



## DISTRICT 11 RULES OF PROCEDURE

*Amended September 24, 2005*

*Updated September 25, 2009*

*Updated January 26, 2013*

*Updated August 4, 2015*

District 11 of Zonta International shall be established and governed in accordance with Article XIII, Districts, of the Zonta International Bylaws and the Zonta International Rules of Procedure. To the extent consistent with Zonta International Rules and Procedures, the following Rules will constitute standard operating procedure.

1. There shall be a vice area director for all areas. The vice area directors shall be elected by the clubs in the area.
2. The district board shall meet at least *3 times* each year.
3. District dues and fees shall be determined by two-thirds (2/3) vote of the voting members at a district conference. *On or before June 1* of each year, each club shall pay to Zonta International District 11 *per capita* dues based upon the number of members in the club as of June 1, at the rate *in effect at that time* (\$20 as of 2015/2016 fiscal year), Members who join in the second six months of the fiscal year pay one-half the district dues for that year.
4. The treasurer shall use money market, checking, savings accounts, certificates of deposits, or other appropriate money management techniques to generate earnings on excess district funds. 7. The governor shall approve the expenses of other district board members and district committee members.
5. Expenses to be paid from district general operating funds are defined in the Zonta International District Reimbursement Guidelines. The Reimbursement Guidelines may be amended by a two-thirds (2/3) vote of the district board.
6. The District Board shall approve any expense to be paid from Reserve and/or Designated Funds pursuant to District Policy in effect.
7. The international convention expenses of *registration, banquet, other convention meals, transportation, and/or hotel*) for *the outgoing governor and incoming governor* will be paid from district funds. The budget shall include at least a \$1,000 reimbursement for the same expenses for the Governor-elect. However the Governor-elect may also be reimbursed up to the full amounts allowed in the Zonta International District 11 Reimbursement Guidelines as excess operating funds allow.
8. The district shall hold at least one *district* conference(s) per biennium.
9. Recognizing that a delegate attending a conference and/or convention incurs a cost to attend that meeting, clubs asking that their proxies be carried are encouraged to acknowledge their appreciation and the value of the proxy being carried. This may include compensation to the delegate carrying the proxy to help defray the costs of attending.
10. The biennial district budget shall be presented for approval at the conference immediately preceding the biennium in which the budget is to become effective.

11. The district financial records shall be compiled by a certified public accountant independent of the District board.
12. A registration fee should be set for each conference with a goal to achieve a break-even event to a reasonable extent.
13. Invitations to host a conference shall be extended by vote of a Club and should include the name of the hotel and one or more dates during which the hotel is available. The invitation is then voted on by the District Board.
14. A resolution shall be continued until the goal is achieved or it is rescinded at District Conference.
15. District conference motion cards and election ballots shall be retained by the secretary for at least three (3) months, or until the minutes of the conference have been approved, whichever is longer.
16. The district secretary, with the approval of the governor, shall prepare a summary of proceedings of the district conference, which shall be sent to each club president and to the district board members within sixty (60) days following the conference. Minutes of the proceedings will be prepared by the district secretary and approved by the district board. After approval, a copy will be available for use by clubs or other appropriate interested parties.
17. The governor may appoint a parliamentarian to serve at district conference and as needed during the biennium.
18. The district conference chairman shall provide the district treasurer with the financial statement for the conference and all fiduciary data relating to the conference within ninety (90) days following the conference.
19. The chairman of the district nominating committee shall request, prior to March of each odd-numbered year suggestions from each club for nominees for each position to be filled by election at the succeeding district conference. Personal data forms, including consent to serve if elected, shall be submitted for each name that is suggested. The deadline for suggestions from clubs shall be May 31. The committee shall screen the suggested nominees based on the recorded qualifications and on the committee's own knowledge and judgment. The nominating committee shall prepare a slate of one or more candidates for each district office that is to be filled at that election and of five (5) nominees for the district nominating committee. No name shall be listed without the member's consent to serve, if elected. No member of the nominating committee shall be eligible for nomination at the district and club levels of Zonta International while serving on the committee. At least sixty (60) days before the conference at which the election is to be held, the nominating committee shall send its report to each district officer and to each club in the district. At the conference, additional nominations may be made from the floor immediately after the report of the nominating committee, provided the consent of the nominee has been obtained.
20. Campaigning Policy (available on the Zonta International website under Member Resources/Policies).

21. (a) Zonta International Bylaws require that there shall be the following standing committees: bylaws and resolutions committee, membership committee, service committee and advocacy committee. There may be such other standing and special committees as the district board shall authorize to achieve biennial goals: finance committee, public relations and communications committee, United Nations committee, Amelia Earhart Fellowship committee, Jane M. Klausman Women in Business Scholarship committee, Young Women in Public Affairs Award committee and a Z club and Golden Z club committee.

