

ALL NOMINATION PACKAGES ARE TO BE MAILED TO:

**Kathryn Lane
Nominating Committee Co-Chair
Pilot Club of Blue Heron
2838 County Road 762
Webster, FL 33597-3804
Home: 352-568-8678
kathrynlane@embarqmail.com**

**NOMINATION FORMS MUST BE RECEIVED NO LATER THAN
FEBRUARY 13TH, 2009.**

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 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 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**

PLEASE TYPE EXCEPT FOR SIGNATURES

QUALIFICATION FORM FOR DISTRICT OFFICE

ORIGINAL TO BE COMPLETED AND MAILED TO NOMINATING COMMITTEE CO-CHAIR

(See instructions)

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: (Years refers to "number" of years.)

CLUB/Elected Offices Held: _____

Appointments: _____

DISTRICT/Elected Offices Held: _____

DISTRICT Appointments Held: _____

INTERNATIONAL Appointments Held: _____

Years in Pilot _____ Classification _____

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 and to the best of my knowledge.

Date: _____ Nominee's Signature: _____

Section I. District Information
F. Conventions & Elections
page 100

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, Governor and PI Headquarters. Only one copy of a response letter should be sent to the President of the nominee's home club. This will reduce paperwork and postage.

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 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.

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

Section I. District Information

F. Conventions & Elections

page 106

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

**PILOT SCHOLARSHIP HOUSE FOUNDATION, INC.
NOMINATION FORM 2009**

**TO BE COMPLETED BY THE PRESIDENT AND TREASURER OF THE CLUB MAKING
NOMINATION:**

A. Name of Nominee: _____
Address: _____

Nominated by Pilot Club of: _____
For the position of: _____

B. Has been a member in good standing with PI _____ Yes _____ No
Has your club paid its full PSHF dues yet? _____ Yes _____ No
Is the nominee in good standing in your club? _____ Yes _____ No

C. Signature of Officers:

President

Treasurer

Date Signed

Date Signed

TO BE COMPLETED BY THE NOMINEE:

A. I have been a Pilot for _____ years. I have served my club and the District in these capacities: _____

I have attend _____ District conventions and _____ International conventions.

My occupation is: _____

B. I accept the nomination to a position on the Board of Directors of the Pilot Scholarship House Foundation, Inc. And pledge to support the Foundation to the best of my ability in accordance with the Foundation Bylaws.

Date Signed

Nominee

Please return completed form to:

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FEBRUARY 13TH, 2009.**

NOMINEE'S PLEDGE

I understand the duties and responsibilities of the Pilot Scholarship House Foundation as stated in the Bylaws and Policy and Procedures and the Policies of Pilot International: my obligations to Pilot International and the Florida District: the time required to attend meetings. I pledge that:

I am an active member of a Pilot club.

At no time will I campaign or solicit votes for myself or other nominees.

I will carry out the duties and responsibilities of the office I have been nominated for and I will conduct myself in a manner becoming a Pilot Scholarship House Foundation officer.

Date Signed

Nominee