Credentials Responsibilities

District Conference 2013

### Before the conference:

* Names of delegates, alternates and proxies (if needed) should be received from the club presidents and entered on the credentials spreadsheet by Sept 23rd. Club presidents received information from the call to conference and Governor Sheila's Leadership Letter in August, and District Conference To Do's in September.
* Please review the Credentials Spreadsheet with the Governor approximately two weeks before the conference (9/24) as the Area Directors will follow up with the missing clubs to obtain the names of delegates, alternates and proxies.
* The official membership numbers as of September 1st, will be sent to credentials from Lt. Governor Marcy O'Toole/Treasurer Bridget Masters. This information should be entered on the credentials spreadsheet.
* Signed proxy forms can be sent to credentials ahead of time or brought to the conference.
* Send out the letter to delegates and alternates around the middle of September. Their emails can be obtained in the D12 Directory in the Members Only section on the D12 website.
* Create an envelope for the voting board members, delegates, and alternates that include:
* red and green voting cards, (except for the alternates) from the inventory person (Janet Bergin). Additional cards may be needed and can be made from red and green construction paper.
* The check in information slip - CheckInInfo.doc

Documents & Information:

* + - * Zonta D12 2013 Credentials Spreadsheet.xlsx, Zonta D12 2013 Credentials Spreadsheet

090113.xlsx

* Call to 2013 District Conference Information Letter.docx
* 2013 Delegate Instruction & Proxy Request Form.pdf
* Gov Sheila's Leadership Ltr.pdf
* District Conf To Do's.pdf
* Zonta D12 Club Presidents 2013-2014.xlsx
* Dear Delegates and Alternates.docx
* CheckInInfo.doc
* D12 Policies and Procedures Manual (on D12 website under Manuals tab),

Section IV, B,2.,(5).

* Zonta International Bylaws Article XIII, Section 11, (a), (4). On the ZI website in the Membership Resources section, Governing Documents.

At the conference:

* Set up a table or part of the table separate from registration identifying credentials. Have different people for credentials and registration.
* Use the Credentials Spreadsheet to check in delegates, alternates and clubs carrying proxies, and to fill out the credentials report. Also use the D12 board members list to check in board members.
* When checking women in, remind them to attend the instructional meeting at 7:30am on Saturday. (At that meeting, they will learn the information on the DelAltMtg 2013.docx document.)
* Collect the signed proxy forms from clubs carrying proxies if not received ahead of time
* Prepare the credentials report and present it Saturday morning and Sunday morning in the business sessions. It will be printed in the Conference Booklet. Read the information across the form, not down.
* Just fyi, the Standing Rules of Order and the Voting Procedures as shown in the Conference Booklet will be reviewed by the Parliamentarian after credentials are presented on Saturday morning.
* If a delegate becomes ill or must leave the conference for some other reason, the delegate and alternate should come to the credentials desk. Mark the alternate as a voting alternate now, and give her the delegate's red and green voting cards or a new set. The alternate becomes the delegate for the remainder of the conference and voting privileges cannot be transferred back to the delegate. A delegate may not identify a proxy from another club if she has to leave the session for some reason.
* During the election, be in the voting room to certify the delegates & voting board members to vote - can use your Credentials Spreadsheet and list of board members to do this.

Documents:

* 2013 District Conf D12 Board Members.pdf
  + - * D12 Standing Rules and Voting Procedures.pdf
      * 2013 Conf Credentials & Final Registration Rpt.pdf
      * DelAltMtg 2013 Rev1.docx