



KNIGHTS OF COLUMBUS
ONTARIO STATE COUNCIL

STANDING RULES GOVERNING
ELECTION OF STATE BOARD OFFICERS
FOR THE JURISDICTION OF ONTARIO

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Knights of Columbus

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PREAMBLE

In preparing this document, the team assigned to review the election process unanimously agreed that, in order to have an experienced line of succession, candidates should consider election to the position of State Warden and weigh in the option of up to eight years moving through the ranks of State Officers to eventually become State Deputy.

I. INTRODUCTION

- a. The intent of this document is to provide a guide to the policies and procedures regarding the election of State Board Officers in the jurisdiction of Ontario.

II. WHEN ELECTIONS CONVENED

- a. State Council shall be convened annually between the first day of April to and including the first day of June in each year by the State Deputy for the election of officers, and for the transaction of such business and the enactment of such rules and regulations as may be consistent with the charter and laws of the Supreme Council. (SEC. 13 Charter Constitution & Laws)
- b. Until advised to the contrary, the annual meeting of the Ontario State Council will be held on the weekend in May commonly known as the Victoria Day Weekend.

III. CAMPAIGNING

- a. All expenses are the responsibility of the candidate
- b. Everyone is expected to exercise good judgment in all activities involving the election of State Officers in keeping with the spirit and intent of fraternity within the laws and regulations of the Order.
- c. Candidates have a maximum limit of \$2,000 (applicable taxes) for their electoral expenses. These expenses include in kind gifts, printed materials, t-shirts, buttons, etc. A report of their expenses must be filed no later than June 15th to the State Office. Candidates and elected officers not reporting their expenses by the deadline will forfeit any office won in the election, is ineligible to be elected and may not be appointed to any office until after the next election.
- d. Campaigning can be done anywhere in the jurisdiction of Ontario.
- e. Candidates may speak at the Diocesan Association / Zone meetings.
- f. Candidates **SHALL NOT** REQUEST ENDORSEMENT FROM State Board Officers or Chairmen, **NOR** may they use their name(s) in election related correspondence.
- g. Where a State Chairman is a candidate, he will be allowed to present his portfolios to the annual Convention at the pre-established times.
- h. It is the responsibility of each candidate to ensure that anyone advocating his candidacy also complies with these guidelines. As honorable men, Catholic gentlemen and brother Knights of Columbus, it is our belief that the consciences of all involved will assure a fair and fraternal process that will further strengthen the Ontario State Council.

IV. CAMPAIGN ADVERTISING

- a. One mail out of campaign material will be sent by the State Office. Candidates and their supporters wishing to send out a flyer/resume, must send it to the State Office no later than April 1st of each year. The format will be as prescribed by the Board; no variations are allowed. No material can be sent after the deadline. If desired, a candidate may provide information translated at their own expense.
- b. This mail out will also be posted on the State website after April 2.
- c. Candidates are permitted to send to Councils or members any flyers, resumes, or mass electronic communications announcing or supporting their candidacy.
- d. All advertising will be done in a positive manner.
- e. No banners or advertisement will be posted in the meeting / breakout rooms.
- f. Distribution of advertisements is forbidden during religious ceremonies.
- g. Documents may be distributed at the entrance of the meeting / breakout rooms only with prior permission of the State Deputy.
- h. A table will be provided to each candidate at the Convention on which he may place a display.
- i. In accordance with hotel regulations, banners and posters are NOT to be hung on doors or walls in conference rooms or hotel rooms or suites.

V. HOSPITALITY SUITES

- a. Candidates are not permitted to host a hospitality suite. Councils are not permitted to host a hospitality suite in support of a candidate for State Office.
- b. Candidates can visit hospitality suites of other Councils, but they are not allowed to use this as a venue to campaign. No buttons, flyers, t-shirts advertising the candidate are permitted to be distributed in Council hospitality suites. While in the Hospitality Suites candidates may not give speeches.
- c. The State Board will assign an area and time, where candidates may set up their tables to campaign. Delegates may visit this area to meet the candidate.

