



Girl Scouts of Wisconsin Southeast Delegate Workshop

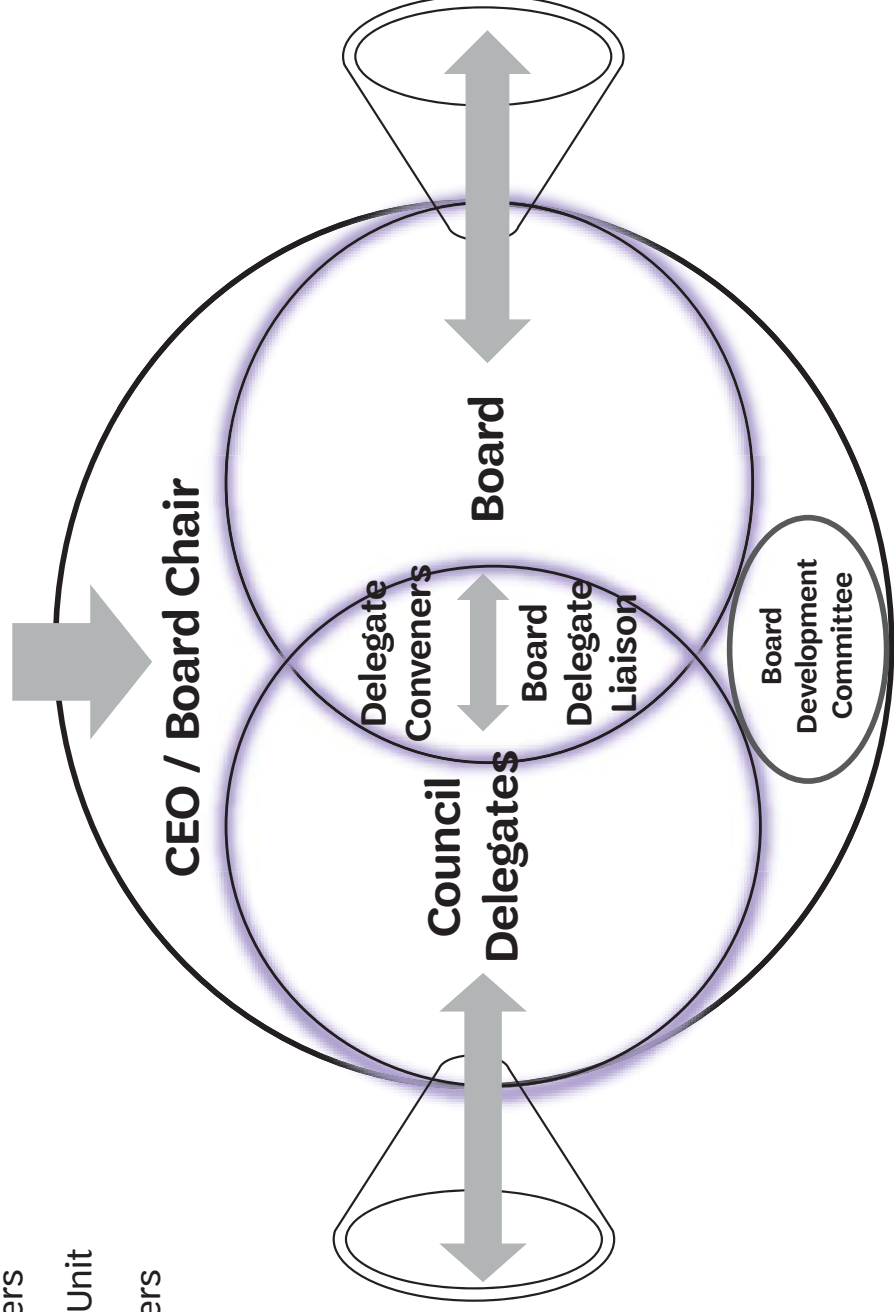
GSWISE Two-Way Governance Communication Model

Approved by the GSWISE Board, July 2009

Operations

- Volunteers
- Service Unit
- Volunteers
- Leaders
- Girls
- Staff

GSWISE Corporation



Governance

Standing Committees

- Governance
- Audit
- Executive
- Finance
- Strategic Properties
- Committee on Community Engagement

Ad Hoc Committees

Restated Bylaws of Girl Scouts of Wisconsin Southeast, Inc. Council of Girl Scouts of the USA

Article One – Name

The name of the Corporation is Girl Scouts of Wisconsin Southeast, Inc., hereinafter referred to as “Corporation”, a not-for-profit corporation organized under the laws of the State of Wisconsin.

Article two – purpose

The purpose of the Corporation is to make available to girls under its jurisdiction the programs, practices, and standards of Girl Scouting as offered by the Girl Scouts of the USA.

Article Three – Members

Section 3.1. Eligibility.

Individuals 14 years of age and over who are currently registered through the Corporation as members of the Girl Scout Movement are eligible for election or appointment as Members of the Corporation.

Section 3.2. Composition.

- A. Members of the Corporation shall consist of:
 - 1. the elected and appointed voting Officers and Board Members at Large of the Board of Directors (hereinafter “Board”), if not otherwise Members of the Corporation;
 - 2. the voting members of the Board Development Committee, if not otherwise Members of the Corporation;
 - 3. Council Delegates elected by geographic regions (hereinafter “service areas”) as defined by the Board

Section 3.3. Election.

- A. Council Delegates are elected in March/April of each year by constituents, 14 years of age or older, at service area meetings in accordance with policies and procedures established by the Board.
- B. Number.
 - 1. The number of Council Delegates to which each service area is entitled shall be based on the number of girls who are registered members of the Girl Scout Movement in the service area as of September 30th of the calendar year prior to the election, according to a formula established and administered by the Board.
 - 2. Each service area shall be entitled to elect one (1) Council Delegate plus one (1) Council Delegate for each 300 girl members within each service area as of September 30th of the calendar year prior to election.
- C. Terms.
 - 1. Council Delegates shall serve for a term of one (1) year or until their successors are elected.
 - 2. Terms shall begin October 1 of each calendar year.
- D. Vacancy.
 - 1. A vacancy in a Delegate position shall be filled through a special election at the next Service Area meeting.

Girl Scouts Of Wisconsin Southeast Position Description – Delegate

Position Title: Council Delegate to GSWISE, the corporation

Council/Corporation: Girl Scouts of Wisconsin Southeast (GSWISE)

Election: Delegates are elected by constituents, 14 years of age or older, at Service Unit meetings in accordance with Council Bylaws and policies established by the Board.

Responsible To: GSWISE Service Unit constituency and its Delegate Convener

Purpose of Position: To represent the Service Unit which elects her/him to the corporation; to elect annually from among the Service Unit Council Delegates a Delegate Convener; to fill a vacancy in the position of Delegate Convener from elected Council Delegates until the next annual election of Council Delegates; to elect key council leadership; to participate in the council's planning and decision-influencing systems; and to act to carry out the business of the corporate body in meeting assembled

Term: One year, or until her/his successor is elected

A vacancy in a Delegate position shall be filled by the Delegate Convener through special election at the next Service Unit meeting.

Responsibilities: To attend, to participate in, and to be engaged in all:

- Delegate meetings called for training and discussion of GSWISE governance issues
- Council meetings: Annual Meetings, Service Unit Meetings, Special Meetings, and events, as appropriate, to be able to participate in council business as an informed delegate
- Communication with Service Unit constituency to represent the needs of the membership
- Communication and information exchange through the Delegate Convener to/from Board Chair/Board Delegate Liaison from/to Service Unit constituency and representation of that constituency in governance and decision-influencing systems
- Consideration of council membership needs and direction to further the Girl Scout Mission
- Confidentiality regarding sensitive issues and all proprietary and privileged information
- Application of basic rules of parliamentary procedure and ability to refer to Robert's Rules of Order, Newly Revised, at discussions and meetings

Qualifications: Currently a registered and active member of Girl Scouts of the USA, 14 years of age or older. Interested in broad issues affecting girls, Girl Scouts of Wisconsin Southeast, and Girl Scouts of the USA. Committed to participate actively in the decision-influencing systems of the council.

