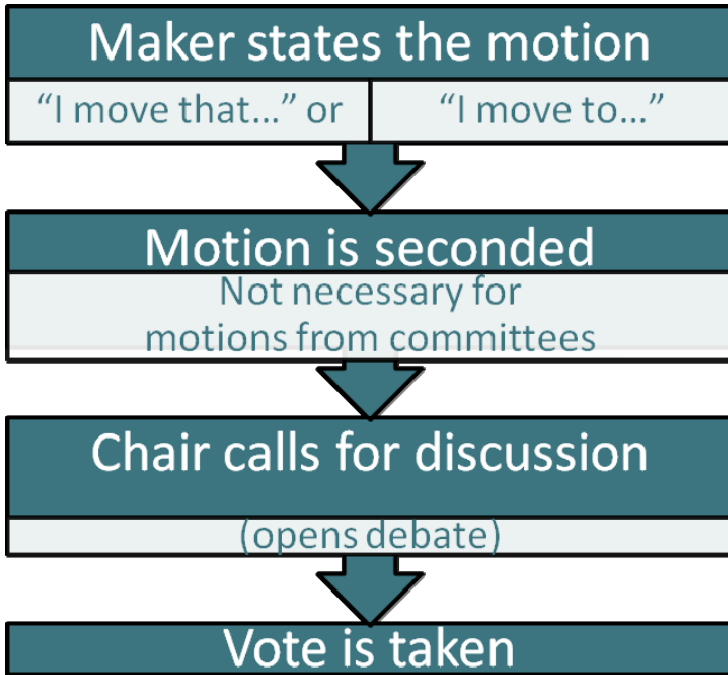


Regional Delegate Handbook

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PARLIAMENTARY PROCEDURES



FILL IN THE B LANKS:

GSNorCal uses Parliamentary Procedures according to Robert’s Rules of Order to conduct business at the annual meeting to ensure that:

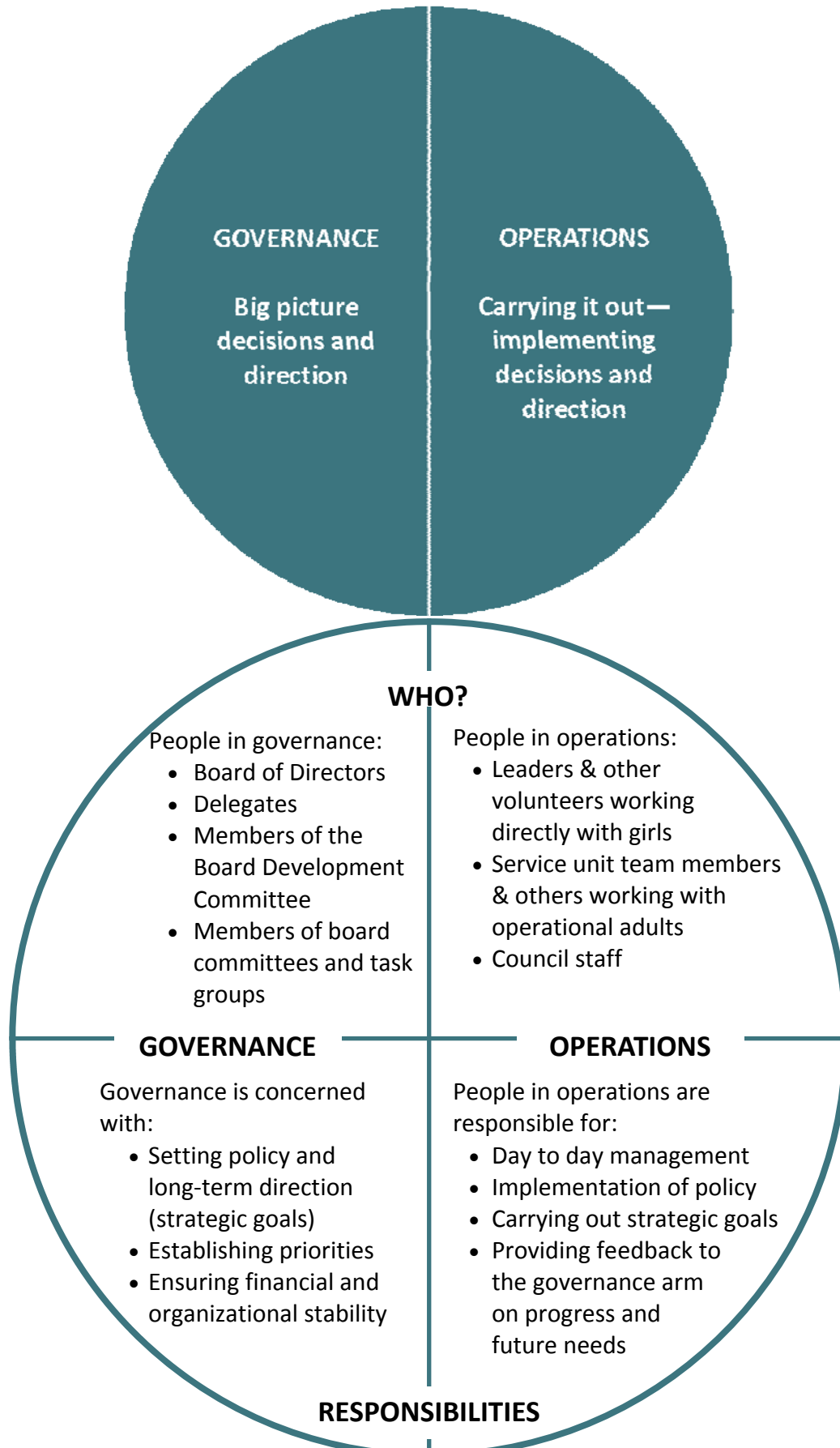
- _____ (1) points of view can be heard
- Decisions can be made without _____ (2), since only one subject at a time is considered.

