

RULES OF PROCEDURE

District 7

District Conference 2021

1. The presiding officer of the District 7 Conference is the District 7 Governor.

ELECTRONIC MEETING PROTOCOLS

2. Appointed technology coordinators will be available to support attendees and voting members during the business sessions.
3. No tape or other recordings may be made of the proceedings of the meetings.
4. No photographs may be taken of the general proceedings unless announced to the attendees.
5. Microphones of attendees shall remain muted unless an individual is invited to speak. When invited to speak the voting member or attendee shall state their name and club.
6. Voting members shall update their visible screen name by placing a 'D' in front of the name. Attendees shall place a 'M' in front of the name. This will assist the technical committees with management of the speakers and voting process.
7. Announcements of concern to the entire assembly shall be made from the platform by the presiding officer or a member of the conference committee.
8. All procedural questions shall be presented by the voting members using Zoom Chat Feature.
9. The use of any electronic device capable of sending and receiving e-mails, text messages or other electronic communication is permitted provided the device is not used when a motion is under consideration. The device must be muted during all business sessions.
10. Timekeepers shall be appointed to serve by the presiding officer. It shall be the timekeeper's duty to indicate to each speaker a warning before the expiration of time allowed, at the expiration of time, and then mute the microphone.
11. Chat will be allowed during general sessions, workshops, and speakers. Chat is not permitted during official business sessions for comments, debate or to make pro/con statements.

MINUTES

12. District 7 Governor and the parliamentarian(s) shall approve the record of the conference proceedings.
13. Minutes will be distributed to all district members within 30 days of the conference.

CREDENTIALS COMMITTEE

14. At the first business session, the Credentials Committee shall report the number of voting members registered. The Credentials Committee shall make a supplementary report at the beginning of each day that business continues and at other times as requested by the presiding officer.
15. There will be no transfers between delegates and alternates within 48 hours prior to the start of the conference.

VOTING MEMBERS

16. The voting members are governor, lieutenant governor, area directors, treasurer, and delegates from each club in good standing certified by the Credentials Committee. Voting members may make motions, speak, and vote. To exercise these privileges, they must show their name with a 'D' in front and raise their electronic hand.
17. A voting member permanently leaving the conference shall report to the Credentials Committee.
18. Voting members may not debate in chat or other electronic media or platforms. Voting members who do not follow the rules may be disqualified and removed by the Credentials Committee.

NOMINATIONS

19. There will be no nominations from the floor. Nominations received by September 8, 2021 will be considered. See notice to clubs on Decision to hold an Electronic Conference.

MOTIONS AND VOTING

20. The official language of the conference shall be English. Motions proposed in another language must be translated into English before being presented to the conference body.
21. Vote may be taken by unanimous consent, hand raise or other voting system.

22. All main motions and amendments shall be submitted in writing and moved by the maker and seconder (each of whom shall be a voting member of the conference).
23. In order to obtain the floor to present motions or to debate, the mover must raise their electronic hand.
24. Debate shall be limited to two minutes for each speaker and ten minutes for each subject. Time may be extended at the discretion of the presiding officer. No voting member shall speak a second time until everyone who wishes to speak has spoken once. No voting member may speak more than twice on the same question without permission of the assembly.
25. A voting member wishing to amend the pending motion or to make a secondary motion must raise their electronic hand.
26. After voting members have spoken, any registered non-voting member may participate in discussion asking recognition by the same procedure as required for a voting member if time remains on the subject.
27. During the time a vote is being taken, there shall be no discussion in chat or outside of the meeting for delegates.
28. The members of the Elections Committee will prepare the report of the Committee as soon as possible after the polls have been closed and all the votes have been tabulated. The results will be announced while the conference is in session.
29. The Robert's Rules of Order, Newly Revised 12th Edition, shall govern these proceedings in all cases to which they are applicable, and are consistent with the Bylaws of Zonta International and the district.

PROPOSED RESOLUTIONS FOR ZI CONVENTION 2022

Young Professional Age

Proposal: That ZI raise the age of Young Professional status from 30 to 35.

Rational: Offers the opportunity for more young professionals to take advantage of reduced membership fees, in order to enhance club efforts to increase membership recruitment.

RULES OF PROCEDURE

Rules of Procedure

Proposal: Change wording on #9. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members at a district conference. On 1 June of each year, each club shall pay to Zonta International District 7 per capita dues based upon the number of members in the club as of 1 June. Following Zonta International's Young Professional guidelines, a qualifying member would pay reduced dues per capita. The Young Professional dues would be allocated as follows: the full amount of the district conference assessment per capita and the remainder to the district dues per capita.

District Dues	\$26.50 per Capita
District Conference Assessment	\$3.50 per Capita
Total:	\$30.00 Per Capita
Young Professional	
District Dues	\$11.50 per Capita
District Conference Assessment	\$3.50 per Capita
Total:	\$15.00 per Capita

GUIDELINES FOR ELECTRONIC ELECTION AND VOTING METHODS

District 7

District Conference 2021

VOTING MEMBERS

The voting members of the district conference are the governor, lieutenant governor, area directors, treasurer, and delegates from each club in good standing.

'Good standing' eligibility will be based on the club's position and membership as of July 15, 2021.

To best manage the electronic voting environment:

- If a club has more than one vote, they must have more than one delegate.
- Weighted votes for a single individual will not be permitted under electronic voting. Meaning one individual may not carry two or three votes.
- Proxy votes will not be allowed unless granted special approval by the credentialing committee. All clubs should try to have a club member serve as their delegate.

Voting members must respect confidentiality and may not advise each other how to vote or announce how they have voted until after the voting period has closed.

CREDENTIALING

The Credentials Committee supervises the registration of voters. The delegate registration period has been opened and will close on September 8th, 2021.

