

DISTRICT NOMINEE INFORMATION

QUALIFICATIONS FOR NOMINEES FOR DISTRICT OFFICE	72
QUALIFICATION FORM FOR DISTRICT OFFICE	73
INSTRUCTIONS FOR DISTRICT NOMINATING COMMITTEE	75
PROCEDURE FOR NOMINATING DISTRICT OFFICERS.....	78

QUALIFICATIONS FOR NOMINEES FOR DISTRICT OFFICES

Qualifications of a Nominee for the office of Governor Elect, Lt. Governor, Secretary or Treasurer:

A nominee will: (Bylaw requirements)

1. Be a dues-paying active member of a Pilot club.
2. A nominee for Governor, Governor Elect or Lt. Governor will have served as President of a Pilot Club. A nominee for Governor Elect of a regional District will have served as a Lt. Governor.
3. A nominee for Secretary or Treasurer of a Small District will have served on a Pilot Club Executive Board.
4. A nominee for Secretary or Treasurer of a Large District will have served as President of a Pilot Club.
5. A Pilot will not serve as a District officer, International officer and/or Club President at the same time.

A nominee: (Policy)

1. Should have attended district conventions to a creditable degree.
2. Agrees to give the time and effort necessary to perform efficiently the duties of the office and understands that it will require spending some personal funds.
3. **For Governor Elect:** attendance at a recent international convention prior to the time of being elected is required, except in districts less than two years old or by special permission of the Executive Committee of Pilot International.
4. **For Lt. Governor:** who has not attended a recent International convention may be eligible for nomination by attending the Council of Leaders and international convention following election.
5. **For Governor Elect or Lt. Governor:** should be qualified to address the clubs on the activities and plans of the district and Pilot International.
6. **For Treasurer:** should be proficient in financial management procedures.
7. **For Secretary:** should be qualified to record, transcribe and distribute the minutes of various meetings related to administration of the District.

DUTIES OF DISTRICT OFFICERS ARE OUTLINED IN THE PILOT INTERNATIONAL BYLAWS - ARTICLE XVII

QUALIFICATION FORM FOR DISTRICT OFFICE
[ORIGINAL TO BE COMPLETED AND MAILED TO NOMINATING COMMITTEE CHAIR]

Name of Nominee: _____

Nominee's Home Club/District: _____

Nominee's Address: _____

Nominated for Office of: _____

Nominee's Phone: _____

Email: _____

NOMINEE'S PILOT LEADERSHIP:

Club/Elected Offices held:

Appointments:

District/Elected Offices held:

District Appointments held:

International Appointments held:

Years in Pilot:

Number of Conventions attended: _____

District: _____

International: _____

Profession or Business Affiliation:

Title of present position: _____

How long? _____

Status and scope of main responsibilities:

Previous business/professional experience:

List no more than three (3) civic/professional organizations (**other than** Pilot and religious affiliations) you are actively serving or have actively served with the last five (5) years, with positions of responsibility held:

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND
CORRECT, TO THE BEST OF MY KNOWLEDGE.**

Date: _____

Nominee's Signature: _____

NOMINEE'S PLEDGE

I understand the duties and responsibilities of District Officers as stated in the Bylaws and Policies of Pilot International; my obligations to Pilot International and the District; the time required to attend meetings; and the obligation Pilot International and the District accepts relative to my expense. I understand that failure to have performed the duties of prior elected offices may result in my disqualification from serving in any capacity on the District level. I pledge that:

I am an active member of a Pilot club.

At no time will I campaign or solicit votes for myself or any other nominees.

I will uphold and abide by the District Standing Rules, the Bylaws and Policies of Pilot International, the action of governing bodies, and be loyal to Pilot International.

I will carry out the duties and responsibilities of the office and conduct myself in a manner becoming a District officer in Pilot International.

Date: _____

Nominee's signature: _____

REFERENCES

I give the nominating committee permission to contact the following persons and any other Pilots in order to determine my qualification to see election to District office:

Name, Club, Phone Number: _____

Name, Club, Phone Number: _____

INSTRUCTIONS TO PROPOSED NOMINEE:

Immediately upon receiving letter of nomination, nominee should send a letter of acknowledgment (acceptance or refusal) to the nominating club, with a copy to the chairman of the Nominating Committee and Governor.* **Only one copy** of a response letter should be sent to the President of the nominee's home club.

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 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 (these 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.

