

April 4, 2009

Dear District 5 Club President,

It is that time of year again when the District Nominating Committee solicits candidates for district offices. Serving on the district board is both a privilege and a joy. It brings opportunities to develop Zonta friendships beyond the borders of our clubs, to develop a deeper knowledge of Zonta and to be part of the decision making body and provide leadership for our district. As Zontians we have a duty to share in the running of our district. This is a great opportunity to do so. Through the use of technology the time and travel necessary to complete officer duties has been reduced leaving more time for work, family and leisure time. Please consider this opportunity to take an active role in the District 5 leadership.

Please present this information to your club members and encourage them to step forward in Zonta leadership and serve on the District Board. We have enclosed a list of offices and the qualifications for each as well as the responsibilities. **Nominations are due by May 15, 2009.** If you or your club members have any questions please contact District 5 Nominating Committee Chair Elaine Swanson at 440-487-4817. We will be happy to discuss the process with you and provide whatever information you need to make your decision.

Enclosed is the Nomination Form to be completed and signed by the candidate. Please copy it as needed. The club may also nominate a candidate, but the person nominated must sign, meet the qualifications and agree to run. I have also enclosed the campaigning polices. Please share the them with all candidates who wish to run. It is important they be followed to ensure a fair election.

We know this is going to be a wonderful slate of candidates who will lead our district and Zonta into the future. Thank you for taking the time to share this with your members and to encourage them to step forward.

Sincere Zonta Regards,

Elaine Swanson, Sandy Hommel and Claire Kirsner

2008-2010 District Nominating Committee

The following offices are open for nominations:

Governor: The Governor is the link between the district and the Zonta International Board (through the assigned Board liaison) and administers the affairs of the district.

To be qualified for nomination, the candidate must

- be a classified member in good standing of a Zonta club with experience in a decision making capacity and
- have served at least two years in an elected club office and/or have been a district committee chairman and
- have served at least one year as club president.

Lieutenant Governor: The lieutenant governor reports to the governor and provides assistance to the governor. the role of lieutenant governor is often a preparation for the role of governor, subject to election at district conference, It is vital that the lieutenant governor become familiar and involved with the duties of governor. It is recommended that the lieutenant governor be appointed the chairman of the District Organization, Membership and Classification Committee. Lieutenant governor is a voting member of the district board.

To be qualified for nomination ,the candidate must:

- be a classified member in good standing of a Zonta club with experience in a decision making capacity and
- have served at least two years in an elected club office and/or have been a district committee chairman and
- have served at least one year as club president.

Area Director: The area director reports to the governor and administers the affairs of a specific area within the district. The area director visits the clubs in the area, assists with maintaining the Zonta mission, assists with any concerns the clubs may have and organizes and runs the area meetings and is a voting member of the district board.

To be a qualified for nomination, the candidate must

- be a classified member in good standing of a Zonta club with experience in a decision making capacity and
- have served at least two years in an elected club office and/or have been a district committee chairman and
- have served at least one year as club president.

District Treasurer: The district treasurer reports to the governor, acts as financial officer for the district and is a voting member of the district board.

To be qualified for nomination, the candidate must

- be a classified member in good standing of a Zonta club with experience in a decision making capacity and
- have served at least two years in an elected club office and/or have been a district committee chairman and

Nominating Committee (5 nominated, 3 elected): The district nominating committee proposes the slate of candidates for the positions of governor, lieutenant governor, treasurer, area directors and members of the nominating committee for the next biennium.

To be qualified for nomination, the candidate must

- have knowledge of the abilities and experience of Zontians in the district
- have knowledge of the responsibilities of each office to be filled
- know the objects and programs of Zonta International
- be knowledgeable about the campaigning policy as detailed in the district manual

The following rules, found beginning on page 40 of the current District Manual, should be shared with all your club members and the candidates.

Zonta needs the most qualified leaders for office. Candidates for Zonta office need to demonstrate high ethical standards. Zonta wishes to ensure the most qualified candidate is elected and will ensure all candidates have the opportunity to inform the membership in a fair,

Campaigning Policy

adopted by the International Board January 2009

Zonta needs the most qualified leaders for office. Candidates for Zonta office need to demonstrate high ethical standards. Zonta wishes to ensure the most qualified candidate is elected and will ensure all candidates have the opportunity to inform the membership in a fair, equitable and appropriate way. The following campaigning policy outlines the behavior expected.

Campaigning is defined as encouraging voters to vote for or discouraging voters from voting for a specific candidate. A candidate is an individual who intends to run for club, district, or international office, whether or not the slate has been issued and whether or not the individual is on the slate.

Campaigning for or by any candidate is not allowed. However information about candidates is necessary for informed voting. Therefore:

- a. After the slate has been issued, a candidate on the slate may be introduced at functions as a candidate for the office for which she or he is nominated.
- b. At a Convention or conference a candidate running for international or district office, respectively, may give a presentation promoting her candidacy if scheduled as part of a business session.
- c. The nominating committee may distribute materials prepared by the candidates about their background, qualifications and goals.
- d. At Conventions or conferences candidates on the slate may wear official identification indicating that they are candidates. After being nominated, candidates from the floor are also entitled to wear such identification.
- e. Zontians who are attending a district conference at which

elections are held may confer with other members of their club to discuss the candidates, but they may not instruct delegates how to vote.

f. Zontians who are attending an international Convention may confer with other members from their district to discuss the candidates, but they may not instruct delegates how to vote.

g. If asked, Zontians may orally provide information to other Zontians about candidates, but may not solicit votes for any candidate.

Examples of Activities that Are Not Permissible

1. A candidate's visits, with no substantive purpose, to club meetings or district conferences other than the candidate's own.

2. Using culture, ethnicity, age, or geography as a qualification to influence the vote.

3. Distributing any gift, trinket, buttons, or other promotional material on behalf of a candidate, at any time.

4. Advocating or discouraging the election of a candidate in club or district communications.

5. Making a speech about a candidate.

6. Encouraging or discouraging clubs from sending delegates or proxies to a conference or Convention in order to improve the likelihood that a candidate will win or lose an election.

Enforcement of the Policy

1. Alleged violations of the Policy are to be reported in writing to a member of the board at the level of the office the candidate is seeking (i.e., club board for candidates for club office, district board for candidates for district office, international board for candidates for international office).

2. The board may consider alleged violations at a regular or special meeting or, if necessary, in a mail balloting. The candidate will be given an opportunity to respond to the allegations. If the candidate is a member of the board, she or he may be present at the consideration of the alleged violations if they are considered at a regular or

special meeting, but may not participate in the deliberations or vote. If the board considers the alleged violations at a regular or special meeting it may, by a two-thirds vote of those present and voting, (1) reprimand the candidate privately; or (2) reprimand the candidate at an official function, including the election meeting; or (3) remove the candidate from the slate. If the international board considers the alleged violations by mail ballot, the vote to impose discipline must be unanimous by the entire board, except that if the candidate who is alleged to have engaged in misconduct is a member of the board, she or he will not be entitled to vote on this matter.

3. If the alleged violation does not come to the board's attention until after the election, and if the candidate is elected the board shall follow the disciplinary procedures with respect to removal from office as set forth in the Zonta International Bylaws.

The Zonta International Rules of Procedure prohibit the use of membership lists to contact other Zontians for the purposes of lobbying for or against candidates who are running for office.