



ZONTA
INTERNATIONAL

EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

District Conference Manual

August 2019

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Introduction

Purpose

This manual is meant to guide and facilitate the work of planning and conducting a district conference.

Audience

This manual should be read and followed by district governors and district board members, district conference chairman and members.

Districts vary widely as to cultural norms, geographical size, and number of countries, clubs and individual club members in the district. Consequently, this manual should be considered a general guide; not every suggestion in this manual will be practical and appropriate for all districts.

Contents and Use

This manual describes the processes by which each Zonta district plans and conducts business at the conference level. Suggested items of business, responsibilities of various officers and committees, and conference logistics are presented to facilitate a successful conference. Various templates, work-sheets and models are included as a convenience for those in charge of various aspects of conference business.

This manual is not a substitute for the *Bylaws of Zonta International*, or the *Rules of Procedure of Zonta International*, which are the primary rules that govern the operations of Zonta and which should be read in conjunction with this manual.

Update

This manual should be reviewed and, if required, updated once per biennium, unless relevant legal or policy requirements necessitate additional editions.

Style

The Associated Press Stylebook 2015 and the *Publication Manual of the American Psychological Association* are style guides utilized in this manual.

Parliamentary Authority

Robert's Rules of Order Newly Revised, 11th Edition

► Throughout this manual, *board* signifies the district board and *manual* signifies this manual, except where expressly stated otherwise. References to the governor include the regional representative.

SECTION ONE – Planning the District Conference

Each district is required to hold one conference in the odd-numbered year of the biennium, preferably no later than the first weekend in November. The district governor must submit proposed dates for the conference to Zonta International headquarters for approval by the president elect.

General Responsibilities for the Governor and the Conference Committee

The governor

- selects the theme and type of conference,
- selects conference chairman and/or committee together with the host club,
- approves the venue,
- prepares the business agenda,
- together with the board, approves the budget,
- approves the program,
- signs all contracts, invites keynote speakers and arranges workshops, if applicable, and
- collects information from clubs about members who passed away since last conference.

The Conference Committee

- proposes the venue to the governor,
- drafts the call to conference and forms for registration and hotel registration, for approval by the governor,
- prepares a conference budget for approval,
- suggests a non-business program including entertainment,
- recruits volunteers for all special committees, and
- is responsible for the logistics of the program – section three of this manual.

Conference Content

Voting members of the conference:

- Vote on proposed amendments to the Bylaws of *Zonta International* and *Rules of Procedure of Zonta International* and propose resolutions pertaining to Zonta International.
- Adopt District Rules of Procedure conforming to the Bylaws of Zonta International and Rules of Procedure of Zonta International.
- Act upon proposed resolutions pertaining to the district.
- Elect district officers and the District Nominating Committee. At the option of the district, area directors may be elected at an area meeting preceding the International Convention.
- Approve the examined financial statements and reports.
- Adopt the district budget for the next biennium.

SECTION ONE – PLANNING THE DISTRICT CONFERENCE

- Approve changes, if any, to district dues.
- Consider and act upon suggestions submitted by Zonta International Board.

Other activities include:

- Zonta International president's message.
- Reports by district officers and committee chairmen Information to club members on Zonta International's role as an international organization.
- Reports on the Zonta International Foundation's activities and progress toward its biennial goals.
- Workshops with relevant topics.
- Opportunities for fellowship and networking.
- Memorial service.

No action or activity of the conference may conflict with the *Bylaws of Zonta International*, *Zonta International Rules of Procedure* or with policies adopted by the Zonta International Board.

Call to Conference

The *Bylaws of Zonta International* require the governor to issue a *Call to Conference* at least 60 days before the conference. The call should be sent either by ordinary mail or e-mail to all club presidents in the district, 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 to Conference* should also be posted on the district website.

It is recommended that an e-mail notification be sent to all district members to encourage attendance and participation.