Please use 12 pt. font for your statement and do not double space. **The statement will be placed on this page below the signature line and reproduced as it was received.** Forward this completed original form to the chairman of the Nominating Committee along with two Pilot references (names and addresses). This form will be reproduced and sent to all Pilot clubs with the candidate's statement. **It is necessary to complete only ONE nomination/qualification form.**

The qualification form, acceptance letter, references and statement must be postmarked no later than 60 days prior to convention.

A letter will be sent to each candidate 45 days prior to convention notifying the nominee of the status of their candidacy for District office.

* **Copy does not need to be sent to PI Headquarters.**

INSTRUCTIONS FOR DISTRICT NOMINATING COMMITTEE

APPOINTMENT

The District Administrative Council will appoint by November 1, a NOMINATING COMMITTEE of three (3) to five (5) members, or one (1) member from each region in Regional Districts. No two will be members of the same club. The Chair will have been designated by the Governor – no later than December 1 in the prior year as one of the Appointees.

The Governor will announce the appointment of the committee, including the name, address and the club of each member of the nominating committee. The Governor is responsible for sending each member of the committee a copy of the following via email or postal mail: Procedure for Nominating District Officers, Instructions for District Nominating Committee, Qualifications for Nominees for District Offices, and Nomination of Candidate for District Office in Pilot International.

RESPONSIBILITIES OF THE CHAIR AND THE COMMITTEE

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.

The committee is charged with the responsibility to secure **and verify** at least one qualified nominee for each elected office if nominations for each office have not been received from the clubs. There are no nominations from the convention floor.

November 60 days prior to convention

Candidates are nominated and accept nominations for district office. An acceptance is not complete until the Chair of the Nominating Committee, Governor and ECR have received the nomination letter, completed Qualification Form, Vision Statement, references and letter of acceptance, postmarked by the due date.

Clubs may nominate candidates for office, but if no candidate has accepted by February 1 at the latest, it is the Nominating Committee's responsibility to search out and persuade qualified persons to stand for election. (Once a Pilot agrees to run, his/her club or another club must still make the official nomination and complete the nomination process.)

60 to 45 days prior to convention

Nominating Committee verifies candidates' qualifications.

45 days prior to Convention

Nominating Committee notifies candidates of the status of their nomination.

Nominating Committee sends names and qualifications of nominees for district officer to the Governor

30 days prior to convention

Governor sends to the Clubs, District Officers and Past Governors (if applicable) the names and qualifications of nominees for District office no less than thirty (30) days prior to the first day of District Convention.

Committee members sign the report and submit it to the Governor prior to it being read at convention.

Business Session – Chairman reads report to the convention body.

A member of the Nominating Committee may resign from the committee to accept nomination for a district office.

As soon as a nomination is complete, the Chair sends the ECR a copy of the completed qualification form for each nominee and any necessary comments regarding qualifications. All such matters are held in confidence. If the qualifications of any nominee are questioned, this will be brought to the attention of the ECR for verification. The Chair sends copies of all committee mailings to the DAC/ DEC, the ECR assigned to the District, and other members of the Nominating Committee.

REPORT OF COMMITTEE

The Chair prepares the report in duplicate, listing names of all qualified nominees.

For Governor Elect – Name(s), club

For Lt. Governor* - Name(s), club

For Secretary – Name(s), club

For Treasurer – Name(s), club,

*If a District has more than one Lt. Governor, nominees will be designated as 1st Lt. Gov., 2nd Lt. Gov., etc. In Regional Districts, the names of all nominees for each REGION are shown on the report.

1. Each member of the committee signs the report, with the Chair signing last.
2. At the first business meeting, when called upon by the Governor, the Chair reads the report to the convention body.
3. After reading the report, the Chair gives it to the Governor, with a copy to the District Secretary.

PREPARATION OF BALLOTS

1. The names of all nominees included on the Nominating Committee's Report will appear on the ballot EXCEPT any office that has only one nominee.
2. Nominees' names are listed alphabetically by office.

DISTRICT GOVERNOR'S RESPONSIBILITY

The District Governor is responsible for seeing that the committee fulfills the responsibilities as outlined. The Governor has no responsibility regarding the function of this committee and does not meet with them.

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.

DISTRICT NOMINATING COMMITTEE

The district nominating committee is responsible for preparing a list of one or more qualified nominees for each elected office to be presented to the district convention body. The nominating committee will verify that each nominee is properly qualified for nomination to the office. All qualified nominee's names shall appear on the ballot. There shall be no nominations from the floor.

See ARTICLES XVII and XX of the PI Bylaws for the qualifications and duties of district officers. These bylaws and the bulletin "Qualifications for Nominees for District Offices" should be studied by clubs making nominations and Pilot members accepting nominations for district office.