



**ZONTA**  
INTERNATIONAL  

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**EMPOWERING WOMEN**  
THROUGH SERVICE & ADVOCACY

## **DELEGATE INFORMATION PACKET**



## **ZONTA INTERNATIONAL CONVENTION**

**DELEGATE and ALTERNATE TRAINING**  
**Friday, 29 June 2018**  
**4:00pm – 5:00pm ~ 16:00 – 17:00**  
**National Convention Hall**

**Bring your Voting Machine to the**  
**DELEGATE and ALTERNATE TRAINING!**

**Name:** \_\_\_\_\_

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### NOTES REGARDING VOTING MACHINES:

- Voting machines will be distributed to all convention voting members during credentials registration.
- Each voting member will receive one voting machine for the club they represent. If carrying one or more proxy votes for another club, the delegate will receive an additional voting machine for that club(s).
- Voting machines will be pre-programmed with the appropriate number of votes for each club.
- If you have any problems using the machine in a voting session raise your hand and ask a **Monitor** for help.
- If you lose your voting machine, please go to the Credentials Assistance desk to see if it has been turned in.
- If you leave the convention early, return your voting machine(s) to the **Credentials Desk** during operating hours (provide your name and club name); if you leave after the last business session, please return your voting machine(s) to the **Credentials Desk**.
- If you do not return your voting machine(s) at the end of the Convention, you, or your club, will automatically be charged **10,000 yen.**

**64<sup>th</sup> ZONTA INTERNATIONAL CONVENTION**  
**2018 Yokohama, JAPAN**  
**DELEGATE RESPONSIBILITIES**

Your club has put its trust and faith in you to represent your club at the International Convention. In return you have significant obligations as a delegate. Some delegates may also carry a proxy vote for another club. Here is what you need to know to be a successful delegate:

- 1 Check-in with the Credentials Committee to verify your delegate status and receive the official delegate identification and voting machine(s).\*  
The Credentials Committee report will include all delegate registrations completed 30 minutes prior to the scheduled start of the business session.  
**Register early** at the convention so you are included in the Credentials Committee report.
- 2 **Attend the delegate's training session on Friday, 29 June 2018.**
- 3 Attend all business sessions.
- 4 Wear your official delegate identification and convention badge during all business sessions.
- 5 Bring your voting machine(s) to each business session. Keep the voting machine(s) in your possession until after the final business session. All returns of voting machines should be to the credentials desk.
- 6 Voting members **only** are to sit in the designated delegate area.
- 7 Be prepared to speak to the issues.
- 8 Step to the appropriate microphone (pro, con or procedural) – wait for recognition – then state your name, the name of your club, and your district.
- 9 Study all items in your Delegate Information Packet.
- 10 Ask questions when in doubt.
- 11 If making a motion, be sure to obtain a motion form from a monitor and write out the entire motion before going to a microphone. Sign the motion form. Have a seconder sign the form. Go to the appropriate microphone. Give the form to a monitor who separates and distributes the form.
- 12 Use your voting machine(s) when asked to vote in the business sessions. You may not speak after the Chair has called for the vote by saying "Please Vote Now."

- 13 Visit with nominees/candidates running for office during the “**Meet the Candidates**” session on Saturday, 30 June; 4:45pm – 5:30pm ~ 16:45 – 17:30.
- 14 Review special information for delegates in the Elections Rules section of this handbook, pg. 7-8.
- 15 A person who is a delegate/proxy is entrusted with the right to vote but should not be instructed how to vote. Be prepared, listen to the debates/discussions, candidates’ speeches, and attend the “Meet the Candidates” session before making a decision as to how to vote.
- 16 Be prepared to write a report to present to your club on the convention results and activities. Take notes during convention business sessions.

### **Notes regarding voting machines:**

- \* Voting machines will be distributed to all convention voting members during credentials registration.
- \* Each voting member will receive one voting machine for the club they represent. If carrying one or more proxy votes for another club, the delegate will receive an additional voting machine for that club(s).
- \*Voting machines will be pre-programmed with the appropriate number of votes for each club.