The call should include notice of proposed changes affecting the district or Zonta International; if such changes are not included in the call, they must nonetheless be sent to all club presidents at least 60 days before the conference. The call should include but is not limited to;

- Draft conference agenda.
- Proposed district budget for the next biennium.
- Audited/Reviewed/Compiled district financial statements for the previous biennium. The slate of candidates for elective district positions.
- Proposals addressed to the Zonta International Bylaws and Resolutions Committee for changes to the *Bylaws and/or Rules of Procedure of Zonta International* resolutions to be considered by Zonta International; if such proposals are not included in the *Call to Conference* they must nonetheless be sent to club presidents at least 60 days before the conference.
- Proposals for changes to the district's rules of procedure.
- Credentials information.
- Conference arrangements, including but not limited to;
 - dates, times, location,
 - registration cost and information,

SECTION ONE – PLANNING THE DISTRICT CONFERENCE

- accommodations information,
- workshops and speakers, and
- contact information for questions.

Order of Business

A suggested order of business for a district conference is included in this manual.

- ▶ Appendix A - *Sample Order of Business*

Voting Members

The voting members of the conference are the governor, lieutenant governor, treasurer, area directors, and the delegates of each club in good standing. The number of delegates for each club and clubs represented by proxy are defined by the Bylaws of Zonta International. No club may be represented by proxy at more than two consecutive district conferences and a club may carry the proxy votes from no more than two other clubs.

The area directors are elected by the clubs in their respective areas; the elected district officers do not vote for area directors.

- ▶ *Bylaws of Zonta International, Article XIII, Section 11 (4)*

If there is to be a vote on the district's boundaries, only delegates of the affected clubs vote. The elected district officers do not have a vote on this issue.

- ▶ *Bylaws of Zonta International, Article XIII, Section 2*

Rules of Procedure

Each district must adopt district rules of procedure; adoption requires 2/3 vote of the conference voting members.

- ▶ *District Manual* under Governance/Manuals on the international website

Conference Program

The program should include, as appropriate;

- governor's welcome,
- letter from international president,
- letter/message from the international representative,
- detailed program/agenda,
- financial reports,
- proposed budgets,
- the district's rules of procedure and any proposals to amend them,
- proposed standing rules for the conference,
- credentials report form,
- registration/attendance report form,
- election results form,
- slate of candidates and candidates' biographies,
- speaker's biographies,

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- workshop details, and
- any proposals affecting Zonta International.

Zonta International Representative

The international president will assign an international representative to each district conference as an advisor and support to the district. The international representative;

- Delivers the Zonta International president's message.
- Is actively involved in the conference.
- Attends district board meetings scheduled in connection with the conference.
- Contributes to workshops and seminars, if requested.
- Prepares a conference report and forward to headquarters within 14 days following the conference.

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 listens to the opinions of Zontians in the district and brings the information to the Zonta International president and Board.

SECTION TWO – Responsibilities for Conference Business

Governor

The responsibilities of the governor include:

- Approving the venue and signing the contract.
- Soliciting recommendations for conference speakers and selecting them. Speakers should focus on issues relating to women and that are in alignment with Zonta's objectives.
- Issues *Call to Conference*.
- Appoints;
 - conference secretary. It is recommended that the district secretary is 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, and
 - aid for the international representative.
- Prepares conference agenda and supplies copies to other district board members and to international representative.
- Reviews and approves the conference program.
- Approves the district secretary's preparation of the official list of voting members of the conference and alternate delegates and submits it to credentials committee chairman.
- Prepares conference script, if customary. This is usually done with the assistance of the district parliamentarian.
- Reviews all lists for head table seating and other special table seating and provides lists to the protocol chairman.
- Presides at the district conference.
- Submits the district-approved dates for the next odd-numbered year conference to headquarters for approval by the international president-elect. Date for additional district conferences in even numbered years do not require approval since an international representative will not be present.
- Submits the *District Conference Report*, including the *Governor's Report Form* within 14 days of the conference. Ensures that the secretary sends any proposed amendments to the *Bylaws or Rules of Procedure of Zonta International* within 30 days of the conference to the chairman of the International Bylaws and Resolutions Committee with a copy to headquarters.
- Ensures the secretary sends any proposed Zonta International resolutions at least 180 days before the convention to the Zonta International Bylaws and Resolutions Committee chairman, with a copy to headquarters.

