

## Section 4

# District Conference

Includes:

- purpose
- conference committee
- call to conference
- voting members of the conference
- rules of procedure
- Zonta International representative
- conference sales items from ZI Headquarters
- conference budget
- conference responsibilities
- conference business
- order of business
- suggested conference budget preparation worksheets
- suggested standing rules for district conference
- suggested forms
- district conference report form of the district governor

## DISTRICT CONFERENCE

### PURPOSE

**The purpose of the district conference is to:**

- promote the Objects and programs of Zonta International.
- conduct the business of the district, including acceptance of the financial audit/review, action on proposed resolutions affecting the district, and, in odd-numbered years, the election of the district officers and nominating committee, and the adoption of the district budget for the following biennium.
- receive the Zonta International president's message, and reports of district officers and committees.
- inform, instruct and educate district Zontians about Zonta International, with emphasis on its role as an international organization.
- inform, instruct and educate district Zontians about the Zonta International Foundation, with emphasis on its role in supporting Zonta's international programs and the need for Zontians to support the Foundation.
- consider and act upon suggestions submitted by Zonta International.
- consider and act upon resolutions and proposed amendments to the Zonta International Bylaws and Rules of Procedure.
- provide an opportunity for fellowship.

**Note: No act of the conference may conflict with the Zonta International Bylaws or with the actions taken by Zonta International.**

Each district must hold at least one conference per biennium, prior to December of the year preceding the International Convention. Those conferences held in the odd-numbered calendar year should preferably be held prior to November (in order to provide sufficient time (a) to contact governors-elect with Governors' Orientation information and (b) for the International Bylaws and Resolutions Committee to review and report proposed resolutions and bylaws amendments). Conference dates must be approved by the Zonta International President through ZI Headquarters. A member of the Zonta International Board, appointed by the ZI President, serves as International Representative to conferences conducted in the odd-numbered year.

### CONFERENCE COMMITTEE

Practices vary according to the traditions and geography of the district. Options are:

- the host club appoints a conference chairman, who in turn names the chairmen and members of other conference committees.
- the governor appoints a district conference chairman who organizes other chairmen and committee members from a variety of clubs, preferably in the area where the conference will be held.

### CALL TO CONFERENCE

The Zonta International Bylaws require the district governor to issue a call to conference **to the**

**president of each club in the district at least 60 days before the conference.** The call should also be sent to the district's International Board liaison, the International Representative to the conference, to all members of the District Board, and to all district committee chairmen. The call should include notice of proposed changes affecting the district or Zonta International. This should include but is not limited to:

- district budget
- district financial statements
- district dues
- district candidates
- Zonta International Bylaws changes
- resolutions
- district rules of procedure
- credentials information

The call to conference may be posted on the district Web site, but the Governor's newsletter, direct E-mails, and/or hard copy mailed notification of the posting should be sent to each recipient.

An invitation to the district conference may be sent separately and should include but is not limited to:

- conference dates and the times it will begin and end.
- location.
- name and contact information of the host club.
- name, address, and telephone number of the hotel and information on how to reserve hotel rooms.
- travel information.
- conference agenda.
- information on workshops, speakers, seminars.
- conference registration information and registration form.
- pre- and post-conference tour information (if applicable).
- open house information (if applicable).

## **VOTING MEMBERS OF THE CONFERENCE**

See Article XIII Section 11(a)(4) of the Zonta International Bylaws. The voting members of the district conference are

- the elected district officers (governor, lieutenant governor, treasurer, area directors, and vice area directors if they are acting as area directors).
- delegate(s) from each Zonta club in the district in good standing.
  - to be in good standing a club must have paid international dues and fees, provided Zonta International Headquarters a current and complete membership list, have paid district dues and area dues (if applicable), and have organizational activity in accordance with bylaws provisions. .

The following provisions apply to delegates:

- each club is entitled to one delegate (and one alternate) elected by the club.
- clubs with more than 40 members as of the date specified by the district for the payment of district dues (see Section 6) are entitled to two delegates (and two alternates).
- clubs with more than 80 members as of the date specified by the district for the payment of district dues (see Section 6) are entitled to three delegates (and three alternates).
- no club may be represented by proxy at more than two (2) consecutive conferences.
- a club may be represented by one proxy vote (regardless of the number of members in the club).

Other provisions that apply:

- area directors may be elected either at the conference or at area meetings immediately preceding the convention (Zonta International Bylaws, Article XIII, Section 6(b)(1)). Pursuant to Article XIII, Section 6(b), each area director is elected by the clubs in that area. Thus, only delegates, not district officers who are not delegates, may vote for area directors.
- a member of the District Board shall not be a club delegate or alternate per Zonta International Bylaws Article XIII, Section 11(a)(4)(a).
- a club may carry the proxy votes of no more than two other clubs per Zonta International Bylaws Article XIII, Section 11(a)(4)(b).
- district rules of procedure should include a policy regarding proxy procedures for district conferences and international conventions. These policies may or may not include provisions to subsidize the expenses of the proxy carrier. Such policies should also state that proxies should not be instructed but should be trusted to vote in the best interests of the club.

