**Conference Credentials Report**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Voting Members** |  | **Non-Voting Members** |
|  | **Saturday** | **Sunday** |  | **Saturday** | **Sunday** |
| District Board | \_\_\_\_\_ | \_\_\_\_\_ |  | \_\_\_\_\_ | \_\_\_\_\_ |
| Past Int'l President |  |  |  | \_\_\_\_\_ | \_\_\_\_\_ |
| Int’l Representative |  |  |  | \_\_\_\_\_ | \_\_\_\_\_ |
| Registered Delegates | \_\_\_\_\_ | \_\_\_\_\_ |  |  |  |
| Alternates | \_\_\_\_\_ | \_\_\_\_\_ |  | \_\_\_\_\_ | \_\_\_\_\_ |
| Proxies | \_\_\_\_\_ | \_\_\_\_\_ |  |  |  |
|  |  |  |  |  |  |
| Total Present  and Qualified to Vote | \_\_\_\_\_ | \_\_\_\_\_ |  | \_\_\_\_\_ | \_\_\_\_\_ |

**Final Registration Report**

|  |  |
| --- | --- |
| Total number of Clubs in District 12 | \_\_\_\_\_\_\_\_\_\_ |
| Number of Clubs represented  at the 2011 Conference\* | \_\_\_\_\_\_\_\_\_\_ |
| **Attendance:** | \_\_\_\_\_\_\_\_\_\_ |
|  District Board Members | \_\_\_\_\_\_\_\_\_\_ |
|  Past International President | \_\_\_\_\_\_\_\_\_\_ |
|  International Representative | \_\_\_\_\_\_\_\_\_\_ |
|  Past District Governors (not counted elsewhere) | \_\_\_\_\_\_\_\_\_\_ |
|  Club Delegates | \_\_\_\_\_\_\_\_\_\_ |
|  Club Alternates | \_\_\_\_\_\_\_\_\_\_ |
|  Other Club Members (not reflected above) | \_\_\_\_\_\_\_\_\_\_ |
|  Guests | \_\_\_\_\_\_\_\_\_\_ |
|  |  |
| **TOTAL ATTENDANCE** | \_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| \* Names of Clubs not represented at the 2011 Conference: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| \* Names of Clubs sending proxies to the 2011 Conference: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**District 12 Conference Standing Rules of Order**

1. The voting members of the conference shall be the elected District Officers and the accredited delegates.

2. Only those officers and delegates verified by the Credentials Committee as voting members of the conference may make motions or vote. To exercise these privileges, voter must wear her badge, have her credentials card available and occupy a seat reserved for voters.

3. Transfer of voting privileges from a delegate to an alternate shall be made through registration with the credentials Committee and through the transfer of badges under its direction.

4. To obtain the floor, a member shall rise, address the Chair and state her name and club.

5. Debate shall be limited to two minutes for each speaker and ten minutes for each question. The timekeeper will signal expiration of allotted time. No member may speak more than twice to the same question, except by consent of the voting body.

6. A majority of the registered voting membership shall constitute a quorum for the conference.

7. Motions shall be in writing, signed by the maker and the second, and sent immediately to the Governor.

8. All remarks shall be addressed through the Chair.

9. A delegate presenting a candidate from the floor for an elected office will be limited to presenting the name of the candidate only.

10. *Robert’s Rules of Order Newly Revised* shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws of Zonta International and these standing Conference Rules

**Voting Procedures**

1. Each club is entitled to one delegate and one alternate elected by the club. Clubs with more than 40 members as of September 1 of the conference year are entitled to two delegates and two alternates.

2. Delegates must be from clubs in good standing; this means that the club must have paid International dues and fees, and provided Zonta International a current and complete membership list (via the District Treasurer).

3. If a club will not have any members attending the Conference, this club may be represented by one proxy vote (regardless of the number of members in the club) by someone from another club in District 12.

4. A member of the District Board shall not be a club delegate or alternate.

5. Another club may carry the proxy votes of no more than two other clubs.