SECTION TWO – Responsibilities for Conference Business

District Conference Secretary

The district secretary may also serve as the district conference secretary. The conference secretary:

- Prepares official lists of voting members of the conference and of alternate delegates.
- Records and produces the conference minutes. The minutes are approved either by the district board or by the voting members of the next 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.

The district secretary has the following responsibilities in connection with the district conference:

- Sends proposed bylaws amendments adopted at the conference directly to the Zonta International Bylaws and Resolutions Committee chairman with a copy to headquarters within 30 days after the end of the conference.
- Sends proposed resolutions adopted at the conference directly to the Zonta International Bylaws and Resolutions Committee chairman with a copy to Zonta International headquarters at least 180 days before the convention. Maintains records of proxies at district conferences.
 - ▶ *Bylaws of Zonta International*, Article XIII, Section 11(a)(4)(b)
- Assists the governor with the *District Conference Report* within 14 days of the conference. The report is made electronically on line.

District Treasurer

The duties of the district treasurer at the district conference include:

- Presents the biennial budget for the next biennium for approval.
- Presents the audited financial report for the previous biennium.
- Presents the independently prepared audit, review or compilation report if preparer is not present.
- Verifies that all voting clubs are in good standing. A club in good standing is one that has paid international dues and fees, has provided to Zonta International headquarters a current and complete official club member list, has paid district dues and area dues, if applicable, and whose organizational activity is in accordance with the *Bylaws of Zonta International*.
 - ▶ *Bylaws of Zonta International*, Glossary

Parliamentarian

The governor should arrange for a parliamentarian who is 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, if used, before the conference begins.

Credentials Committee

A credentials committee member must not be a candidate for any position. The responsibilities of the Credentials Committee include:

SECTION TWO – Responsibilities for Conference Business

- Establishes the locations of the credentials desk near the meeting room and seating for delegates in the meeting room.
- Obtains official list of voting district officers, delegates and alternates from the governor.
- Prepares materials to credential all voting delegates and district officers.
- Opens the credentials desk on the first day of the conference and before each business meeting.
- Checks in delegates for each business session and instructs delegates to wear official delegate's identification.
- Ensures that the delegates know where the section reserved for them is located in the meeting room and that all delegates are seated in that section.
- Before any business is transacted, presents the credentials report to the conference when the governor calls for it at the first business meeting and at each subsequent business meeting as requested. If an election is held, the report should be updated before voting instructions are given. The report should specify the numbers of voting district officers, delegates and proxies.
 - ▶ Appendix D *Sample Credentials Committee and Attendance Report*
- Assists the tellers committee during elections by certifying each voting delegate before entering the voting room.

Tellers' Committee

Tellers should not be a candidate for any officer position or for membership on the nominating committee. The responsibilities of the tellers include:

- Obtain the official list of nominees for district office from the nominating committee chairman.
- Obtain a ballot box for voting.
- Prepare ballots. If candidates are nominated from the floor, their names must be added to the ballots before voting begins. If area directors are elected at the conference, separate ballots must be prepared for distribution to:
 - The elected district officers – these ballots will list only the candidates for governor, lieutenant governor, treasurer and nominating committee.
 - The delegates from each area – these ballots will list the candidates for governor, lieutenant governor, treasurer and nominating committee and for area director for the area whose delegates are receiving the ballots. It is recommended that the ballots distributed to the elected district officers and for each area be different colors.
- Arrange for a separate voting room.
- Conduct voting in cooperation with the credentials committee. When the credentials committee has verified each delegate's credentials, the tellers' committee:
 - ☺ Gives each voter the appropriate ballot upon entering the room.
 - ☺ Observes as voters place their ballots in the ballot box and, after the polls are closed.
 - ☺ Counts the votes and records them on a tally.
 - ▶ Appendix E - *Sample District Teller's Worksheet/Report*
 - Reports voting results, including the number of ballots cast for each candidate, to

SECTION TWO – Responsibilities for Conference Business

the district conference when the governor calls for the report.

- Presents the governor with a written, signed and dated copy of the report.
- Counts the votes for or against motions and resolutions and records the results and the number of illegal ballots.
- Presents the results to the governor/presiding officer.

