



**girl scouts**  
of historic georgia

# Council Delegates Self-Guided Training

# Purpose

To convene annually, per the bylaws, in order to conduct council business. At the Annual Meeting the Corporation shall:

- ✿ Elect the council Board of Directors, Officers, Board Development Committee and National Delegates and Alternates to the National Council of the Girl Scouts of the USA;
- ✿ Consider any proposed amendments to the council bylaws;
- ✿ Provide input on issues affecting the council and the Movement; and
- ✿ Consider any other business appropriate to come before the corporation

# Responsibilities

- ✿ Represent membership views in local meetings and at the council's Annual Meeting
- ✿ Encourage attendance of membership at local constituency meetings
- ✿ Facilitate rich and relevant dialogue on current issues
- ✿ Ensure operational issues are directed to council staff and direct policy issues are directed to the Board of Directors
- ✿ Serve as liaison between the Board of Directors and local membership
- ✿ Support the Girl Scout Movement in local communities

# Qualifications

Active GSHG Girl Scout member age 14 and older

# Delegate Formula

## **The Board recommended delegate formula is:**

Historic Georgia will begin with 75 delegates at a minimum to allow for growth. Included in the delegate count, per the bylaws:

17 Board Members

5 Board Development Members

30 Regional Representatives (five [5] from each of the six regions)

52

The remaining twenty-three (23) delegates will be prorated per the girl membership as of September 30 of the membership year. To ensure representation, this formula will be evaluated annually by the Board of Directors.

# Before the Meeting

## **Delegate Packets:**

At least 30 days prior to the Annual Meeting you should receive a packet containing:

- ✚ Agenda
- ✚ Biographical information of Board nominees
- ✚ Business items for discussion
- ✚ Directions to meeting site (be sure to familiarize, as all delegates must arrive on time).

All delegates should be informed of items to be discussed prior to the meeting.

# Before the Meeting

Delegates should have an understanding of their area's concerns and issues.

Delegates should have a clear understanding of their duties and responsibilities as it relates to the business proceedings of the Annual Meeting.

Any concerns not related to the Annual Meeting may be noted on an Appreciative Inquiry Form, which will be available at the Annual Meeting.

# At the Meeting

We encourage all to fully participate in the meeting. ***Robert's Rules of Order*** will be used during the business proceedings for action items. Understanding the basic parliamentary procedures will enable delegates to participate effectively.

Visitors are encouraged to attend, however, they cannot participate in the business proceedings.



# Basic Meeting Definitions

**Motion:** A motion is a request for an action to be taken. The correct language to use: “I move that . . .”

**Seconding a Motion:** Motions require a second before discussions can be made. The correct language to use: “Second” or “I second the motion”. A motion from the committee does not require a second from the floor.

**Obtaining the Floor:** Delegate stands and addresses the Chair.

**Voting:** Votes will be used to elect officials. A majority vote is required. Voice vote will be used for all majority votes. The motion will be accomplished by asking “All those in favor” and “All those opposed”.

# After the Meeting

Delegates will report the business proceedings from the Annual Meeting to their next service unit/area meeting.

# Reference Materials

- ✚ Girl Scouts of Historic Georgia Bylaws
- ✚ Robert's Rules of Order
- ✚ Blue Book of Basic Documents