

Zonta International District 11 Conference  
Credentials information and procedures

**Excerpt ~ Zonta District Manual January 2008**

**Section 4 – District Conference ~ Credentials Committee page 62**

Credentials Committee (for each District 11 conference)

- in cooperation with the hotel coordinator, establishes location of the credentials desk and the area in meeting room where delegates are to be seated
- obtains official list of voting district officers, delegates and alternates from the governor
- prepares materials to register the voting delegates and district officers
- opens the credentials desk on the first day of the conference and one-half hour before each business meeting
- checks in delegates for each business session and ensures that each delegate is wearing official delegate's identification
- ensures that the delegates know where the section reserved for them is located in the conference hall and that all delegates are seated in that section
- presents the credentials report to the conference when the governor calls for it at the first business meeting (before any business is transacted) and at each subsequent business meeting as requested. If an election is to be held, updates the report before voting instructions are given. The report should specify the numbers of voting district officers, delegates, and proxies (a sample credentials committee report is below. This form may be reproduced for inclusion in the conference program)
- if an election is held, assists the tellers committee by certifying each voting delegate and she/he enters the voting room

## Operating processes and procedures

The credentials committee will be working very closely with the District 11 Secretary and the Registration Committee in order to identify the District Board members, Delegates, Alternates, and Clubs that will be represented by proxy that have registered for the District 11 Conference. All supplies and preparations must be completed prior to the opening of the credentials registration desk process on Thursday of the conference week.

At the end of the previous year's conference, the unused supplies and materials should be turned over to the following year's Conference Chair. In the event that there is not a sufficient supply available then those items listed below need to be purchased. Confirm the number of ribbons used during the current conference compared to the remaining ribbons being received (see note below). The Conference Chair will determine whether each committee orders the supplies and materials that are required or if one person is charged with that task. The supplies and materials required for the credentials committee are as follows:

<u>Supplies</u>	<u>Quantity/Notes</u>
Red construction paper (Voting cards)	1 package 9 ½ x 11" (pages cut in half)
Green construction paper (Voting cards)	1 package 9 ½ x 11" (pages cut in half)
Envelopes 7 ½" x 10 ½"	1 box
Ribbons: **	
Board	(11 Board members per conference with only 9 voting which includes District Secretary and Parliamentarian)
Delegate	(each club has 1 delegate, over 40 has 2 delegates, and over 80 has 3 delegates)
Alternate	(each club has 1 alternate, over 40 has 2 alternates, and over 80 has 3 alternates)
Proxy	(if qualified only 1 vote irrelevant of the number of members)

\*\* Ribbons are purchased from the Zonta International Store (ZI) if available. In the event that the ribbons are not available from ZI check with the previous Credentials Chair to see where they were ordered which could have been through the internet or from a local distributor. Most places require a minimum order of 100 ribbons per type. It is recommended that you order them with the double-sided tape to avoid having to purchase pins.

All completed credentials registration will be online with a copy being received by the District 11 Secretary and Credentials Chair for that conference by email. These forms are approved and validated by the District Secretary in order for the delegate, alternate, or proxy club to be eligible to partake in the voting process at the District Conference. Every club that is in good standing with its district and international dues paid is eligible to send at least one delegate and one alternate depending upon the total number of members in the club. Clubs that cannot send a delegate may request another club to carry their one proxy which will be confirmed eligible by the District 11 Secretary. The requesting Club will be eligible to have a proxy carried if they have not been represented by proxy in the two (2) previously consecutive conferences.

The Credentials Chair will receive a listing of all eligible delegates, alternates, and proxy clubs from either the District Secretary or District Webmaster. Upon receipt of confirmation the credential committee will set up the credentials envelopes for the person. There will be three categories of envelopes set up: Board, Delegates, and

Alternates. The envelopes will be sorted accordingly by the person's last name for easy distribution.

