



**ZONTA**  
INTERNATIONAL  
**DISTRICT 15**  
EMPOWERING WOMEN  
THROUGH SERVICE & ADVOCACY

## **GUIDELINES FOR ELECTRONIC ELECTION AND VOTING METHODS**

### **District 15**

### **District Conference 2021**

#### **VOTING MEMBERS**

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

'Good standing' eligibility will be based on the club's position and membership as of September 30, 2021.

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 should try to have a club member serve as their 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 registration period will open on August 23, 2021 and close on September 30, 2021, but may be extended based on the recommendation of the committee.

The Credentials Committee will conduct a virtual training session pre-conference and provide informational materials. The virtual training will take place via Zoom on Monday, October 4, 2021; 7:00pm EST.

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 email: [d15credentials@gmail.com](mailto:d15credentials@gmail.com)
- Changes from delegates to alternates

## **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.

A voting member nominating a candidate from the floor for an elected position must do so in writing to the Nomination Committee by September 10, 2021. Once validated, the candidate's name will be inserted after the candidates who were named to the slate.

## **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 rules of procedure.

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

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 October 11, 2021 and close on October 14, 2021, 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 in the district newsletter.

## **DISTRICT BUSINESS**

To increase efficiency, the district business will be managed by 1) a call for unanimous consent or 2) by a vote of all delegates. The follow chart indicates how the district will approach these items.

Adopt/accept by unanimous consent	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 rules of procedure</li> <li>• Vote on any resolutions for the district</li> <li>• Implementation of any Zonta International action</li> </ul>

### **Unanimous consent**

As the presiding officer, the governor will introduce items and call for adoption by unanimous consent. Delegates do not need to say or enter any remark in chat if they agree.

If any individual opposes adoption by unanimous consent and wishes to discuss an item and have an official recorded vote, then they say 'no' or enter 'no' in the chat. At that time, the item must be introduced, moved, debated, and have a recorded vote.

### **Vote**

An item for vote would follow standard procedures of Parliamentary procedure. The item must be introduced, moved, debated, and have a recorded vote.

In advance of conference, the district will assign movers and seconders for all known motions.

All motions will be pre-drafted in written form so that they can be seen on the shared computer screen and easily accessible for potential amendments.

During voting, all microphones must remain muted unless a designated speaker has been given the floor.

The presiding officer will follow the adopted standing rules for the conference, including the management of time permitted for debate. An assigned timekeeper will monitor speakers and notify when time is up.

During debate, delegates may use the comment in chat to be placed 'in line' to speak.

When debate has concluded it is time for the vote. Delegates will cast votes through polling feature of EventMobi platform.

The teller will record the vote and announce the result before the presiding officer may move to the next item.

## **PRIVACY: RECORDINGS AND PHOTOGRAPHY**

When conducting meetings electronically, the privacy, safety, and well-being of participants should always be protected. Business meetings/sessions should never be recorded.

- The potential of a recording could inhibit debate.
- Recordings could be taken out of context.
- Recordings could be improperly edited.
- Recordings could be distributed beyond an intended audience.
- Individuals who were not active meeting participants should only receive minutes of the meeting indicating the decisions made.

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