

Girl Scouts of Virginia Skyline Council

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TO: Service Unit Team Leaders & Communications Facilitators, At-Large Groups (chairs & staff liaison): Adventurers, Alumnae, Camp Directors & Council Trainers, and Volunteer Services Staff Team

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

DATE: September 27, 2021

SUBJECT: Delegates Elections

This is an official notification from the Girl Scouts of Virginia Skyline Council Board of Directors that your operational unit will need to hold elections for 2021-2022 delegates and alternate delegates between now and **November 22, 2021**, 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 Delegates 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 three (3) delegates per initial 100 girls.
- Units that have a girl membership greater than 100 are entitled to elect one (1) additional delegate for every 50 girls over the initial 100 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, 2021.
- Delegates' terms begin October 1, 2021, and end September 30, 2022.
- There is no restriction on how many consecutive terms a person can be elected to serve as a delegate.
- Quorum Present: operational units/service units must have at least five (5) members involved in the elections and that must include 10% of the currently registered troops; at-large groups must have 25% of declared members participating in the elections (must complete [At-Large Group Participation Declaration #1356](#)).

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 on **November 22, 2021**.

- 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, or sent by electronic communication.
- Nominations may be self-nominations (volunteers) 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 \(#1358\)](#), not attending an Open Council Dialogue Meeting, not being a registered Girl Scout, not being able to attend the GSVSC 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 Jodi Brodtkin (jbrodtkin@gsvsc.org) or the Membership Voice Committee (mvc@gsvsc.org).
- Installation should be done at the completion of the elections, noting that the term of office is October 1, 2021 - September 30, 2022.
- [Delegate & Alternate Delegate Position Description \(#1608\)](#) can be found on the website.
- A [suggested script to help you conduct your elections and installation](#) can be found on the website.
- 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 training in the [Delegate Manual \(#1357\)](#) and submit [Delegate Self-Study \(#1358\)](#), to council prior to the annual meeting. If a delegate or alternate has completed GSVSC Delegate Training since 2006, no additional training is required.
- Each delegate is required to attend the GSVSC Annual Meeting. The 2022 meeting will be held on Saturday, January 22 in Radford, VA. The inclement weather date will be January 29, 2022.
- Complete the following forms and email, fax (540- 777-1154), or mail them to the council office (GSVSC, 3663 Peters Creek Rd. NW, Roanoke VA 24019). **Deadline: November 22, 2021**

[Delegates and Alternate Delegates Roster \(#1369\)](#)

[Delegate & Alternate Delegate Position Description \(#1608\)](#) for each delegate and alternate

[Attendance Record \(#3066\)](#) or another document to verify a quorum for the election

[Delegate Self-Study \(#1358\)](#) as needed

[At-Large Group Participation Declaration \(#1356\)](#) as needed

For additional information, please contact Jodi Brodtkin (jbrodtkin@gsvsc.org).

ELECTION MEETINGS MAY TAKE PLACE IN-PERSON IF CDC AND GSVSC GUIDELINES ARE FOLLOWED. MEETINGS MAY ALSO BE CONDUCTED VIRTUAL, OR A COMBINATION OF BOTH IN-PERSON AND VIRTUAL.

2021 OPEN COUNCIL DIALOGUE MEETINGS

Monday, October 18

6:00 to 8:00 p.m.

Virtual Meeting

[REGISTER HERE](#)

Thursday, October 21

6:00 to 8:00 p.m.

Virtual Meeting

[REGISTER HERE](#)

Saturday, November 6

10:00 a.m. to 12:00 noon

(virtual & in-person: max # 50)

[JMRL-Northside Library](#), Charlottesville

[REGISTER HERE](#)

Tuesday, November 9

6:00 to 8:00 p.m.

(virtual & in-person: max # 20)

GSVSC Headquarters, Roanoke

[REGISTER HERE](#)

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 register to attend. We hope all operational units will elect their delegates and participate in an Open Council Dialogue meeting.

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