

DISTRICT 4 RULES OF PROCEDURE: CHANGE GUIDE

PROPOSED CHANGES FOR CONSIDERATION AT THE 2015 DISTRICT CONFERENCE

Overview

The recommended changes are based on a review of:

- The 2014 ZI Governing documents
- The 2015 Revised District Manual created by Zonta International
- Corrections based on a review of the District website, and other District documents

Changes are highlighted in the 2013 version of the Rules of Procedure and explained in detail for the Board below. A simplified version of this overview will be provided to clubs when the Rules of Procedure proposal is sent to them. We also suggest changing how sub-titles are presented with each title preceded by an alphabetic indicator, to make it easier to refer to the various sections.

Some recommendations say **Decision needed**. This indicates that there are options open to the board and direction is needed to the Bylaws and Resolutions Committee on the selected option before finalizing the report for distribution to voting delegates at the 2015 District conference.

Preamble	Expand to include reference to the current version of the governing documents and to refer to the ZI District Manual. Moved item 5 to this section, from the Nominating Committee section.
A) Financial	<ul style="list-style-type: none"> ▪ New title for the section ▪ #1 – new item (e) to reflect recommended item 6 from the ZI district manual (pg. 71) ▪ New #8, to align with ZI Bylaws Section 12 (pg 22) “Financial Oversight”. And the ZI District Manual (pg. 70) Decision needed – what will be the method of examination?
B) District Conference	<ul style="list-style-type: none"> ▪ #5 – spelling correction of “charted” to “chartered” (this occurs in other places also) ▪ #7 – Decision needed ZI district manual (pg. 72) suggests the retention of motion cards and election ballots for at least 3 months or until conference minutes approved, which differs from current D4 procedure – is that seen as desirable for D4 or keep as is? ▪ #9 – There are contradictions in the ZI District manual about reporting dates, as follows: <ul style="list-style-type: none"> ○ (pg 46) – Governor to provide the District Conference Report of the Governor From to the district Board, clubs and ZI within 60 days of the conference ○ (pg. 48) - the Treasurer to submit a financial report to the governor within 60 days of end of conference, with copies to conference chair and host club. However, the ZI district manual’s ○ (pg 72) - suggested procedure says the conference chair shall submit information to the district Treasurer within 90 days which is inconsistent with pg 48, and might not support pg. 46. Decision

	<p>needed Given these 2 requirements of a 60 day reporting cycle, we recommended changes in D4 item 9, unless the Board feels the 90 day tem frame should be kept. Also: need to add the requirement of the Conference Chair to submit a report to Governor within 30 days (ZI district manual pg. 47)</p> <ul style="list-style-type: none"> ▪ #10 – added the ZI by-law Article XIII, Section 7e (pg. 20) requirement for conference report within 60 days, also see ZI district manual (pg. 72, item 18). Decision needed ZI district manual (pg. 72, item 18) allows for rules of procedure to have minutes adopted by voting delegates at next conference. If that has been District 4’s practice, then we suggest making the change as shown. ▪ #12 – clarified wording and added the limitation as stated in ZI by-laws Article Xiii, Section 11, 4b. Also added the recommendation that proxies not be “instructed but should be trusted to vote in best interests of the club” (District Manual, pg. 44) ▪ #13 – new item: referred to ZI Bylaw Article XIII Section 11, 4 (a) pg. 22. concerning # of votes per club.
D) Nominating Committee	<ul style="list-style-type: none"> ▪ #6 – contradicts ZI Bylaw Article XIII, Section 14, pg. 23. Run-off elections with all candidates on the ballot aren’t allowed; recommend adding new item #7 as suggested to align with the ZI bylaw ▪ #5 – Move to the preamble of the Rules of Procedure
E) Campaigning	<ul style="list-style-type: none"> ▪ added a reference to the ZI Rules of Procedure to provide a broader context
F) Awards	<ul style="list-style-type: none"> ▪ #1 – added reference to award to district Jane M Klausman Scholarship winner, to align with the D4 website commitment
G) Standing Committees	<ul style="list-style-type: none"> ▪ #2 - Added Public Relations and Communications as we currently have one, and it is recommended in the District Manual pg. 33 and pg. 74
J – International Convention	<ul style="list-style-type: none"> ▪ #2 - ZI district manual (pg. 15 & 71) recommends a statement about reimbursement of expenses for the Governor. We assume there are already details in the Reimbursement Guideline
K - New at end	<ul style="list-style-type: none"> ▪ ZI Bylaw Article XIII, Section 15 (pg 24) specifies how Rules of Procedure are to the adopted. The ZI district Manual recommends including these details in the Rules of Procedure. (pg. 70 & 75)