Demonstrates abilities to:

- Apply good communication skills and objectivity
- Work harmoniously with others
- Discuss governance, policy issues, decision-influencing systems, and council business with constituents
- Give the time required to attend meetings and trainings, and to fulfill responsibilities of the position, as described in GSWISE Bylaws and in this position description

Girl Scouts Of Wisconsin Southeast Position Description – Delegate Convener

- Position Title:** Delegate Convener
- Council/Corporation:** Girl Scouts of Wisconsin Southeast (GSWISE)
- Election:** Delegate Convener is elected annually from among the designated Service Unit Council Delegates
- Responsible to:** Service Unit constituency and Board Chair/Board Delegate Liaison
- Purpose of Position:** In addition to the purpose of the Council Delegate position, to serve as a group coordinator for Council Delegates within a designated Service Unit, facilitating communication among the Council Delegates and with the Board Delegate Liaison within the decision-influencing systems of the council
- Term:** Elected by Service Unit Council Delegates for a term of one year, or until her/his successor is elected
- Responsibilities:**
- To be informed of council business and governance and decision-influencing issues and systems
 - To attend, to participate in, and to be engaged in council meetings: Annual Meetings, Service Unit Meetings, Special Meetings, and events, as appropriate to position
 - To act as chair/facilitator for Service Unit Council Delegates' meetings
 - To facilitate the annual election of the Service Unit Council Delegates, and Delegate Convener, as described in GSWISE Bylaws
 - To fill any vacancy/ies in the position/s of Service Unit Council Delegate/s through special election at the next Service Unit meeting.
 - To maintain accurate records, with contact information, and terms, of and for the Service Unit Council Delegates, and for GSWISE rosters
 - To facilitate communication and information exchange to/from Board of Directors from/to Service Unit constituency by receiving and submitting reports, conducting discussions, and providing forums for questions and concerns, as needed
 - To apply basic rules of parliamentary procedure and to be able to refer to Robert's Rules of Order, Newly Revised, in conducting discussions and meetings
- Qualifications:** Currently a registered and active member of Girl Scouts of the USA, 14 years of age or older, and an elected Council Delegate. Interested in broad issues affecting girls, Girl Scouts of Wisconsin Southeast, and Girl Scouts of the USA. Committed to participate actively in the decision-influencing systems of the council.
- Demonstrates abilities to:**
- Apply good communication skills and objectivity
 - Work harmoniously with others
 - Discuss governance, policy issues, decision-influencing systems, and council business with constituents
 - Give the time required to attend meetings and trainings, and to fulfill responsibilities of the position, as described in GSWISE Bylaws and in this position description

Girl Scouts Of Wisconsin Southeast Position Description – Board Delegate Liaison

- Position Title:** Board Delegate Liaison
- Council/Corporation:** Girl Scouts of Wisconsin Southeast (GSWISE)
- Responsible to:** Board Chair and Delegate Conveners
- Purpose of Position:** To provide communication and support in governance issues and procedures from/to the Board of Directors to/from Service Area Delegate Conveners to facilitate the decision-influencing systems of the council
- Appointment:** Appointed by the Board Chair and confirmed by the Board of Directors
- Term:** Appointed for a term of one year, or until her/his successor is appointed
- Responsibilities:**
- To collaborate with the Board Chair and to keep the Board of Directors informed of current and pending governance issues, both within the council and with GSUSA, and to represent those issues to constituencies, specifically to the Delegate Conveners, within the decision-influencing systems of the council
 - To provide consistently accurate and timely communication of highlights of the meetings of the Board of Directors to Delegate Conveners
 - To attend, to participate in, and to be engaged in council meetings: Annual Meetings and Special Meetings, Delegates Meetings and educational opportunities as assigned, and Service Area Meetings and events as appropriate to the position
 - To facilitate communication and information exchange to/from Board of Directors from/to the Delegate Convener of each Service Area constituency in governance matters by receiving and submitting reports, conducting discussions, and providing forums for questions and concerns, as needed
 - To assist Delegate Conveners, as requested, to facilitate communication and information exchange to/from the Board of Directors from/to Service Area constituencies in governance matters at meetings
 - To assist Delegate Conveners, as requested, to facilitate the annual election of Delegates, Alternates, and Delegate Conveners in the Service Areas, as described in GSWISE Bylaws
 - To apply basic rules of parliamentary procedure and to be able to refer to Robert's Rules of Order, Newly Revised, in conducting discussions and meetings
- Qualifications:** **Same as for Council Delegate and Delegate Convener**
- Currently a registered and active member of Girl Scouts of the USA, 14 years of age or older. Interested in broad issues affecting girls, Girl Scouts of Wisconsin Southeast, and Girl Scouts of the USA. Committed to participate actively in the decision-influencing systems of the council.
- Demonstrates abilities to:
- Apply good communication skills and objectivity
 - Work harmoniously with others
 - Discuss governance, policy issues, decision-influencing systems, and council business with constituents
 - Give the time required to attend meetings and trainings, and to fulfill responsibilities of the position, as described in GSWISE Bylaws and in this position description

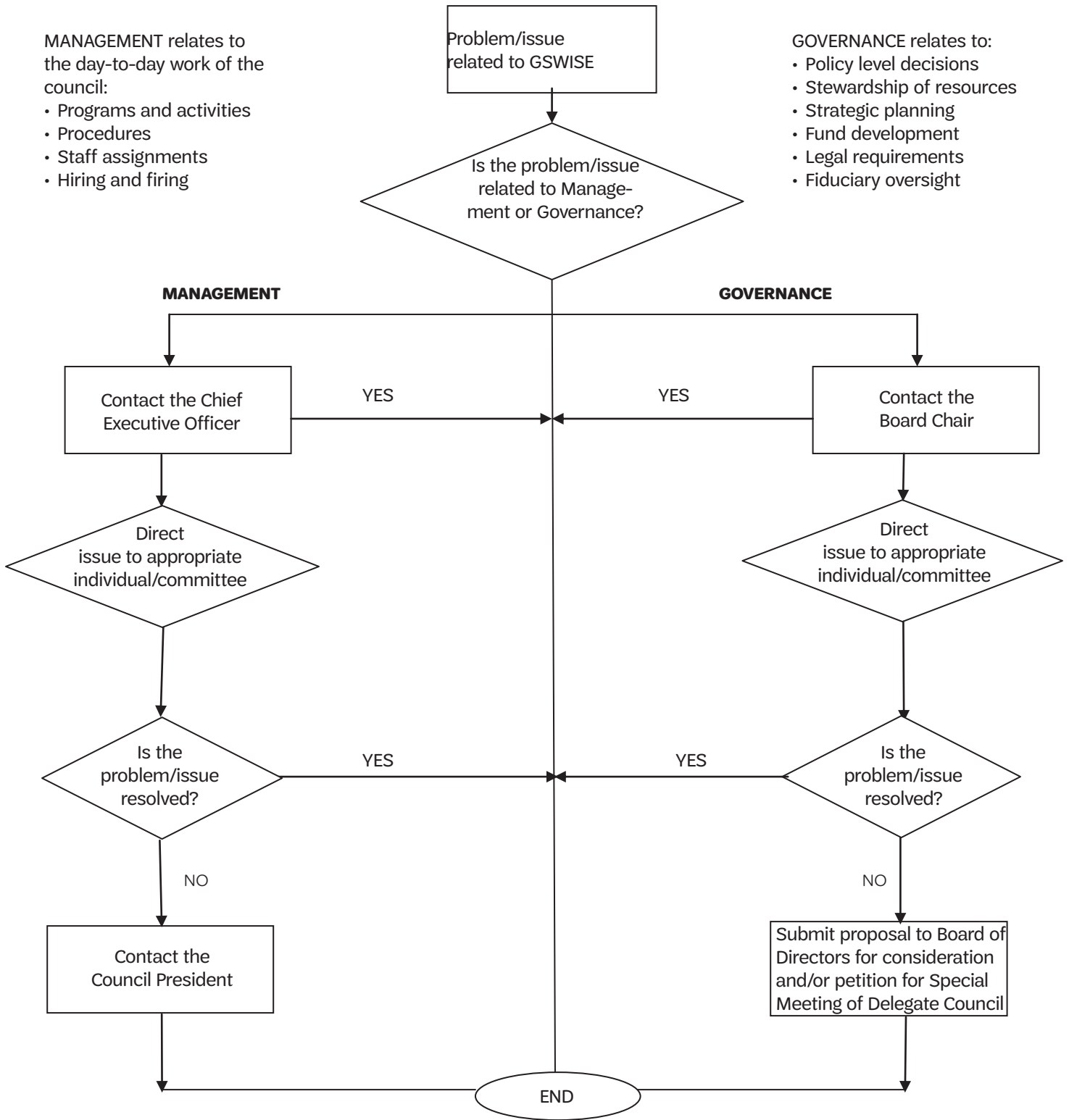
Girl Scouts of Wisconsin Southeast (GSWISE) Problem / Issue Resolution Flowchart

MANAGEMENT relates to the day-to-day work of the council:

- Programs and activities
- Procedures
- Staff assignments
- Hiring and firing

GOVERNANCE relates to:

- Policy level decisions
- Stewardship of resources
- Strategic planning
- Fund development
- Legal requirements
- Fiduciary oversight



Effective Meeting

Planning the Meeting

Determine the purpose:

- What needs to be accomplished?
- What decisions need to be made?
- What ideas need to be generated?

Develop the agenda:

- Solicit topics to be discussed from your liaison and members of the service area
- Determine the best order of topics
- Decide how much time is needed for discussion on each topic
- Decide on resources and equipment needed
- Distribute the agenda and background information in advance of the meeting, if feasible

Call the meeting:

- Inform the service area of the need to have time for “policy” meeting/discussion
- Advise those concerned of any preparation needed
- Call other delegates in your service area to encourage their participation

Conducting the meeting:

- Start on time
- Adhere to the agenda
- Guide the discussion
- Summarize the conclusions reached
- End on time

Participation in Meeting

- Be on time and ready to start
- Look over items related to the discussion topics prior to the meeting
- When others are talking – listen
- When you are talking keep to the subject and make your statements brief
- If you point out problems also offer solutions
- When acting in the capacity of a delegate remember to speak as the majority of your constituents would

Problem Solving

- What is the real problem
- What are some possible reasons it exists or happened
- What are possible solutions
- What are possible consequences
- Agree on suggested solution(s)

Rules of Brainstorming

- Keep to one, clear topic
- Generate as many ideas as possible (Do not evaluate the ideas until afterward. The goal is quantity, not quality) • Write down every idea
- Encourage wild thinking and unorthodox ideas (Even what seems like a silly idea is fine: it may give others further ideas)
- Build on the suggested ideas (Repeating or rephrasing an idea is fine)
- After all ideas have been gathered, analyze and evaluate them, add new ones and refinements in the process

Parliamentary Procedure

Standing Rule

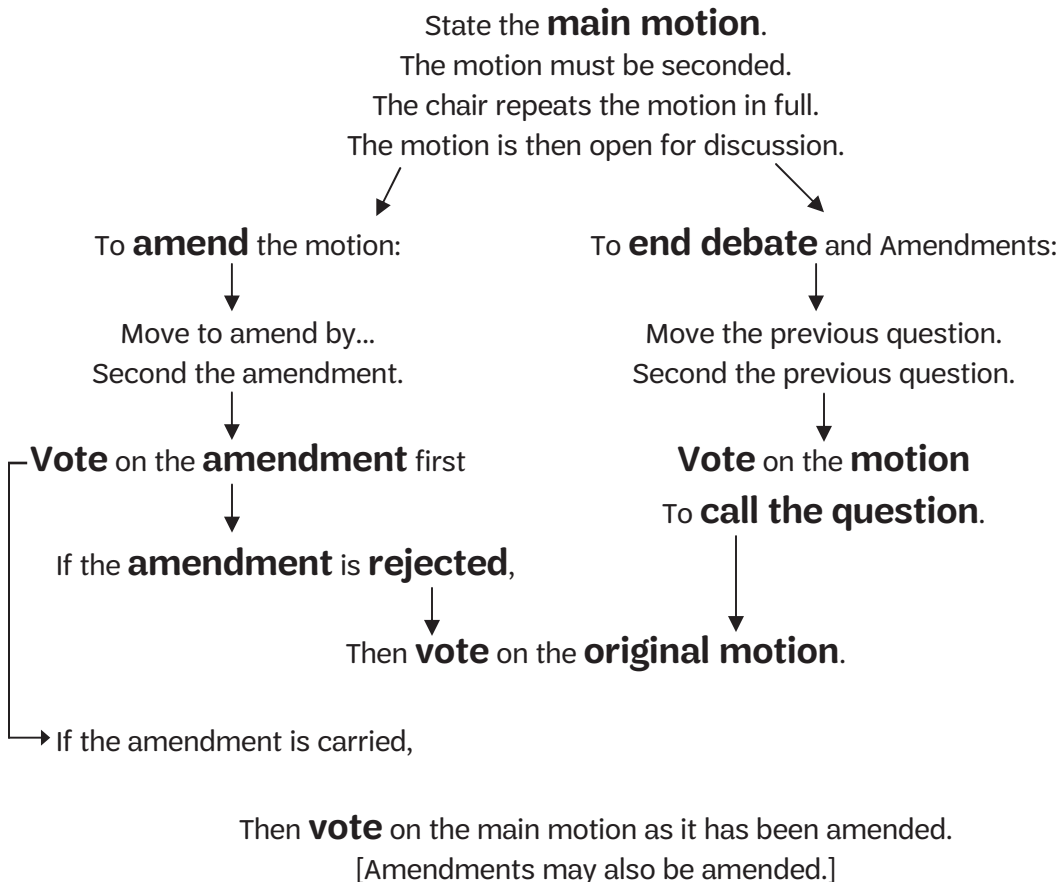
1. Only one question is to be considered at a time.
2. No one may make a motion or speak on a motion until the member has addressed the chair and gained recognition.
3. No one may speak unreasonably long or more than twice on the same question.
4. No one may speak a second time on the same question until all others who wish to speak have had a chance to speak.
5. All remarks should be addressed to the chair.
6. Once a motion is before the assembly, it must be disposed of in some way (adopted or rejected by a vote, or disposed of in some other motion).
7. Generally speaking, any motion that has been previously adopted requires a larger vote to change it (through amendment, rescinding, etc.).
8. Generally speaking, any motion which gives additional privileges to members or takes away established principles requires a two-thirds vote to pass (extend or limit debate, call for the question, etc.). All others usually require only a majority vote or no vote at all.

Method of Voting

Only those votes cast are counted.

- Voice Vote
- Show of Hands
- Rising or Standing Vote
- (Secret) Ballot
- Unanimous or General Consent

Main Motion



Summary of Parliamentary Procedure

Adopt a Motion

There are eight steps necessary to adopt a motion:

1. Rise and address the chair
2. Receive recognition of the chair
3. Make the motion*
4. The motion is seconded**
5. Chair states the motion
6. Discussion or debate by the assembly
7. Chair puts the question to a vote
8. Chair announces the vote and the result

**The proper presentation of a motion is: I move that... Do not fall into the habit of stating "I make a motion that..." It is incorrect.*

***If the motion you wish to make comes as a recommendation from your committee its presentation should be as follows: "The (name) committee recommends and I so move that..." In this instance the recommendation from the committee acts as the second to the motion and no second is necessary from the floor.*

Type of Motion

1. Main motion: the method of bringing specific pieces of business to the floor for a vote.
2. Privileged motions: Undebatable motions that may be introduced during the discussion of a main motion.
 - a. To fix a time and a place to which to adjourn
 - b. To adjourn
 - c. To take a recess
 - d. To rise to a question of privilege
 - e. To call for orders of the day
3. Subsidiary motions: Modify or dispose of main motions
 - a. To table
 - b. To call the previous questions (needs 2/3rds vote)
 - c. To limit debate (needs 2/3rds vote)
 - d. To extend debate (needs 2/3rds vote)
 - e. To postpone definitely
 - f. To refer question to committee
 - g. To amend
 - h. To postpone indefinitely

What do you want to do?

If you wish to:

- Introduce new business
- Kill the motion
- Change or perfect the motion
- Have the motion investigated
- Defer action
- Change regulations of debate
- Stop debate
- Lay question aside temporarily
- Return to order of business
- Take care of emergency matters
- Continue present meeting another day
- Reverse decision of chair
- Avoid consideration of a motion
- Obtain information
- Take up questions not in order
- Separate two parts of a motion
- Verify the vote of the assembly
- Consider the motion in sections

Then, make this motion:

- Main motion
- Postpone indefinitely
- Amend
- Commit or refer
- Extend or limit debate
- Previous question
- Lay on table
- Call for orders of day
- Question of privilege
- Fix time to which to adjourn
- Appeal
- Point of order
- Object to consideration
- Request for information
- Suspend the rules
- Division of question
- Division of assembly
- Consider seriatim

Notes

Notes