CHAPTER THREE
ZONE ORGANIZATION, DISTRICT MEETINGS AND DISTRICT COMMITTEES

I. ZONE ORGANIZATION

Zones serve as a vital link in the LWML organizational chain by promoting Christian fellowship and furthering the object of the LWML through individual members and groups. Zones have delegate representation at LWML conventions and are encouraged to select Young Woman Representatives to attend district conventions. Individual groups within a convenient geographical area comprise the 12 zones of the Kansas District. Zones provide encouraging support for district and LWML mission grants and serve as a forum for business to be transacted at district conventions. Zones do not adopt mission grant projects and do not have money-making projects.

A. DELEGATE REPRESENTATION AT LWML CONVENTIONS
   1. The number of delegates allowed is determined according to LWML bylaws: Zones having ten or fewer units may send one certified delegate; larger zones may send one certified delegate for each additional ten units or major fraction thereof as of January 1 preceding the convention. When two or more LWML groups exist within one congregation, they are considered a single unit for purposes of representation at LWML conventions.
   2. Delegates to LWML conventions are chosen by each zone at the fall meeting preceding the convention according to the method designated in the bylaws. The Zone President certifies delegates and alternates and sends names to the District President for submission to the LWML Recording Secretary, using forms provided by the District President
   3. Following the convention, the delegate(s) is expected to report to zone events and/or meetings of groups in the zone. She may be offered mileage or an honorarium for these services. A comprehensive report should include:
      a. Decisions on elections and projects
      b. Financial goals for the coming biennium
      c. Information on new programs being offered
      d. Review of convention program presentations
      e. Showing convention video
      f. Worship experiences
      g. Personal evaluation

B. FINANCES
   1. Zone funds are realized through group donations, free-will offerings and registration at rallies, workshops or other zone meetings.
   2. All zone expenses are paid out of zone funds. In addition to incidental expenses, the following shall also be paid:
      a. LWML convention expenses (registration, convention lodging, transportation, and convention meals) for zone delegate(s).
      b. District convention expenses (registration, convention lodging, and convention meals) for Zone President.
      c. KAOL expenses (transportation, lodging, and meals) for Standing Committee Chairmen and Pastoral Counselor.
      d. Young Woman Representative(s) expenses for district conventions (registration, convention lodging, transportation, and convention meals included on the convention registration form).
         1. Convention lodging will be arranged by the District Meeting Manager in consultation with the Convention Chairman and the Special Focus Ministries Department. (See also Chapter 4, II.D.3.a).

2. The District Meeting Manager will give Zone Presidents vouchers for pro-rated lodging expenses at the pre-convention Board of Directors meeting. Zones are expected to submit payment for the vouchers before the close of convention.

e. District President (or her representative), zone pastors and special guests' registration and meals at zone events and workshops.

f. All mite offerings and Day of Prayer receipts received at zone events are submitted to the District Financial Secretary via check made payable to LWML Kansas District.

C. RESPONSIBILITIES TOWARD INDIVIDUAL MEMBERS

1. Be aware of Individual Members residing in the zone.
2. Include them in zone communications, and invite and encourage attendance at zone, district and LWML functions.
3. Allow individual members the same voice and voting privileges as group members, if indicated in the zone bylaws.
4. Invite and encourage individual members to serve as officers or as committee chairmen/ members of the zone LWML, if indicated in the zone bylaws.

D. BYLAWS

1. Write basic bylaws outlining its structure and method of transacting business.
2. Articles and sections on object (mission education, mission inspiration, mission service and financial grants for mission needs), membership, representation at LWML conventions and parliamentary authority must conform to LWML bylaws.
3. Resources for zone bylaws are available through the District Organizational Resources Committee or at *www.lwml.org*.
4. It is recommended that zone bylaws are reviewed at least every four years.

E. ELECTIONS

1. Elect officers and appoint/elect standing committee chairmen as deemed necessary.
2. Officers generally include president, vice president, secretary and treasurer. Other officers and committees may be elected or appointed in accordance with its bylaws.

F. CRISIS MANAGEMENT

1. Zones are encouraged to adopt a Crisis Management program for their events.

G. EXECUTIVE COMMITTEE

1. Elected zone officers make up the Executive Committee, with the Zone Pastoral Counselor serving in an advisory capacity.
2. Officers will study and be familiar with zone, district and LWML bylaws, and the Kansas District *Leadership Guidelines.* A number of handbook resources are available through the LWML Store, *www.lwml.org*.
3. Officers serve as a liaison between the groups in the zone and the group officers, and the district and its officers.

