

TELLERS COMMITTEE

- Obtains the official list of nominees for district office from the nominating committee chairman. — 2014-2016 DISTRICT 12 SLATE OF OFFICERS, PDF
- Obtains a ballot box for voting. — CAN BE A SHOE BOX
- Prepares ballots.
 - If area directors/vice area directors are elected at the conference, it is a good idea to prepare different colored ballots for each area in the district to facilitate voting for area director and vice area director.
 - Ballots for the voting district officers should also be on a different colored paper because they do not vote for area directors or vice area directors.
 - If candidates are nominated from the floor, their names must be added to the ballots before voting begins.
- Arranges for a separate voting room to ensure that voting remains confidential. — Done
- Conducts voting in cooperation with the credentials committee. In Case
 - Credentials committee verifies each delegate's credentials.
 - Tellers committee gives each voter the appropriate ballot upon entering the room.
 - Tellers committee observes as voters place their ballots in the ballot box, counts the votes and records them on a tally sheet. (A sample election tally sheet is in this section.)
 - Reports voting results, including the number of ballots cast for each candidate, to the district conference when the governor calls for the report. Presents the governor a written, signed and dated copy of the report.
 - 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 run-off election in the event one candidate does not receive a majority. It is advisable to have extra ballots available.
- ~~Counts the votes (yes/no/abstain) concerning motions and resolutions.~~

Timekeeper

- Obtains stopwatch for use during business meetings.
- Coordinates with the governor and the parliamentarian as to 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 as adopted by the voting members of the conference (see suggested standing rules in this section).

- Open house information (if applicable)

VOTING MEMBERS OF THE CONFERENCE

See Zonta International Bylaws Article XIII, Section 11(a)(4). The voting members of the district conference are:

- The elected district officers (governor, lieutenant governor, treasurer, area directors and vice area directors if they are acting as area directors).
- Delegate(s) from each Zonta club in the district in good standing.
 - To be in good standing, a club must have paid international dues and fees, provided Zonta International Headquarters a current and complete membership list, have paid district dues and area dues (if applicable), and have organizational activity in accordance with bylaws provisions.

The following provisions apply to delegates.

- Each club is entitled to one delegate (and one alternate) elected by the club.
- Clubs with more than 40 members as of the date specified by the district for the payment of district dues (see section 6) are entitled to two delegates (and two alternates).
- Clubs with more than 80 members as of the date specified by the district for the payment of district dues (see section 6) are entitled to three delegates (and three alternates).
- No club may be represented by proxy at more than two (2) consecutive conferences.
- A club may be represented by one proxy vote (regardless of the number of members in the club).

Other provisions that apply

- Area directors may be elected either at the conference or at area meetings immediately preceding the convention (Zonta International Bylaws Article XIII, Section 6(b)(1)). Pursuant to Article XIII, Section 6(b), each area director is elected by the clubs in that area. Thus, only **delegates**, not district officers who are not delegates, may vote for area directors. *4 VICE AREA DIRECTORS*
- A member of the district board shall not be a club delegate or alternate per Zonta International Bylaws Article XIII, Section 11(a)(4)(a).
- A club may carry the proxy votes of no more than two other clubs per Zonta International Bylaws Article XIII, Section 11(a)(4)(b).
- District rules of procedure should include a policy regarding proxy procedures for district conferences and international conventions. These policies may or may not include provisions to subsidize the expenses of the proxy carrier. Such policies

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(3) The Zonta International Bylaws provide that a club may not be represented by proxy at more than two (2) consecutive conferences and a club may carry the proxy votes from no more than two (2) other clubs.

e. A majority of voting members registered at a Conference shall constitute a quorum.

f. The District Nominating Committee shall propose a slate of candidates for the elected offices of the District. Nominations may also be offered from the floor during the Conference. More than one person may be nominated for an office.

g. District Officers shall be elected by a majority of the votes cast. In the event that no candidate receives a majority of the votes, there shall be a run-off election between the two candidates receiving the highest number of votes cast. In the event of a tie vote for second place, the top three candidates shall be involved in the election.

h. In the election for Nominating Committee, the three candidates receiving the highest number of votes shall be deemed elected. The candidate receiving the highest number of votes shall be designated the chair.

i. All candidates shall be allowed to speak to the Conference, for up to two minutes, prior to the election.

2. Resolutions

a. The Delegates to the District Conference may adopt Resolutions (statements of opinion proposing a policy or procedure) they would like to have considered at the Zonta International Convention.

b. ~~Any adopted resolutions must be sent to the Zonta International Bylaws and Resolutions Committee at least 180 days before the Convention. However, as stated in the Zonta International Bylaws under "Resolutions":~~

If, due to unavoidable circumstances, a resolution proposed by the Zonta International Board, by a committee of Zonta International, or by a district conference cannot be mailed to the Zonta International Bylaws and Resolutions Committee 180 days before the convention, the resolution may be exempt from the requirement of referring the resolutions to the Bylaws and Resolution Committee. Such resolution may be submitted directly to the convention, provided that the resolution has been published in *The Zontian* magazine with the Call to Conference or has been