

Instructions to Service Unit Managers for Delegate Elections

A few notes:

- Your Service Unit is entitled to one Delegate and one Alternate Service Unit Delegate for a one year term. Alternate delegates will only serve if the delegate is absent.
- Elections are governed by the Bylaws of Girl Scouts of Connecticut. For a copy of the Bylaws, go to the Resource and Form Library at <http://www.gsofct.org> under Governance.
- You are encouraged to hold an election at a meeting that has good attendance; there is no quorum. Keep in mind that the goal is to have an open and democratic process.
- This is a wonderful job for someone who is busy but also interested in Girl Scouts. A Delegate must be 14 years of age or older, registered as a Girl Scout, and live or work in the Service Unit area. Delegates are required to attend one training session, a fall and spring membership meeting, and the Annual Meeting.
- Delegates should be open minded and good communicators, and be willing to share their knowledge with the Service Unit, as well as talk to volunteers to learn their opinions about governance issues important to Girl Scouts.
- Our Bylaws do not allow elections via email. If your Service Unit plans to hold an election via teleconference, please contact Hollen Monroe at delegate@gsofct.org for a teleconference number and instructions. Be sure to indicate the date, time of your call, and expected number of participants.
- Keep in mind that in addition to troop volunteers, ideal candidates to serve as a delegate from your Service Unit may be a non-troop affiliated adult, lifetime member or a girl age 14 or older.



Sample Script for Holding Elections at Service Unit Meeting

Tonight, we will be electing one Service Unit Delegate and an Alternate Service Unit Delegate to serve as Service Unit Delegates for one year beginning in 2012. According to GSOFCCT Bylaws, these Delegates represent the entire Council and are responsible for electing our Board of Directors and Board Development Committee, and for keeping the Service Unit informed of governance news from the Membership and Annual meetings.

Any currently registered Girl Scout, age 14 or older may serve in this position.

If elected to this position, you will be expected to attend the Spring and Fall 2012 Membership Meetings and the 2012 Annual Meeting. The election for the Board of Directors will occur at the 2012 Annual Meeting. Delegates are expected to be open-minded and good communicators and willing to share their knowledge with our Service Unit, talk to volunteers to learn their opinions about governance issues important to Girl Scouts, and share their opinions and suggestions in a positive and collaborative fashion at Delegate Meetings. Also, all new Delegates must take training.

Is there anyone who would like to serve as a Delegate or Alternate Service Unit Delegate? (Ask the person to introduce herself and tell everyone why she is interested in the position.) We will be using Robert's Rules for the election. May I have a motion to nominate [state names] as Service Unit Delegate and Alternate Service Unit Delegate?

May I have a second? (Pause, then repeat the motion.) I have a motion and second to nominate [name] as Service Unit Delegate and [name] as Alternate Service Unit Delegate. Is there any discussion?

All in favor say "aye". (Pause) Any opposed say "no".

The motion carries and [name] has been elected as our Service Unit Delegate for the term beginning January 1, 2012, through December 31, 2012, and [name] as the Alternate Service Unit Delegate for the same term. Congratulations and thank you for serving. I will be submitting our Delegate Election Report and you will receive a written confirmation of your position. Congratulations again.

Note: If you have more nominations than positions, use a paper ballot but do not share the specific numbers to avoid hurting feelings – just announce the results and thank all of the candidates. The candidate receiving the most votes is elected.

Be sure to complete the Delegate Election Form included with this notice and email to delegate@gsofct.org (preferred) or mail to: Delegate/GSOFCCT, 340 Washington Street, Hartford, CT. For questions about the election process, contact Karen Hoffman at vicechair@gsofct.org.



Delegate Volunteer Position Description

Term: Delegate: One year, January 1 – December 31

Purpose: As a “Voting Member,” as defined in Section 1.3 of the Girl Scouts of Connecticut’s bylaws, delegates shall attend Membership meetings and have a vote with respect to the election of Directors-at-large, Elected Officers, Board Development Committee members, and National Council Delegates. Delegates are the communication link between Connecticut’s girls, volunteers, and Board of Directors.

Duties and Responsibilities:

1. Attend the annual meeting and special meetings of the Corporation and additional Membership meetings;
2. Elect directors-at-large of the Board of Directors, elected officers of the Corporation, members-at-large of the Board Development Committee, and delegates to the National Council of GSUSA;
3. Amend the Corporation’s certificate of incorporation and bylaws;
4. Be informed on the point of view of the group which one represents; acquire a council-wide perspective; and be prepared to vote for the good of the council, after studying and hearing discussion of the issues;
5. Participate in strategic planning as directed by the Board of Directors;
6. Initiate, review and submit proposals from the membership to the Board of Directors in a timely manner;
7. Advise the Board of Directors on proposed plans, policies and other matters referred to the Membership by the Board of Directors;
8. Report on Board decisions and actions, and other policy influencing matters to Service Unit constituency;
9. Respond to requests by the Board Development Committee;
10. Bring Membership concerns and special knowledge to the Board of Directors through the Second Vice Chair;
11. Be responsible for learning all aspects of the position by attending appropriate trainings;
12. Facilitate feedback from the Service Unit on other business as may, from time to time, come before the Voting Members of the Corporation.

Qualifications:

1. Registered member of the GSOFCT, fourteen years of age or older;
2. Maintain up-to-date membership in good standing;
3. Supports Council goals, policies and objectives;
4. Embraces and understands the role of governance in Girl Scouting;
5. Ability and willingness to research and understand issues impacting girls’ lives in the assigned Service Unit and across the state;
6. Is aware and accepting of religious, educational, racial, ethnic, and socioeconomic groups within the community;
7. Is committed to organization diversity;
8. Demonstrates good communication skills, sound judgment and objectivity when analyzing issues and participating in decision-making;
9. Ability to fulfill time commitment;
10. Should have access to electronic communication and long distance telephone.



Delegate Election Form

When the election is completed, please complete this form and return it to delegate@gsofct.org or mail it to Delegate/GSOFACT, 340 Washington Street, Hartford, CT 06106.

Service Unit Information:

Service Unit: _____

Date of Election: _____

Service Unit Manager: _____

SUM email address: _____

Delegate Information:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email address: _____

Phone number: _____

Alternate Information:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email address: _____

Phone number: _____

Form submitted by (Please print name) _____

PLEASE NOTE: This form MUST be returned for Delegates to participate in the governance process.

Girl Scouts of Connecticut
340 Washington Street
Hartford, CT 06106
www.gsofct.org