H. BOARD OF DIRECTORS

1. Elected zone officers, zone standing committee chairmen, and group presidents make up the Board of Directors, with the Zone Pastoral Counselor serving in an advisory capacity.
   a. Any group standing committee chairman or her representative may attend meetings in an advisory capacity.
   b. No member shall vote in more than one capacity on the Zone Board of Directors.

I. OFFICER AND COMMITTEE DUTIES

1. President:
   a. Serve as liaison between district and zone LWML organizations.
   b. Attend the district convention and Board of Director meetings as a member of the District Board of Directors, with voice and vote.
      - Zone Presidents may be reimbursed by the district for one night's lodging at the rate of ¼ of one room for one night (if distance requires), plus mileage at the rate of 20 cents per mile when attending such meetings.
   c. Authorize an elected officer to attend as zone representative with voice and vote in the event the President holds a district office or is otherwise unable to attend district conventions or Board of Director meetings. Notification of the change is to be given to the District President and District Recording Secretary.
   d. Attend annual meetings of the Kansas Assembly of Leaders (KAOL). These meetings will be leader training interdepartmental (ID) meetings in even numbered years; and will include zone committee chairmen and group presidents in the odd numbered years. (see Chapter 3, article II.D.)
   e. Preside at all zone meetings, events and workshops, and meetings of the zone Executive Committee and Board of Directors.
   f. Inform the District President of zone event/workshop dates so that she or her representative may attend.
   g. Report any changes in zone committee chairmen and group presidents to the District Directory Manager.
   h. Have access to a current directory file of all groups within the zone, showing the group name, name and address of church, name and address of pastor(s), names and addresses of officers, number of members and date of election for each group.
   i. Designate which zone member will be responsible for keeping the directory file current.
   j. Encourage those women planning zone and group events to familiarize themselves with copyright information and rules and understand that copyrighted material cannot be reproduced without permission.
   k. Keep notes and operational material pertinent to the office and pass on to her successor.
2. Vice President:
   a. Perform duties of the Zone President in her absence.
   b. Perform other assigned duties as determined by bylaws.
   c. Carry out requests of the Executive Committee and/or Board of Directors
   d. Keep notes and operational material pertinent to the office and pass on to her successor.
3. Secretary:
   a. Keep accurate minutes of all zone meetings, including meetings of the Executive Committee and Board of Directors.
   b. Send a copy of all zone event minutes, signed by the zone president and zone secretary, to the District Archivist-Historian(s).
   c. Provide minutes of events and workshops to the Zone President, all member group presidents, and the District President.
   d. Provide minutes of administrative meetings to personnel involved.
   e. Keep notes and operational material pertinent to the office and pass on to her successor.
4. Treasurer:
   a. Receive all monies and deposit in a bank account approved by the Zone Executive Committee.
   b. Arrange for the President and Treasurer to be signatories on the zone checking account.
   c. Keep an accurate account of all receipts and disbursements.
   d. Provide a current written report at Zone Executive Committee and Board of Director meetings, rallies and workshops.
   e. Present books for financial review to qualified financial reviewers as specified in bylaws.

f. Keep notes and operational material pertinent to the office and pass on to her successor.

