

**ZONTA DISTRICT 12 CONFERENCE**

**“ “Raising Our Voices to Empower Women”**

Doubletree Hotel at Lincoln Park, Greeley, CO

September 22-24, 2017

**Instructions for Delegate, Alternate and Proxy Forms**

 The ***Zonta International Bylaws, Article XIII, Section 11 (a) (4),*** reads as follows:

** Conference Voting Members**. The voting members of the district conference shall be the governor, lieutenant governor, area directors, treasurer, and the delegates of each club in good standing.

**(a) Clubs**. Each club shall be entitled to one delegate and one alternate. If, as of the date specified by the district for the payment of district dues (Article XII, Section 5), the membership of any club exceeds 30 members, the club shall be entitled to a second delegate and alternate. If the membership exceeds 60 members, the club shall be entitled to a third delegate and alternate. Delegates and alternates shall be elected by the club they represent. A delegate may carry more than one of the total votes to which the club is entitled. A member of the district board shall not be a club delegate or alternate.

**(b) Proxies**. A club may be represented by proxy at a district conference. A club represented by proxy shall be entitled to its total votes by proxy. No club may be represented by proxy at more than two consecutive conferences. A club may carry the proxy votes from no more than two other clubs.

The number of delegates/alternates/proxies is determined by District 12 as of September 1, 2017, by the number of paid members. (Reference: ***District 12 Policies and Procedures Manual, District Conference and Governor’s Seminar Section, Paragraph c2***.)

If your club must vote by proxy, first arrange with another club in the district to carry your proxy. Then notify Robyn Moore at robyn\_moore@comcast.net (the District Conference Credentials Chair) of your proxy information. Also, you must fill out the form below and have the Delegate carrying the proxy present the form at the Registration/Credentials desk at Conference.

Delegates carrying proxies are reminded that they are to present a written conference report to the club(s) they are representing in addition to their own club.

The Zonta Club of requests representation by proxy for all business to be conducted at the 2017 District 12 Conference to be held in Greeley, Colorado on September 22-24, 2017, and further requests that the proxy vote(s) be assigned to the Zonta Club of .

We understand that should our club be in arrears for dues, fees, invoices or other assessments owed to Zonta International and/or District 12 prior to the date of the Conference, the club carrying our proxy will not be allowed to vote on our behalf.

*Club requesting a proxy representation:*

President: Secretary:

(signature) (signature)

Date: Date:

*Club carrying the proxy vote(s):*

President: Secretary:

(signature) (signature)

Date: Date: