

Annual Meeting Training 2026

Delegate & Alternate Orientation

Two Days of Gathering

- ▶ Friday Night Activities

- ▶ Friday, April 17th
- ▶ Bear Creek Aquatic Camp, Benton, KY
- ▶ 5:00 PM to 9:00 PM Central
- ▶ [Register Here](#)

- ▶ Annual Business Meeting

- ▶ Saturday, April 18th
- ▶ Kentucky Dam Village State Park, Gilbertsville, KY
- ▶ 8:30 AM to 3:30 PM Central
- ▶ [Register Here](#)

What is Happening Friday?

Bear Creek Aquatic Camp

Friday night is an informal gathering. Dress is casual.

- ▶ Town Hall with the Board Chair and CEO.
- ▶ Area Chair / Vice Chair Meeting
- ▶ Archives Yard Sale
- ▶ Night Hike
- ▶ Campfire with S'mores
- ▶ Bags of Love Supply Drive
- ▶ Come meet fellow Girl Scouts, see Bear Creek Aquatic Camp, check out the Girl Scout shop, and other information tables.

What is Happening Saturday?

Kentucky Dam Village

Annual Business Meeting

- ▶ Election of Board of Directors Members
- ▶ Election of Board Development Committee Members
- ▶ Bylaws Recommendations
- ▶ Decision Influencing Questions
- ▶ Dessert Silent Auction
- ▶ Gold Award Girl Scout Recognition
- ▶ Adult Award Recognition

Delegate Responsibilities

Delegates' responsibilities are as follows:

- ▶ Represent membership views in local meetings and the Council Annual Meeting.
- ▶ Encourage attendance of membership at local Area Meetings.
- ▶ Ensure operational issues are directed to council staff and policy issues are directed to the Board of Directors.
- ▶ Participate in any requests for information/opinions from board of directors to delegates, e.g. surveys, questionnaires, etc.
- ▶ Support the Girl Scout Movement in local communities.

Alternate Responsibilities

Your job is to be available to be a delegate if one of the originally elected delegates is unable to fulfill their role.

- ▶ Your area chair or vice chair can promote you to a delegate up to the end of the registration check in at Annual Meeting.
- ▶ You may be asked to vote at Annual Meeting in the place of the Area Chair or Vice Chair. You will not assume their responsibilities, you will simply vote so your area has full representation.

How Do I Prepare for *My Role*?

- ▶ Read the [Annual Meeting Workbook](#) available March 18th.
 - ▶ The workbook will be distributed electronically via email and linked on the council's website not less than thirty (30) days before the meeting.
- ▶ Speak to members in your Area that you represent about Annual Meeting agenda items.
- ▶ Register for the Friday Night Activities & Annual Business Meeting.
- ▶ Make room accommodations, if traveling.

Unique Opportunities

2026 Annual Meeting

- ▶ Service Projects
 - ▶ Bags of Love Supply Drive
 - ▶ Gas Gift Cards to Support CASA by the Lakes
- ▶ Dessert Silent Auction
 - ▶ Bring a dessert that will be auctioned at the meeting.
 - ▶ Bring cash to bid on a dessert to take home with you.
- ▶ Table Decorations
 - ▶ Each area is being asked to provide a centerpiece that represents their area.
- ▶ Food will be served - no outside food or drink is allowed.
- ▶ You may bring a refillable water bottle.

What to Wear

2026 Annual Meeting

- ▶ The Annual Meeting is the official business meeting of the council.
- ▶ It is recommended that attendees wear their Girl Scout uniform.
 - ▶ Girls - Khaki bottoms with a white shirt and their vest or sash.
 - ▶ Adults - Navy blue attire with an official scarf or tie.
- ▶ Don't have a uniform?
 - ▶ Many people do not have the official uniform.
 - ▶ Business casual attire may be worn as well.
- ▶ If you are temperature sensitive, take this into account as we cannot regulate temperature of the room.

What Business Happens at the Annual Meeting?

Business conducted by the Delegate Assembly. No business can be conducted unless a quorum is met.

- ▶ Vote on the Standing Rules.
- ▶ Elect Board Officers & Members, Board Development Committee Members, and National Delegates & Alternates.
- ▶ Vote on recommendation for governance policies or bylaws changes.
- ▶ Give input on the Decision Influencing Questions published in the Annual Meeting Workbook.

Does Anything Else Happen?

- ▶ Does anything else happen?
 - ▶ Reports are presented by the GSK CEO, Board Treasurer and Board Chair.
 - ▶ Ceremonies - Opening Flag Ceremony & Installation of the Newly Elected
 - ▶ Invitation to give to GSK
 - ▶ Recognition of Silver Award Girl Scouts
 - ▶ Recognition of Graduating Seniors
 - ▶ Recognition of Gold Award Girl Scouts
 - ▶ Recognition of Adult Volunteers Receiving Awards
 - ▶ Fellowship and Fun

Sign In at Annual Meeting

Process to Receive Credentials to Vote

To vote or speak, voting members must officially sign in before the end of the registration period which is 15 minutes prior to the start of the meeting.

- ▶ Delegates & Alternates must sign in at the table for their Area Association.
- ▶ It is recommended that all Delegates & Alternates are signed in at least 30 minutes before the start of the meeting to allow Area Chairs and/or Vice Chairs to promote an Alternate to vote on behalf of absent voting members.
- ▶ Delegates will receive their credentials upon sign in.
- ▶ Alternates will receive their credentials from their Area Chair or Vice Chair.

Quorum at Annual Meeting

Minimum Members Required for Business

A majority of the members of the delegate assembly must be present in person to constitute a quorum for the transaction of business, provided that a majority of the area associations are represented.

Quorum is calculated using the official sign in sheets.

The results of the quorum calculations are presented to the assembly by the head teller.

Delegate Assembly

Responsibilities at Annual Meeting

The delegate assembly of the council shall:

- (a) elect the officers as listed in Article V Section 1, members of the board of directors, members of the board development committee, and delegates to the National Council of GSUSA;
- (b) amend the articles of incorporation and bylaws of the council;
- (c) receive and respond to reports from the board of directors;
- (d) give the board of directors broad, general direction for policy-making and planning
- (e) conduct other such business as may come before the delegate assembly.

Delegate Assembly

Voting & Speaking Rights at Annual Meeting

Who makes up the Delegate Assembly? The total number of members of the delegate assembly shall be kept as close as possible to two hundred thirty-five (235) plus the number of eligible national delegates.

- ▶ Elected Members:
 - ▶ Board of Directors: 5 Officers & 18 Members
 - ▶ Girl Board Members: 4 Members
 - ▶ Board Development Committee: 7 Members
 - ▶ Area Chairs & Vice Chairs: 24 Each / 1 Per Area Association
 - ▶ National Council Delegates: 6 Members / 1 Non-Voting
- ▶ Appointed Members
 - ▶ Delegates-at-Large: Up to 10 Members

Elected Members

Elected at Annual Meeting

- ▶ Board of Directors: 5 Officers & 18 Members
 - ▶ Elected for 3 Year Term
 - ▶ Officers are elected every 3 years.
 - ▶ Members are elected every year.
- ▶ Board Development Committee: 7 Members
 - ▶ Elected for 2 Year Term
 - ▶ Members are elected every year.
- ▶ National Council Delegates: 6 Members / 1 Non-Voting
 - ▶ Elected for 3 Year Term
 - ▶ Delegates are elected every 3 years.

Elected Members

Elected at Area Association Meeting

- ▶ Area Chair: 1 per Area Association
 - ▶ Elected for 3 Year Term
- ▶ Area Vice Chair: 1 per Area Association
 - ▶ Elected for 2 Year Term
- ▶ Delegates: Number based on Area's girl members as of September 30th immediately prior to Annual Meeting.
 - ▶ Elected for 1 Year Term
- ▶ Alternates: # Delegates + 1 for Area Chair + 1 for Vice Chair
 - ▶ Elected for 1 Year Term

What Are The Standing Rules?

- ▶ Council delegates shall identify themselves before speaking. They shall give name, area, and town or county of residence.
- ▶ No speaker shall speak longer than two minutes in debate. Timing of the two-minute period shall begin immediately following the required identification.
- ▶ No speaker shall speak a second time on a question or on an open forum topic until all other council delegates wishing to speak a first time have done so.
- ▶ No speaker shall speak more than twice on the same question or the same open forum topic without permission of the delegate body.
- ▶ Only elected council delegates have speaking and voting privileges.

What Are Standing Rules? (Cont.)

- ▶ All debate must be relevant to the question immediately before the council.
- ▶ Past presidents of the council shall have speaking privileges for discussion during this meeting, except when serving as parliamentarian.
- ▶ Minutes of the Annual Meeting will be sent in draft form to all voting members after adequate time for preparation and distribution. They will be approved by the Board of Directors following time for member input.

How Are Elections Conducted?