5. Caring Service Chairman:
   a. Appointed (elected) for a term specified in bylaws.
   b. Attend KAOL meetings (odd-numbered years) at zone expense, if feasible.
   c. Serve as liaison between the District Caring Service Committee and the group chairmen if available.
   d. Refer to the Mission Servants link on the LWML website (*www.lwml.org*) for helps.
   e. Send reports of zone activities to the District Caring Service Committee.
   f. Keep notes and operational material pertinent to the office and pass on to her successor.
6. Christian Life Chairman:
   a. Appointed (elected) for a term specified in bylaws.
   b. Attend KAOL meetings (odd-numbered years) at zone expense, if feasible.
   c. Serve as liaison between the District Christian Life Committee and the group chairmen.
   d. Have access to program resources from district and LWML for use in the zone and in providing assistance to member groups.
   e. Encourage members to use creative skills in the development of resource materials for LWML.
   f. Send reports of zone activities to the District Christian Life Committee.
   g. Keep notes and operational material pertinent to the office and pass on to her successor.
7. Special Focus Ministries Chairman:
   a. Appointed (elected) for a term specified in bylaws.
   b. Attend KAOL meetings (odd-numbered years) at zone expense, if feasible.
   c. Serve as liaison between the District Special Focus Ministries Committee and the group chairman.
   d. Encourage women who are not members of Lutheran Women in Mission to join in activities supported by local and zone LWML groups.
   e. Submit names of women with leadership potential to the Zone and District Nominating Committees.
   f. Have access to a file of member resources from district and LWML for use in the zone and in providing assistance to member groups.
   g. Send reports of zone activities to the District Special Focus Ministries Committee.
   h. Keep notes and operational material pertinent to the office and pass on to her successor
8. Gospel Outreach Chairman:
   a. Appointed (elected) for a term specified in bylaws.
   b. Attend KAOL meetings (odd-numbered years) at zone expense, if feasible.
   c. Serve as liaison between the District Gospel Outreach Committee and the group chairman.
   d. Promote mission grants of the district and LWML.
   e. Promote the Day of Prayer service and district-designated offerings. Encourage use of the service on the zone level and/or by individual groups.
   f. Keep notes and operational material pertinent to the office and pass on to her successor.
9. Special Committees:
   a. Appointed as necessary to carry out the work of the zone. Committees are appointed by the Zone President with the approval of the Zone Executive Committee.
   b. Function only for the task(s) assigned and cease to exist once the task(s) is completed.
   c. May include Financial Review and Bylaws (Structure or Organizational Resources) as governed by zone bylaws.
      1. Names of Financial Review Committee members will be announced at a zone event or workshop.
      2. An elected officer (i.e., vice president) may serve as the Bylaws (Structure or Organizational Resources) Committee chairman, with committee members appointed as needed.
10. Pastoral Counselor:
    a. LCMS pastor (active or retired) within the LWML zone in which he serves.
    b. Appointed (elected) for a term specified in zone bylaws.
    c. Attend KAOL meetings at zone expense, if feasible.
    d. Promote zone activities at LCMS circuit functions and encourage circuit pastors in their involvement with group, zone, and district activities.

e. Attend LWML Kansas District Convention, if possible. Zones may pay all or part of his expenses, as set forth in zone bylaws.

II. DISTRICT MEETINGS

A. DISTRICT CONVENTION
1. The LWML Kansas District meets in convention biennially in even-numbered years.
2. The voting assembly is comprised of eligible individual members (see Chapter 2, Article I, section H.2.a.6.), group delegates, elected district officers, appointed district officers, zone presidents, standing committee chairmen and past district presidents. Pastoral counselors attend in an advisory capacity.
3. Appointed personnel, members of standing committees, and any other interested persons are encouraged to participate in convention activities as part of the general assembly.
4. Official actions taken at district conventions include:
   a. Election of officers and pastoral counselors
   b. Adoption of the Mission Goal (i.e., work program) for the new biennium, District Mission Grants, God's Gracious Gift Fund Grants, and any proposed bylaws amendments.
5. Other items on the agenda include worship services, Bible studies, mission speaker presentations, servant events, special interest-session topics, and other events as time and space allow.
6. Host zones for district conventions will be announced at the Board of Directors meeting four years prior to the proposed convention, based on a convention site rotation approved by the Executive Committee (see rotation schedule in Appendix, F-1.e.).

B. BOARD OF DIRECTORS
1. The Board of Directors transacts district business between conventions and carries out the business of the district approved in conventions.
2. Meetings are held annually, at the call of the District President, with one additional meeting scheduled immediately preceding a district convention.
3. The voting assembly includes elected and appointed district officers, zone presidents and standing committee chairmen. Pastoral counselors, appointed personnel, special committee chairmen and other committee chairmen attend in an advisory capacity.
4. A standing committee member is to be appointed if the committee chairman is unable to attend. Likewise, a zone vice president or other elected zone officer may attend in a Zone President's place. The District President and Recording Secretary are to be notified in advance of any substitutions.
5. In addition to reports from officers and standing committees, agenda items will include, but are not limited to:
   a. Even-Numbered Years
      1. Convention site four years following, based on a convention site rotation approved by the Executive Committee.
      2. Convention logo for convention two years following.
      3. Day of Prayer offering recipient(s) for following 2 fiscal years, as recommended by the Executive Committee.
      4. LWML Kansas District banner design for the following year's LWML convention.
   b. Odd-Numbered Years
      1. LWML Mission Grant and God's Gracious Gift Fund grant proposals to be placed on the upcoming convention ballot, as recommended by the Executive Committee.
      2. District convention offering recipients (closing worship, and/or others), as recommended by the Executive Committee.
      3. Proposed bylaws amendments (if any) to be voted on at the district convention.
   c. Pre-Convention
      1. Mission goal for the new biennium.