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**2018 Yokohama, JAPAN**  
**DELEGATE VOTING INFORMATION**

## **TYPES OF VOTING REQUIRED**

**Majority vote** – *Over 50% in favor, i.e. more than half of the votes cast by those present and legally entitled to vote, excluding blanks and abstentions.* Most of the motions made during a business meeting will require an affirmative majority vote to adopt. A majority vote is also required for the election of officers.

**Two-thirds vote (2/3rds)** – *At least two-thirds of the votes cast by those present and legally entitled to vote, excluding blanks and abstentions.*

A two-thirds vote is required on motions which affect the voting members' rights (such as limiting the amount of time allowed for debate, adopting the convention rules, and amending anything that has been previously adopted).

**Plurality vote** – *Highest number of votes for any candidate or proposition when three or more choices are possible. Candidate or proposition receiving the most votes has a plurality.* The ZI Bylaws allow a plurality vote to elect International Directors and members of the International Nominating Committee. The candidates receiving the highest number of votes are elected in descending order.

**Unanimous Consent (General Consent)** – *Action taken without all the formal steps to process a motion; requires presence of a quorum.* Where there is general agreement, or no objection is made, to save time the presiding officer may announce that the action favored by the convention members is adopted by unanimous (general) consent. In that situation, there is no need for a motion or a vote.

### **Can Be Used:**

- Where there seems to be no opposition to routine business or on questions of little importance.
- To adjourn, when it appears there is no further business.
- To correct the minutes, when there is no objection to the corrections being offered.
- For amendments, when they are simple amendments and obviously acceptable. Wording: "If there is no objection, the motion to... is adopted." (Pause.) "Hearing no objection..."

## **VOTES REQUIRED TO OPEN CONVENTION**

Three parliamentary requirements are necessary to open a convention. These will take place at the First Business Session, Saturday, 30 June:

1. ***Credentials Committee Report*** – Gives specific number of voting members registered. The report establishes the presence of a quorum for the legal conduct of business. Credentials reports are given at each business meeting. The credentials report is adopted by a **majority vote**, or by unanimous consent, of voting members.

For your convenience, a Credentials Report Form is printed in the Convention Program Book.

2. **Convention Standing Rules** – These rules, printed in your Convention Program Book, are in effect for the 2018 Convention only. Rules govern the seating of delegates, limitation of debate, etc. These rules are adopted by 2/3rds vote.
3. **Convention Program** – The convention program, printed in your Convention Program Book, is the official schedule for all convention events. It includes the activities taking place, where and when. This program (with any changes) is adopted by majority vote.

## ELECTIONS

Please read carefully the Election Rules. Before the election, election procedures will be explained further in the business session.

When proceeding to vote, be sure to have your convention identification, your Official Delegate Identification (ribbon) and your voting machine(s). You will not be able to vote without these items. **Note the designated time for election voting as doors will close at 7:45am. Late arrivals will NOT be admitted once the doors are closed. If you leave the auditorium at any time during the voting session, you will not be permitted to return to the voting session.**

Make your vote count! Prepare in advance for elections. Attend the sessions at which candidates give their speeches as well as the “*Meet the Candidates*” session.

An election results form is included in your Convention Program Book on pg. 88-89.

There will be NO whispering translations in the room when elections are taking place (See **Election Rule 11** and **Convention Standing Rule 26**).

## ALTERNATES

**Important:** an alternate should be prepared to replace the delegate at any time according to the 2018 Convention Standing Rules.

## AFTER CONVENTION

As a club delegate you are responsible for reporting on the convention to your club. Prepare and distribute the report as quickly as possible after you return.

In the report include the convention decisions, accomplishments, and activities from your notes made during the convention proceedings.

At the next club meeting, be a part of the program to share with all club members the information and excitement of a Zonta International Convention.