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 runoff election in the event one candidate does not receive a majority. It is advisable to have extra ballots available.

The chairman of the tellers' committee reads the report to the assembly and submits the report to the governor. The governor reads the result of the vote for each candidate for each position on the slate and, where a candidate has a majority, or plurality in the case of nominating committee candidates, declares that candidate elected.

Timekeeper

The responsibilities of the timekeeper include:

- Coordinates with the governor and parliamentarian 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.
 - ▶ *Appendix C - Model Standing Rules for District Conference*

Monitors

Monitors should be easily identified with a sash or ribbon and stationed at strategic locations around the conference room where they are available to the delegates and district board. The responsibilities of the monitors include:

- Deliver messages, handle motion forms for signing, and run errands.

Protocol Committee

If a separate protocol committee is appointed, the responsibilities should include:

- 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 and the flag of the international representative's home country.
- Obtains from the governor the head table lists for each conference function.
- Coordinates head table seating plan.
- Arranges for tent cards for the head table and for each club and places the cards on the head table and the tables where delegates are seated.
 - ▶ *Zonta International Protocol Manual*

SECTION TWO – Responsibilities for Conference Business

International Representative's Aide

If an Aide is provided for the international representative, the duties include:

- Advises the international representative in advance of;
 - specific conference dates and locations,
 - details of specific conference events such as social functions, dinner with district board, etc.,
 - attire most suitable for various conference functions and the local climate,
 - any scheduled press conference, if agreed with the international representative,
 - conference agenda, and
 - district board meetings before and/or after the conference.
- Meets the international representative upon arrival in city, transports the representative to hotel, transports representative to destination after conference.
- Ensures that the international representative know when and where various functions are and that the representative meets as many attendees as feasible.

SECTION THREE – Conference Logistics

Conference Committee Appointment

The conference committee is responsible for many of the arrangements for the conference. Some conferences will not include all the events and arrangements described below; and some of these can be handled by another committee or an individual member. Practices vary according to the traditions and geography of the district.

Conference Committee Chairman

The governor and/or host club appoints a conference chairman. The conference chairman, in consultation with the governor, appoints other chairmen and committee members from the host club and clubs. The responsibilities of the conference committee chairman include:

- Organizes subcommittee chairmen, committee members and appoints, in consultation with the governor;
 - conference treasurer,
 - registration chairman,
 - hotel and venue coordinator,
 - banquet and meals chairman,
 - memorial service chairman,
 - public relations chairman,
 - entertainment chairman, and
 - marketplace chairman.
- Depending on the district's rules of procedure, selects, with the governor's approval, the conference venue, unless the venue is selected by the district board. The venue should have appropriate internet connection with audiovisual capability in the business meeting rooms and adequate rooms and space for all conference functions.
- 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.
- Obtains completed evaluation forms or, on-line survey from attendees and provides them to the governor.
 - ▶ Appendix G - *Sample Conference Evaluation Form*
- Submits a written report on the conference to the governor.

Conference Treasurer

The responsibilities of the conference treasurer include:

- Prepares, in cooperation with the conference chairman, a conference budget based on estimated attendance and funds from district conference assessments.
- Submits conference budget to the governor and to the district board for approval.
 - ▶ Appendix H - *District Conference Budget Preparation Procedure*

SECTION THREE – CONFERENCE LOGISTICS

► Appendix I - *District Conference Sample Budget Form*

- 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 and 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.

Conference Budget

The conference budget must include all costs for the conference and take into consideration the district's current *Reimbursement Guidelines*.

Expenses for the district board members to attend the conference, including registration, travel, accommodation and meals should be considered when preparing the budget. Some districts may wish to charge part of the travel and accommodation costs to board meeting expenses.

► Appendix I – *District Conference Sample Budget Form*

► Appendix D- *District Reimbursement Guidelines* in the *District Manual*

Any loss or profit of the conference has to be covered by/transferred to the district funds or as instructed in the district's current *Rules of Procedure*.

