



Tips for Conducting a Delegate and Alternate Delegate Election

- **Communicate delegate position with members**

- Find candidates who:
 - Have a passion to make the world a better place for girls
 - Share ideas on how Black Diamond could be more effective in serving girls and volunteers
 - Want to ensure we're serving all the girls in our communities
 - Want to be a voice for girls and volunteers in your community
 - Can attend the Annual Meeting
- Encourage election of girls ages 14 and older as delegates.
- Make copies of the delegate/alternate delegate (alternate) position description available to delegate candidates and to voters. The delegate/alternate position description may be found online on the Girl Scouts of Black Diamond website.
- 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 directors-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-filled 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 unit website.
- Notify all service unit team members of the results.
- Fill out and submit the Delegate/Alternate Delegate Information form for each delegate and alternate, notifying Black Diamond of your delegate election results.