The Credentials Committee will conduct a virtual training session pre-conference and provide informational materials. This meeting will take place on September 17th via zoom from 6:00 - 6:30pm (CST), delegates will receive a zoom link via the email they provided during registration.

Prior to the opening of the electronic voting platform and prior to the live conference, the Credentials Committee shall report the number of voting members registered. This will establish the quorum (see below).

Once the election and voting period is open, the Credentials Committee will offer voter support including:

- Management of a special email: Mary Reed mreed@uj.edu

NOMINATING

The Nominating Committee maintains direct communications with all candidates.



The Nominating Committee will inform candidates of guidelines related to written bios and, if possible, speeches.

Campaigning Policy

No campaigning of any sort, other than the wearing of the official candidate's ribbon at conference, shall be allowed.

C. PROHIBITED ACTIVITIES

1. Speeches requesting votes will not be allowed, except during an official candidate's speech made as part of the business session of the conference.

2. No current or past officer or director of Zonta International, or current or past officer of the district, shall seek to influence members to vote for or against a particular candidate.

3. No gifts, trinkets, buttons, or other promotional material shall be distributed on behalf of any candidate for any campaign purposes either before or during the conference.

A voting member nominating a candidate from the floor for an elected position must do so in writing to the Nominating Committee by September 8th, 2021. Once validated, the candidate's name will be inserted after the candidates who were named to the slate.

QUORUM AND RULES

A majority of the voting members registered shall constitute a quorum. For example, if 60 voting members are registered at least 31 voting members must cast a ballot for the vote to be considered valid.

Voting members who cast a ballot will be considered 'present and voting'. This number will be used to determine majority or two-thirds for passage.

A majority vote shall be necessary for election of the district board members. If no candidate receives a majority of the votes cast, the balloting for the office shall continue. Only the two candidates receiving the largest number of votes shall remain on the second ballot.

A two-thirds vote shall be necessary for a proposed amendment to pass for the district rules of procedure.

A majority vote shall be necessary for a district resolution to be adopted and it shall remain in effect for the biennium proposed.

A majority vote shall be necessary for submitting a proposed amendment for Bylaws of Zonta International, a proposed international resolution or other international level business. (See Zonta International Bylaws Article XIX, SECTION 2.)

The members of the district Bylaws and Resolutions Committee will prepare the report of the Committee as soon as possible after the voting period has concluded and all the votes have been tabulated.

The district governor must submit any district approved proposed amendment for Bylaws of



Zonta International, a proposed international resolution or other international level business to the Zonta International Bylaws and Resolution Committee within 30 days of the conclusion of the district conference.

ELECTIONS VOTING

Election voting will take place during the District Conference.

The official language of the platform shall be English.

The Elections Committee supervises the setup of the elections and voting platform. Delegate orientation and training on voting will be offered Friday September 17, 2021 via zoom from 6:00- 6:30 p.m.

The voting period will open September 18th, 2021 from 8:30am-9:00am (CST).

The members of the Elections Committee will prepare the report of the Committee as soon as possible after the voting period has concluded and all the votes have been tabulated.

The results of the election will be disclosed at the live District Conference and published on the district website.

DISTRICT BUSINESS

To increase efficiency, the district business will be managed by 1) a call for unanimous consent or 2) by a vote of all delegates. The following chart indicates how the district will approach these items.

Adopt/accept by unanimous consent	Vote of all delegates
<ul style="list-style-type: none"> • Call to Order • Credentials report • Adoption of the conference rules • Adoption of the agenda for the conference • Committee reports • Approve the financial review of the district statements and reports • Approval of minutes from the 65th District Conference, September 13-15, 2019, Kansas City, MO. 	<ul style="list-style-type: none"> • Adopt the district budget • Vote on change in district dues • Bylaws amendments, amendments to rules of procedure, resolutions for consideration by the Zonta International convention • Vote on any changes to the district bylaws and/or rules of procedure • Vote on any resolutions for the district • Implementation of any Zonta International action



Unanimous consent

As the presiding officer, the governor will introduce items and call for adoption by unanimous consent. Delegates do not need to say or enter any remark in chat if they agree.

If any individual opposes adoption by unanimous consent and wishes to discuss an item and have an official recorded vote, then they say 'no' or enter 'no' in the chat. At that time, the item must be introduced, moved, debated, and have a recorded vote.

Vote

An item for vote would follow standard procedures of Parliamentary procedure. The item must be introduced, moved, debated, and have a recorded vote.

In advance of conference, the district will assign movers and seconders for all known motions.

All motions will be pre-drafted in written form so that they can be seen on the shared computer screen and easily accessible for potential amendments.

During voting, all microphones must remain muted unless a designated speaker has been given the floor.

The presiding officer will follow the adopted standing rules for the conference, including the management of time permitted for debate. An assigned timekeeper will monitor speakers and notify when time is up.

During debate, delegates may comment in chat to be placed 'in line' to speak.

When debate has concluded it is time for the vote. Delegates will cast votes by digital means.

The teller will record the vote and announce the result before the presiding officer may move to the next item.

PRIVACY: RECORDINGS AND PHOTOGRAPHY

When conducting meetings electronically, the privacy, safety, and well-being of participants should always be protected. Business meetings/sessions should never be recorded.

- The potential of a recording could inhibit debate.
- Recordings could be taken out of context.
- Recordings could be improperly edited.
- Recordings could be distributed beyond an intended audience.
- Individuals who were not active meeting participants should only receive minutes of the meeting indicating the decisions made.

Additionally, participation also does not automatically equate to permission to take photographs. If photographs and screen shots will be taken, an announcement should be made at the beginning of the event or prior to the photographs being taken.