

## **Four Easy Steps to Electing Your Delegate Unit Delegates**

In order to ensure that each 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. If a Delegate Unit does not have enough elected delegates, that Delegate Unit will not have full representation for the year so it's important that you fill your "quota" to ensure that your Delegate Unit will have a voice in the work of the Council.

### **Step 1 Set the Date**

Delegates must be elected at least 90 days (generally in early August) before the Annual Meeting in the fall. 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. Please notify your Membership Manager or Director of Membership and Marketing with the date, time, and location of the 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.

Please check with your Membership Manager or Director of Membership & Marketing for information regarding your service unit total Girl Membership. This will determine your delegate/alternate count and the number of attendees you will need to reach your quorum.

### **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 individually registered girls 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. (Please see Article I, Section 4c of the GSGWM bylaws for further information)

### **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 delegate must sign a Delegate Election and Consent form at the meeting. If someone is not in attendance and wishes to be a delegate, a written permission to nominate with signature must be sent to the meeting in order to be considered.

The number of delegates and alternates each Delegate Unit is entitled to elect shall be based on the number of girls registered in that Delegate Unit as of September 30, the previous year, according to a formula established and administered by the Board of Directors. Regardless of the number of girls registered in a Delegate Unit, every unit shall be entitled to elect at least one Delegate and one Alternate. All elections must occur no later than 90 days prior to the Annual Meeting, except as permitted by the President/Board Chair.

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 completed Delegate Unit Meeting Report, Delegate Election and Consent form, and Delegate Election Meeting Attendance Roster (hopefully indicating that a quorum was present), and any absentee permissions to nominate, must be submitted to the Green and White Mountains service center in Bedford as soon as the election takes place. You may submit it to your regional 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. Delegate Election Meeting Attendance Roster
2. Delegate Election and Consent form(s)
3. Delegate Position Descriptions, enough to distribute to those interested and all delegates and alternates elected

The Delegate Election and Consent form and Delegate Position Description forms are available on the council website under Volunteers, then click forms, Service Units. You can also request the forms from your regional office.