## **RULES OF PROCEDURE**

Each district shall adopt **District Rules of Procedure** (see Section Six) and the adoption shall be by a 2/3 vote of the district conference voting members.

## **ZONTA INTERNATIONAL REPRESENTATIVE**

The International president will assign an International Board member as the Zonta International Representative to each district conference. The governor ensures that the International Representative is assigned an appropriate escort and is sent a conference agenda as soon as possible. As a courtesy, the International Representative should be consulted before being committed to any impromptu speaking during a conference, to any public speaking events outside the conference, or to any media interviews.

The International Representative should

- be actively involved in the conference.
- attend District Board meetings scheduled in connection with the conference.

and may

- contribute to workshops and seminars.
- deliver the Zonta International President's message.

It is suggested that the International Representative be utilized to the fullest extent possible and be given an opportunity to address the conference. The International Representative attends the district conference as an advisor, but also to listen and learn about Zonta in different parts of the world, and to hear the opinions of Zontians in the district.

Zonta International pays the travel costs of the International Representative. The local costs (registration, hotel, meals and local transportation) are the responsibility of the district.

## **CONFERENCE SALES ITEMS FROM ZI HEADQUARTERS**

The district may order items from Headquarters for sale in the district store. Orders should be placed eight weeks prior to the conference. Clubs outside the U.S. should allow additional time due to the possible involvement of customs clearance. Items most often ordered for sale in a district Zonta Store are:

- new member pins
- president's pins
- bylaws booklets
- Zonta brochures
- Zonta Club Manual
- *This is Zonta* cards

*Note: Consignment orders are not possible. All sales items ordered from ZI Headquarters must be paid in advance. It is not possible to return unused items. Ribbons and credentials cards are no longer available through ZI Headquarters.*

## **CONFERENCE BUDGET**

### **The conference budget**

#### **- often includes**

- printing (call to conference, program, ballots if there will be an election, minutes, reports, separate programs for banquets, workshops, memorial service if the district has them, other materials)
- rental of meeting rooms
- supplies (badges, ribbons, signs, photocopying of handouts)
- meals (including taxes and gratuities)
- decorations and favors
- expenses of non-Zontian speakers and government officials (meals, room, possibly travel expenses)
- entertainment
- equipment (audiovisual, microphones)
- planning expenses (including telephone and telecopier)
- certain expenses for the Zonta International representative at conference (*The representative's room, meals, and registration expenses, are paid by the district. The representative's travel expenses to and from the conference are paid by Zonta International.*)
- expenses for the District Board members to attend the conference, including room, meals, registration and transportation (*Expenses for the District Board may be allocated to other*

*budget items in some districts. Some districts charge part of the transportation costs to Board meeting expenses, inasmuch as the District Board meets before the conference.)*

*Note: any loss/gain from the conference has to be covered by/transferred to the district fund.*

## **CONFERENCE RESPONSIBILITIES**

The following is a suggested distribution of responsibilities. (Some of these responsibilities may be delegated to other district officers as appropriate.)

### **Governor**

- submits the conference location and dates to Zonta International president through ZI Headquarters for approval.
- approves venue (in some districts the governor signs the contract with the hotel).
- issues call to conference as discussed above.
- solicits recommendations for conference speakers and selects them.
- appoints:
  - conference secretary (it is recommended that the district secretary be appointed as the conference secretary)
  - conference parliamentarian (it is recommended that the district parliamentarian be appointed as the conference parliamentarian)
  - credentials chairman
  - tellers
  - timekeepers
  - monitors
  - protocol chairman
  - escort for the International Representative
- prepares conference agenda and supplies copy to other District Board members and to International Representative.
- prepares conference script (usually with the assistance of the district parliamentarian).
- reviews and approves the conference program before printing.
- supervises the district secretary's preparation of the official list of voting members of the conference (District Board members and delegates) and alternate delegates and submits it to credentials committee chairman.
- reviews all lists for head table seating and other special table seating and provides lists to the protocol chairman.
- after the conference, helps conference secretary prepare the District Conference Report Form, ensures that secretary sends form (within 60 days) to the members of the District Board, the International liaison, the International Representative, all clubs in the district and ZI Headquarters.
- after the conference, ensures that proposed ZI Bylaw amendments are sent (within 30 days) to the ZI Bylaws and Resolutions Committee Chairman, with a copy to ZI Headquarters (see Conference/District Secretary below).

