



## Tips for Conducting a Delegate/ Alternate Delegate Election

### Communicate delegate position with members

- Find candidates who:
  - Have a passion to make the world a better place for girls.
  - Have ideas to share on how Girl Scouts of Citrus could be more effective in serving girls and volunteers.
  - Want to ensure we're serving all the girls in our Service Communities.
  - Wants to be a voice for girls and volunteers in your Service Community.
- Encourage election of girls ages 14 and older as Delegates.
- Make copies of the Council Delegate/Alternate Delegate Position Description/Agreement form available to delegate candidates and to voters. The Council Delegate/Alternate Delegate Position Description/Agreement form is enclosed with your election packet and can be found on the council website at [www.citrus-gs.org](http://www.citrus-gs.org).
- Describe the delegate position and attributes necessary for the position.
- Explain what a delegate does:
  - Delegates are entitled to a vote with respect to the election of members-at-large, elected officers, Board Development Committee members and National Council Delegates.

### Take nominations

- Communicate delegate/alternate nomination options. Individuals may self-nominate, be nominated by committee, or be nominated through an open forum/write-in ballot.
- Confirm nominees are interested. Individuals nominated to serve as delegates must acknowledge their willingness to serve.

### Hold delegate/alternate elections

- Communicate general guidelines.
  - Have more than one ballot counter who are not delegate nominees
- Decide on method to conduct a delegate/alternate election:
  - Votes may be cast by voice, hand, paper (write-in form or pre-filed form with candidate names). Be sensitive to voter method. Some voters may want their votes kept private.
  - Votes may be cast for a slate of candidates (candidates are voted on as a group) or individually.
  - If casting a voice or hand vote, be sure to ask for both "yea" and "nay" responses.

### Communicate delegate/alternate delegate election results

- Communicate results via meeting minutes or service community website.
- Notify all service community team members of the results
- Fill out and submit the Delegate Information form.
- Elected Delegates/Alternate Delegates must complete and sign the Council Delegate/Alternate Delegate Position Description/Agreement form.
- Submit the Delegate Information form and all Council Delegate/Alternate Delegate Position Description/Agreement forms to their Association Chair. If an area association does not have a chair, all forms should be submitted to Girl Scouts of Citrus Council, attention: Lydia Sealey, Director of Community Relations.