

Young Ladies' Grand Institute
A Catholic Women's Organization

GUIDELINES FOR CANDIDATES FOR GRAND OFFICE

1. A candidate must be a YLI member.
2. A candidate must be a delegate to Grand Institute.
3. A candidate should be sponsored by her Institute, and should have the support of her District. This should be done as soon as you decide to run for office. This does not exclude being nominated from the floor at convention.
4. As a courtesy, the announcement of candidacy should be made by personal note to the Grand Officers and past Grand Presidents as soon as you have decided to run and have support from your institute and district. These should be mailed before the Spring Board meeting, but no earlier than February 1st. (If you decided after the Board meeting the notes can still be sent.)
5. The candidate needs to send a typed written ad, fee (some institutes will cover this cost), and a head shot of herself, to the Grand Secretary to be placed in the Voice of YLI. (Check Voice for deadline date and fee.) The fee for ad will cover a Voice of YLI to the Recording Secretaries of each institute.
6. It is recommended you personally speak to each Grand Officer and Past Grand President to consider your candidacy for Grand Office. Try to attend the Spring Board meeting, if not possible, be sure to seek them out at convention before elections. (Make sure you have a list of names of Past Grand Presidents and Grand Officers to check off)
7. Upon request, a Candidate Information form will be sent to you by the Grand Secretary, or you may download it from the YLI web site, ylionline.com. This form should be completed and type written (no other form shall be used) and return it to the Grand Secretary by the date required. This can be done either via US Postal or email.

8. For standardization, Campaign cards should be business card size, state the name of the candidate, the office you seek, the name of the Institute and District sponsoring, and if you are running for re-election. You may also have a photo or campaign logo. You should order a minimum of 500 cards.
9. Pins may be placed in about 200 cards to be given to delegates/and or visitors to wear. Other cards may be handed out as part of the campaign. There are to be no cards placed on chairs in the meeting room either before or after election. A thank you can be done in person after the election if desired.
10. Campaigning may begin the minute you arrive at Grand Institute. You may wear your campaign materials but no cards are passed out at this time. However, campaign clothes shall not be worn to Mass.
11. At Get Acquainted Night, the candidate only should pass out her cards and introduce herself. This will be a personal contact with the delegates and members.
12. Full campaigning begins at Candidates' Night. This is the night to have signs and placards, and wear campaign clothing. Your institute and district members should pass out your cards to the delegates and members this night. Please do not just toss the cards on the tables. Hand the card to the person and ask that they consider your candidate.
13. On the day of nominations, a delegate from your Institute or District shall nominate you. She places your name in nomination by saying,
"I nominate _____ for the Office of _____."
14. You will then be asked to advance to the center of the room. (Reminder: you shall not have any campaign material on). As a Candidate, a dress should be worn at all times. At this time you will acknowledge the people to the front of the room, then to the left, back and the right. This can be done with a nod of the head and a smile. After acknowledging all in the meeting room, you will return to your seat.

15. If elected as a Grand Officer, you will need a long formal gown or long dressy dress for installation (Please no tea-length dress mid calf or pants.)
16. Your Institute will need to buy a corsage for you for Installation. This needs to be ordered on Election Day, for Installation, or you can provide your own corsage.
17. You will be required to attend a Grand Officers' symposium the day after closing ceremonies of Grand Institute. The symposium usually begins first thing in the morning, around 9 am, and lasts until noon unless you are a chair officer. Your symposium may run longer. Be sure that your travel arrangements include this extra time.
18. As a Grand Officer, if you feel the desire to give a fellow Grand Officer a gift, it should be done in private. No gifts should be given at Board meetings or this symposium.

Grand Second Vice President

19. If running for Grand Second Vice President, a personal note should be sent to Grand Officers and Past Grand Presidents in January or February
20. A candidate for Grand Second Vice President will also need a written statement, 50 words or less, as to why she is running for the office. This should be submitted to both the Grand Secretary's office and the Editor of the VOICE of YLI. This can be done by either US Postal or e-mail.
21. Congratulations on choosing to run for Grand Office. Enjoy and may our Lady watch over you always.

Adopted November 2009 Board Meeting

Chairman Pat Fontana

Esther Vasquez

Pat Carvo