VI. ELECTION PROCESS

- a. The election of State Board Officers will be conducted by the Immediate Past State Deputy under the authority of the State Deputy in accordance with the Charter, Constitution and Laws of the Order and the By Laws of Ontario State Council.
- b. Candidates wishing to run for the State Board may file their nomination papers with the State Office no earlier than January 1st. Only then, a candidate can start his campaigning.
- c. One mail out to Councils will be done ALSO by the State Board.
- d. In order to have materials sent in that mailing, nomination forms and campaign materials must be received at the State Office by April 1st
- e. Once nomination is received, the candidates name and photo will be placed on the State Website. (Candidate to provide photo)
- f. Upon the start of elections at the Convention, the nominator will announce his name, position and council affiliation and will have a maximum of 2 minutes in which to propose his candidate.
- g. The seconder of the nomination will only be permitted enough time to announce his name, position council affiliation and acknowledge his seconding of the candidate.
- h. Once all of the nominators have finished their remarks in relation to their Candidates, candidates will be given a maximum of 5 minutes to address the meeting. Candidates will be asked to speak in random order by a draw of names. If candidate needs to make a speech for a second office, he will be allotted 2 minutes for the second speech.

- i. Candidates must be nominated in writing on the proper form prior to closing of nominations for all positions for which he has an interest.
- j. Voting will be conducted at the business session following nominations or as designated by the State Deputy. No proxy votes.
- k. Voting will take place by secret ballot. Delegates will write the name of the candidate on their ballot. The names of the candidates will be listed in the voting booth in alphabetical order.
- l. No campaigning will be permitted in the waiting line when delegates are in line to vote, and business area.
- m. Each candidate can appoint a scrutineer to observe the counting of the ballots. Scrutineers will observe the process but are not permitted to participate in the counting of the ballots. Once inside the room where the ballots are counted they will not be permitted to leave until the results of the ballot have been announced to the Convention.
- n. Prior to the voting at least three tellers shall be appointed to count the ballots and report the results to the Immediate Past State Deputy. These tellers shall be Past State Deputies as appointed by the State Deputy. If there is less, then 3 PSD present the IPSD will appoint a replacement.
- o. Calls for office. Three calls for nominations will take place as follows: 1st call at District Deputies meeting in December, 2nd call February 1st and the 3rd call March 15th at noon.
- p. Nominations will be closed at 12 noon on April 1st.

VII. WHO MAY VOTE

- a. Only accredited delegates in possession of a valid voting card may vote.
- b. Councils represented by two delegates at the Convention are entitled to two votes.
- c. Councils sending one delegate are entitled to two votes cast by their single delegate provided he is in possession of the two voting cards for his Council. *(This will be determined prior to the Convention by a vote by the majority of the Councils in the jurisdiction)*
- d. District Deputies and PSD may not possess a voting card, and do not have the right to vote. District Deputies and PSD can move and discuss motions, but voting remains the responsibility of delegates.
- e. Delegates of Councils which are in arrears for current or prior annual state per capita fees will not be accredited.

VIII. SEQUENCE OF ELECTION

- a. The voting will be carried out first for the position of State Deputy, followed by State Secretary, State Treasurer, State Advocate and State Warden.

IX. WHAT CONSTITUTES ELECTION

- a. At the close of nominations for any position, should there be only one nominee, that person will be declared elected by acclamation.
- b. At the close of nominations for any position, should there be more than one nominee; election to that position will be accomplished by a candidate gaining a simple majority of 50% plus 1 vote of the eligible ballots cast.
- c. If no candidate achieves a simple majority of 50% plus 1 vote of the eligible ballots cast on any ballot, then, in addition to the candidate who received the least number of votes being dropped, all those candidates who receive 10% or less of the votes cast, will be dropped from the subsequent ballot.

X. DEATH OR RESIGNATIONS

a. When a State Board Officer resigns from office or passes away during his term, except for the State Deputy, the State Board will appoint a Past State Deputy to complete the remainder of his term of office. The Past State Deputy so appointed shall not be eligible to seek election for the position at the next Convention.

XI. VIOLATIONS.

a. If a candidate violates any of these rules, a formal complaint must be filed in writing to the Immediate Past State Deputy for investigation.

b. A violation review team consisting of the three most recent PSDs will review and investigate the complaint, including its validity.

c. If found guilty of violating these rules, the candidate's name will be removed from the ballot for the entire election. (all positions.)