2. Primary targets/focus areas for the new biennium, as recommended by the Executive Committee.
3. Convention theme and Bible verse for district convention two years following.

C. EXECUTIVE COMMITTEE
1. The Executive Committee transacts district business between meetings of the Board of Directors.
2. Meetings are held quarterly, or as needed at the call of the District President.
3. The Executive Committee may take action by electronic communication if necessary.
4. The Executive Committee is comprised of elected and appointed district officers, with pastoral counselors attending in an advisory capacity.
5. Responsibilities include, but are not limited to:
   a. Review the Code of Ethics at the first Executive Committee meeting of each biennium.
   b. Approve appointed officers, committee appointments and other appointed personnel.
   c. Supervise the approved mission goal work program.
   d. Determine dates for district conventions.
   e. Approve convention budget.
   f. Plan programs and agendas for conventions, Kansas Assembly of Leaders (KAOL), and interdepartmental (ID) meetings for leadership training.
   g. Approve honorary memorials ($50) to God's Gracious Gift Fund following the death of any member of the current Board of Directors, a Past-District President, or the spouse of the current District President.
   h. Fill vacancies in elected or appointed offices. (In the case of a pastoral counselor, choices would be reviewed with the LCMS Kansas District President before naming a replacement.)

D. KANSAS ASSEMBLY OF LEADERS
1. The Kansas Assembly of Leaders (KAOL) endeavors to spiritually enlighten zone leaders, zone pastoral counselors and/or group presidents by providing resources to:
   a. Effectively plan and conduct zone and group workshops and meetings.
   b. Feel confident and excited about disseminating LWML and district information to their zones and groups.
   c. Stimulate their personal desire for service in mission and ministry.
   d. Encourage and uplift district committees, zones and groups as together we "Serve the Lord with Gladness."
2. The District Executive Committee will establish the focus of each KAOL directed toward the target audience for that specific event.
   a. In the even-numbered years (the years of District conventions), this meeting will serve as an inter-departmental (ID) meeting. Zone presidents, members of each district standing committee, and appointed personnel will be included. The emphasis on leadership training will allow committees to become better acquainted and develop goals and objectives to be emphasized during the biennium.
   b. In odd-numbered years, zone counterparts (zone chairmen of Caring Service, Christian Life, Gospel Outreach and Special Focus Ministries), zone pastoral counselors and group presidents are included. District standing committees plan sectionals for the general assembly portion of the meeting and meet with zone counterparts to provide information and materials helpful to them in carrying out their responsibilities on the zone level.
3. District Pastoral Counselors lead a Bible study and provide copies of the Bible study to zone presidents for use in zone fall workshops.

E. ELECTRONIC MEETINGS AND VOTING PROCEDURES
Electronic media have become increasingly vital means of communication and have allowed organizations to conduct business more efficiently and quickly, and at less expense. If a district, zone or group wishes to take electronic votes they must first be sure the procedure is allowed in their bylaws. If not, bylaws must be

amended to allow for voting by email. Rules for conducting the email vote should be in the standing rules or procedure manual.