### Conference Committee Chairman

- appoints:
  - conference treasurer
  - conference committee secretary
  - hotel coordinator
  - banquet chairman
  - memorial service chairman (if a memorial service is customary)
  - menu chairman
  - decorations chairman
  - pages chairman (if pages are customary)
  - public relations chairman
  - registration chairman
  - Zonta store chairman
- in cooperation with the conference treasurer, submits conference budget for the governor's (and in some districts, the District Board's) approval.
- selects, with governor's approval, conference venue.
- maintains contact with governor to ensure that all plans and arrangements are mutually understood.
- meets with other chairmen as necessary and exercises overall oversight responsibility for conference arrangements.
- invites special guests, such as government representatives, with the governor's approval.
- submits a written report on the conference to the governor **within 30 days of the end of the conference.**

### Conference Secretary

#### See also section 2 District Board, Responsibilities of the District Board, District Secretary

- prepares official list of voting members of the conference and alternate delegates.
- records and produces the conference minutes (note: in some districts the minutes are approved by the District Board; in other districts the voting members of the conference approve the minutes of the previous conference. In either case, the minutes should be sent to the International liaison, the members of the District Board, and to all clubs in the district (see discussion of district rules of procedure in Section 6)).
- submits conference recommendations and resolutions to the Zonta International Bylaws and Resolutions Committee at least 180 days before the international convention.
- sends a copy of any proposed bylaws amendments adopted at the conference directly to the Zonta International Bylaws and Resolutions Committee (with a copy to ZI Headquarters) **within thirty days after the end of the conference.** (Although the ZI Bylaws require that proposed ZI Resolutions be sent 180 days before convention to the ZI Bylaws Chairman, as a practical matter districts are encouraged to send any proposed ZI Resolutions at the same time as bylaws amendment proposals.)
- sends a copy of the completed District Conference Report Form (see below) to the members of the District Board, the International liaison, the International representative, all clubs in the district, and to ZI Headquarters **within 60 days after the end of the conference.**
- if an election has been held, sends the names and terms of the officers-elect to ZI Headquarters.

### **Conference Treasurer**

- in cooperation with the conference chairman, prepares a conference budget based on estimated attendance and funds from district conference assessments (see below for budget worksheets).
- submits conference budget to governor (and, in some districts, the District Board) for approval.
- advises each committee chairman of budgetary limits.
- establishes and manages a separate conference bank account to receive all income and pay all bills.
- monitors finances to ensure that income is adequate to cover all expenses. Notifies conference chairman of any financial problems.
- prepares a final conference report comparing actual results to the budget and submits it to the governor within 60 days after the end of the conference; sends copies of this report to the conference chairman and to the host club.
- closes conference bank account when all expenses have been paid and sends any remaining funds to the district treasurer.

### **Banquet Committee**

- selects several possible banquet favors and submits them to governor for final selection.
- coordinates the menus and decorations with the menus and decorations committee.
- helps plan and coordinate entertainment with the entertainment committee.
- coordinates physical arrangements such as room, head table, lights, piano, flags (when customary), lectern or podium, and microphone with the hotel coordinator.
- checks with governor for special seating arrangements for past and present International and district officers, directors, committee chairmen, and other VIPs.
- arranges for an invocation (if customary).

### **Credentials Committee**

- 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 as

she/he enters the voting room.

- members of the credentials committee or the tellers committee should not be a candidate for any position.

### **Entertainment Committee**

- plans any music or other entertainment for the conference.
- plans any optional tours or other pre- or post-conference events requested by the host club.

### **Hospitality Committee**

- in cooperation with the hotel coordinator, arranges for a room for the hospitality suite. The suite should be staffed by members of the host club and be open throughout the conference, except during business meetings.
- assigns escorts to the registration area to assist conference participants as they register.
- assigns escorts to Zontians from other districts, government officials, and guest speakers (the governor appoints the escort for the International Representative).
- has escorts available at the close of the conference to assist participants in departing.
- ensures that all escorts and host club members are knowledgeable about the hotel, the conference facilities, and local attractions.
- obtains printed information about local area and supplies it to registration chairman for inclusion in registration packets.
- arranges local transportation during the conference for the International Representative, governor and other members of the District Board (the International Representative's escort is responsible for arranging her/his transportation upon arrival in the city to the conference site and from the conference site upon departure).
- provides a "lost and found" service.
- obtains completed evaluation forms from attendees and sends them to the governor.

### **Hotel and Venue Coordinator**

- if requested, obtains hotel registration cards to be mailed with registration materials and provides cards to registration chairman.
- arranges for meeting rooms or areas for all functions, including:
  - business meetings
  - voting by ballot (if an election is to be held)
  - scheduled meals
  - hospitality suite
  - registration and credentials
  - Zonta store
  - receptions and social events
- arranges for all equipment and property including:
  - public address system
  - film, slide and overhead projectors
  - videotape recorder/player
  - ballot boxes (if an election is to be held)
  - piano (if needed)
  - flags (if customary)
  - any special requests

- makes room or suite reservations as required for:
  - governor
  - other District Board members
  - International Representative
  - special guests, including non-Zontian speakers
- supervises each room or area arrangement as to the placement of chairs, head table, lectern or podium, signs, lighting, and equipment. Tests the lighting and equipment before each function.