**Board, Club Delegate, and Club Alternate Envelopes:**

Each category will be receiving different materials in their envelope. The envelopes will contain the following:

Board members	<ol style="list-style-type: none"><li>1. Board ribbon (9 + District Secretary and District Parliamentarian)</li><li>2. one red and one green voting card (all except the District Secretary and District Parliamentarian)</li></ol>
Club Delegates	<ol style="list-style-type: none"><li>1. Delegate ribbon</li><li>2. one red and one green voting card</li><li>3. If the Delegate is carrying a proxy add to the envelope:</li><li>4. Proxy ribbon (for each club up to 2)</li><li>5. one red and one green voting card for each club</li><li>6. A copy of the reviewed financial statement will be distributed to each Delegate for their club and proxy club. They do not need to be put into the envelopes.</li></ol>
Club Alternates	<ol style="list-style-type: none"><li>1. Alternate ribbon</li></ol>

**Credentials desk information:**

A special table will be provided for the Credentials Committee in the registration area. The credentials desk must maintain the same hours as the registration desk in order to make sure that all Club Delegates and Club Alternates have the opportunity of registering. Only voting Board members and Club Delegates must do credential registration for the conference to be included in tally counts. There are slightly different procedures depending upon whether elections are being held in that year.

Election year	<ol style="list-style-type: none"><li>1. The credentials desk will be in the registration area and will be open the same hours as the registration desk on Thursday and Friday.</li><li>2. The credential desk will be open the same hours as the registration desk <u>but</u> will be stationed either inside or outside of the voting room on Saturday.</li></ol>
Non-Election year	The credentials desk will be in the registration area and will be open the same hours as the registration desk on Thursday, Friday, and Saturday.

**Registration process District 11 Board members and meeting attendees:**

The Credentials Chair will work with the Registration Chair to make sure that the registration bags and the conference materials are delivered to the District 11 Board meeting room on Thursday in the afternoon before the meeting adjourns at 5:00PM (see samples attached which are posted to the D11 website "BoardMembersschedulefortheRegistrationChair.doc").

**Registration process Club Delegates and Club Alternates:**

There will be two lines for credentials registration, one for Club Delegates and the other for Club Alternates. The credential desk will have signs to designate which person will be registering the Club Delegates and Club Alternates (see samples attached which are posted to the D11 website). During an election year the credentials desk on Saturday will be in a different location based upon the layout of the hotel. In the event that the credentials desk is not in the area of the registration desk, leave a sign to advise those that need to either register or sign in on Saturday the new location of the credential desk (see samples attached which are posted to the D11 website). You will have an Excel spreadsheet that you can use to register the Delegates and Alternates when they check in to receive their envelope.

**Credentials Committee daily report to conference attendees:**

The Credentials Chair will work with the Registration Chair to gather the information needed for this report. This report is given each day by the Credentials Chair when requested by the Governor (see samples attached which are posted to the D11 website). The attendees are reported in two groups:

- **Attendees** (daily Friday and Saturday):
  - Elected Voting District Officials
  - Accredited Voting Delegates Registered Delegates
  - Accredited Proxies
  - Total Voting Members/Proxies this Session

**Final Credentials Report (Saturday)**

- **Number of:**
  - Total number of Clubs in District 11
  - Clubs Represented by Delegates
  - Clubs Represented by Proxies
  - Clubs Not Represented
- **Attendance**
  - District 11 Board
  - International Officers
  - Past International Presidents
  - Past District Governors
  - Delegates (*excludes proxies*)
  - Other Zontians Registered
  - Guests Registered
  - **Grand Total**

## **Frequently Asked Questions (FAQ):**

- *Do voting District 11 Board members need to have a credential form on file?* No. By being duly elected or appointed to represent the District 11 Zontians for the biennium the Bylaws stipulate that they are empowered to vote.
- *What information does the Club Delegate need to show to receive their credentials envelope?* Have them show you proof of who they are by displaying the name tag received from registration.
- *What information does the Club Alternate need to show to receive their credentials envelope?* Have them show you proof of who they are by displaying the name tag received from registration.
- *What if an individual presents either a computerized Delegate or Alternate form with their name listed as a Delegate or Alternate and another person's name is on the credentials registration sign in sheet?* The same procedure applies for both the Delegate and Alternate. The steps that must be followed are:
  - Confirm with the registration desk that the person on your credentials registration sign in sheet is registered and just has not arrived. If the individual is not registered then follow the procedures below. If person is registered and just has not arrived refer the person to the Credential Chair for resolution and do nothing.
  - Confirm that this individual has their registration packet and have them show you proof of who they are.
  - Cross out the name of the person listed on the appropriate credentials registration sheet and print their name.
- *What if the Club Delegate presents a computerized Proxy form from a club and it is not listed?* A Proxy form is not assigned to a Delegate but to the Club's Delegate. If there are two Delegates for a club then either may carry the proxy.
  - Make sure that the club is not already carrying 2 proxies. No one club can carry more than 2 proxies. If they are unable to carry the proxy refer them to the Credentials Chair for resolution and do nothing. If they can carry the proxy then follow the remaining steps.
  - Look up the name of the club in alphabetic order and see if there is a note. Any club not eligible to have a proxy carried for them will be so noted. If there is a note refer the Delegate to the Credentials Chair for resolution.
  - If there are no individuals name and no notes in the name box for the club that means they have not submitted a Delegate form but are eligible to have a proxy carried for them.
  - Accept the proxy form.
  - Add the clubs name in two places.
    - On the line of the proxy club mark the clubs name in the Name box that is carrying the proxy.
    - On the line of the club carrying the proxy in the Proxy(s) for another Zonta Club box print the proxy clubs name.
  - Give to the Delegate a Proxy ribbon and one green voting card and one red voting card.
  - There are no additional signatures required.
- *What if an individual presents a computerized Delegate form and they are already recorded as the Alternate?* The steps that must be followed are:
  - Confirm with the registration desk that the Delegate of record on your credentials registration sign in sheet is registered and just has not arrived. If the individual is not registered then follow the procedures below. If person is

