

Girl Scouts of Virginia Skyline Council

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TO: Team Leader for the Service Units, All Communications Facilitators, and All MVP Staff

FROM: Holli Drewry, Chair, Membership Voice Committee (MVC)
Dawn Wiese, Chair GSVSC Board

DATE: July 22, 2019

SUBJECT: Delegate Elections

This is an official notification from the Board of Directors that your operational unit will need to hold elections for 2019-2020 delegates and alternate delegates between now and **November 25, 2019**, when the results are due to the council office. We hope that you will elect your delegates as soon as possible to avoid scheduling conflicts.

Guidelines for Delegate Elections:

- Adults and girls 14 years of age who have declared or will declare membership in an At-Large group for the purpose of electing delegates are not eligible to participate in operational unit delegate elections.
- Each operational unit is entitled to elect two (2) delegates.
- Units that have a girl membership greater than 200 are entitled to elect one (1) additional delegate for each 100 girls over the initial 200 girls.
- Delegate numbers will be based on girl membership reported to the council office as of March 1.
- Operational Units are entitled to elect an unlimited number of persons to become delegates for the unexpired term should vacancies occur (alternate delegates).
- Delegates must be 14 years of age or older on or before October 1, 2019.
- Delegates' terms begin October 1, 2019 and end September 30, 2020.
- There is no restriction on how many consecutive terms a person can be elected to serve as a delegate.
- Quorum: at least five (5) members representing at least ten percent (10%) of the troops shall be present in person or linked by telecommunication or by means such that all members participating in the meeting are able to hear one another and participate in the proceedings, shall constitute a quorum for the election of operational unit delegates and persons to become delegates for the unexpired term should vacancies occur (alternate delegates).

Additional Guidelines:

- Hold delegate and alternate delegate elections and have all paperwork submitted to the Roanoke Headquarters office no later than the close of business **November 25, 2019**.
- In advance of the delegate elections, notify all members of your operational unit 14 years of age and older. It is recommended that notification be made at least seven (7) days in advance of the

election being held. Notice of the time, place, and purpose of this meeting should be mailed, emailed, or faxed.

- Nominations may be self-nominations or from the floor.
- The nominee needs to give consent in writing or in-person on the day of elections.
- The top vote recipients will become the delegates and the others will be alternate delegates. Refer to the Delegate Election Script for instructions.
- Alternate delegates will be used if a delegate did not meet all of the qualifications (not completing the Delegate Self Study, not attending an Open Council Dialogue Meeting, not being a registered Girl Scout, not being able to attend the Annual Meeting, etc.) provided that the alternate delegate has met all the qualifications. If your operational unit needs to move an alternate delegate into a delegate's position prior to the Annual Meeting, do so and notify Susan Hodges or the Membership Voice Committee (shodges@gsvsc.org or mvc@gsvsc.org).
- Installation should be done at the completion of the elections, noting that the term of office is October 1, 2019 - September 30, 2020.
- Position Description and Agreement for Delegates and Alternate Delegates (Form #1608) is attached/enclosed.
- Also attached is a suggested script to help you conduct your elections and installation.
- Each delegate is required to attend one (1) Open Council Dialogue meeting either in-person or via conference call in the fall prior to the Annual Meeting. If a member attends an Open Council Dialogue meeting and then their operational unit elects them as a delegate, that member will have satisfied the requirement of attending an Open Council Dialogue meeting.
- Delegate training: New delegates or alternates without prior qualified delegate training must complete and submit Form #1358, Delegate Self-Study, to council prior to the annual meeting. The form can be found on the council website at:

<http://www.gsvsc.org/en/for-volunteers/forms---documents.html?q=governance>

If a delegate or alternate has completed GSVSC Delegate Training since 2006, no additional training is required.

- Each delegate is required to attend the Annual Meeting. The 2020 meeting will be held on January 25 in Lynchburg, Virginia. The inclement weather date will be February 1, 2020.
- Complete the following forms and email, fax (540- 777-1154), or mail them to the council office (3663 Peters Creek Road, Roanoke, VA 24019). **Deadline: November 25, 2019**
 - The GSVSC Delegate and Alternate Delegate Roster (Form #1369)
 - The Delegate/Alternate Delegate Position Description and Agreement (#1608) for each Delegate and Alternate
 - The Attendance Record (Form #3066) or other document to verify a quorum for the election
 - Delegate Self Study (Form 1358R; as needed)

For additional information, contact Susan Hodges at the Council office (see contact information above).

2019 OPEN COUNCIL DIALOGUE MEETINGS:

Thursday, October 3: Lynchburg

First Christian Church
3109 Rivermont Avenue
Lynchburg, VA
6:00 – 8:00 p.m.

Thursday, October 10: Staunton

Emmanuel Episcopal Church (in the Dining Room)
300 West Frederick Street
Staunton, VA
6:00 – 8:00 p.m.

Saturday, October 12: Charlottesville

Aldersgate United Methodist Church
1500 East Rio Road
Charlottesville, VA
9:45 a.m. – 12:00 noon

Tuesday, November 19: Roanoke

In-Person and Conference Call (call in procedures will be sent at a later date)
GSVSC Headquarters
3663 Peters Creek Road
Roanoke, VA
7:30 – 9:30 p.m.

Some of these meetings may offer an optional dinner before or lunch after the meeting to give people an opportunity to network and get to know other Girl Scouts outside their service unit. Details for any meal opportunities will be included on the registration for each site location.

All members 14 years of age and older are welcome to attend these meetings; however, if you want to serve as a delegate or alternate delegate you *must* attend one of these meetings. Please mark your calendar now and more information will be coming. We hope all operational units will elect their delegates and participate in an Open Council Dialogue meeting. If you cannot attend any of the in-person Open Council Dialogue meetings, please register for the Conference Call meeting.

All participants must register. For online registration, visit the calendar on the GSVSC website (<http://www.gsvsc.org/calendar/>) and click on the meeting date/time; follow further instructions. To register by phone, call Susan Hodges (540-777-5126 or 1-800-542-5905, ext.126).

Important note: If you do not receive an email confirmation of your online or phone registration, please reach out to Susan Hodges.

If you have questions, comments, or concerns contact the Membership Voice Committee at mvc@gsvsc.org.