



Kin Canada
Kinsmen • Kinettes • Kin

UPDATE TO VOTING PROCEDURES

FEBRUARY 2017

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VOTING CARD TRANSFER FORM



Forms are due by [Click here to enter text.](#)
deadline means your club is unable to vote at

Failure to submit a completed form by this
[Click here to enter text.](#)

(Please check one) ☐ Kinsmen ☐ Kinette ☐ Kin ☐ Campus
(Please print clearly) **Club of** [Click here to enter text.](#) **District** [Click here to enter text.](#)
ALL CLUBS, whether you are attending or not, **MUST** completely fill out this form in order to exercise your vote. Invalid if not fully filled in (boxes checked).

ACCREDITED DELEGATE (AD):

Name: [Click here to enter text.](#) **Club:** [Click here to enter text.](#)

ALTERNATE ACCREDITED DELEGATE(S) (AAD) in order of ranking: (Optional)

- Name:** [Click here to enter text.](#) **Club:** [Click here to enter text.](#)
- Name:** [Click here to enter text.](#) **Club:** [Click here to enter text.](#)

If AD or AAD's are not from the Club being represented:

- ☐ Have the delegates listed above agreed to take on the AD or AAD role for your club?
- ☐ Does your club understand that the delegates listed above may hold other club votes and may not hold your club vote in a flash card vote?
- ☐ Has your club given voting instructions to the delegates listed above?

CLUB CERTIFICATION:

We, the undersigned (2 of the following positions – President, Vice-President, and Secretary) of the above named club, hereby certify that our club, at a regularly constituted meeting held on

[Click here to enter text.](#), has voted to appoint the people named above as our Accredited Delegate and Alternate Accredited Delegates:

Club Position:	Click here to enter text.	Club Position:	Click here to enter text.
Signature:		Signature:	
Name: (Print)	Click here to enter text.	Name: (Print)	Click here to enter text.
Date:	Click here to enter text.	Date:	Click here to enter text.

- Completed form can be mailed** [Click here to enter text.](#), **scanned and emailed to** [Click here to enter text.](#) **or faxed to** [Click here to enter text.](#)
DEADLINE IS [Click here to enter text.](#)



The following outlines how to fill in the Accredited Delegate Form.

Forms are due by **1** [Click here to enter text.](#) Failure to submit a completed form by this deadline means your club is unable to vote at **2** [Click here to enter text.](#)

The above section will be completed by:

Governors: Spring Zones, Fall Leadership Conference and District Conference

Kin Head Quarters: National Kinvention

1. MM/DD/YYYY
2. The Zone, Conference or Kinvention it applies to e.g. Fall Leadership Conference

(Please check one) **3** ☐ Kinsmen ☐ Kinette ☐ Kin ☐ Campus
(Please print clearly) **4** **Club of** [Click here to enter text.](#) **5** **District** [Click here to enter text.](#)
ALL CLUBS, whether you are attending or not, **MUST** completely fill out this form in order to exercise your vote. Invalid if not fully filled in (boxes checked).

The above section will be completed by the Club

3. Check the type of club that applies
4. Club Name
5. District

ACCREDITED DELEGATE (AD):

Name: **6** [Click here to enter text.](#) **Club:** [Click here to enter text.](#)

ALTERNATE ACCREDITED DELEGATE(S) (AAD) in order of ranking: *(Optional)*

- 1. Name:** **7** [Click here to enter text.](#) **Club:** [Click here to enter text.](#)
- 2. Name:** **8** [Click here to enter text.](#) **Club:** [Click here to enter text.](#)

The above section will be completed by the Club

6. Kin Member Name/Club - Can be from your club or another club
7. Kin Member Name/Club - Can be from your club or another club
8. Kin Member Name/Club - Can be from your club or another club

Note: Field # 6 is the only mandatory field that needs to be completed in this section. Your club can choose to not select Alternate Accredited Delegates. It is suggested that you do so in case your delegate is unable to attend at the last minute. Clubs are not allowed to add Alternate Accredited Delegates once the form has been submitted and approved.



If AD or AAD's are not from the Club being represented:

9 ☐

Have the delegates listed above agreed to take on the AD or AAD role for your club?

10 ☐

Does your club understand that the delegates listed above may hold other club votes and may not hold your club vote in a flash card vote?

11 ☐

Has your club given voting instructions to the delegates listed above?

The above section will be completed by the Club

9. Club Discussions:

- Ensure all delegates listed to carry your club's vote are aware that you have listed them. Failure to do so may find your club not represented because the delegate did not check in at the credentials desk.
- Ensure that your club provides contact information to all listed delegates in case there is a need to change the order in which they check in.