Registration Committee

The responsibilities of the registration committee include:

- Prepares and mails/emails district conference registration information to all Zontians in the district, to the International Board liaison and to the international representative, if different from the liaison. The information should include;
 - *Call to Conference*,
 - conference agenda,
 - hotel registration information,
 - conference registration information,
 - credentials and Proxy Forms, and
 - information on how and when to book a table at the marketplace, if applicable.
- Receives registration forms, records all registrants, the functions they are to attend, and the registration fee they submit.
- Keeps all conference committee chairmen advised about the number of attendees registered.
- Assembles registration packets which should include;
 - program booklet
 - information from the governor or other committees,

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- identification, if used e.g. delegate, governor, district board, international representative, past international president, host club, first-timer,
- tickets for conference events,
- local information, including shopping areas, restaurants, local attractions, and
- conference evaluation form, if not using online survey.
 - ▶ Appendix G - *Sample Conference Evaluation Form*
- Presents the attendance report at the final business session.
 - ▶ Appendix D - *Sample Credentials Committee and Attendance Report*

Hotel and Venue Coordinator

The responsibilities of the hotel and venue coordinator include:

- Arranges for meeting rooms, areas and equipment for all functions, including;
 - board meeting(s),
 - business meetings,
 - voting by ballot,
 - scheduled meals/banquet,
 - registration and credentials,
 - microphones, audiovisual equipment,
 - receptions and social events,
 - marketplace,
 - foundation table, and
 - hospitality suite, if that is the tradition of the district.
- Coordinates with other committees to ensure the space for their activities is appropriate.
- Makes room reservations as required for;
 - governor,
 - other district board members,
 - international representative,
 - Amelia Earhart fellows, YWPA or Klausman recipients, if attending, and
 - 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.

Banquet and Menu Committee

The responsibilities of the Banquet and Menu Committee include:

- Selects menus for the meals and banquet .
- Coordinates physical arrangements with the hotel coordinator.
- Obtains from governor any special seating arrangements for past and present international and district officers, directors, committee chairmen and other VIPs.
- Coordinates with the entertainment and decorations committees.
- Arranges for an invocation, if customary.

Memorial Service Chairman

The memorial service chairman arranges for a memorial service in a manner that is customary in the country of the conference. The chairman:

SECTION THREE – CONFERENCE LOGISTICS

- Arranges for a room for the service.
- Coordinates music needs with the entertainment committee.
- Prepares a program.
- Conducts the remembrance service or arranges for another person to do so.

Foundation Ambassador

The responsibilities of the Foundation Ambassador include:

- Arranges for table/booth to collect contributions and ensures donation forms are available.
- Coordinates presentations of Zonta International projects and programs, progress toward fundraising goals and giving opportunities.

Hospitality Committee

The responsibilities of the Hospitality Committee include:

- Arranges, if customary, for a hospitality suite with the hotel and venue coordinator.
- Assigns aides to Zontians from other districts, government officials and guest speakers.
- Ensures that all aides and host club members are knowledgeable about the hotel, the conference facilities and local attractions.
- Obtains printed/digital information about local area for registration packets.

Public Relations Committee

The responsibilities of the Public Relations Committee include:

- Obtains photographs and permission to use photographs of the governor, the district board, guest speakers and international representative for public relations use.
- Obtains biography of the international representative and other speakers.
- Arranges for news releases about the conference in local media.
- Arranges, if possible, for any television and/or radio coverage, with approval from governor and international representative.
- Arranges for a photographer.

Entertainment Committee

The responsibilities of the entertainment committee include:

- Plans any music or other entertainment for the conference, including for the banquet, if customary.

Marketplace Committee

The responsibilities of the marketplace committee include:

- If clubs are permitted to sell items, receives information from clubs as to needs for space.
- Coordinates the marketplace when it is open.

► Appendix B – *Overview of Responsibilities*

APPENDICES

A	Sample Order of business
B	Overview of Responsibilities
C	Model Standing Rules for District Conference
D	Sample Credentials Committee and Attendance Report
E	Sample District Tellers' Worksheet/Report
F	Model Form Election Result
G	Sample Conference Evaluation Form
H	District Conference Budget Preparation Procedure
I	District Conference Sample Budget Form

APPENDIX A – Suggested Order of Business for District Conference

1. Call to order
2. Invocation, if customary in country where conference is held
3. Presentation of flags, if customary
4. National anthems, if customary, including anthems of the host country, international representative's country and other countries within the district
5. Introduction of the head table by governor or announcer.
6. Welcome to the city by local official
7. Welcome to the conference by a member of the host club
8. Response to welcomes by an attending Zontian who has been requested by the governor to perform this function
9. Introductions by the governor. The governor should first thank the welcomers and responders and then invite the local official to stay, recognizing that, in light of his or her other commitments, he or she may need to leave. Thereafter:
 - a) 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
 - b) Guests of honor (*Zontians*)
 - c) Current Zonta International Board members and other Zontians according to the order of precedence outlined in the *Protocol Manual*
10. Announcement of conference appointments including:
 - a) Credentials chairman
 - b) Aide for the international representative
 - c) Pages chairman (*if customary*)
 - d) Protocol chairman
 - e) Tellers' committee chairman
 - f) Timekeepers
11. Roll call of clubs by conference secretary
12. Report of the credentials committee by chairman of the Credentials Committee. This should be presented before any business is transacted inasmuch as adoption of the report determines who is eligible to vote.
13. Presentation of the conference standing rules by the parliamentarian
14. Adoption of the conference standing rules. The vote necessary for adoption depends on the parliamentary authority adopted by the district. A two-thirds vote is required for adoption in districts that have adopted *Robert's Rules of Order Newly Revised* as their parliamentary authority.

15. Presentation of the conference program by the conference chairman
16. Introduction of conference committee chairmen by the conference chairman
17. Approval of the minutes of the previous conference, if the district Rules of Procedure require that the minutes be approved by the conference rather than by the district board
18. 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 at 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.
19. Report of the auditor/reviewer
20. Adoption of the audit/review/compilation report. A treasurer's report does not require any action; the conference adopts the report of the certified/chartered public accountant or by a qualified individual, independent of the district board.
21. Report of the nominating committee by the chairman of the District 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 there is time for a runoff election if necessary. Instructions to voters should be given just before the voting.
22. International president's message
23. Reports of the district officers
24. Reports of the district standing committees, including of the foundation ambassador
25. Reports of special committees
26. Report of the tellers' committee
27. Adoption of the district budget
28. Resolutions or proposals affecting the district or Zonta International
29. Unfinished business
30. New business
31. Invitation to the next conference
32. Announcements
33. Adjournment

▶ *Zonta International Protocol Manual* under Governance/Manuals on the international website



Governor Elect	Establish date and location of next conference & inform ZI Headquarters for President-Elect's approval	Appoints conference secretary, conference parliamentarian, credentials chairman, tellers, timekeepers, monitors, protocol chairman, aide to ZI representative						
Governor Elect or Host Club		Appoint Conference Chairman						
Conference Chairman		Select venue with Governor-Elect's approval and appoint conference treasurer, conference committee chairmen and members				Submit written report on conference to governor		
Conference Treasurer		Prepare conference budget with conference chairman for approval by governor or district board					Prepare final conference report of actual results to the budget	Close conference bank account
Conference Secretary						Submit any proposed ZI Bylaws amendments to the ZI Bylaws and Resolution Committee Chairman	Prepares, submits and distribute District Conference Report of the Governor - update	Submit any proposed resolutions to the ZI Bylaws and Resolution Committee Chairman
Governor			Encourage clubs to submit motions concerning bylaws changes, etc.	Issue Call to Conference	Write script for conference		Prepares, submits and distribute District Conference Report of the Governor - update	
Nominating Committee				Provide official slate and qualifications of each candidate				

APPENDIX C – Model Standing Rules for District Conference

- Rule 1. Voting members of the district conference are the elected officers of the district and clubs represented by delegates and proxies
- Rule 2. Only those officers and delegates and 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 have their credentials cards available. They must occupy one of the seats reserved for voters. Delegates who carry proxy votes will be issued proxy identifications.
- Rule 3. Transfer of voting privileges from a delegate to an alternate can only be made through registration with the credentials committee.
- Rule 4. To obtain the floor, a member will rise, address the chair, and state his or her name and club.
- Rule 5. A delegate presenting a candidate from the floor for an elected office will be limited to presenting the name of the candidate only.

