

PROCEDURE FOR NOMINATING DISTRICT OFFICERS

District governors will provide clubs with the names of members of the district nominating committee.

Clubs will elect a District Governor Elect, one or more Lt. Governors (optional), a Treasurer, and a Secretary. For Regional Districts: Clubs in each Region will nominate and elect a Regional Lt. Governor from the membership of their own Region.

Nominations

The Bylaws give clubs the privilege (by majority vote of the membership) to nominate qualified nominees for district office from clubs within the district. A club may submit nominees from any club to the nominating committee. In regional districts nominations for Regional Lt. Governors will be made only by clubs from that region. **Deadline for nominations to be sent to the Nominating Committee is 60 days prior to the first day of District Convention.**

NOTE: Do not send a copy of the nomination letter or the Qualification Form to PI Headquarters.

It is recommended that the president request a vote by ballot of the club members when considering nominations for district office.

1. Club Making Nomination When a club votes to nominate a person for district office, the president sends a letter of nomination to the proposed nominee. A copy of the nominating letter should be sent to the president of the proposed nominee's club, the district governor and the chair of the district nominating committee. The letter should instruct the nominee to inform the club of their acceptance or refusal of the nomination in writing.

2. The Nominee If the nominee accepts the nomination, he/she should complete the Qualification Form for District Office which may be obtained from the PI website, the Club and District Manuals, or PI Headquarters. The nominee should inform each nominating club of their acceptance or refusal in writing with a copy to the district governor and the chair of the district nominating committee.

(Nominees for Regional Lt. Governor should also send a copy of the letter to the regional member of the nominating committee.)

3. Nominee for District Governor Elect, Lt. Governor*, Treasurer and Secretary After the qualification form is completed in its entirety, the nominee:

a. Sends a copy of the completed qualification form to:

i. Chair, District Nominating Committee (*Nominees for Regional Lt. Governor should also send a copy of the form to the regional member of the nominating committee.)

ii. Governor

iii. ECR

b. Each letter of nomination should be acknowledged (acceptance or refusal) and a copy of each letter should be sent to the District Nominating Committee Chair and the Governor.

c. A candidate for district office is required to state how he/she would contribute to Pilot International's mission and goals. The statement should be **300 words or less and sent to the Chairman of the Nominating Committee along with the completed qualification form.** A copy of the statement should be sent to the Governor and the ECR. Nominee may not state their qualifications in the statement. The salutary greeting and opening statement, "Hello or Good Morning, I'm _____ and I am a nominee for the office of _____ should not be included in the vision statement (those words are not counted towards the total words). (A, an, the, or, etc. are counted as words. A hyphenated word will count as one word.) **Candidates who submit statements in excess of 300 words will be disqualified.** This statement will be presented by the candidate to the convention body at the district convention.

d. Each nominee will provide two Pilot references (name, address, contact phone) that can be contacted by the nominating committee.

Postmark Deadline

Completed nominations for district officers must be sent to the District Nominating Committee no later than 60 days prior to the first day of the district convention.

"Completed Nomination" means all of the following has been completed and submitted:

- Letter of acceptance from the candidate to the club
- Completed Qualification Form
- Vision Statement
- Two Pilot references

The Chair of the District Nominating Committee will send the clubs the names and qualifications of each nominee at least **30 days prior to the district convention.** The names of the nominees and their qualifications will be presented to the club membership prior to district convention.