### **International Representative's Escort**

- in advance of the conference, advises the International Representative of
  - specific conference dates and locations.
  - type of dress most suitable for various conference functions and the local climate.
  - any scheduled press conference (keep in mind that for language reasons, the International Representative may prefer not to be interviewed by media).
  - the conference agenda.
  - the District Board's meeting before and/or after the conference.
- meets the International Representative upon arrival in city and transports her/him to hotel.
- ensures that the hotel reservation is complete and that the hotel knows that the International Representative's bill will be paid out of the conference budget.
- arranges for pre-registration of the International Representative and has registration packet ready upon arrival.
- escorts the International Representative to all conference functions.
- transports International Representative to the airport or train station at the conclusion of the conference.

### **Memorial Service Committee** (if customary in the country of the conference)

- arranges for a memorial service as is customary in the country of the conference, e.g. hold a silent minute for all those who have died since last district conference.
- arranges for a room for the service.
- coordinates music needs with the entertainment committee.
- prepares a program for the printing committee.
- plans and conducts the remembrance service.

### **Menus and Decorations Committee**

- selects menus for each conference meal and coordinates them.
- arranges for decorations or flowers for all conference functions.
- arranges for flowers or a fruit basket for the International Representative's and the governor's rooms (if customary).

### **Pages Committee** (if customary in the country of the conference)

- arranges for pages at each meeting to deliver messages, handle motion forms for signing, and run errands.
- ensures that pages are at strategic locations around the conference room where they will be available to the delegates and the District Board.

- provides pages with identifying insignia such as sashes, hats, or badges.

### **Printing Committee**

- on the instruction of the governor, arranges for printing the official call to conference and the registration form.
- delivers the printed call to conference and the registration forms to the registration committee for distribution.
- arranges for printing the conference program. Obtains the governor's approval of the final program before printing.
  - the conference program should include the Conference Standing Rules.
  - it is suggested that the conference program also include the District Rules of Procedure.
- if necessary, has tickets printed for each conference function.
- delivers the printed program and tickets to the registration committee for distribution.
- provides signs, posters, banners, tent cards, and badges as required by other committees.

### **Protocol Committee**

- arranges for presentation of flags at first business meeting, if customary in the country where the conference is being held. The presentation may include national, city, state or provincial, and Zonta flags.
- is familiar with the Zonta International Protocol Manual (June 1996) and especially with the Zonta International precedence list in that manual.
- obtains head table lists for each conference function from the governor.
- coordinates head table placement.
- arranges with the printing committee for tent cards for the head table for each conference function and sees that the cards are placed on the head table before each function (tent cards should have the individual's name printed on each side).
- informs head table guests of the time and location of assembly.
- assembles those seated at the head table prior to each conference function and informs them of the logistics of the room, how to approach the head table, and whether to be seated or to remain standing.

### **Public Relations Committee**

- arranges for news releases about the conference in local media.
- arranges for a news conference with the International Representative (if agreed in advance) and the governor.
- arranges for television and radio coverage if possible and if the International representative agrees.
- arranges for a photographer. If photographs are to be sold, arranges for an area to display them.
- requests a photograph of the International Representative from ZI Headquarters and obtains photographs of the governor, the District Board, and guest speakers for public relations use.
- obtains biographical information about the International Representative and other speakers.

### **Registration Committee**

- prepares and mails district conference registration information to all Zontians in the district,

to the International Board liaison, to the International representative, and to ZI Headquarters. The information should include:

- call to conference
- a summary of the conference agenda
- hotel registration information
- conference registration information
- receives registration forms, records all registrants, the functions they are to attend, and the amount of money they submit.
- keeps all conference committee chairmen advised as to the number of attendees registered.
- assembles registration packets which should include:
  - program books
  - tickets for conference events (if tickets are used)
  - identification ribbons – if used (delegate, governor, District Board, International representative, past International president, host club, first-timer) *Note: Ribbons are no longer available through ZI Headquarters.*
  - information supplied by the governor or by other committees
  - additional handouts
  - local information, including shopping areas, restaurants, places of worship, local attractions
  - conference evaluation form (a suggested form is in this Section)
- registers conference participants.
- presents the attendance report at the final business session (a sample attendance report is in this Section and, with the credentials report, may be included in the conference program).

**Tellers Committee** (if an election is held at the conference)

- obtains the official list of nominees for district office from the nominating committee chairman.
- obtains a ballot box for voting.
- prepares ballots.
  - if area directors/vice area directors are elected at the conference,
    - it is a good idea to prepare different colored ballots for each area in the district to facilitate voting for area director and vice area director.
    - ballots for the voting district officers should also be on a different colored paper because they do not vote for area directors or vice area directors.
    - if candidates are nominated from the floor, their names must be added to the ballots before voting begins.
- arranges for a separate voting room to ensure that voting remains confidential.
- conducts voting in cooperation with the credentials committee.
  - credentials committee verifies each delegate's credentials.
  - tellers committee gives each voter the appropriate ballot upon entering the room.
  - tellers committee observes as voters place their ballots in the ballot box.
- counts the votes and records them on a tally sheet (a sample election tally sheet is in this Section).
- reports voting results, including the number of ballots cast for each candidate, to the district conference when the governor calls for the report. Presents the governor a written, signed, and dated copy of the report.