- registered and just has not arrived refer the person to the Credential Chair for resolution and do nothing.
  - Confirm that this individual has their registration packet and have them show you proof of who they are.
  - Cross out the name of the person listed on the credential registration for Delegates and print their name.
  - Verify with the individual as to whether the club has designated another person to be the Clubs Alternate.
- *What if an individual presents a computerized Delegate form and there is no person listed and no notes?* The steps that must be followed are:
  - Confirm that this individual has their registration packet and have them show you proof of who they are.
  - Accept the computerized Delegate form.
  - Print their name on the credentials registration sheet Delegates in the name box for their club.
  - Prepare an envelope for them with the following:
    - Supply one Delegate ribbon.
    - Supply one green voting card and one red voting card.
- *What if an individual presents a computerized Alternate form and there is no person listed and no notes?* The steps that must be followed are:
  - Confirm that this individual has their registration packet and have them show you proof of who they are.
  - Accept the *computerized* Alternate form.
  - Print their name on the credentials registration sheet Alternates in the name box for their club.
  - Prepare an envelope for them with the following:
    - Supply one Alternate ribbon.
- *What if after registration and during the District Conference the registered Delegate cannot fulfill their duties?* The following steps are performed:
  - The Delegate and the Alternate comes to the credential desk and advises a credential committee member of that fact. If that is not possible then the Credential Chair will resolve the situation.
  - The credentials committee member updates the Delegates credentials registration sheet with the change of name and has the new delegate sign above or to the right of the previous delegate.
  - Collect the Alternate ribbon from that individual.
  - If the Delegate ribbon that the original Delegate has is reusable it is then transferred to the new Delegate. If it is not they a replacement Delegate ribbon is given to the new delegate of record.
  - The green and red voting cards are transferred to the new Delegate. If that is not possible then a new set of green and red voting cards are given to the new Delegate.

**Zonta International District 11  
Credential Information and Instructions  
Board members**

Dear Fellow Zonta International District 11 Board members:

Your red and green voting cards and Board ribbon are in this envelope and any other ribbons that may be appropriate.

The Credentials Committee wishes you a great Zonta International District 11 Annual Conference.

Yours in Zonta,

*Signature of the Chair*

Credentials Chair



**Zonta International District 11  
Credential Information and Instructions  
Club Delegates**

Dear Zonta Club Delegates:

You have been chosen by your Zonta Club as the Delegate for the Zonta International District 11 Annual Conference this year which is a great honor and responsibility. As the Club Delegate your responsibility is to attend all business meetings, reply to the ZIF Club Pledges on Friday during the Roll Call of Delegates, vote on any issues presented during this conference, and represent your Club in all matters. After the District 11 Conference you will be expected to give a report to your Zonta Club members on all aspects of the District 11 Conference. If for some reason you are unable to complete your function as the Delegate for your Club, make sure that you and your Club Alternate contact the Credentials Committee in order to make the necessary change. Only Delegates and District 11 Board members may vote.

Your red and green voting cards and Delegate ribbon are in this envelope. In the event that you are carrying a proxy for another Zonta Club(s), you will also be receiving another set of red and green voting cards and a Proxy ribbon(s). The ribbon(s) should be attached to your name tag and worn at all times during the Conference and events.