The standing rules for the conference may also;

- provide how many times an individual may speak to the same question,
- indicate how long an individual may speak in debate,
- establish a time limit on discussion of any one subject,
- provide procedures for making motions and conveying them to the presiding officer,
- indicate how announcements will be made,
- clarify how business that is unfinished at the time a recess is taken will be handled, and
- explain procedures for amending and/or suspending the standing rules.

APPENDIX D – Sample 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 Alternates Substituting for Delegates Votes			
Accredited Proxy Votes			
Total Votes Authorized – This Session			

SUGGESTED 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	
Other Zontians registered	
Guests registered	
Total registered	

APPENDIX E – Sample District Tellers’ Worksheet/Report

For the office of Governor:

Number of votes cast _____

Majority necessary to elect _____

Candidate 1 received _____

Candidate 2 received _____

Candidate 3 received _____

Illegal Votes

Name of Person (ineligible) _____

Two ballots for Ms Wilson folded together _____

For the office of Lt. Governor:

Number of votes cast _____

Majority necessary to elect _____

Candidate 1 received _____

Candidate 2 received _____

Illegal Votes _____

For the office of Treasurer:

Number of votes cast _____

Majority necessary to elect _____

Candidate 1 received _____

Candidate 2 received _____

Illegal Votes _____

For Area Directors :

Area ____:

Number of votes cast _____

Majority necessary to elect _____

Candidate 1 received _____

Candidate 2 received _____

Illegal votes _____

For Vice Area Directors

Area ____:

Number of votes cast _____

Majority necessary to elect _____

Candidate 1 received _____

Candidate 2 received _____

Illegal votes _____

For Nominating Committee:

Number of votes cast _____

Plurality necessary to elect _____

Candidate 1 received _____

Candidate 2 received _____

Candidate 3 received _____

Candidate 4 received _____

Candidate 5 received _____

Illegal votes _____

The chairman of the tellers reads the tellers' report and hands it to the governor without declaring the result. The governor reads the report and declares the result of the election.

► *Robert's Rules of Order, Newly Revised §45 Voting Procedure*

APPENDIX F – Model Form Election Results
(number of votes)

Governor

Candidate 1 _____

Candidate 2 _____

Lt. Governor

Candidate 1 _____

Candidate 2 _____

Treasurer

Candidate 1 _____

Candidate 2 _____

Area 1 Director

Candidate 1 _____

Candidate 2 _____

Area 2 Director

Candidate 1 _____

Candidate 2 _____

Vice Area Director

Candidate 1 _____

Candidate 2 _____

Nominating Committee

Candidate 1 _____

Candidate 2 _____

Candidate 3 _____

Candidate 4 _____

Candidate 5 _____

This form is a sample which needs to be modified in accordance with the structure of the district, and is best placed in the conference program/booklet.

APPENDIX G – Sample Conference Evaluation Form

District	Conference Date	Location
1)	How many district conferences have you attended?	
2)	At this conference did you attend as:	
	<input type="checkbox"/> delegate	<input type="checkbox"/> alternate <input type="checkbox"/> other?
3)	How did you find the business meetings:	
	Informative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Well planned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	On schedule?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4)	Did you find the workshops informative? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Rate the workshops	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
		(5 = very interesting)
	Do you have suggestions for future workshop topics?	
5)	Was registration well organized? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6)	Did the conference venue meet all requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7)	Were the following parts of the conference to your satisfaction?	
	Gala/Banquet	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Memorial service	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Keynote speakers	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Entertainment	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Marketplace	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Sufficient time for social contacts and fellowship	<input type="checkbox"/> Yes <input type="checkbox"/> No
8)	What would you like to see done differently at the next conference?	
9)	Additional comments:	

APPENDIX H – Suggested Conference Budget Preparation

The *District Conference Sample Budget Form* in Appendix I is based on the premises that:

1. the district has a conference assessment intended to 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, and
3. the banquet/gala will be paid by individual choice.

In districts where these premises do not apply, the budget should be revised accordingly.

