

Procedure for  
Nominating  
District  
Officers

## **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), and a Treasurer. **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. **Postmark deadline for nominations to be sent to the Nominating Committee is 60 days prior to the first day of District Convention.**

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, PI Headquarters 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 Pilot Headquarters.

The nominee should inform each nominating club of their acceptance or refusal in writing with a copy to the District Nominating Committee Chair, Governor and PI Headquarters. (Nominees for Regional Lt. Governor should also send a copy of letter to the regional member of the nominating committee.)

#### **3. Nominee for District Governor Elect, Lt. Governor\* and Treasurer**

After qualification form is completed in its entirety, the nominee:

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

(1) 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.)



- (2) Governor
- (3) ECR
- (4) Pilot Headquarters, P. O. Box 4844, Macon, GA 31208-4844.

- 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, Governor and PI Headquarters.
- 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 250 words or less and sent to Chairman of the Nominating Committee along with the completed qualification form. A copy of the statement should be sent to the Governor, ECR, and PI Headquarters. 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 two words.) **Candidates who submit statements in excess of 250 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, phone) who can be contacted by the nominating committee.

**Postmark Deadline**

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

- “Completed Nomination” means all of the following has been completed and mailed:
- Letter of nomination from Club
  - Letter of Acceptance from candidate to 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 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.

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