1. Opening a Question for Consideration
    a. All participants must have access to the necessary equipment for email voting. If any participant lacks access, an e-vote cannot be taken.
    b. The chair (president or committee chairman) establishes the time frame for the e-vote.
    c. A minimum (hours or days) notice shall be provided to all participants via email, fax or telephone by the secretary or chair. The notice will include the motion and supporting documentation for the e-vote.
    d. A second is not necessary for the motion to be considered.
    e. Each new main motion must be made in a separate, new email message with no other message thread included.
    f. The chair assigns a number to the motion and includes the number in the subject line. (Example: Motion 1.)
        1. The subject line must include the word "Motion."
        2. The first line of the message must begin with "It is moved that…" Or: "(name of officer) moves that…"
2. Debating the Question:
    a. Members use "Reply All" in all messages.
    b. Members may respond at will, without seeking recognition from the chair.
    c. Secondary, or amendment motions, are given a letter designation in the subject line by the chair. (Example: The main motion is Motion 1. There is a motion to amend. The subject line of the amendment will be designated Motion 1.a.)
    d. The chair closes debate by asking, "Are you ready for the question on Motion 1.a?" in the subject line.
3. Voting:
    a. The chair puts the question to a vote by restating the pending question and requesting members to vote now. The word "vote" shall be in the subject line (example: Motion 1.a Vote).
    b. The chair shall include the time frame/deadline for the vote.
    c. Members shall state, "I vote yes," or "I vote no," in the first line of the response and use "Reply All."
    d. The secretary tallies the votes and reports the vote to the participants, including the number of votes cast for and against the motion.
    e. The chair announces the results of the vote.
    f. The chair states the next pending motion and opens debate (example: Motion 1), or declares the thread closed.
4. Secretary's Minutes:
    a. The secretary compiles and maintains the complete thread of the motion, including all secondary motions.
    b. The secretary prepares minutes of the vote and sends minutes marked "draft" to all members.
    c. Minutes will be approved at the next regular meeting.

III. NOMINATING COMMITTEE

General Guidelines as Shown in the LWML Kansas District Bylaws

E. NOMINATING COMMITTEE

1. The Executive Committee shall appoint a Nominating Committee of five members, of which at least four zones of the district should be represented.
2. Appointments shall be made at least 12 months prior to the district convention.
3. The immediate Past District President shall serve as a non-voting consultant to the Nominating Committee for the four years immediately following her term as District President.

The Nominating Committee shall:

a. Submit a slate consisting of at least two candidates, if possible, for each elective office;
b. Select candidates who have served in the zone and who are active in their group or as an individual member;
c. Select candidates for President and Vice President of Organizational Resources who have served as members of the District Board of Directors; and
d. Obtain the written consent of all candidates to serve, if elected.

Bylaws, Article V, Sections 2 and 3

Duties in Detail

Nominating Committee:

1. At least twelve months prior to a district convention, the District President will contact the committee members appointed by the Executive Committee, designating one person as chairman, and provide the committee with:
    a. The names of the pastoral counselor and the immediate Past District President who will serve in an advisory capacity.
    b. A list of officers to be elected, with sections of the Bylaws and *Leadership Guidelines* related to the qualifications and duties of each office. Elected officers are eligible for one (1) nonconsecutive reelection to the same office (*Bylaws, Article V, Section 5.A*).
    c. Consent Forms for each nominee to sign. (See *Leadership Guidelines* Appendix, Forms)
    d. Expense vouchers, stationery and envelopes.
    e. File of information from the previous Nominating Committee.
2. Solicitation of names:
    a. Prepare an article for the Spring issue (odd-numbered years) of *The Kansas Sonshine,* asking for submission of names for each office to be filled. Any LWML group or LWML member may recommend nominees.
    b. Contact Zone Presidents and the District Executive Committee, asking for submission of names.
    c. Contact each person whose name has been submitted to determine their interest in having their name considered, and to obtain information about eligibility, qualifications, and past experience on the group, zone or district level, or as an individual member. (See *Leadership Guidelines* Appendix, Forms)
    d. The District President shall solicit Pastoral Counselor nominees from the District Executive Committee and the President of the Kansas District LCMS (*Bylaws, Article VII, Section 2.B*).
3. Candidate Selection Process:
    a. Select a date and convenient location when all committee members, the immediate Past District President, and Pastoral Counselor can meet.
    b. Openly discuss the qualifications of each nominee. Consider candidates who have served in zone LWML, are active in their LWML group, and whose talents, qualifications and experience fit the requirements of the office.
    c. If there are three or more nominees for an office, cast votes to narrow the selection to two candidates.
    d. Notify each candidate, in writing, of the office to which she has been nominated. Include the section of Bylaws and *Leadership Guidelines* pertaining to the office, and a "Consent to Serve" form to be signed and returned to the Nominating Committee Chairman.
    e. Notify the District President of the names of all candidates, who will then obtain Executive Committee approval of the list of candidates before names are publicized in *The Kansas Sonshine*.
    f. Send letters to all nominees whose names were not selected, thanking them for their willingness to serve.
4. Publicity:

a. Submit officer candidate biographical information and photo to Newsletter Editor for printing in the winter issue of *The Kansas Sonshine.*
b. Submit officer candidate biographical information and photos to the District President for printing in the Convention Manual.
c. Submit report of the Nominating Committee to the District President for printing in the Convention Manual.

