section 3, Paragraphs (a) thru (h). 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:

### **IN ADVANCE OF THE CONFERENCE**

- 1.** Notify all club presidents and all immediate past presidents, all past lieutenant governors, and all past governors who are currently active, privileged, or senior 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.** Instruct each club president that he/she and the immediate past president are to attend the conference as the two voting representatives of the club; in the event of the inability of either or both to attend, the club must elect one or two alternate representatives to attend the conference and vote in their stead. 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 least two-thirds of the clubs will be represented** by at least one voting representative; 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 **2007-08** 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 X, Section 3, Paragraph (e)]. Many lieutenant governors obtain this consent and assurance in writing in advance of the conference.

### **AT THE CONFERENCE**

**Quorum:** Representation of one or two official representatives from two-thirds of the clubs in the division.

**Privilege of the Floor:** Club presidents and immediate past presidents (or their duly-elected alternates), past lieutenant governors of your division and past governors of your district who are currently members of clubs in your division, and the lieutenant governor.

**Chairman:** The immediate past lieutenant governor or, in his/her absence, the past lieutenant governor among those in attendance who has most recently held the office. (If no past lieutenant governors are present, the conference will elect one of its members as chairman.)

**Eligible to Vote:** Only presidents and immediate past presidents (or their duly-elected alternates) and, in the case of a tie only, the lieutenant governor; each person eligible to vote as a representative of his/her club.

**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 representatives of clubs
4. Determination of quorum
5. Explanation of nomination and election procedure
6. Call for nominations for the office of **2007-08** 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 **2007-08** 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 representative; each representative to vote for one candidate only.
  - If there are more than two candidates, voting shall be by ballot as above. However until one candidate receives a majority of votes cast, voting shall continue, with the candidate receiving the fewest number of votes eliminated after each balloting.

**(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 **2006-07** lieutenant governor to certify the results of the election to the district secretary on forms provided by the district.