

4 Easy Steps to Electing your Service Unit Council Delegates

In order to ensure that each service/delegate unit has representation and an opportunity to impact the work of the council, election of delegates occurs at the service unit level. Although the major responsibility is attending and voting at the Annual Meeting, there are other opportunities during the year to provide your opinion such as in surveys, phone conference calls, and direct mail. In the case of not enough delegates being elected, the service unit will not have full representation for that year so it's important that you fill your "quota" to ensure that your service unit will have a voice in the work of the council. Your field director or membership manager has the figures and will provide you with the number of delegates and quorum as well as all the forms you need.

Step 1 Set the Date

Delegates must be elected ninety days prior to the Annual Meeting date. Notification of the meeting where delegates will be elected must be given at least 20 days prior to the meeting and must prominently indicate that the election will take place. **IMPORTANT:** Please notify your Membership Manager, Field Director, or the Executive Assistant (Bedford, NH office) with date, time, and location of election meeting. Election Meeting postcards will be sent to all currently registered eligible girls/adults directly from the Bedford Service Center. Notification can be by mail or electronic means. We require that *all members age 14 or above*, as of the date of the meeting, be notified of the meeting since they are eligible to be elected as a delegate.

Step 2 The Meeting

There must be representation of at least 33% of the registered troops and groups in your service unit at the time of the meeting to constitute a quorum. Representation consists of a registered adult member or a registered girl age 14 or above from a troop or group. An attendance sheet listing all troops and groups should be circulated in order to determine whether a quorum has been established. Lifetime Members, individual adult members, and Juliettes age 14 and older are encouraged to attend as well. If anyone qualified is affiliated with more than one troop or group, they may represent only one at the meeting. Another qualified person must attend to represent the second group.

Step 3 The Election

Once it is determined that a quorum is present, the election process can take place. Anyone interested in being elected as a service unit delegate(s) must sign a consent to be nominated form at the meeting. If someone is not in attendance and wishes to be a delegate, a written consent to nominate with signature must be sent to the meeting in order to be considered.

The number of Delegates and alternates each Service/Delegate Unit is entitled to elect shall be based on the number of girls registered in that Service/Delegate Unit as of September 30th each year, according to a formula established and administered by the Board of Directors.

Regardless of the number of girls registered in a Service/Delegate Unit, every unit shall be entitled to elect at least one Delegate and one Alternate. Per council bylaws, all Delegates shall be elected a minimum of ninety (90) days prior to the date of the annual meeting of the Council, except as permitted by the President.

Once the slate is completed a formal vote on the total slate is conducted. It is not necessary to vote on each one individually.

NOTE: Remember that elected delegates and alternates will need to be registered in the new membership year. Participating in early re-registration can help facilitate this.

Step 4 Council Notification

The signed delegate election form, attendance sheet showing a quorum was present, and any absentee permissions to nominate, must be submitted to Pat Mittleider at the council service center in Bedford as soon as the election takes place. You may send through your district office, if you prefer. The information must be received at the service center by August 31st in order for the delegates to be confirmed and eligible to vote at the annual meeting.

Supplies you will need:

1. Attendance list(s) of all troops or groups, with space for people representing that troop or group to sign in.
2. Permission to nominate form(s)
3. Delegate Position Descriptions, enough to distribute to those interested and all delegates and alternates elected

The Permission to nominate and Delegate Position Description forms are available on the council website under Volunteers, then click forms, Service Units or on the Delegate page. You can also request the forms from your district office.