

Attachment A

DELEGATE ELECTION PROCESS

The Girl Scouts Heart of New Jersey has adopted through its bylaws the following provision for the representation of member delegates.

Section 1. Eligibility

Individuals age 14 years of age and over who are registered, active members of the Girl Scout Movement and who are currently registered with the Council are eligible to be members of the Corporation.

Section 2. Election of Delegates by Service Unit

- A. Procedure. Each service unit shall elect delegates in accordance with policies and procedures established by the Board of Directors.
- B. Number. Each service unit shall be entitled to elect two (2) delegates, at least one of whom shall meet the requirements of Article III, Section 2, Subsection C to vote.
- C. Term and Vacancies.
 - 1. Delegates shall serve for a term of two (2) years and for no more than three (3) consecutive terms.
 - 2. Terms shall begin January 1st, following the election in which the delegates are elected.
- D. Duties and Responsibilities of Delegates.
 - 1. Delegates shall attend delegate meetings, all annual meetings and all special meetings of the Council as set forth in Article VII. Delegates must also be knowledgeable about issues affecting the Girl Scouts of the United States of America, Girl Scouts Heart of New Jersey, Inc., and issues particular to that delegate's service unit.

Additional duties and responsibilities of delegates shall be defined by the Board of Directors, and set forth in the job description of delegates which shall be adopted by the Board.

BOARD POLICY

The Girl Scouts Heart of New Jersey has established the position of Alternate Service Unit Delegate. The Alternate SU Delegate, upon the resignation or separation of the Service Unit Delegate, serves as the Service Unit Delegate for the remainder of the Delegate's term. The Alternate SU Delegate may be elected at the time of the election of the delegates or through a special election utilizing the procedures set forth in the Delegate Election process.

GIRL SCOUTS HEART OF NEW JERSEY DELEGATE ELECTION PROCEDURES

In keeping with the Council Bylaws, the Girl Scouts Heart of New Jersey has established the following procedures for the election of Service Unit Delegates. The election of Service Unit delegates should occur by December 31st and delegates will serve for two years from the date of their election.

NOTICE OF ELECTION: These procedures emphasize the importance of extending the opportunity for EVERY eligible member to exercise their right to vote for their community delegates. Therefore, communication to all members to ensure they are advised and informed of the date, time, and place of the election takes precedence over all other procedures and practices.

- 1) The Service Unit Registrar or her/his designee shall provide the mailing/distribution list of eligible voters.
- 2) Eligible voters as defined in the bylaws as “any registered member 14 years of age or over.” For the purpose of this election, individuals must have achieved their 14th birthday by October 1st.
- 3) Notice of election must be issued at least 30 days prior to the date of the scheduled election by the Service Unit Manager or their designee. Notice may be sent by regular mail, electronically or distributed through a Service Unit established distribution process.
- 4)

VOTING: Voting can take place using a variety of formats. Paramount among the procedure is:

- 1) individuals nominated to serve as delegates must acknowledge their willingness to serve.
- 2) Individuals can self-nominate, be nominated by committee, or through an open forum/write-in ballot.
- 3) voting can be conducted by a meeting of the assembled members or returned by regular or electronic mail.
- 4) votes may be cast by voice, hand, paper, or electronic ballot and the results must be certified by at least two eligible members, who are not on the ballot.
- 5) winners are nominees with the highest two votes regardless of the number of nominations or votes cast.

REPORTING OF RESULTS: The results of the election will be reported to the Council within two weeks of the election.

- 1) the election results will be reported on the Service Unit Delegate form provided.
- 2) the report will include the process implemented to conduct the election
- 3) the Service Unit Delegate form shall be signed by the Service Unit Manager and the two members who tabulated the votes.

SAMPLE OF VOTING METHODS

The following samples are just a few of the many ways the election of Delegates can be managed. Service Units are free to combine components of each sample or use one of their own.

SAMPLE 1:

- 1) A committee of at least 3 members is appointed by the Service Unit Manager to serve as the nominating committee.
- 2) The nominating committee will introduce a slate with at least two nominations or more as decided by the Service Unit.
- 3) The slate is introduced at a regularly scheduled Service Unit meeting prior to mailing. Additional nominations may be added to the ballot as determined by the Service Unit prior to being placed on the ballot.
- 4) The ballot should be mailed to all eligible members at the time of notice of the election.
- 5) Elections are conducted by those voting in person on the date designated.
- 6) The nominating committee members shall count the ballots and certify the results.

SAMPLE 2:

- 1) Notice and purpose are sent to all members per the procedures listed above.
- 2) At a meeting of assembled eligible members, they will elect two people as tellers to certify the election results.
- 3) Nominations will be made from the floor. Nominees must affirm their willingness to be elected prior to the election.
- 4) Voting, by voice, hand or paper ballot is conducted by those present.
- 5) The votes are counted and certified.

SAMPLE 3:

- 1) Notice is sent electronically and/or by regular mail with the names of at least two nominees.
- 2) Ballots are returned by the date specified, by regular mail or if by email, to at least two designated "tellers."
- 3) Tellers will count the votes and certify the results.
- 4) All members will be notified of the results.