

R E P O R T

TO: Zonta International District 4 Governor Bonnie Crogan-Mazur.
 FROM: District 4 By-laws Committee Co-chairs: Rosemary Pell & Edna Silvernail
 DATE: January 15, 2012

RE: **District 4 By-laws Committee Report for the January 2012 Board meeting**

The By-laws Committee has 2 items for the Board:

1. Change in ZI Approved version for the Robert's Rules of Order

In December, ZI let us know that a newly revised version of Robert's Rules of Order was published in September 2011. The 11th edition of Robert's Rules of Order Newly Revised will now be the version that will govern Zonta International. As stated in the ZI by-laws, the current version of Robert's Rules will apply.

Actions Recommended:

1. District 4 purchase an 11th Edition for the use of the District Board
2. Area Directors pass this information on to their Club Presidents.
3. Once the district has an 11th Edition, we check this version's definition for the use of "Chair vs. chairman", to prepare ourselves for commenting on the by-law change our district sent forward to ZI.

2. Review of the District 4 Rules of Procedure, Revised September 2008

The following 5 changes in the Rules of Procedure are recommended, to align with the Zonta International Bylaws:

Item 1: Current Rules of Procedure - District conference item 7, page 2	ZI Bylaw Article XIII, Section 13c Nominating Committee
District Conference motion cards and election ballots shall be destroyed at close of the Conference by the Conference Secretary. Question: Do we keep a list of the descending order of votes (vs. total votes received) if a vacancy comes up?	In case of a vacancy on the district Nominating Committee, or the inability of a member to serve, nominees not elected shall be selected to fill the vacancy in the descending order of the number of votes received for election. <u>Rules - Change Recommended:</u> Add a new Procedure or modify District conference item 7 to state: A list will be kept that indicates the descending order of votes received for the Nominating Committee candidates, to facilitate the filling of a Nominating Committee vacancy if one arises during the 2 year term.
Item 2: Current Rules of Procedure - Nominating Committee Item 2, pg 3	ZI Bylaw Article XII Section 13 (d) (3) – duties of District Nominating Committee
The Nominating Committee shall prepare a slate of one or more candidates for each District office that is to be filled at that election, and a minimum of three (3) nominees for the District Nominating Committee.	"Nominate at least five (5) candidates for the district Nominating Committee. " <u>Rules - Change Recommended:</u> ... and a minimum of five (5) nominees for the District Nominating Committee

Item 3: Current Rules of Procedure - Awards Item 2, pg 4	District 4 Website: Jane M Klausman
The District will provide \$500 US Funds to the District winner of Jane M. Klausman Award. No district award will be given by Zonta International.	<p>“The District winner receives \$1,000 US. “</p> <p><u>Rules - Change Recommended:</u> The District will provide \$1000 US Funds to the District winner of Jane M. Klausman Award. No district award will be given by Zonta International.</p>

Item 4: Current Rules of Procedure - Standing Committees Item 2, pg 5	ZI Bylaw Article XIII, Section 7a Nominating Duties of Officers p. 20
<p>There shall be at least the following standing committees, and such other standing and special committees as the District Board shall authorize to achieve biennial goals.</p> <p><i>** Committees as required by Zonta International</i></p> <p><i>*** Committees recommended by Zonta International</i></p> <p>i. ** Organization, membership, and classification</p> <p>ii. **Nominating Committee (as elected at District Conference)</p> <p>iii. ***Public relations and Communications (combined)</p> <p>iv. ***Status of Women</p> <p> i. LAA (Legislative Awareness and Advocacy) Co-Chairs for Canada/USA</p> <p> ii. Awards- Amelia Earhart, YWPA, Jane Klausman</p> <p> iii. Z Club/Golden Z</p> <p> iv. District and Local Service Committee</p> <p>v. ***United Nations</p> <p>vi. ***Finance</p> <p>vii. Bylaws and Resolutions Committee</p> <p>viii. Archives</p> <p>ix. District Foundation Ambassadors- 1 in USA & 1 in Canada</p>	<p>The governor shall appoint a Bylaws and Resolutions Committee, an Organization, Membership and Classification Committee, a Service Committee and a Legislative Awareness and Advocacy Committee, each with a chairman and such other members as the governor deems appropriate. The governor may make other appointments as appropriate to implement the programs of Zonta International.</p> <p><u>Rules - Change Recommended:</u> Indicate required committees are:</p> <p>a. Bylaws and Resolutions Committee,</p> <p>b. Organization, Membership and Classification Committee,</p> <p>c. Service Committee</p> <p>d. Legislative Awareness and Advocacy Committee</p> <p>e. Nominating Committee (as elected at District Conference)</p> <p>Other Committees will include:</p> <p>i. Awards- Amelia Earhart, YWPA, Jane Klausman</p> <p>ii. Z Club/Golden Z</p> <p>iii. United Nations</p> <p>iv. Finance</p> <p>v. Archives</p> <p>vi. District Foundation Ambassadors- 1 in USA & 1 in Canada</p>

Item 5: Current Rules of Procedure - Amendment pg 6	ZI Bylaw Article XII 13 (d) (3) – Rules of Procedure
These Rules of Procedure may be amended by a two-thirds (2/3) vote of the District Board.	District rules of procedure shall be adopted or amended by a two-thirds (2/3) vote of the district conference voting members, provided that notice of such proposed rules of procedure

	<p>or amendments thereto shall be sent to the president of each club within the district at least sixty (60) days before the conference. Rules of procedure may be adopted or amended by a mail ballot. In that case, to take action, a two-thirds (2/3) vote of the delegates voting shall be required, provided more than fifty percent (50%) of the district clubs respond within forty-five (45) days."</p> <p><u>Rules - Change Recommended:</u> Align the D4 process with the ZI By-laws</p>
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Other Procedures to be Reviewed/confirmed

1) Rules of Procedure Item 2, pg 1

Current: The District will maintain a reserve fund of US\$5000.

Question: Is that still seen as an adequate reserve?

2) Rules of Procedure Nominating Committee Item 6, pg 4

Current: The Area Directors shall be elected at the District conference by the clubs in the area.

Question: Are the ballots currently divided by Area, to only show that Area's nominated Director?

3) Rules of Procedure Use of term "District Governor"

Current: Rule finances 1d refers to District governor (p 1) and Finances 2c refers to District Governor pin. There are other references to "district" in the title for Treasurer and Secretary. The ZI by-laws were changed to remove the "District" form the governor title.

Question: Can/should we make a blanket motion to remove the word "district" from the Officers titles?

Respectfully submitted,
Rosemary Pell and Edna Silvernail, Co-chairs