

# Conference Rules of Procedure

1. Meetings of the conference shall be called to order promptly by the presiding officer at the time specified on the program. Delegates and alternates shall be seated five minutes before that time.
2. Voting members of the conference shall be the elected District Officers and delegates or proxies of each club in good standing within the District who have been certified by the Credentials Committee. In the absence of a delegate at any session, the alternate shall act in their place, after being certified by the Credentials Committee.
3. All members shall be registered before being admitted to conference business. All members shall wear registration badges at all times in order to be admitted to any conference function.
4. All delegates shall be full-time registrants. Credential sheets must be presented in order to receive delegate badges. Delegates shall be seated in the section reserved for delegates during the business meeting.
5. A majority of the delegates registered shall constitute a quorum.
6. Any member of a club in good standing in the District in attendance at the conference may speak, but only voting members may make motions or vote.
7. To obtain the floor a member shall rise, address the chair, receive recognition, state their name and the name of their club, and state the purpose for which they obtained the floor.
8. No member shall speak longer than two (2) minutes at one time or more than once if someone who has not spoken wishes to do so. Except by permission of 2/3 vote of the conference no one may speak more than twice to the same question of the day. Discussion not germane to the subject before the meeting shall be out of order and shall be stopped by the presiding officer.
9. All motions shall be in writing and signed and shall be given to the secretary before the close of the meeting at which they are presented. Upon request of the presiding officer, a motion shall be written and signed immediately upon presentation.
10. Any scheduled business not finished at the time a recess is taken shall be resumed at the next business meeting at the point where it was interrupted.
11. The Governor may appoint a Parliamentarian who, when requested, shall give an opinion. The presiding officer, however, shall give the ruling.
12. The Governor shall appoint timekeepers, tellers and other non-elected officials necessary for the conference.
13. Immediately after the reading of the report by the Nominating Committee, additional nominations may be made from the floor, provided the consent of the nominee has been obtained. Election shall be by ballot and a majority vote shall elect. In the event that no person receives a majority of the votes cast for any office, the balloting for that office shall continue. Only the two candidates receiving the largest number of votes shall remain on the second ballot.
14. *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority on all matters of procedure not specially covered in the bylaws of Zonta International.