

## **GUIDELINES FOR ELECTRONIC ELECTION AND VOTING METHODS DISTRICT 11 DISTRICT CONFERENCE 2023**

### **VOTING MEMBERS**

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

“Good Standing” eligibility will be based on the Club’s position and membership as of July 31, 2023.

To best manage the electronic voting environment:

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

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

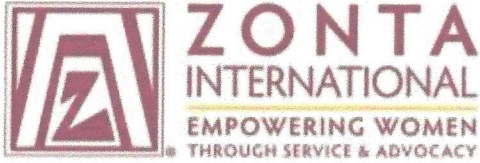
### **CREDENTIALING**

The Credentials Committee supervises the registration of voters. The delegate and alternate registration period will be open after the Call to Conference announcement and end on September 15, 2023 but may be extended based on the recommendation of the committee.

The Credentials Committee will conduct a virtual training session pre-conference business meeting and provide informational materials.

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

Once the election and voting period is open, the Credentials Committee will offer voter support including: management of a special delegate and alternate information email.



## **NOMINATING**

The Nomination Committee maintains direct communications with all candidates.

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

There will be no nominations from the floor.

## **QUORUM AND RULES**

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

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

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

A two-thirds vote shall be necessary for a proposed amendment to pass for the district. (See District Bylaws Article XVI, SECTION 2.)

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

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

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

The district governor must submit any district approved proposed amendment for Bylaws of Zonta International, a proposed international resolution or other international level business to the Zonta International Bylaws and Resolution Committee within 30 days of the conclusion of the district conference.



**ELECTIONS VOTING**

Election voting will take place in advance of the District Conference. The voting platform being used is a WordPress Voting Plugin.

The official language of the platform shall be English.

The Elections Committee supervises the setup of the elections and voting platform and will provide delegates with sample ballots that can be printed out as a guide sheet prior to the opening of online voting.

The voting period will open on September 28 and close on October 4 but may be extended based on the recommendation of the Elections Committee if a quorum still needs to be achieved.

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

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

**DISTRICT BUSINESS**

To increase efficiency, the district business will be managed by a vote of all delegates and or alternates. The follow chart indicates how the district will approach these items.

Adopt/accept by electronic vote	Vote of all delegates
<ul style="list-style-type: none"> <li>• Call to Order</li> <li>• Credentials report</li> <li>• Adoption of the conference rules</li> <li>• Adoption of the agenda for the conference</li> <li>• Committee reports</li> <li>• Approve the financial review of the district statements and reports</li> </ul>	<ul style="list-style-type: none"> <li>• Adopt the district budget</li> <li>• Bylaws amendments, amendments to rules of procedure, resolutions for consideration by the Zonta International convention</li> <li>• Vote on any changes to the district bylaws and/or rules of procedure</li> <li>• Vote on any resolutions for the district</li> <li>• Implementation of any Zonta International action</li> </ul>

Voting on nominees and the acceptance of the list of documents above will be done electronically by delegates and or alternates.



## **PRIVACY: RECORDINGS AND PHOTOGRAPHY**

When conducting meetings electronically, the privacy, safety, and well-being of participants should always be protected. Notify all attendees during the introduction.

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