**64<sup>th</sup> ZONTA INTERNATIONAL CONVENTION**  
**2018 Yokohama, JAPAN**  
**ELECTION RULES**

1. To vote in the election session, a voting member must register with the Credentials Committee, receive official delegate identification and voting machine(s), wear the convention identification and official delegate identification, and be present at the published voting times.
2. Ballots containing the names of candidates will be projected on a screen for voting during a specified time. Nominees from the floor will be placed on the election ballot, in the order in which they were nominated, following the nominees submitted by the Nominating Committee.
3. All votes for that office must be made during the specified time.
4. Voting members should follow the instructions set out in Rules 5-11 below.
5. For Zonta International officers, vote for no more than one (1) candidate for each office.
6. For Zonta International Directors, vote for no more than seven (7) candidates.
7. For Zonta International Nominating Committee, every voting member is eligible to vote for nine (9) candidates as follows:
  - Vote for no more than one (1) candidate from the clubs in North, Central and South America;
  - Vote for no more than one (1) candidate from the clubs in Europe;
  - Vote for no more than one (1) candidate from the clubs in Africa;
  - Vote for no more than one (1) candidate from the clubs in Australia and New Zealand;
  - Vote for no more than one (1) candidate from the clubs in Asia;
  - Vote for no more than four (4) candidates at large.
8. A vote will not be counted if it shows more candidates voted for than the number of candidates allowed in rules 5, 6 or 7.
9. Votes made for less than the maximum number of candidates indicated are legal votes and will be counted.
10. If a voting machine is not functioning, the voting member should stand in his/her place and get the attention of a monitor to receive assistance.

11. During the vote, all voting members shall refrain from talking with other voting members or with the members of the Elections Committee. There will be **no use** of mobile (cell) phones, or any electronic devices (talking or texting), during the election session and these devices **must be “muted”**. Information regarding the ballot and voting procedures will be provided prior to each vote.
  12. The members of the Election Committee will certify the vote tabulation and prepare the report of the Committee immediately after the votes have been taken.
  13. The Chairman of the Elections Committee shall report the results of the election to the delegate assembly.
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## **Note to delegates:**

The **Election of officers, directors, and nominating committee is Sunday, 01 July, 8:00am** in the National Convention Hall. Below is the timing for the election session.

- Doors to the Convention Hall **open at 7:15am** on Sunday ~ only credentialed voting members will be allowed entrance into the Convention Hall.
- Bring your voting machine(s) with you to this voting session.
- The Convention Hall doors **close at 7:45am** - after that time, **NO ONE** will be allowed to enter the Convention Hall..... (Monitors will be stationed at the doors and will not allow anyone to enter until all voting is completed.)
- After the **doors close at 7:45am**, the President will open the business session at 8:00am and the Credentials Chair will present the Credentials Report. The President will then recess the business session and the Convention Hall will become a “polling place” - no one leaves or enters the Convention Hall while voting takes place.
- When voting is complete, the business session will resume.



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**ELECTRONIC VOTING**

**BASIC INSTRUCTIONS**

You will receive a voting machine at Credentials Registration. This identifies your club and the number of votes you have as the delegate (or as one of the delegates) for your club. If you are acting as a proxy for another club, you will receive an additional voting machine for that club.

There will be a sticker on the back of each voting machine that shows:

1. the district number
2. the club name
3. the number of votes associated with that voting machine

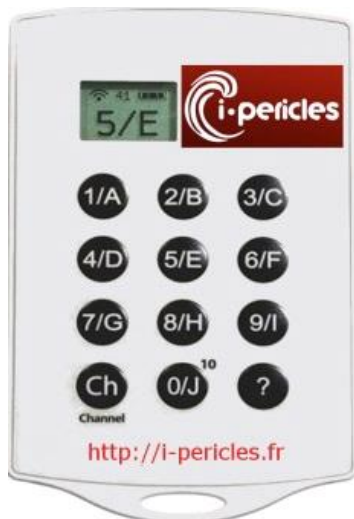
All voting members/delegates are expected to attend the Delegates and Alternates Training session on Friday, 29 June, 4:00pm – 5:00pm ~ 16.00 – 17.00, in the National Convention Hall. General instructions on voting will be explained at that meeting.

Please bring the voting machine(s) with you to each business session. The voting keypad has a numeric key pad like a mobile phone and is used in the same way to input numbers.



When an item is to be voted upon in the business session, a voting slide will be projected on the screen. You will be asked to vote when you hear the voting music and/or the words **“Please Vote Now.”** Vote by pressing the keypad number of the choice you want corresponding to the number on the voting slide. To change your vote, reenter the number you want. Only the last choice is taken/counted.

If you also have a proxy voting machine, vote using your own voting machine first, then use the proxy voting machine to input the proxy vote.



**Audience Response System**  
**Voting Machine**

Keep your voting machine(s) until after the last voting session. If you leave the convention early or stay until the end of the last voting session on Tuesday July 3, return your voting machine(s) to the credentials desk.

*If you do not return your voting machine(s), you, or your club, will automatically be charged **10,000 yen.***

### **Other**

- \* If you have any problems using the machine in a voting session raise your hand and ask a **monitor** for help.
- \* If you lose your voting machine, please go to the Credentials Assistance Desk to see if it has been turned in.

**PARLIAMENTARY PROCEDURE.....AT A GLANCE**

*Here are some motions you might make, how to make them, and what to expect of the rules.*

<b>TO DO THIS:</b>	<b>YOU SAY THIS:</b>	<b>May you interrupt the speaker?</b>	<b>Do you need a second?</b>	<b>Is It Debatable?</b>	<b>Can it be Amended?</b>	<b>What Vote is Needed?</b>	<b>Can it be Reconsidered?</b>
Adjourn Meeting	<i>"I move that we adjourn"</i>	NO	YES	NO	NO	Majority	NO
Call an Intermission	<i>"I move that we recess for...."</i>	NO	YES	NO	YES	Majority	NO
Complain about heat, noise, etc.	<i>"I rise to a question of privilege."</i>	YES	NO	NO	NO	No Vote	NO
Get back to the adopted agenda	<i>"I call for the orders of the day."</i>	YES	NO	NO	NO	Usually the Chair decides	NO
Temporarily suspend action on a motion for a <u>brief time</u>	<i>"I move to lay the pending motion on the table."</i>	NO	YES	NO	NO	Majority	NO 1
End debate and vote on the pending motion	<i>"I move the previous question."</i>	NO	YES	NO	NO	2/3	YES 2
Limit or extend limits of debate	<i>"I move to limit the debate to... or extend the debate for..."</i>	NO	YES	NO	YES	2/3	YES
Postpone further action on a pending motion	<i>"I move to postpone further action on the motion to another time."</i>	NO	YES	YES	YES	Majority	YES
Send a motion to a committee for further study	<i>"I move to refer the question to a committee for further study."</i>	NO	YES	YES	YES	Majority	YES 3
Amend, change or perfect a motion	<i>"I move to amend the motion by..."</i>	NO	YES	YES 4	YES	Majority	YES
Kill a motion	<i>"I move to postpone the motion indefinitely."</i>	NO	YES	YES	NO	Majority	YES *
Introduce an item of business	"I move that..."	NO	YES	YES	YES	Majority	YES
<b>THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... THE MOTIONS LISTED BELOW HAVE NO PARTICULAR ORDER...</b>							
Challenge a ruling of the chair	<i>"I appeal from the decision of the Chair."</i>	YES	YES	YES	NO	Majority	YES
Protest a breach of rules or conduct	<i>"I rise to a point of order."</i>	YES	NO	NO	NO	No Vote 5	NO
Temporarily suspend the rules	<i>"I move to suspend the rules so that..."</i>	NO	YES	NO	NO	2//3	NO
Verify a voice vote if you are unsure of the results of the vote	"I call for a division." Or <i>"Division."</i>	YES	NO	NO	NO	No vote Needed	NO
1. Affirmative votes may not be reconsidered	2. Unless vote on the question has begun	3. Unless the committee has already taken action on the subject	4. Unless motion to be amended is not debatable	5. Unless the Chair submits it to the assembly for a decision			

**64<sup>th</sup> ZONTA INTERNATIONAL CONVENTION**  
**2018 Yokohama, JAPAN**  
**SAMPLE BALLOT**

**Note:** Each office will appear on a separate screen and candidates will be listed in alphabetical order by family name. Candidates from the floor, if any, will be added to the final ballot and a revised list issued.

**ELECTION BY MAJORITY VOTE:**

**OFFICERS:**

**PRESIDENT-ELECT**

*Vote for one (1)*

Sharon Langenbeck  
Laura Peters

**VICE PRESIDENT**

*Vote for one (1)*

Ute Scholz  
Ursula Werner

**TREASURER/SECRETARY**

*Vote for one (1)*

Mari McKenzie  
Cathie Wheeler

**INTERNATIONAL NOMINATING COMMITTEE:**

**NORTH, CENTRAL AND SOUTH AMERICA**

*Vote for one (1)*

Joanne Puopolo  
Denise Quarles

**EUROPE**

*Vote for one (1)*

Tiina Rebane  
Dietlind Stuerz

**AFRICA**

*Vote for one (1)*

Anne-Marie French Cudjoe

**AUSTRALIA AND NEW ZEALAND**

*Vote for one (1)*

Janette Curtis  
Janet Hope

**ASIA**

*Vote for one (1)*

Dilruba Ahmed

**ELECTION BY PLURALITY VOTE:**

**INTERNATIONAL DIRECTOR**

***Vote for no more than seven (7)***

Marguerite Akossi-Mvongo

Margaret Bateman

Gabriele Bruebach

Donna Clark

Shelli Cutting

Sigrid Duden

Judith (Judy) Gorton

Lalivan Karnchanachari

Kathryn (Kay) Meyer

Karen Pati

Georgitta 'Beng' Puyat

Christina Rylander Bergqvist

Salla Tuominen

**INTERNATIONAL NOMINATING COMMITTEE  
AT LARGE:**

***Vote for no more than four (4)***

Sonia Albanese

Judith Anderson

Sonja Honig Schough

Judith (Judy) Johnston

Dunstanette Macauley

Anna Sylvester



Motion Number: \_\_\_\_\_

(Filled in by the motion recorder)

### Motion Form – 2018 Convention

*(Please print clearly and press firmly so all copies are readable)*

I move that:

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X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
Maker Name (print name clearly) Maker Signature Date

X \_\_\_\_\_  
District Club Name

**Seconded**  Yes  NO

X \_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_  
Seconder Name (print name clearly) Seconder Signature Date

X \_\_\_\_\_  
District Club Name

**Outcome:**

- Adopted
- Lost
- Amended
- Withdrawn
- Referred to: \_\_\_\_\_
- Postponed to: \_\_\_\_\_
- Laid on the Table
- Postponed Indefinitely

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**64<sup>th</sup> ZONTA INTERNATIONAL CONVENTION**  
**2018 Yokohama, JAPAN**  
**AFTER CONVENTION**  
**PREPARING YOUR DELEGATE'S REPORT**

As a club delegate, you are responsible for reporting on the Convention to your club. Prepare and distribute a report as quickly as possible. Include the Convention decisions, accomplishments and activities from notes made during the Convention proceedings.

**HERE ARE SOME SUGGESTIONS:**

Prepare your report in an organized manner. Present the most important facts first. The following outline may be helpful:

- Daily credential reports: Number of delegates / people attending the convention (credentials report and registration report). These details will be given during the business sessions.
- Election results: Record these on the elections result form in your Convention Program Book on pg. 88-89.
- Significant changes in bylaws or other rules. Always include a footnote that all bylaws and standing rules changes are available to any member who is interested in reviewing your notes. (Updated Governing Documents will be published and posted on the website approximately three (3) months after Convention.)
- Biennial goals
- International Service Projects
- Main points of any workshops or other sessions
- Printed materials received in the workshops or in the business meeting
- Your personal evaluation of the convention
- Thumbnail account of the social activities which promoted friendship and the exchange of ideas

Keep in mind that Convention is a learning experience. Appreciate this opportunity. Take time to make your report stimulating. Reflect the inspiration you received acting as liaison between your club and the Convention body.

*Acknowledgement: Based on published material from the National Association of Parliamentarians.*



# NOTES

