



DISTRICT 9 DELEGATES AND FIRST-TIMERS

Welcome!

PLEASE INTRODUCE YOURSELF IN THE CHAT ROOM!

Name

Club

How long have you been a Zontian?

What is your current club position?

Are you a First-Timer, Delegate, or Both?

Agenda

- ❖ Zonta Core Values
- ❖ The Conference Experience
- ❖ General Rules
- ❖ Standing Rules
- ❖ Delegate Overview

Core Values

IN ZONTA WE VALUE...



THE CONFERENCE EXPERIENCE

- ❖ Conference is a time to connect with the district board and other members
- ❖ Participate in all events
 - ❖ Gala Dinner is Fiesta themed 🎉
- 'It is in the informal spaces that perhaps we learn the most.'*
- ❖ Make Friends – Sit with others, get UNCOMFORTABLE, share widely, gather ideas
- ❖ Most delegates and other participants will be asked to report out at their club meetings so please keep that in mind throughout the weekend
 - ❖ Be thoughtful on what you want to share; be reflective; be curious; listen with intent; take lots of notes
 - ❖ Take photos to share with your club members and district
 - ❖ Most importantly ... REQUEST to share with your club even if you are not asked to do so
- ❖ The International Rep
 - ❖ Meet our special guest, Zonta International Executive Director, Megan Radavich

GENERAL GUIDELINES

- ❖ After registration, always wear your nametag
- ❖ Refer to your booklet for daily schedule; meeting, rooms, and events
- ❖ Be on time, meetings start promptly, and doors will close
- ❖ Please stay off your phone for personal matters!
- ❖ We follow **Roberts Rules of Order** - Out of respect for one another, we need to ensure we all follow these rules accordingly
- ❖ While attendees cannot vote, all general members can speak to a motion, once delegates have spoken

THE RULES



Standing Rules

1. Meetings at the Conference shall be called to promptly at the time specified in the program.
2. Delegates shall be seated five minutes before the beginning of business meeting. Delegates not seated by the specified time will not be permitted to vote until the next business meeting. Delegates' time will be monitored by the conference timekeeper.
3. Eligible voting members at the Conference shall consist of the District Officers, (with the exception of the Secretary and the Parliamentarian), the Area Directors, and the duly accredited delegates of each club in good standing.
4. District Board members shall not carry proxies on behalf of any absentee club.
5. Transfer of voting privilege from a delegate to an alternate shall be made through registration with the Credentials Committee.
6. Once an alternate assumes a delegate roll, that alternate remains as delegate for the balance of the conference.
7. Alternates from a club can serve as an alternate for any delegate in that club.

Standing Rules

8. The voting body shall be seated in front of the meeting room in an assigned section.
9. A majority of the delegates registered shall constitute a quorum.
10. Voting shall be done by use of colored voting cards.
11. Any member of a club in good standing in the District may speak, but only members of the voting body may make motions or vote.
12. A motion shall be in writing, signed by the maker and the seconder, and shall be sent to the Presiding Officer for consideration.
13. To obtain the floor a member shall rise, address the Presiding Officer and state the member's name and name of club.
14. No member shall speak more than two minutes unless special permission is granted by the Presiding Officer.

Standing Rules

15. No member shall speak more than twice on the same question, nor speak a second time until all who wish to speak have had the opportunity to do so.
16. A time limit of 20 minutes shall be set on discussion of any main motion.
17. Any scheduled business not finished at the time a recess is taken shall be resumed at the next business meeting at the point where interrupted.
18. An official Parliamentarian shall be appointed by the Presiding Officer.
19. The current addition of Robert's Rules of Order Newly Revised shall be the parliamentary authority for procedures not specially covered by the Zonta International Bylaws and District 9 Rules of Procedure.
20. These rules shall be adopted by a two-thirds vote. They may be amended by a two-thirds majority vote after their adoption.
21. Nominations from the floor shall be made by a Zontian in good standing of any club. The person being nominated must give their consent. The delegate presenting a candidate from the floor for an elected office will be limited to presenting the name and club of the candidate only.