In addition to the Main Motions shown below, there are also incidental motions and motions that bring a question again before the assembly.

ANSWERS:
consensus (2) All (1)

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.						
PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

GOVERNANCE VS. OPERATIONS





**Girl Scouts of Northern California
Volunteer Position Description
Regional Delegate**

POSITION TITLE: Girl Scouts of Northern California (GSNC) Regional Delegate

PURPOSE: The regional delegate serves as a link between the Girl Scouts of Northern California Board of Directors and the adult and girl membership in the region she/he represents.

ELECTED BY: Members of the Girl Scout movement 14 years of age or over and registered with GSUSA residing in the region.

TERM: Two year term

TRAINING AND SUPPORT: Orientation provided upon election.

RESPONSIBILITIES:

The GSNC Bylaws, Article I, Section 4 define the Responsibilities of Voting Members as follows:

- Elect officers of the council, directors-at-large of the board of directors, the members of the board development committee and delegates to the National Council of GSUSA.
- Determine strategic directions of the council by receiving and responding to reports and information from the board and give guidance to the board.
- Amend Articles of Incorporation and Bylaws.
- Take all other action requiring a membership vote.
- Conduct such other business as may come before the voting members.

ADDITIONALLY THE DELEGATE SHALL:

- Be informed but not instructed regarding voting matters.
- Be available to participate in forums, service unit meetings, and older girl meetings throughout the region, obtain input on governance issues, and serve as a conduit between the membership and the board of directors.
- Obtain input and reactions to proposed plans and policies being considered by the board of directors for discussion at the annual meeting and any special meetings.
- Attend the annual meeting and any special meetings.
- Report to the regional membership on any action taken at the annual meeting or any special meetings.

QUALIFICATIONS:

- Registered member of GSUSA, 14 years of age or older residing in the region.

EXPECTATIONS OF THE POSITION:

- Be committed to the beliefs and principles stated in the Girl Scout Promise and Law.
- Adhere to GSUSA Policies and Standards and the goals and objectives of GSNC.
- Be committed to serving the diverse population of GSNC.
- Be willing to attend orientation and the next scheduled annual meeting.
- Have good communication skills and a willingness to participate.



**Girl Scouts of Northern California
Volunteer Position Description
Alternate Regional Delegate**

POSITION TITLE: Girl Scouts of Northern California (GSNC) Alternate Regional Delegate

PURPOSE: The alternate regional delegate becomes a regional delegate if there is an opening due to resignation.

If a regional delegate temporarily is unable to serve, the alternate regional delegate will officially substitute in that time period to serve as the link between the GSNC Board of Directors and the adult and girl membership in the region she/he represents.

This ensures that a region is fully represented at all times.

ELECTED BY: Members of the Girl Scout movement 14 years of age or over and registered with GSUSA residing in the region.

TERM: Two year term

TRAINING AND SUPPORT: Orientation provided upon election.

RESPONSIBILITIES:

Should the alternate regional delegate be called upon to serve, she/he would have the same responsibilities as the regional delegate.

QUALIFICATIONS:

Registered member of GSUSA, 14 years of age or older residing in the region.

EXPECTATIONS OF THE POSITION:

Should the alternate regional delegate be called upon to serve, she/he would have the same expectations of the position as the regional delegate.



**Girl Scouts of Northern California
Volunteer Position Description
Regional Delegate Facilitator**

POSITION TITLE: Girl Scouts of Northern California (GSNC) Regional Delegate Facilitator

PURPOSE: In addition to her/his responsibilities as a voting delegate, the regional delegate facilitator will facilitate training and communication of the other delegates within her/his region.

Selection to be determined by one of the following options:

Option 1: Council will determine who the most senior delegate for each region is, contact those delegates, and request that they serve in the delegate facilitator role for their region. If a delegate declines the role of delegate facilitator, then the next most senior delegate will be contacted. Council will also compile a list of all delegates and contact information by region and send the details to the regional delegate facilitators.