Board Development Committee Slate

The Council's elected Board Development Committee assesses the needs of the board and shall consider the input from the chief executive officer and board chair regarding potential candidates. The committee shall present to the delegate assembly at the annual council meeting a single slate of nominations for

- (a) when appropriate, officers of the council,
- (b) other members of the board of directors,
- (c) members of the board development committee, and
- (d) when appropriate, nominations for delegates and alternates to the National Council of GSUSA.

The slate & their biographies are published in the Annual Meeting Workbook.

How Are Elections Conducted?

Nominee Vetting Process by BDC

The Board Development Committee nominates candidates that meet the experience and demographics that are needed on the Board of Directors and Board Development Committee.

- ▶ Solicit nominations to fill vacancies from the council membership.
- ▶ Analyze the makeup of the existing Board of Directors and determining what expertise and experience is needed: policy, property, marketing, fundraising, accounting, etc.
- ▶ Ensure there is demographic parity for race, gender, geography, and more.
- ▶ Review nominee resumes.
- ▶ Interview the nominees.
- ▶ Provide a detailed description of the position's responsibilities and solicit agreement with the nominee to fulfill them.

How Are Elections Conducted?

Nominations from the Floor

Nomination for any position to be elected may be made from the floor at any meeting provided that

- (a) the eligibility of any individual so nominated has been established,
- (b) prior written consent of the nominee has been secured, and
- (c) in the case of meetings of the council, the chair has been notified of the intended nomination no later than the beginning of the meeting.

These nominations are not vetted by the Board Development Committee.

How Are Elections Conducted?

Voting Procedures

When the number of nominations does not exceed the number of vacancies, the vote will be for the entire slate of nominations at one time.

When the number of nominations exceeds the number of vacancies, the voting will be completed by paper ballot.

Ballots will be counted and tallied by a volunteer group of tellers at the meeting. Results will be reported to the delegate assembly by the head teller.

Elections require a plurality of the votes cast.

Bylaws Changes

Reviewed As Needed, Typically Every 3 Years

- ▶ Bylaws are reviewed by a Task Force. They make their recommendations to the Board of Directors.
- ▶ The Board of Directors then recommends that these changes move to the Delegate Assembly for approval.
- ▶ Changes can be debated and amended using Roberts Rules of Order. Amendments require a majority vote for approval.
- ▶ Approval of Bylaws Changes requires a 2/3 Majority (66.7%) of the votes cast.

How Is Business Conducted?

Roberts Rules of Order

Robert's Rules of Order facilitates fair and efficient meetings, allow groups to make decisions while respecting the rights of all members. A parliamentarian ensures that the rules are followed, which helps prevent confusion and maintains order during discussions.

Actions, aside from recommendations from a committee or task force chair, require a motion.

- ▶ The motion must be seconded.
- ▶ The floor is then opened to debate, objections, or amendment.
- ▶ After debate closes, a vote is required.

Amendments

Roberts Rules of Order

- ▶ Amendments happen when someone approaches the microphone and proposes an amendment.
- ▶ Amendments must be within scope. You may seek the opinion of whether an amendment is in scope from the parliamentarian prior to the meeting.
- ▶ To be in scope, the requested change must be between what currently exists and what has been proposed in the Annual Meeting Workbook.
 - ▶ Example: Currently there are 10 delegates-at-large. The Annual Meeting Workbook proposal to changes it to 15. An amendment could be a change from 11 to 14, but could not be 5 or 20.
- ▶ The amendment must be voted on and then the vote on the original motion is voted on. Approval requires a majority vote.

Other Procedures

Roberts Rules of Order

- ▶ **Point of Order** - To alert the chair that parliamentary rules are not being followed. It can be raised at any time, even interrupting a speaker.
- ▶ **Point of Information** - To request clarification on a specific question relate to procedure or the substance of a motion.
- ▶ **Call The Question** - To request that the assembly stop debate and proceed directly to voting on the amendment or motion currently under discussion. Requires a second and vote.
- ▶ **Call All Questions** - To request that the assembly stop debate and proceed directly to voting on the amendment and motion currently under discussion. Requires a second and vote.

Decision Influencing Questions

Published in Annual Meeting Workbook

The purpose of these questions is to provide the Board of Directors broad, general direction for policy-making and planning.

- ▶ Voting members of the delegate assembly may address these questions.
 - ▶ Fill out the form for the question provided in the workbook.
 - ▶ Go to the nearest microphone.
 - ▶ Address the assembly according to the Standing Rules listed in this presentation.