



## Voting Delegate Instructions

### ATTENTION: CHAPTER VOTING DELEGATE

To assist you in your crucial role at the 2018 Texas Regional Convention, please review the schedule of Voting Delegate Activities, Polling Process, Sample Candidate Questions and a summary of Campaign Rules.

To provide you with additional information about each chapter running, you will have the opportunity to talk with chapters during designated campaigning times.

If you have any questions, please contact a member of the advisory board: Oscar Ramos, Cassie Bruner, and Elizabeth McKinley.

### SCHEDULE OF VOTING DELEGATE/campaigning ACTIVITIES

- I. **Campaign Skits/Speeches:** Chapters that are running for office will perform skits that address something Phi Theta Kappa-related such as the Honors Study Topic, college completion, why to join Phi Theta Kappa, etc. Registered chapter members and advisors **MUST** participate in the skit except for current regional or international officers. Alumni, Administrators and guests may participate if they would like but are not required to participate. Please keep in mind that the leading roles should be played by chapter members. Alternatively, a speech may be given. All chapter members, advisors and alumni should stand behind the person delivering the speech. An exception, if a chapter member is a current regional or international officer they may not stand with the chapter while the member is delivering the speech. Throwing of items into the audience during the skit or speech is not allowed. The skit/speech will be no longer than 3 minutes and timing will start when the first person sets foot on the stage.

The skit/speech will be done at the following time:

**Thursday, March 8, 2018**, in the First General Session  
beginning at **7:00 p.m.**

- II. **Campaigning:** Chapters that are running for office have 30 minutes before campaigning starts at 9:30 pm to set up their table.

You will have an opportunity to meet with chapter representatives during the

following campaigning times:

**Thursday, March 8, 2018 from 9:30 p.m. – 11:00 p.m.**

**Friday, March 9, 2018 from 1:00 a.m. – 2:00 p.m.**

**III. One-Minute Recaps:** You will have an opportunity to hear a representative from the chapter deliver a one-minute recap addressing the attributes of the chapter, their accomplishments, or why the chapter is the best to hold the position in question. All chapter members, advisors and alumni may stand behind the person delivering the speech. An exception: if a chapter member is a current regional or international officer they may not stand with the chapter while the member is delivering the speech. The speech will be delivered at the following time:

**Saturday, March 10, 2018, in the Fourth General Session at 10:15 a.m.**

**IV. Chapter Caucus:** Voting delegates should meet with their chapters to arrive at their selections for Texas Regional President and **each** Regional Vice President. It is important that the Voting Delegate is representing the collective opinion of the chapter when casting his/her vote for each position.

Chapters are encouraged to caucus at **after the One-Minute Recap on Saturday morning and before voting.**

## **POLLING PROCESS**

**One voting delegate is selected by each registered chapter in attendance at the 2018 Regional Convention.**

Only a student member may serve as the voting delegate. Neither alumni members nor chapter advisors may serve as a voting delegate for the chapter.

**The chapter delegate has 1 vote for each office, regardless of which district he or she is from, as the Regional Officers are representatives of the Region as a whole.**

Voting Delegates must supply their email address no later than 6:00 p.m. on Friday, March 9, 2018. They will then receive an email with their unique link for casting their chapter's votes for Regional Officers.

## REGIONAL OFFICER RESPONSIBILITIES

To serve as a Regional Officer is a privilege and an honor. With this honor come serious responsibilities. Regional Officers represent their chapters, the Texas Region, and Phi Theta Kappa – the largest honor society in American higher education with more than 1,280 chapters on two-year college campuses in all 50 of the United States, Canada, Germany, Peru, the Republic of Palau, the Republic of the Marshall Islands, Federated States of Micronesia, the British Virgin Islands, the United Arab Emirates and U.S. territorial possessions. More than 2.5 million students have been inducted since its founding in 1918, with approximately 135,000 students inducted annually.

### ***2018-19 Regional Officers Responsibilities include:***

- Attending three planning meetings for **Texas Honors Institute, Texas Leadership Conference, and Texas Regional Convention**
- Serving as host and facilitator of programs at the **Texas Honors Institute, Texas Leadership Conference, and Texas Regional Convention** under the direction of the Texas Regional Coordinator and Leadership Team.
- **Preparing two speeches** for use at inductions, charter ceremonies, regional meetings, local civic clubs and campus meetings, etc.
  1. Motivational
  2. Honors Study Topic
  3. Other topics as directed by District Coordinator
- **Being prepared to travel** to various district and regional meetings and serve in the following roles: Keynote speaker, master of ceremonies, workshop leader, and Society ambassador.
- **Setting goals** for Phi Theta Kappa priorities and programs participation at both the district and regional level.
- Contributing upon request to **Regional communications or newsletters.**
- Serving on the Texas Leadership Team to plan Regional Events.
- **Corresponding with chapters** located in the Regional Officer's district.
- **Communicating closely** with the Regional Coordinator, their respective District Coordinators, and fellow Regional Officers.

