

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

Caucusing Rules

1. The Governor designates Caucus Leaders, but they must fulfill the following criteria: they must be current members of Circle K; and, they are not candidates running for any position.
2. Each caucus session has a ten-minute time frame, made up of seven minutes for caucusing and three minutes for travel time. Caucus Leaders may not extend caucus time.
3. Candidates
 - a. Candidates are free to enter their assigned caucus room during their assigned time without delay or permission.
 - b. Each candidate is allowed to bring a support team of a reasonable number to caucus, generally one to two for Lt. Governor candidates and no more than three to five for Executive Board and other positions. The support team members are not allowed to ask questions except in the caucus room for their respective home divisions. All members of the support team must be members of Circle K International and registered with the convention.
 - c. The candidate has the right to determine whether to have someone from his or her support team introduce them to the caucus and whether to give a speech. The candidate has the right to determine how much of the caucus time will be for his or her speech and how much time will be allotted for questions. The candidate may ask for time warnings from the Caucus Leaders who will provide them.
 - d. A candidate may choose to decline to answer a question, and may choose whether to articulate a reason.
 - e. A candidate should leave the caucus room when a competitor for the same position is caucusing in the same room.
 - f. Neither non-Circle K-er's nor current members of the District Board nor International representatives may escort or otherwise act or appear to endorse a candidate.
4. Caucus Leaders
 - a. The Caucus Leaders will call on caucus participants to ask questions.
 - i. The Caucus Leaders are responsible for ensuring that questions are appropriate and reasonably related to a candidate's ability to perform the duties. Caucus Leaders may call a question out of

order if it is unduly invasive of privacy, hazing or not tied to the ability to perform duties.

Example 1: A candidate should not have to reveal his or her GPA, but a candidate can be asked legitimately about his or her academic workload anticipated for the next year.

Example 2: A candidate should not be asked about his or her religious beliefs, but could be asked whether he or she is available on weekends, since a great deal of Circle K District Board activities requires weekend work.

- b. Caucus Leaders are responsible for monitoring the start and end time, and for giving a one-minute warning for the end of the caucus time.
 - c. Caucus Leaders have the authority, if all agree, to remove a candidate participant for repeated violations of conduct, or any single act that is in poor taste, potentially dangerous, or in violation of convention rules. Caucus Leaders will attempt to deal with most circumstances with warning(s). In the event someone is removed, one of the Caucus Leaders shall advise the District Administrator immediately.
 - d. Caucus Leaders are responsible for gathering abandoned campaign material at the end of the entire session and throwing it away.
5. Caucus Participants
- a. Caucus participants may only attend the caucus room for their home divisions except where serving as a Sergeant-at-Arms, candidate or candidate support team.
 - b. Caucus participants are expected to be appropriate and respectful. Disruptive behavior, such as talking when a candidate is speaking, moving around the room or throwing materials will not be tolerated.
 - c. Questions of candidates should be tied to issues of suitability for the position and ability to perform the work.
 - d. For the position of Lt. Governor, only members of the applicable division may ask questions.
 - e. No one other than dues-paid members of Circle K may ask questions in caucus. Kiwanians, advisors, other visitors, and guests are not allowed to ask questions, but are entitled to attend and see any materials distributed.
6. Sergeant-at-Arms
- a. Sergeant-at-Arms (SAA) should be stationed inside and outside the door entering the caucuses, to check to make sure all entering have their convention name badges, verifying that anyone entering the caucus room is either from the applicable division(s) or as part of a candidate support team.
 - b. The Sergeant-at-Arms (SAA) are responsible for ensuring that the doors to the caucus room are closed and remain closed when a candidate is caucusing.
 - c. No one may enter or exit the caucus room while a candidate is being caucused.

- d. The District Administrator or members of the Kiwanis District Committee on Circle K may enter or monitor any caucus room at any time.