The Credentials Committee wishes you a great Zonta International District 11 Annual Conference.

Yours in Zonta,

*Signature of the Chair*

Credentials Chair

**Zonta International District 11  
Credential Information and Instructions  
Club Delegates**

Dear Zonta Club Delegates:

You have been chosen by your Zonta Club as the Delegate for the Zonta International District 11 Annual Conference this year which is a great honor and responsibility. As the Club Delegate your responsibility is to attend all business meetings, reply to the ZIF Club Pledges on Friday during the Roll Call of Delegates, vote for the 2012 – 2014 biennium District Officers and Board, vote on any issues presented during this conference, and represent your Club in all matters. After the District 11 Conference you will be expected to give a report to your Zonta Club members on all aspects of the District 11 Conference. If for some reason you are unable to complete your function as the Delegate for your Club, make sure that you and your Club Alternate contact the Credentials Committee in order to make the necessary change. Only Delegates and District 11 Board members may vote.

Your red and green voting cards and Delegate ribbon are in this envelope. In the event that you are carrying a proxy for another Zonta Club(s), you will also be receiving another set of red and green voting cards and a Proxy ribbon(s). The ribbon(s) should be attached to your name tag and worn at all times during the Conference and events.

The Credentials Committee wishes you a great Zonta International District 11 Annual Conference.

Yours in Zonta,

*Signature of the Chair*

Credentials Chair

**Zonta International District 11  
Credential Information and Instructions  
Club Alternates**

Dear Zonta Club Alternates:

You have been chosen by your Zonta Club as the Alternate for the Zonta International District 11 Annual Conference this year which is a great honor and responsibility. As an Alternate you have no official responsibilities unless your Club's Delegate is unable to complete the Delegate's responsibilities during this Conference.

If at any time during this Conference your Club's Delegate is unable to perform the requirements of the position, you will be called upon to become your Club's Delegate for the remainder of this Conference. You should have received the Alternate ribbon in this envelope after checking in at the Credentials Desk. This ribbon should be attached to your name tag and worn at all times during the Conference and events.

The Credentials Committee wishes you a great Zonta International District 11 Annual Conference.

Yours in Zonta,

*Signature of the Chair*

Credentials Chair

## Zonta International District 11 Conference Schedule of registration bags and credentials special handling

The Credentials Chair will coordinate with the Registration Chair on having the registration bags, credential ribbons, and materials delivered to the District 11 Board meeting room in the afternoon on Thursday before the meeting adjourns at 5:00PM. The Credentials Chair can handle delivery of the credentials envelopes with voting cards and ribbons as needed to each member attending the Board meeting or the Registration Chair can handle the entire delivery.

District conference \_\_\_\_\_

<u>Office</u>	<u>Name</u>	<u>Notes (if any)</u>
Governor		
Lt. Governor		
Treasurer		
Secretary <i>(non-voting)</i>		
Area 1 Director		
Area 2 Director		
Area 3 Director		
Area 4 Director		
Area 5 Director		
Area 6 Director		
Parliamentarian <i>(non-voting)</i>		
ZI representative (if any)		

The Governor will specify if there are any others to be included for registration packets.

<u>Position</u>	<u>Name</u>	<u>Notes (if any)</u>

# Delegates Register here

# Alternates Register here

Saturday  
Credentials  
registration will  
be by the  
**[Name] room**

# Credentials Committee Report

Attendees	Friday,		Saturday,	
	Present	Voting	Present	Voting
Elected Voting District Officials				
Accredited Voting Delegates				
Accredited Proxies				
<b>Total Voting Members/Proxies this Session</b>				

## Final Credentials Report

Total number of Clubs in District 11 \_\_\_\_\_  
Clubs Represented by Delegates \_\_\_\_\_  
Clubs Represented by Proxies \_\_\_\_\_  
Clubs Not Represented \_\_\_\_\_

## Attendance Report

District 11 Board \_\_\_\_\_  
International Representative \_\_\_\_\_  
Past International Presidents \_\_\_\_\_  
Past District Governors \_\_\_\_\_  
Delegates (*excludes proxies*) \_\_\_\_\_  
Other Zontians Registered \_\_\_\_\_  
Guests Registered \_\_\_\_\_  
**Grand Total** \_\_\_\_\_