Option 2: Council will assemble a list of contact names and details for each region and send out an introductory message to each region. Each region's delegates would then "self select" a regional delegate facilitator for their region.

TERM: One year term

RESPONSIBILITIES:

- Ensure that the delegates are trained and briefed.
- Ensure that the delegates communicate with members in the region and the members in the region have an opportunity to give input to the delegates.
- Mentor girl delegates and ensure that they understand and have an opportunity to carry out their role.
- Upon request of the Board of Directors, preside over any regional meeting of delegates in her/his region to obtain input and/or information from the delegates between annual council meetings. Any such meeting may be held in person and/or by electronic means, including, but not limited to, e-mail and telephone conference calls.

GOVERNANCE GLOSSARY

ad hoc committees Formed to carry out a specific charge and dissolved as soon as the charge is complete.

articles of incorporation The chief self-governing rules of a corporation. Known in some states as a certificate of incorporation.

board development committee Elected by the corporate membership body of a council, the board development committee is accountable to the elected constituency for bringing a single slate of candidates. The committee works collaboratively with the board in board education and board evaluation.

bylaws Rules and regulations made by a corporation to manage its affairs. They define the rights and obligations of its members, directors, and officers in the corporation and among themselves. Bylaws must be consistent with the articles of incorporation.

core capability Determining what an organization does best.

corporate membership A Girl Scout council becomes a membership corporation when it is incorporated in the state. The membership of the corporation usually consists of delegates and other voting members, as designated by the board of directors.

council board of directors Elected by the corporate membership body of a council, the council board of directors is accountable to the membership for governance of the council and the stewardship of resources.

decision-influencing A process by which the opinions and feelings of a variety of groups is sought before decisions are made.

decision-making The process of the board of directors and the CEO gathering all of the pertinent information and facts before a final decision is made.

delegate (council) One member, one vote is the principle by which all registered Girl Scout members 14 years of age or older are entitled to a vote and are voting members of the council (corporation). Delegates are elected by volunteer support structures; thus, delegates are elected to represent a specific constituency's views and opinions and are voting members of the council (corporation).

democratic process Various means through which the membership can influence decisions and have access

to those making decisions.

governance (policy development/oversight) A system of established processes used by a board of directors to provide oversight of the organization and its mission. It includes establishing policy, setting strategic direction, and allocating resources to fund organizational priorities.

management The provision of leadership, management philosophy, and continuity to the planning, organization, and supervision of all operational work within the framework of the organization's strategic priorities. This leadership includes oversight of the volunteer and staffing resources required to carry out organizational work.

oversight Examining what is, and what has happened to ensure conformity with some existing, predetermined targets or principles.

policy An established course of action that must be followed. The board of directors is the only body in a Girl Scout council that can formulate and adopt policy.

positioning Determining market position by looking externally at factors operating in the environment.

resource development Ensuring that adequate resources exist to fund organizational needs and priorities.

strategic learning model A dynamic process of strategy development and implementation that focuses on continual learning, insight, adjustment and renewal. Columbia University's Willie Pietersen developed this cyclical model as a practical alternative to traditional linear notions of strategic planning.

strategic leadership The capacity to lead and position the future of the organization.

strategic thinking Ongoing process of determining future organizational direction based on clearly defined outcomes.

strategy The development of scarce resources to achieve a certain purpose. Strategy defines how scarce resources are used in the best possible way to achieve the greatest impact.

strategy development The process by which the organization decides what it will do and how it will focus its resources.

DELEGATE RESOURCES

Web page for delegate resources:

www.girlscoutsnorcal.org/pages/for_volunteers/delegate_documents.html

(Note that this special web page is not linked to the main council site—it is a private page for delegate use only. Therefore, you cannot “click” to it or find it by searching from the council home page.)

GSNorCal Bylaws

www.GirlScoutsNorCal.org/documents/GSNorCalBylaws.pdf

Bylaws are the ruling documents of Girl Scouts of Northern California. Bylaws are critical, because they outline how the governance arm of the council will conduct its business. The bylaws set forth the basic structure and abilities of the governance arm of the council.

Blue Book of Basic Documents (GSUSA)

www.girlscoutsnorcal.org/documents/BlueBook_09.pdf

The Blue Book of Basic Documents of GSUSA contains :

- Constitution of Girl Scouts of the United States of America
- Bylaws of Girl Scouts of the United States of America
- Policies of Girl Scouts of the United States of America
- Credentials
- Criteria and Standards for an Effective Girl Scout Council
- Congressional Charter of Girl Scouts of the United States of America

Robert’s Rules of Order

<http://www.robertsrules.com/>
<http://www.robertsrules.org/motions.htm>

Robert’s Rules of Order official website.

“Motions” chart lists protocol and order of precedence for major motions and

- Whether you may interrupt to make the motion
- Whether a 2nd is needed
- Whether it is debatable (open to debate)
- Whether it may be amended
- If it must be voted on, and if so, the % needed to pass