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QUALIFICATIONS
FOR NOMINEES
FOR DISTRICT
OFFICES

QUALIFICATIONS FOR NOMINEES FOR DISTRICT OFFICES

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

A nominee will: (Bylaw requirements)

1. be an Active member of a Pilot Club.
2. have served as president of a Pilot Club if a nominee for Governor Elect or Lt. Governor.
3. not serve as a district officer and a club president at the same time.
4. have served as a Regional Lt. Governor if a nominee for Governor Elect of a regional district.

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 familiar with financial management procedures.

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



QUALIFICATION FORM FOR DISTRICT OFFICE

ORIGINAL TO BE COMPLETED AND MAILED TO NOMINATING COMMITTEE CHAIR

(See instructions on back)

Name of Nominee: _____ Nominee's Home Club/District: _____

Nominee's Address: _____ Nominated for Office of: _____

Nominee's Phone _____ FAX _____ E-Mail _____

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 _____ Pilot 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 civic/professional organizations (other than Pilot and religious affiliations) you are actively serving or have actively served within the last five 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 nominee.

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 seek 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 acknowledgement (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 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 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 250 words will be disqualified.** This statement will be presented by the candidate to the convention body at the District Convention.

Please use 12 pt. Type 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 Chairman of the Nominating Committee along with two Pilot references (name and address). A copy of this form should be sent to the Governor, ECR and PI Headquarters. Each question must be answered. 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: 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 nominations by checking references listed by nominee and two other Pilots who have knowledge of the candidate's qualifications.

45 days prior to convention Nominating Committee notifies candidates of the status of their nomination.

Instructions for District
Nominating Committee



RESPONSIBILITIES OF THE CHAIR AND THE COMMITTEE (CON'T)

30 days
prior to
Convention

Names and Qualifications of Nominees will be sent to Clubs, District Officers, and ECR (and Past Governors if eligible to vote as delegates).

This may be sent by either the Governor or the Chairman of the Nominating Committee.

Friday night - Committee members meet with Governor, ECR, Parliamentarian and signs report.

Saturday Morning - 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. The ECR will then approve or disapprove the qualification form and Vision Statement as quickly as possible. The Chair sends copies of all committee mailings to the DAC/DEC, the ECR assigned to the District, other members of the Nominating Committee, and PI Headquarters.

MEETING OF COMMITTEE AT DISTRICT CONVENTION

All members of the Nominating Committee must attend the meeting of the committee held prior to the first business meeting at the District Convention. The DAC/DEC designates the time for the meeting of the committee at the convention site.

The Chair presides at the meeting of the committee. The ECR meets with the committee to discuss rules regarding nominations and to verify qualifications of nominees. If the qualifications of any nominee are questioned, this will be brought to the attention of the ECR for verification.

The Chair reminds the members of their responsibility to the organization; emphasizing their responsibility to verify that nominees are qualified. The Chair stresses the privilege of each member of the committee to add information to the qualifications of any nominee or to ask any questions concerning a nominee, and reminds them they have the right, by majority vote, to declare a nominee ineligible for office.



REPORT OF COMMITTEE

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

For Governor Elect——Name(s), club, city, state/province/prefecture

For Lt. Governor*——Name(s), club, city, state/province/prefecture

For Treasurer——Name(s), club, city, state/province/prefecture

(Note: District Secretary is appointed by the Governor.)

*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.

2. Each member of the committee signs the report, with the Chair signing last.
3. At the first business meeting, when called upon by the Governor, the Chair reads the report to the convention body.
4. 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.

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.

**Instructions for District
Nominating Committee**



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.

* Copy of Nomination letter does not need to be sent to PI Headquarters.

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 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 and the Governor. (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



**Procedure for
Nominating
District
Officers**

- 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 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 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 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 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 "Qualification for Nominees for District Offices" should be studied by clubs making nominations and Pilot members accepting nominations for district office.

