Tips for Conducting a Delegate/Alternate Delegate Election

1. Communicate delegate position with members
   • Find candidates who:
     o Have a passion to make the world a better place for girls.
     o Have ideas to share on how Girl Scouts of Citrus could be more effective in serving girls and volunteers.
     o Want to ensure we’re serving all the girls in our Service Communities.
     o Wants to be a voice for girls and volunteers in your Service Community.
   • Encourage election of girls ages 14 (as of October 1st) 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.
   • Describe the delegate position and attributes necessary for the position.
   • Explain what a delegate does:
     o 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.

2. 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.

3. Hold delegate/alternate elections
   • Communicate general guidelines.
     o Have more than one ballot counter who are not delegate nominees
   • Decide on method to conduct a delegate/alternate election:
     o 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.
     o Votes may be cast for a slate of candidates (candidates are voted on as a group) or individually.
     o If casting a voice or hand vote, be sure to ask for both “yea” and “nay” responses.

4. 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: Witz Romero, Executive Office Manager.