- when more than two candidates are nominated for an office requiring a majority vote for election, the tellers committee should be prepared to administer a run-off election in the event one candidate does not receive a majority. It is advisable to have extra ballots available.
- counts the votes yes/no/abstain concerning motions and resolutions.

### **Timekeeper**

- obtains stopwatch for use during business meetings.
- coordinates with the governor and the parliamentarian as to how to notify speakers that their time has expired and how to notify the assembly that the allotted time on a subject has expired.
- reviews timing procedures with the parliamentarian.
- becomes familiar with the rules of debate according to the parliamentary authority of the district and the standing rules for the conference as adopted by the voting members of the conference (see suggested standing rules in this Section).

### **Zonta Store Committee**

- in cooperation with governor, orders sales items from ZI Headquarters if needed.
- if clubs are permitted to sell items in the store, receives information from clubs as to needs for space.
- staffs and manages the store at all times when it is open (store is to remain closed during business sessions).
- maintains store financial records with assistance from conference treasurer.
- assumes responsibility for safety of all store items.
- assumes responsibility for all arrangements for collection and payment of taxes (if applicable) in coordination with district/conference treasurer.

## **CONFERENCE BUSINESS**

The following is a suggested order of business for a district conference and includes those items that should be included in a conference in order to carry out its purposes. The order of business may vary depending on the length of the conference, the business to be conducted, the district's rules of procedure (see Section 6), the standing rules for the conference (see suggested standing rules in this Section), and the parliamentary authority adopted by the district. Suggestions as to who should perform various items in the order of business and explanations of why items are in the order suggested are in *italics*.

### **Parliamentarian**

The governor should arrange for a parliamentarian knowledgeable about the parliamentary authority adopted by the district to be present at all conference business meetings. It is also recommended that the parliamentarian review the entire conference agenda and script before the conference begins.

## ORDER OF BUSINESS

- call to order
- invocation (*if customary in country where conference is held*)
- presentation of flags (*if customary*)
- national anthems (*host country, other countries within the district, International President's or International Representative's country*)
- introduction of the head table (*by governor or announcer*) *Note: This should include the International Representative*
- welcome to the city (*by local official*)
- welcome to the conference (*by member of the host club*)
- response to welcomes (*by attending Zontian requested by the governor to perform this function*)
- introductions by the governor (*the governor should first thank the welcomers and responders and should invite the local official to stay but also recognize that in light of his or her other commitments he or she may need to leave*)
  - guests of honor (*non-Zontian*) – governor and conference organizers should take care to ensure that guests are invited to attend only appropriate sessions and not internal discussions
  - guests of honor (*Zontians*)
  - current International Board members (*according to order of precedence*)
  - current International Foundation Board members (*according to order of precedence*)
  - current International committee chairmen (*according to order of precedence*)
  - past International Board members (*according to order of precedence*)
  - District Board members (*if not already introduced as at head table*)
  - district committee chairmen (*if not already introduced as at head table*)
  - Centurions
  - Foundation Ambassador(s)
  - past district governors
  - officers of other districts who are attending
- announcement of conference appointments (*by governor*)
  - credentials chairman
  - escort for the International Representative
  - pages chairman (*if customary*)
  - protocol chairman
  - tellers committee chairman
  - timekeeper
- roll call of clubs (*by conference secretary*)
- report of the credentials committee (*by credentials chairman – should be given before any business is transacted because adoption of the report determines who is eligible to vote*)
- presentation of the conference standing rules (*by parliamentarian*)
- adoption of the conference standing rules (*the vote needed for adoption depends on the parliamentary authority adopted by the district*)
  - {RONR} A two-thirds vote is required for adoption in districts that have adopted *Robert's Rules of Order Newly Revised* as their parliamentary authority
- presentation of the conference program (*by conference chairman*)

- introduction of conference committee chairmen (*by conference chairman*)
- approval of the minutes of the previous conference (*if district rules of procedure require that the minutes be approved by the conference rather than by the District Board; see Section 6*)
- report of the treasurer; presentation of the budget (*The budget is biennial and therefore, in those districts that hold annual conferences, the budget is presented only in conferences in odd-numbered years. If a budget is presented, it should not be acted upon at this time, but copies should be made available to the voting members of the conference for action at a subsequent business session.*)
- report of the auditor
- adoption of the report of the auditor
  - {RONR}* A treasurer's report does not require any action; the conference adopts the report of the auditor
- report of the Nominating Committee (*By chairman of the nominating committee, in odd-numbered years. The nominating committee report should be presented early in the conference, at the first business session if possible, so that the information will be available to the conference body. The voting members of the conference should have an opportunity to meet the candidates and to confer with their clubs after they are presented. Voting is listed later in the order of business, but should be conducted early enough in the conference to enable tellers to report the results during the second business meeting so that there is time for a runoff election if necessary. Instructions to voters should be given just before the voting.*)
- International President's message
- reports of the district officers
- reports of the district standing committees (including any reports from the Centurions or the Foundation Ambassador)
- reports of special committees
- report of the tellers committee (*if an election is held*)
- adoption of the district budget (*at conferences where a budget is presented*)
- resolutions or proposals affecting the district or Zonta International
- unfinished business
- new business
- invitation to the next conference
- announcements
- adjourn