5. Chairman Responsibilities at District Convention:
   Introduce the candidates to the convention body at a time designated in the convention program.
6. Other Responsibilities:
   a. Review the *Leadership Guidelines* and provide input to the VP of Organizational Resources when changes or revisions are needed to keep the guidelines up to date with current practices.
   b. Following the close of the convention, give all material pertaining to the committee to the District President who will forward the information to the next Nominating Committee.

IV. CONVENTION TELLER COMMITTEES

A. The District President will appoint a Teller Committee and name a chairman for each ballot of the convention (Officers and Pastoral Counselor, Mission Grants and God's Gracious Gift Fund) (See Chapter 4, Section II.C.9.)
B. The District Recording Secretary will serve as Credentials Chairman for the convention, and will:
   1. Review the voting procedure with the Board of Directors at the Board of Directors meeting held prior to the convention.
   2. Review the voting procedures with the convention delegates as indicated in the convention agenda.
   3. Hold all votes in a secure place following completion of the balloting and deliver to each Teller Committee immediately preceding the counting process.
   4. At the conclusion of the counting process, obtain all ballots from each Teller Chairman and hold them in a secure place until the close of the convention, after which ballots are to be destroyed.
C. The Parliamentarian will:
   1. Inform each Teller Committee of the time and place for counting the ballots, as designated by the Convention Chairman.
   2. Review the responsibilities of the Teller Committees with the chairmen and parliamentarians of each committee prior to the convention. Be available to review these responsibilities with each entire committee before counting begins and to answer questions throughout the counting process.
   3. Prepare Tally Sheets (see Appendix, F-6.c.1.) and Report of the Tellers forms (see Appendix, F-6.e. and F-6.f.) for each item on the convention ballot, giving each Teller Committee an adequate supply to use in recording votes cast.
D. Teller Committee Procedure for Counting Ballots
   1. Tellers will be divided into three main groups: Officers and Pastoral Counselor, Mission Grants, and God's Gracious Gift Fund.
   2. Begin with prayer.
   3. Separate ballots into stacks of 25, and label each stack (A, B, C. etc.).
   4. One person, with the committee parliamentarian observing, will read the results of each ballot. At least two tellers will record the votes received on a separate tally sheet.
   5. After all votes are read and tallied, if the tellers' counts are in agreement, the counting is completed.
   6. If there are discrepancies between the tally sheets, determine in which stack the discrepancy occurred (A, B, C. etc.) and repeat the process for that stack, using a different set of tellers if possible.
   7. Complete four copies of the Report of Tellers (see Appendix, F-6.e and Appendix, F-6.f.) with each teller signing the report. These reports are for: President, Recording Secretary, Parliamentarian, and Teller Committee Chairman.

8. As a courtesy to the President, the Chairman of the Tellers' Committee for Mission Grants and/or God's Gracious Gift Fund Grants recipients prepares, in the presence of all tellers, a separate report of the grant recipients in the order of selection to total the adopted allocations (see Appendix, F-6.f.).
9. All results are to be kept confidential until announced in a convention session.
10. Return the ballots counted to the Recording Secretary, who will destroy them at the conclusion of the convention.

E. Questions about Ballots and Voting
1. Blank ballots are discarded and not counted.
2. When two ballots are folded together and one ballot is blank, it is discarded and the other ballot counted. If both ballots have been marked, they are recorded as one illegal vote and not credited.
3. The type of mark used (checkmark, "X", etc.) is irrelevant as long as the intent of the voter can be determined.
4. If a voter votes for some officers but not others, votes are recorded for those offices voted; blank offices are not counted.
5. A vote for an ineligible officer candidate is recorded as an illegal vote; however, any legal votes on the ballot are counted.
6. A write-in vote for an officer who was not nominated, although who would have been an eligible candidate, is recorded as a write-in vote for that individual. The individual's name is added to the tally sheet and that vote is made part of the report.
7. A voter has the right to vote for fewer than the maximum number of Mission Grants or God's Gracious Gift Fund Grants. The votes cast are the votes tallied.
8. A ballot marked with more than the maximum number of Mission Grants or God's Gracious Gift Fund Grants is counted as an illegal vote.
9. When a tally team is uncertain of the voter's intent, the questionable ballot is set aside for the whole committee to examine. A majority vote of the committee will decide how the ballot is recorded.
10. More votes are cast than the number of eligible voters reported by the credentials committee. If the difference will not change the outcome of the vote, the discrepancy is noted on the tellers' report, but the vote stands. If there is any possibility that such ballots might affect the result, the entire ballot vote is null and void, and re-balloting is required.

