



## CLUB OFFICER ELECTIONS AND TRAINING GUIDANCE

The following Q & A was developed by the Civitan International Membership Team to support clubs as we look to the new Civitan year. Now is generally the time when we focus on completing service and fundraising projects and meet to elect new club officers, so they have adequate time to be properly trained in preparation to lead our members into another exciting Civitan year.

With the restrictions imposed by the COVID-19 pandemic and continued uncertainty, the Civitan International Membership Team has worked diligently to provide proper guidance on how to approach electing club officers. Please take some time to review the following information to help answer any questions. If you still have questions or concerns, please email [growth@civitan.org](mailto:growth@civitan.org).

### WHAT SHOULD MY CLUB DO ABOUT OFFICER ELECTIONS IN LIGHT OF THE COVID-19 PANDEMIC?

International recommends two options for club elections in light of the COVID-19 pandemic:

**Option 1:** 2019-2020 Club Officers stay in place for 2020-2021 year.

**Option 2:** Elect new Club Officers in person later in the year.

### WHY SHOULD MY CLUB CHOOSE OPTION 1, AND KEEP CURRENT OFFICERS IN PLACE?

This option is recommended by International. It will allow for consistency in leadership during a difficult time. Additionally, many club officers may have not had the chance to fully carry out their plans and goals as officers due to cancellation of meetings and projects due to COVID-19, and continuing service through the 2020-2021 year would allow them to do so. This option is also based on Section 5.01 of the sample club bylaws provided to many clubs which states, "All officers shall hold office for one year, or until their successors are elected and qualified." This option reflects guidance from legal counsel which developed the strategy for the International Board and Junior Civitan International elections.

### WHY SHOULD MY CLUB CHOOSE OPTION 2, ELECT NEW OFFICERS IN PERSON?

Your club should choose Option 2 if any or all current officers do not wish to continue in their service. Your club should only choose this option when it is safe and recommended by local, state/district, and national government to resume in-person meetings.

## SHOULD WE RUSH AND ELECT OFFICERS SO WE CAN TURN THEM IN BY JULY 1?

No, the deadline to submit 2020-21 officer reports has been delayed until October 1, 2020 to allow clubs more time to formulate and execute election plans in light of COVID-19.

## WHEN WILL PRESIDENT/PRESIDENT-ELECT TRAININGS BEGIN IN LIGHT OF DELAYED OFFICER ELECTIONS AND OFFICER REPORT SUBMISSION DEADLINE?

President/President-Elect trainings will begin on Monday, August 24, and will continue until Wednesday, December 16, 2020. The dates for those training webinars may be found at <https://civitan.org/online-leadership-training/>. All officer trainings will be held virtually. There will be no onsite training. For any questions related to officer training, please contact [stacy@civitan.org](mailto:stacy@civitan.org).

## WHEN WILL SECRETARY AND TREASURER TRAININGS BEGIN IN LIGHT OF DELAYED OFFICER ELECTIONS AND SUBMISSION DEADLINE?

The updated 2020-2021 Secretary and Treasurer training presentations will be released on August 24th, 2020. Secretary and Treasurer trainings are available on demand at <https://civitan.org/online-leadership-training/>, to be done at the convenience of the officer. For any questions related to officer training, please contact [stacy@civitan.org](mailto:stacy@civitan.org).

## IF MY CLUB CHOOSES OPTION 1, WILL CLUB OFFICERS WHO ARE STAYING IN PLACE NEED TO BE RE-TRAINED FOR OUR CLUB TO BE CERTIFIED?

No, club officers who were trained for the 2019-2020 year will not have to be re-trained for the club to be certified. However, training will be available to any returning officers who would like to be re-trained and learn about any new developments.

## DOES MY CLUB HAVE TO CHOOSE EITHER OPTION 1 OR OPTION 2 EXCLUSIVELY?

No, ultimately decisions related to the operations of your club are up to the club's Board and should be based on the club's bylaws. These strategies are optional and simply to provide guidance and support for club elections should your club need it.

## CONTACT US

For additional questions or concerns about club officer elections, please email [growth@civitan.org](mailto:growth@civitan.org) or reach out to your member specialist. For questions or concerns about officer training, please contact Stacy Sabo, Director of Leadership & Training, at [stacy@civitan.org](mailto:stacy@civitan.org).