**SUGGESTED CONFERENCE BUDGET PREPARATION WORKSHEETS**

*Note: these worksheets are based on the premises that (1) the district has a conference assessment intended to cover expenses that apply to district business, such as meeting room rental, and (2) the registration fee is intended to pay for items that benefit the individual attendee, such as meals, favors, and decorations. In districts where these premises do not apply, the worksheets should be revised accordingly.*

**General Information**

Location \_\_\_\_\_  
 Host club/area \_\_\_\_\_  
 Dates \_\_\_\_\_  
 Hotel \_\_\_\_\_  
 Conference Chairman \_\_\_\_\_ Telephone \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Number of District Board Members \_\_\_\_\_  
 Average price of hotel rooms - Single \_\_\_\_\_ Double \_\_\_\_\_

**Actual cost of meals included in registration fee per person** (including tax and gratuity)

Note: rather than list by specific meal, these budget preparation worksheets refer to "Meal 1," "Meal 2," etc. "Meal 1" should be the first meal that is part of the conference, "Meal 2" should be the second, etc. The actual number of meals will vary from district to district. In the blanks next to each meal, list what it is, e.g., "Friday night dinner," "Closing Banquet," etc.

Meal 1 \_\_\_\_\_ Cost \_\_\_\_\_  
 Meal 2 \_\_\_\_\_ Cost \_\_\_\_\_  
 Meal 3 \_\_\_\_\_ Cost \_\_\_\_\_

**Projected attendance** \_\_\_\_\_

**Registration fee worksheet**

MEAL 1  
 Meal cost \_\_\_\_\_  
 Other: \_\_\_\_\_  
 Bartenders (if any) \_\_\_\_\_  
 Entertainment/speaker (if any) \_\_\_\_\_  
 Favors (if any) \_\_\_\_\_  
 Decorations (if any) \_\_\_\_\_  
 Program (if any) \_\_\_\_\_  
 Subtotal \_\_\_\_\_  
 Per capita (divide subtotal by  
 projected attendance) \_\_\_\_\_  
  
 Subtotal of per capita costs  
 (meal cost plus other cost) \_\_\_\_\_  
 Overwrite by 10%  
 (10% of previous line) \_\_\_\_\_  
  
 TOTAL (add previous lines) \_\_\_\_\_

COST TO ATTEND ONLY MEAL 1 (rounded) \_\_\_\_\_  
 (Repeat this process for all other conference meals)

ADMINISTRATIVE COSTS  
 registration paperwork, supplies, badges,  
 handouts, per capita \_\_\_\_\_

TOTAL REGISTRATION FEE \_\_\_\_\_

**BUDGET**

**PROJECTED RECEIPTS**

District conference assessment (members x amount)\* \_\_\_\_\_  
 \*(If district has a separate per capita conference  
 assessment)  
 Conference registration (projected attendance less  
 District Board members and International representative  
 multiplied by registration fee) \_\_\_\_\_  
 Additional fees collected (if any, such as tours) \_\_\_\_\_

TOTAL PROJECTED RECEIPTS \_\_\_\_\_

PROJECTED EXPENSES	Previous Year Actual	Budget This Year
Planning (travel, phone)	_____	_____
Official Call to Conference	_____	_____
Stationery, envelopes	_____	_____
Printing:		
Governor's letter	_____	_____
Hostess Club letter	_____	_____
Registration forms	_____	_____
Postage	_____	_____
Other printing:		
Conference program	_____	_____
Function tickets (meals and favor)	_____	_____
Meal programs (if any)	_____	_____
Memorial Service program	_____	_____
Conference Minutes	_____	_____
Other postage	_____	_____
Supplies (receipt book, film, paper supplies, scrapbook)	_____	_____
Supplies from ZI Headquarters:		
Badges	_____	_____
Ribbons	_____	_____

Press kits	_____	_____
Program cover (if any)	_____	_____
Clipboard or carryall	_____	_____
Travel expenses of District Board	_____	_____
Fees to hotel:		
Meeting rooms (include Zonta store, hospitality suite)	_____	_____
Bartenders	_____	_____
Meals (actual x attendance)	_____	_____
Rooms for District Board and International representative	_____	_____
Miscellaneous gratuities	_____	_____
Entertainment	_____	_____
Speakers	_____	_____
Flowers	_____	_____
Governor, International representative	_____	_____
Meals	_____	_____
Hospitality Suite	_____	_____
Memorial Service	_____	_____
Decorations at meals	_____	_____
Favors	_____	_____
Cost for pages		
Transportation	_____	_____
Rooms	_____	_____
Applicable meals	_____	_____
Hospitality Suite expenses	_____	_____
Color Guard	_____	_____
Photography	_____	_____
Gifts (governor, International representative)	_____	_____
Memorial Service costs		
Piano rental (if any)	_____	_____
Other	_____	_____
Zonta Store expenses		
Freight	_____	_____
Porter	_____	_____
Other	_____	_____
Cost of tours	_____	_____
Other	_____	_____
<b>TOTAL PROJECTED EXPENSES</b>	_____	
<b>PROJECTED SURPLUS OR DEFICIT</b>	_____	