- i. The district bylaws and resolutions committee shall review and suggest revisions to the District Rules of Procedure each biennium to ensure they do not conflict with the Zonta International Bylaws and shall investigate complaints made against officers of the district board or against a club. The committee shall follow the procedures as outlined in the Zonta International Bylaws.
- ii. The district membership committee shall promote continuing membership growth: recruitment and retention in existing clubs, organization of new clubs, and programs developed by the International Membership Committee.
- iii. The district service committee shall coordinate, at the district level, activities to implement service programs authorized by the international convention. The committee shall also promote awareness of local service projects undertaken by clubs in the district and elsewhere, and of policies developed by the International Service Committee following guidelines established by the Zonta International Board.
- iv. The district advocacy committee shall coordinate, at the district level, activities to implement legislative awareness and advocacy programs, following the guidelines established by the Zonta International Board.
- v. The district United Nations committee shall promote awareness of the United Nations, its agencies and programs, and understanding of the relationship between the United Nations and Zonta International; recognition of United Nations Day (24 October), International Women's Day (and Zonta Rose Day, 8 March) and other international days to commemorate, including themes, years and world decades; activities developed by the International United Nations Committee, including UN-related resolutions adopted at conventions (e.g., promotion of ratification of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and of the *Zonta District Manual June 2013* 74 Optional Protocol).
- vi. The district public relations and communications committee shall promote the Objects of Zonta International and its projects and programs, awareness of Zonta clubs and their projects and programs throughout the district, awareness of international and district websites and the resources available thereon, the need for club websites, activities developed by the International Public Relations and Communications Committee, and healthy communications but adherence to the correct Zonta communication lines.
- vii. The district Amelia Earhart Fellowship committee shall promote at the district level, awareness of the Amelia Earhart Fellowships. The committee shall follow the guidelines established by the Zonta International Board.

- viii. The district Jane M. Klausman Women in Business Scholarship committee shall coordinate, at the district level, activities to promote the Jane M. Klausman Women in Business Scholarships. The committee shall follow the guidelines established by the Zonta International Board.
- ix. The district Young Women in Public Affairs Award committee shall coordinate, at the district level, activities to promote the Young Women in Public Affairs Awards. The committee shall follow the guidelines established by the Zonta International Board.
- x. The district Z clubs and Golden Z clubs committee shall coordinate, at the district level, activities to promote continuing growth by organization of new clubs and retention in existing clubs. The committee shall follow the guidelines established by the Zonta International Board.

(b) The governor shall appoint the chairman and such other members of all standing and special committees as the governor deems appropriate.

(c) The governor shall appoint one or more district foundation ambassador(s).

22. Provided funds are available, the district budget may allocate funds for the use of committees. Committee chairmen shall apply to the governor for funds to carry out the work of their committees and shall submit expense vouchers for reimbursement and/or requests for advances to the governor for approval.

23. Outgoing district officers and committee chairmen shall deliver to their successors all properties belonging to their respective official positions within thirty (30) days after their successors have been installed. The treasurer shall begin transferring responsibilities to the incoming treasurer by 1 June of the first year of the incoming treasurer's term and must complete the transfer within thirty (45) days after the end of the treasurer's term.

24. Clubs shall submit the names of their officers (with addresses, phone numbers and email addresses) to the governor, lieutenant governor, district treasurer, appropriate area director and Zonta International Headquarters within thirty (30) days of election of club officers (by 1 May for clubs with officers taking office 1 June). Clubs shall submit the names of their chairmen (with addresses) to each of the district chairmen promptly after club officers are elected.

25. These Rules of Procedure may be amended by two-thirds (2/3) vote of the district conference voting members, provided that the proposed amendment has been sent to the president of each club within the district at least sixty (60) days before the conference.

26. The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern Zonta International District in cases in which they are not inconsistent with the bylaws of Zonta International or with these Rules of Procedure.

27. The District Board shall establish and set criteria for all awards to be presented at District Conference.

28. Club communications of interest to all members in the District (i.e. event announcements, invitations, flyers, etc.) can be shared in any of the following ways:

- a. Submitted to the District Webmaster for placement on the District website.
- b. Sent in email to their Area Director to be distributed to the area Clubs.
- c. Submitted to the District Secretary for possible inclusion in the District Newsletter.

29. The District email system is to be used solely for District business, news and announcements.

# Conference Rules of Procedure

1. Meetings of the conference shall be called to order promptly by the presiding officer at the time specified on the program. Delegates and alternates shall be seated five minutes before that time.
2. Voting members of the conference shall be the elected District Officers and delegates or proxies of each club in good standing within the District who have been certified by the Credentials Committee. In the absence of a delegate at any session, the alternate shall act in their place, after being certified by the Credentials Committee.
3. All members shall be registered before being admitted to conference business. All members shall wear registration badges at all times in order to be admitted to any conference function.
4. All delegates shall be full-time registrants. Credential sheets must be presented in order to receive delegate badges. Delegates shall be seated in the section reserved for delegates during the business meeting.
5. A majority of the delegates registered shall constitute a quorum.
6. Any member of a club in good standing in the District in attendance at the conference may speak, but only voting members may make motions or vote.
7. To obtain the floor a member shall rise, address the chair, receive recognition, state their name and the name of their club, and state the purpose for which they obtained the floor.
8. No member shall speak longer than two (2) minutes at one time or more than once if someone who has not spoken wishes to do so. Except by permission of 2/3 vote of the conference no one may speak more than twice to the same question of the day. Discussion not germane to the subject before the meeting shall be out of order and shall be stopped by the presiding officer.
9. All motions shall be in writing and signed and shall be given to the secretary before the close of the meeting at which they are presented. Upon request of the presiding officer, a motion shall be written and signed immediately upon presentation.
10. Any scheduled business not finished at the time a recess is taken shall be resumed at the next business meeting at the point where it was interrupted.
11. The Governor may appoint a Parliamentarian who, when requested, shall give an opinion. The presiding officer, however, shall give the ruling.
12. The Governor shall appoint timekeepers, tellers and other non-elected officials necessary for the conference.
13. Immediately after the reading of the report by the Nominating Committee, additional nominations may be made from the floor, provided the consent of the nominee has been obtained. Election shall be by ballot and a majority vote shall elect. In the event that no person receives a majority of the votes cast for any office, the balloting for that office shall continue. Only the two candidates receiving the largest number of votes shall remain on the second ballot.
14. *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority on all matters of procedure not specially covered in the bylaws of Zonta International.