BE ON TIME
SHARE YOUR THOUGHTS
MAKE NEW FRIENDS
HAVE AN OPEN MIND
RECORD KEY TAKEAWAYS

HAVE FUN

MORE RULES

(but just for Delegates)



DELEGATES

Delegate/Alternates' Rules

- ❖ As a Delegate or Alternate of your club, you have been asked to represent your club at all business sessions of the District 9 Conference.
- ❖ Credentials Committee will certify you as **Delegate** or **Alternate** and/or **Proxy** with a **BADGE** that must be worn at every business session.

Check in

- ❖ Enter the room through the assigned Delegate door only.
- ❖ Check in is 15 minutes before each business session for accurate Credentials reporting
- ❖ Be on time or you will not be allowed entry
- ❖ Sit in your reserved seats for each business session
- ❖ Do not leave the room or speak with other Zontians during any business session, except for emergency.
- ❖ If a Delegate must transfer voting privileges to the Alternate notification must be given to the Credential Committee to register and transfer to the Alternate.
- ❖ Delegates/Alternates who leave an active business session will not be allowed to return to the delegate seating until the Delegate door is open.
- ❖ At the close of the last business session, red and green voting cards are to be left on the delegate tables for collection.

DELEGATES

Delegates and Alternates should study and be familiar with the Standing Rules and Rules of Procedures

Motions and Voting

- ❖ Motions requiring a vote will be made during business session.
- ❖ When the question is called and you are asked to vote,
 - ❖ Raise your **Green** card to signal **YES**
 - ❖ Raise your **Red** card to signal **NO**.
- ❖ Delegates carrying 2 votes will be assigned 2 cards and each card must be held up to vote.
- ❖ Keep your voting cards with you unless otherwise instructed to turn in after each business session
- ❖ To obtain the floor, stand and address the chair
 - ❖ You will be recognized by the chair first.
 - ❖ Respond with Governor Salas and then state your name and club.

Ballot Voting for Slate of Candidates

- ❖ Candidate voting will take place individually.
- ❖ Ballots will only contain Area Director candidates specific to your area.

MORE MORE MORE RULES



Parliamentary Procedures-Motions

FLOOR MOTION

- ❖ A motion can be made from the floor or from the board. Every motion must have a second before continuation
- ❖ If no discussion, will go directly to vote.
- ❖ If discussion, time limit set at 20 minutes as per standing rules.
 - ❖ All members wishing to discuss can approach the mic.
 - ❖ If question is called by a **voting member** a vote is required to end discussion and take a vote.
 - ❖ If question is called by a **chair**, once the discussion concludes, a vote can be taken.
 - ❖ The motion passes or fails (per the Standing Rules, **2/3 votes**).

AMENDMENT to Motion

- ❖ **Regular** amendment changes the wording and intent of the motion
 - ❖ Must be accepted by the person who made the motion (and the 2ND) and the amendment change requires a vote by 2/3 majority before moving forward.

More on Parliamentary Procedures & Motions

POSTPONE

- ❖ Postpone it TO A SPECIFIC TIME
- ❖ Requires a motion (deal with it at a specific time in the future for whatever reason).

❖ POINT OF INFORMATION

- ❖ Used to ask a question, request or needing or offering some additional information.
- ❖ (“It’s too cold in the room.”)

POINT OF ORDER

- ❖ Used when there is some deviation from the process, or someone is being disruptive.
- ❖ (Chair will use to bring comments to order. Chair rules on it when offered by a member)

TABLE

- ❖ Putting the motion off and it requires the step of somebody taking it off the table.
- ❖ Requires a motion.
- ❖ Likely it will automatically put into THE NEXT SESSION.
- ❖ NOT debatable/simple majority/no motion to reconsider.

COMMITTEE REPORT – (Treasurer’s report)

- ❖ As this is a report it doesn’t need a motion.
- ❖ Discussion and a vote.

Questions



Thank you!