Any surplus is to be returned to district; if deficit is projected, use form below to revise budget:

**REVISION OF BUDGET IF DEFICIT IS PROJECTED**

Projected deficit \_\_\_\_\_  
Projected deficit per capita (divide  
projected deficit by projected attendance) \_\_\_\_\_

**NEW REGISTRATION FEE**  
(original registration fee plus projected deficit  
per capita) \_\_\_\_\_

**REVISION**

**PROJECTED RECEIPTS**

Conference receipts \_\_\_\_\_  
Registration fee (new fee x projected  
attendance) \_\_\_\_\_

**TOTAL PROJECTED RECEIPTS** \_\_\_\_\_

**PROJECTED EXPENSES** (same as previous worksheet) \_\_\_\_\_

**TOTAL PROJECTED EXPENSES** \_\_\_\_\_

**SUGGESTED STANDING RULES FOR DISTRICT CONFERENCE**

- Voting members of the district conference shall be:
  - the elected officers of the district and
  - clubs represented by delegates and proxies.
- Only those officers and delegates (or proxies) certified by the credentials committee as voting members of the conference may make motions or vote. To exercise these privileges, a voter must wear the conference badge and identification to all meetings and shall occupy one of the seats reserved for voters. Delegates who carry proxy votes will be issued proxy identifications.
- Transfer of voting privileges from a delegate to an alternate can only be made through registration with the credentials committee.
- To obtain the floor, a member will rise, address the chair, and state his or her name and club.
- A delegate presenting a candidate from the floor for an elected office will be limited to presenting the name of the candidate only.

*Note: the standing rules for the conference may also provide how many times an individual may speak to the same question, how long an individual may speak in debate, a time limit on discussion of any one subject, procedures for making motions and conveying them to the presiding officer, how announcements will be made, how business that is unfinished at the time a recess is taken will be handled, and procedures for suspending the standing rules.*

**SUGGESTED CREDENTIALS COMMITTEE REPORT**

In the sample report below, the sessions are labeled “Session 1,” “Session 2,” and “Session 3.” In the actual report, the sessions should be listed by day, date, and time, e.g., “Friday evening September 15,” “Saturday morning September 16.”

	Session 1	Session 2	Session 3
Elected District Officers			
Accredited Delegate Votes			
Accredited Proxy Votes			
Total Votes Authorized – This Session			

**FINAL CREDENTIALS REPORT**

Total number of clubs in District \_\_\_\_\_  
 Clubs represented by delegates \_\_\_\_\_  
 Clubs represented by proxies \_\_\_\_\_  
 Clubs not represented \_\_\_\_\_

**SUGGESTED ATTENDANCE REPORT**

District Board \_\_\_\_\_  
 International Representative \_\_\_\_\_  
 Delegates and alternates \_\_\_\_\_  
 Other Zontians registered \_\_\_\_\_  
 Guests registered \_\_\_\_\_  
 Total registered \_\_\_\_\_

**SUGGESTED ELECTION TALLY SUMMARY SHEET**

*Note: this form summarizes the tallies for each office; the tellers should have a tally sheet for each office with sufficient space to record the hatch marks: one hatch mark for each ballot cast for each candidate.*

<b>Office</b>	<b>Number of votes cast</b>	<b>Number of votes needed to elect</b>	<b>Candidate</b>	<b>Number of votes received</b>
Governor	_____	_____	_____	_____
Lieutenant Governor	_____	_____	_____	_____
Treasurer	_____	_____	_____	_____
Area Director(s) <i>as many as needed</i>	_____	_____	_____	_____
Vice Area Director(s) <i>as many as needed if applicable</i>	_____	_____	_____	_____
Nominating Committee	<b>Number of ballots cast</b>	<b>Plurality</b>		

Illegal votes \_\_\_\_\_

Reason: \_\_\_\_\_

**SUGGESTED CONFERENCE EVALUATION FORM**

1. Did you attend and participate in the business meetings? \_\_\_\_\_ If not, why not?
2. How many district conferences have you attended? \_\_\_\_\_
3. At this conference were you a (check one):  
\_\_\_\_\_ delegate  
\_\_\_\_\_ alternate  
\_\_\_\_\_ club officer  
\_\_\_\_\_ club member  
\_\_\_\_\_ guest  
\_\_\_\_\_ other
4. How would you characterize the conference agenda (i.e., too full, disorganized, well-planned, uninformative, informative)? Please comment.
5. Did the business meetings adhere to the time schedule? \_\_\_\_\_ If not, how could timing be improved?
6. Please comment on the meeting arrangements (seating space, ease of registration, equipment, climate control, etc.).
7. Please give your impressions of conference events outside the business meetings, e.g., workshops, speakers, seminars.
8. Did the conference accomplish its purpose? If so, how? If not, why not?
9. How was member participation encouraged?
10. If there were pre- or post-conference tours, did you participate? \_\_\_\_\_ If so, please give your impressions. If not, why not?
11. What did you like most and least about the entertainment, speakers, and why?
12. Please comment on the accommodations.
13. Please comment on the meals.
14. What did you like most and least about the conference and why?
15. What would you like to see addressed at future conferences?
16. Future conferences could be improved by:

Signed (*optional*) \_\_\_\_\_



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The district secretary shall send a report of the proceedings within 60 days after each conference, including a synopsis of all action taken by the conference, to each club in the district and to ZI Headquarters.

**please type**

**District Conference Report Form of the District Governor**

District: \_\_\_\_\_ Governor: \_\_\_\_\_

Conference City and  
Dates: \_\_\_\_\_ Country: \_\_\_\_\_

\_\_\_\_\_ Zonta Int'l Representative: \_\_\_\_\_

**Registration**

How many clubs are in the district? \_\_\_\_\_

How many clubs were represented at the conference? \_\_\_\_\_

Which clubs were absent? \_\_\_\_\_

\_\_\_\_\_

How many members of the host club were present? \_\_\_\_\_

How many First Timers were present? \_\_\_\_\_

What was the total registration? \_\_\_\_\_

**Financial Information**

Amount of district dues and assessments per member or per club allocated to conference: \$ \_\_\_\_\_

Amount of registration fee per member: \$ \_\_\_\_\_

Approximate total cost to a member to attend the conference (including meals, accommodation, and registration, but excluding transportation) : \$ \_\_\_\_\_

**Zonta International Foundation Support**

	<b>Amount Presented:</b>	<b>Goal:</b>
Rose Fund	_____	_____
Amelia Earhart Fellowship Fund	_____	_____
Jane M. Klausman Women in Business Scholarship Fund	_____	_____
YWPA Fund	_____	_____
International Service Fund	_____	_____
ZISVAW Fund	_____	_____
WHPPI Fund	_____	_____
Endowment Fund	_____	_____
Total ZIF Support	_____	_____
<b>Support to Zonta International Funds (if applicable)</b>	_____	_____

**Conference Business and Action Concerning Zonta International**

What was referred to the Zonta International Board of Directors?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What International Bylaws Amendments and Rules of Procedure proposals were referred to the Zonta International Bylaws and Resolutions Committee?

*Note: This report to the Board does **not** satisfy the requirements that proposed resolutions should be sent **directly** to the Bylaws and Resolutions Committee at least 180 days before the convention, and proposed bylaws amendments must be sent **directly** to the Bylaws and Resolutions Committee within 30 days after the conference.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What International Bylaws Amendments and Rules of Procedure proposals were presented but *not* referred to the Zonta International Bylaws and Resolutions Committee?

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Were Zonta International Service Projects highlighted at the conference? If so, how?

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### Conference Business and Action Concerning the District

Resolutions and District Rules of Procedure Amendments (Please submit a copy of any resolutions and district rules of procedure amendment proposals showing the exact wording adopted by the conference body.)

What resolutions were *passed* at the conference?

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What proposed amendments to *district* rules of procedure were *adopted* at the conference?

Note: *District Rules of Procedure are the day-to-day operating rules of the district. For more information see the Zonta District Manual.*

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What amendments to the *district* rules of procedure were *proposed* (but not adopted) at the conference?

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**Please attach a copy of the District Rules of Procedure currently in use.**

What is the date of the District Rules of Procedure currently in use?

\_\_\_\_\_  
Month                      Year

Were elections held? \_\_\_\_\_ (If yes, please complete the following section.)

Governor (name): \_\_\_\_\_

Lt. Governor (name): \_\_\_\_\_

Treasurer (name): \_\_\_\_\_

Area Directors (names): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Vice Area Directors (names): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Next district conference to be held (proposed dates including year):

\_\_\_\_\_

Place (name of venue): \_\_\_\_\_ City: \_\_\_\_\_ Country: \_\_\_\_\_

Has the information above been approved by the Zonta International President-Elect? \_\_\_\_\_

Host will be the Zonta Club of: \_\_\_\_\_

### **Main Features of the Conference**

Please describe the outstanding program events:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list Keynote speakers: \_\_\_\_\_

\_\_\_\_\_

What committee reports were given? \_\_\_\_\_

\_\_\_\_\_

What workshops were offered? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What awards were given? \_\_\_\_\_

What type of publicity did the conference receive? \_\_\_\_\_

\_\_\_\_\_

### General

What was most successful about this conference? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What could be done differently next year?

\_\_\_\_\_

\_\_\_\_\_

**Additional comments:**

**Signature:** \_\_\_\_\_  
(Governor)

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_  
(Secretary)

**Date:** \_\_\_\_\_