10. Club Discussion:

- An Accredited Delegate or Alternate Accredited Delegate for one Club but holds votes for other Clubs is only entitled to one flash card in a show of hands voting situation.
- An Accredited Delegate or Alternate Accredited Delegate that holds more than one club's votes will have to choose which club they will represent in a show of hands vote. Meaning, your club may not be the one represented in a show of hands vote
- If you want your clubs vote to be represented in a show of hands vote, ensure that your Accredited Delegate or Alternated Accredited Delegate is only carrying your clubs vote.
- If an Accredited Delegate or Alternate Accredited Delegate holds multiple clubs votes, all clubs votes will count in a poll or ballot vote.

11. Club Discussion:





- Ensure that your club has given your Accredited Delegate and Alternate Accredited Delegates voting instructions.
- Clarify how the club would like the Accredited Delegate and Alternate Accredited Delegates to vote if an amendment to a motion is brought forward:
 - Example #1
 - At District Conference an amendment is made to the District budget. Your club has instructs the Accredited Delegate and Alternate Accredited Delegates to vote "no" to any amendments made.
 - Example #2
 - At District Conference an amendment is made to the District Budget. Your club has instructs the Accredited Delegate and Alternate Accredited Delegate to "use their discretion" to vote



CLUB CERTIFICATION:





We, the undersigned (2 of the following positions – President, Vice-President, and Secretary) of the above named club, hereby certify that our club, at a regularly constituted meeting held on

Click here to enter text., has voted to appoint the people named above as our Accredited Delegate and Alternate Accredited Delegates:

Club Position: 	Click here to enter text.	Club Position:	Click here to enter text.
Signature: 		Signature:	
Name: (Print) 	Click here to enter text.	Name: (Print)	Click here to enter text.
Date: 	Click here to enter text.	Date:	Click here to enter text.

The above section will be completed by the Club

- 12. Must be 2 of the following positions - President, Vice-President and Secretary
- 13. Kin Member signature
- 14. Kin member name (Print)
- 15. MM/DD/YYYY

- **Completed form can be mailed**  Click here to enter text., **scanned and emailed to**  Click here to enter text. **or faxed to**  Click here to enter text.
DEADLINE IS  Click here to enter text.

The above section will be completed by:

Governors: Spring Zones, Fall Leadership Conference and District Conference

Kin Head Quarters: National Kinvention

- 16. Mailing Address
- 17. Email Address
- 18. Fax number
- 19. MM/DD/YYYY

The Accredited Delegate Form (template) will be used by all Zones, Conferences and Kinventions. The Template is not to be altered in anyway i.e. adding District logos. The Accredited Delegate Form will accessible through Kin Headquarters.



Highlights of Changes to Policy & Procedure

Updates

- Align - The National Policies and Procedures of the Association, Chapter 3.03 (a) with General Operating By-Law #2, Section 2.06 (b).
- District and Zone “in good standing” deadline date 3.04(c). (xii).
Currently states:
 - The Club must be **In Good Standing as of thirty-five (35) days prior to the date of submission;**
 - **Change to:** The Club must be **In Good Standing as of the date of submission**
 - This change will be to align with National Kinvention submissions

New to policy

- Rules of Order Chair will not be allowed to hold a voting card.
- Accredited Delegates and Alternates Accredited Delegates will be able to transfer their voting card
 - **Guideline for voting Card transfers**
 - The Credentials Chair would be responsible to deal with confirmed Accredited or Alternate Accredited delegates wanting to give his or her card to an Alternate delegate.
 - In order to transfer a card the Accredited or Alternate Accredited Delegate must be one of the three names listed on the Accredited Delegate Form
 - No explanation would be needed but once the card had been given to an alternate delegate, the original accredited Delegate will not get the card back. In cases where there is a multi-day Conference or Kinvention the accredited delegate or alternate accredited delegate will have the ability to receive the voting a card at the next open credential session.
 - Both delegates must present themselves to the Credentials Chair
 - The Accredited/Alternate Accredited Delegates must sign “Accredited Delegate Transfer Form” to confirm the transfer
 - The Credentials Chair would be responsible to update the Zone, Conference or Kinvention Secretary on the change.



Transfer Form Template

I, _____, agree to transfer the voting card for

(Please check one) ☐ Kinsmen ☐ Kinette ☐ Kin ☐ Campus

(Please Print Clearly) Club of _____

To, Alternate Delegate _____

AD/AAD – Current Card holder	AD/AAD – Card transferred to
Signature:	Signature:
Name: (Print)	Name: (Print)
Date:	Date:

Credentials Chair
Signature:
Name: (Print)
Date: