**GUIDELINES FOR ELECTRONIC ELECTION AND VOTING METHODS**

**District 28**

**Electronic District Conference 2021, 25 September 2021**

**VOTING MEMBERS**

The voting members of the district conference are the governor, lieutenant governor, area directors, treasurer, and delegates from each club in good standing.

‘Good standing’ eligibility will be based on the club’s position and membership as of **26 July 2021**.

To best manage the electronic voting environment:

* If a club has more than one vote, they must have more than one delegate.
* Weighted votes for a single individual will not be permitted under electronic voting. Meaning one individual may not carry two or three votes.
* Proxy votes will not be allowed unless granted special approval by the credentialing committee. All clubs should try to have a club member serve as their delegate.

Voting members must respect confidentiality and may not advise each other how to vote or announce how they have voted until after the voting period has closed.

**CREDENTIALING**

The Credentials Committee supervises the registration of voters. The delegate registration period will open on 25 September 2021, at 8 a.m. and close on 25 September 2021 at 2 p.m.

Prior to the opening through the Governor, the Credentials Committee shall report the number of voting members registered. This will establish the quorum (see below).

Once the election and voting period is open, the Credentials Committee will offer voter support in all three languages (E: Lt. Governor/ G: Parliamentarian/ I: NomCom Area 03) including:

* Management of a special email: [cdersch.zonta@mail.de]
* Management of a helpline via phone: [insert phone number I/CH/G]
* Changes from delegates to alternates: [cdersch.zonta@mail.de]
* Technical support: tbd

**NOMINATING**

The Nomination Committee maintains direct communications with all candidates.

The Nomination Committee will inform candidates of guidelines related to written bios and short performance videos (3’ or 2’).

A voting member nominating a candidate from the floor for an elected position must do so in writing to the Nomination Committee by 24 September 2021, 2 p.m.. (email: Nominating\_Zonta\_D28@gmx.net) A written bios should be included. Once validated, the candidate’s name will be inserted after the candidates who were named to the slate.

**QUORUM AND RULES**

A majority of the voting members registered shall constitute a quorum. For example, if 60 voting members are registered at least 31 voting members must cast a ballot for the vote to be considered valid.

Voting members who cast a ballot will be considered ‘present and voting’. This number will be used to determine majority or two-thirds for passage.

A majority vote shall be necessary for election of the district board members. If no candidate receives a majority of the votes cast, the balloting for the office shall continue at a time to be set after the conference. Only the two candi­dates receiving the largest number of votes shall remain on the second ballot.

A two-thirds vote shall be necessary for a proposed amendment to pass for the district bylaws/constitution/rules of procedure.

A majority vote shall be necessary for a district resolution to be adopted and it shall remain in effect for the biennium proposed.

A majority vote shall be necessary for submitting a proposed amendment for Bylaws of Zonta International, a proposed international resolution or other international level business. (See Zonta International Bylaws Article XIX, SECTION 2.)

The members of the district Bylaws and Resolutions Committee will prepare the report of the Committee as soon as possible after the voting period has concluded and all the votes have been tabulated.

The district governor must submit any district approved proposed amendment for Bylaws of Zonta International, a proposed international resolution or other international level business to the Zonta International Bylaws and Resolution Committee within 30 days of the conclusion of the district conference.

**ELECTIONS VOTING**

Election voting will take place the day of the Electronic District Conference (platform <https://zoom.us>). The elections voting platform being used is <https://de.surveymonkey.com/> .

The Nominating Committee supervises the setup of the elections and voting platform and will provide delegates with sample ballots that can be printed out as a guide sheet prior to the opening of online voting. Alternatively, they can be used in the event of unexpected technical problems and posted via email to Chair Nomination Committee [Nominating\_Zonta\_D28@gmx.net].

The voting period will open on 25 September 2021, at 8 a.m. and close on 25 September 2021 at 2 p.m.; but may be extended based on the recommendation of the Elections Committee if a quorum still needs to be achieved.

The members of the Elections Committee will prepare the report of the Committee as soon as possible after the voting period has concluded and all the votes have been tabulated.

The results of the election will be disclosed at the live District Conference and published in the district newsletter.

**DISTRICT BUSINESS**

To increase efficiency, the district business will be managed by 1) a call for unanimous consent or 2) by a vote of all delegates. The follow chart indicates how the district will approach these items.

|  |  |
| --- | --- |
| Adopt/accept by unanimous consent | Vote of all delegates |
| * Call to Order * Credentials report * Adoption of the conference rules * Adoption of the agenda for the conference * Committee reports * Approve the financial review of the district statements and reports | * Adopt the district budget * Vote on change in district dues * Bylaws amendments, amendments to rules of procedure, resolutions for consideration by the Zonta International convention * Vote on any changes to the district bylaws and/or rules of procedure * Vote on any resolutions for the district * Implementation of any Zonta International action |

**Unanimous consent**

As the presiding officer, the governor will introduce items and call for adoption by unanimous consent. Delegates do not need to say or enter any remark in chat if they agree.

If any individual opposes adoption by unanimous consent and wishes to discuss an item and have an official recorded vote, then they say ‘no’ or enter ‘no’ in the chat. At that time, the item must be introduced, moved, debated, and have a recorded vote.

**PRIVACY: RECORDINGS AND PHOTOGRAPHY**

When conducting meetings electronically, the privacy, safety, and well-being of participants should always be protected. Business meetings/sessions should never be recorded.

* The potential of a recording could inhibit debate.
* Recordings could be taken out of context.
* Recordings could be improperly edited.
* Recordings could be distributed beyond an intended audience.
* Individuals who were not active meeting participants should only receive minutes of the meeting indicating the decisions made.

Additionally, participation also does not automatically equate to permission to take photographs. If photographs and screen shots will be taken, an announcement should be made at the beginning of the event or prior to the photographs being taken.