



Girl Scouts of Northeastern New York Council Delegate/Alternate Job Description

Service Units. The Board shall recognize geographic subdivisions known as service units, which will be established within the Council's jurisdiction. Changes in the geographic subdivisions may be made upon recommendation of the CEO, subject to approval of the board.

Election and Term of Delegates and Alternate Delegates.

Each service unit shall be entitled to elect one delegate and one alternate for every 100 girl members, or partial increment thereof, as of September 30 of the previous membership year, up to a maximum of 5 delegates per service unit.

Delegates and alternates shall be elected each year between October 1 and November 30 for a term of one year beginning December 1 of the same year.

Ten percent of those 14 years of age or over registered with GSUSA, residing within the geographic area of the service unit, present and voting will be required to elect the delegate for that service unit.

Eligibility to be a Delegate or Alternate Delegate. Council delegates and alternates shall serve for a term of one (1) year or until their successors are elected and qualified, or until resignation, removal, or death. A delegate may serve no more than six consecutive terms in office, after which such person may not serve as a delegate again until a full two years have expired. There is no limit to the number of terms a person may serve as alternate delegate.

Vacancies. In the event a delegate becomes unable or unwilling to perform the duties of the position, then a vacancy shall occur, and the service unit shall elect someone to fill the unexpired term of the vacating delegate. If an alternate delegate becomes unable or unwilling to perform the duties of the position, or is elected to fill the position of a vacating delegate, the service unit shall elect a new alternate delegate.

Delegate Meetings.

Regular Delegate Meetings. Delegate meetings shall be held at least twice a year within a time cycle determined by the Board. Notice of regular delegate meetings shall be given personally or mailed to each delegate, alternate delegate, service unit manager, Board member and member of the Nominating and Board Development Committee at least ten days before the meeting. The notice shall state the time, place, and purpose of the meeting.

Special Delegate Meetings. Special delegate meetings may be called by the first vice chair or by 25% of the delegates. Written notice of special delegate meetings shall be given personally or mailed to each delegate, alternate delegate, service unit manager, Board member, and member of the Nominating and Board Development Committee at least ten days before the meeting. The notice shall state the time, place, and purpose of the meeting, as well as the names of the person or persons calling such meeting. At special delegate meetings, no business shall be transacted except that for which the meeting has been called.

Attendance. Every delegate meeting shall be open to any person registered with GSUSA and residing within the geographic area of the Council.

Girl Scouts of Northeastern New York Council Delegate/Alternate Job Description

Electronic Participation in Meeting. Meetings of service unit delegates may be conducted by means of a conference call, telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute a presence in person at the meeting.

Duties of Delegates. Every delegate shall:

Attend Council Meetings. Attend the annual meeting of the Council as a voting member.

Attend Delegate Meetings. Delegates shall meet not less than twice per year to present to the Council the policy concerns of the service units.

Attend Other Meetings. Attend meetings as provided for in these bylaws and as necessary to remain informed about local Girl Scout activities and concerns and policy issues of the Board.

Communicate with Council members. Delegates shall communicate to the Board policy matters of concern to Girl Scouts residing in the geographic subdivision assigned to the delegate's service unit.

Communicate with Service Units. After every delegate meeting, each delegate shall hold an informational meeting with the service unit electing such delegate. On an ongoing basis, each delegate shall communicate policy matters the Board is considering to persons registered with GSUSA and residing in the geographic subdivision assigned to the delegate. In addition, the delegates shall meet with their service units as often as necessary to be prepared to vote at Council meetings.

Represent. Represent the interests and concerns of the service unit electing such delegate.

Advise. Advise on proposed plans, policies and other matters referred by the Board.

Planning. Participate in the planning process as delegated by the Board.

Duties of Alternates Delegates. Every alternate delegate shall:

Attend Meetings. Alternate delegates have a duty to attend all delegate meetings as a non-voting participant so that the alternate delegate will be fully informed in the event a delegate is unable to attend a meeting.

Represent. Represent a delegate from time to time in the event the delegate is unable to attend a meeting due to illness, emergency, or other unforeseen event. When representing a delegate, the alternate delegate will have all the voting rights of the delegate represented.

Removal. Delegates may be removed, with or without cause, by majority vote of the Board.