F. Reporting to the Convention
1. Report of the Tellers for Officers:
    a. In a business session of the convention, the Chairman of the Tellers for Officers reads the report and gives a signed copy to both the President and the Recording Secretary but does not announce who is elected.
    b. The President re-reads the report and announces who is elected for each office as it is read. A candidate must have received a majority of the votes cast to be elected. If no candidate for an office has received a majority, balloting will continue until there is an election.
2. Report of the Tellers for Mission Grants and God's Gracious Gift Fund Grants Recipients:
    a. In a business session of the convention, the Chairman of the respective tellers' committee reads the report and gives a signed copy to both the President and the Recording Secretary but does not announce which grants were selected.
    b. The President re-reads the report and announces which grants were selected. If two grant recipients receive the same number of votes, the one with the earliest submission date receives preference. If both have the same submission date, re-balloting is required for the tie vote.

V. CRISIS MANAGEMENT TEAM AND EMERGENCY PLAN

A. Team Structure
   1. A Crisis Management Team will consist of at least three members appointed by the President, including a Vice President or other Executive Committee member, Meeting Manager, and a Pastoral Counselor (President and Recording Secretary are excluded). For large meetings and events, additional members may be added at the discretion of the President. The team members' names and cell phone contact information will appear in the agenda or program information given to all attendees.
   2. The team shall be familiar with the emergency plans established by the management of the host site in the event of an illness, injury, fire, or weather-related emergency.
      a. In the event of an injury or illness, the District Meeting Manager will request EMS care via a 911 call.
      b. In the event of a fire or weather-related emergency, the team will work with the site manager to provide emergency instructions and precautions to the attendees.

B. Health and Emergency Information
   1. All attendees will complete a Participant Information and Release Form when registering for a meeting or event, to be updated biennially (see Appendix, F-4.c.).
   2. Forms will be kept confidential and used ONLY in the case of an emergency.
   3. The Meeting Manager will keep the forms on file and available for reference at all meetings and events.

C. Medical Emergencies
   1. In the event of a medical emergency, the Crisis Management Team will immediately go to the person(s) involved.
   2. The Meeting Manager will request EMS care via a 911 call.
   3. A member of the team will stay with the person(s) until EMS personnel are on site and in charge of the situation.
   4. The Vice President assigned to the team assumes crowd control and protects the privacy of the person(s) involved. If the emergency occurs during a meeting, the group will be directed to proceed with the meeting, or if necessary, be asked to move to another room.
   5. The Pastoral Counselor contacts the person's roommates to locate medications, if any.
   6. If transportation to a hospital is required, a member of the team will accompany the patient to the hospital/emergency room and will make the President aware of the situation. (The team member may or may not be able to directly accompany the patient in an ambulance.)
   7. If diagnosis/care at a hospital is required, the President will notify the person's family or emergency contact. If diagnosis/care at a hospital is required for the President, a Pastoral Counselor will be responsible for notifying the President's family or emergency contact. No statement or identification of the person should be released until family members have been notified.

D. Crisis Incident Reporting
   1. The Meeting Manager will provide complete written documentation of illness, injury, fire, or weather-related emergencies, using the LWML Crisis Incident Report Form (see Appendix, F-4.d.).
   2. Copies of the document, including any supporting data, consent forms, etc. will be provided to the District President.
   3. Complete written documentation of the emergency will be retained by the Meeting Manager in a crisis incident report file (either paper or digital) and a copy sent to the Archivist-Historian(s) for inclusion in the District permanent records (either paper or digital).
   4. Any crisis incident reports in the Meeting Manager files older than five (5) years may be destroyed after verifying they are part of the Archivist-Historian(s) files.