- **Prepare reports of your term of office including events attended, goals, and accomplishments. Report to be given to Regional Coordinator and District Coordinators.**
- Participating in **local chapter activities** as an active member of an active chapter.
- Maintaining **GPA standards and completing at least 6 credit hours in the fall and spring terms** during one-year term in office.
- **Upholding the standards of membership and support the principles, ideals, and programs of the Society and the Region**

### **SAMPLE CANDIDATE QUESTIONS**

Voting Delegates and chapter members will have the opportunity to visit one-on-one with the chapter representatives at their booths during the designated campaigning times. The following questions are presented merely as guidelines. Voting Delegates and members may ask other questions not listed below.

1. What are the major goals your chapter would like to accomplish during its term as a Regional Officer, if your chapter is elected?
2. Please explain how your chapter participated in Honors in Action activities.
3. Please explain how your chapter participated in a College Project.
4. Why did your chapter decide to accept the leadership challenge to run for office?
5. What do you consider your chapter's main qualifications for holding Regional Office?

### **Texas Regional Officer Campaign Rules**

1. All chapters running for office must have submitted the Running for Office and Code of Conduct form along with the Hallmark entries to the Texas Regional Coordinator by the designated date.
2. Absolutely no campaign material may be posted at the hotel and/or conference location.
3. Campaign T-shirts or other articles of campaign apparel may not be worn until the "Roll Call" session.
4. If a Rules meeting is scheduled, then it is mandatory that the chapter running for office must send a chapter representative and advisor to the meeting.
5. Chapters who are running for office will perform skits that address something Phi Theta Kappa-related such as the Honors Study Topic, college completion, why to join Phi Theta

Kappa, etc. Registered chapter members and advisors MUST participate in the skit except for current regional or international officers. Alumni, Administrators and guests may participate if they would like but are not required to participate. Please keep in mind that the leading roles should be played by chapter members. Alternatively, a speech may be given. All chapter members, advisors and alumni should stand behind the person delivering the speech. An exception, if a chapter member is a current regional or international officer they may not stand with the chapter while the member is delivering the speech. Throwing of items into the audience during the skit or speech is not allowed. The skit/speech will be no longer than 3 minutes and timing will start when one person sets foot on the stage.

6. A one-minute recap is given by a chapter representative and should address the attributes of the chapter, their accomplishments, or why the chapter is the best to hold the position in question. All chapter members, advisors and alumni may stand behind the person delivering the speech. An exception, if a chapter member is a current regional or international officer they may not stand with the chapter while the member is delivering the speech.
7. The current Regional officers may not participate in the skit or speech and 1 minute recap.
8. Chapters are reminded that all campaign presentations should take into account the nature of Phi Theta Kappa. Humor with a “light-hearted” approach is acceptable. Bad taste is not. Respect your fellow members, the advisors, visitors and dignitaries when preparing and presenting your campaign.
9. Remember that the regional offices are held by the chapter and not an individual so campaigning should be focused on the chapter rather than any individual who may become the chapter representative.
10. Any chapter representative having served as a regional officer is not eligible to serve a subsequent term.
11. Any individual selected by their chapter to serve as the representative who then decides to run for International Office will be disqualified and the chapter will be asked to select another representative.
12. Any chapter found in violation of the above rules will be disqualified.

The Texas Region of Phi Theta Kappa discourages mass communication about a chapter’s candidacy prior to the Regional Convention in order to maintain as much equity, objectivity and fairness in the campaign as possible and to keep campaign costs to a minimum. While it is not encouraged, candidates are NOT prohibited from communicating with members throughout the Region regarding their intentions to run for Regional Office. This should be interpreted to mean that candidates (or any representative of the candidate) may distribute any campaign materials, letters, email messages, etc. prior to the Regional Convention. Although the Texas Region does not monitor pre-Convention campaigning, chapters are cautioned to keep campaign costs to a minimum. It is dedication, not dollars, that makes you a strong candidate!

Why is pre-Convention campaigning discouraged instead of strictly banned by the Texas Region? Because the Internet has made it impossible to enforce a rule that prohibits pre-Convention campaigning. Chapters are generally NOT appreciative of campaigning prior to Convention so it is in your best interest to restrict campaigning to the actual Convention.