General Information

Basic information necessary to budget for a conference include, in addition to the items mentioned in Appendix I, the following;

- location,
- host club/area,
- dates,
- hotel,
- conference chairman contact information including telephone and e-mail,
- number of board members,
- average price of hotel rooms single, double, and multiple occupancy and,
- number of expected attendees.

Attendees

Estimating the number of attendees is crucial for making a realistic budget. The number of attendees at previous district conferences is a good guidance to the number that can be expected. Deviation from this number can depend on;

- attractiveness of the event site,
- ease of travel to the site, and
- cost of travel and registration/banquet/gala.

Cost estimation

Expenses should be based on actual quotation whenever available. Meals, room rental, audio/visual, accommodation, gala dinner entertainment and transportation, insurance, photography and printing are all costs that should be quoted in advance and that can be budgeted accurately. Remember to include taxes and gratuities, where applicable.

Accommodation

The conference committee should negotiate best possible cost of accommodation based on the expected attendance. The calculation must include rooms for the district board, international representative, keynote speakers and awardee(s), if applicable.

The general room allocation must include rooms for single occupation, double rooms,

rooms for occupation of 3 or 4 persons, if required, and VIP rooms. A number of rooms should be requested free of charge depending on the total number of rooms booked.

The hotel block booking should be made by the district conference committee to ensure best possible price, and the registration information should include instructions and details how to book the accommodation directly with the hotel at the discounted price.

Budget

A budget template is provided in Appendix I. It may not be completely applicable to every district conference but can be used as a guide. It is done on cost basis and outlined with the following columns from left to right:

- Type indicates the type of expense.
- Estimated attendees is used to calculate the unit cost of certain meals and costs which are not attended by all and should not be included in the registration fee, but charged individually.
- Detailed information about the type of expense is written in the next column. These can be added to or deleted as applicable.
- The actual budget has a column for unit cost and a total.
- Calculation of the registration fee is made by separating costs paid by district and costs to be included in the registration fee.
- Individual selection is the cost paid by individuals by choice, in addition to the registration fee.

The total income from the registration fee, the expenses paid by the district and the expenses paid by individual choice, should cover the total expense of the conference. It is important to clarify in the budget what costs are paid by the district and what must be covered by the registration fee.

Any surplus is to be returned to district. If unexpected costs arise after the registration fee has been announced, the district board will decide whether to increase the registration fee to cover the deficit or if it will be covered by district funds.

- ▶ *Appendix I - District Conference Sample Budget Form*

APPENDIX I – District Conference Sample Budget Form

Type	Est. Attendees	Details	BUDGET		Calculating registration fee		Individual Selection
			Unit cost	Total	District cost	Registration fee	
Room Hire		Friday and/or Sunday Board Meeting Friday business session, if any Friday reception, incl. 3 mics Saturday business sessions Saturday voting room Sunday business Sessions					
		Total Room Hire Fees					
Audio/visual Business sessions		Audio with 3 microphones Projector, 2 screens Stage, podium incl. 2 mics 2 technicians WIFI VAT, if any					
		Total Equipment					
Food and beverages		Coffee breaks Reception Breakfast Saturday lunch					

Saturday Gala	75	Sunday lunch					
		Total food & beverages					
		Venue hire Food & drinks Transportation Entertainment Favours Audio visual material/Microphones					
Sundry	100	Total Gala Dinner					
		Flowers Favors/gifts Credit card/bank charge Registration support Organization committee Photographer Insurance					
		Total sundry					
Printing and stationery		Call to Conference Program Ballot papers Minutes Gala Dinner Menu Tickets Workshops					

	Memorial Service					
	Stationery supplies					
Supplies	Total printing costs					
	Badges, inc. VAT					
	Lanyards					
	Ribbons					
	Roll up banners					
	Conference bags					
	Total supplies					
Guest Expenses	International representative					
	Flowers & fruit					
	Keynote speaker					
	Awardee speaker(s)					
	Total guest expenses					
TOTAL						
Total less individual choice and district cost						
Registration fee/income						

Other possible costs to consider

- Travel, accommodation, registration and meal costs of the district board, if paid by the district conference
- Accommodation for Zontians, if included in registration fee
- Interpreters and equipment
- Postage
- Bank charges, credit card payment cost or PayPal cost