



GIRL SCOUTS OF THE PHILIPPINES

ELECTION GUIDELINES

AUGUST 2011

FOREWORD

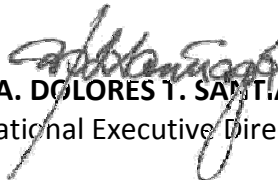
The election of Board Members and Officers is one of the most significant activities at the last year of the triennium at all levels in the Girl Scouts of the Philippines. To ensure its proper conduct, election guidelines were written using as reference and guide the GSP Constitution and By- Laws and the Prescribed Standard Council By-Laws.

The Election Guidelines Booklet was first produced in 1993 and has undergone several revisions in the succeeding triennia to incorporate the amendments in the GSP Constitution and By-Laws and the Prescribed Standard Council By-Laws.

This Election Guidelines Booklet has been updated to include the amendments to the GSP Constitution and By-Laws which were ratified during the 21st National Council Convention held at the Bohol Tropics Resort in Tagbilaran City, Bohol on May 25 to 27, 2009.

The election of people who will compose the Central Board and the Council Board is a critical factor in good governance. Likewise, the appointment of volunteers who will serve in the different Standing Committees is something that must be given serious consideration to ensure that the said Committees will be functional. The GSP Organizational Structure is designed such that the implementation of decisions, policies and procedures at all levels is carried out smoothly. It is therefore important that we choose volunteers who are expert in decision-making and capable of promoting the GSP Mission as well as sincere and selfless in their commitment to the cause of Girl Scouting.

Here's to a successful election!


MA. DOLORES T. SANTIAGO
National Executive Director

GUIDELINES

For Elections at Council, Regional, and National Levels

DATE	ACTIVITY
October	<p style="text-align: center;">COUNCIL LEVEL</p> <p>I. <u>Barangay Girl Scout Committee Elections</u></p> <ol style="list-style-type: none"> 1) The Barangay Girl Scout Committee shall be composed of Parents, Adult Leaders, School Heads, both Public and Private and other adults interested in Girl Scouting. 2) The Barangay Girl Scout Committee has 5-12 members. 3) It elects from among themselves their incoming officers, namely: <ul style="list-style-type: none"> ➤ Chairman ➤ Vice Chairman ➤ Secretary-Treasurer
November-December	<p>II. <u>District Committee Elections</u></p> <ol style="list-style-type: none"> 1) Each District Committee (DC) shall be composed of not more than 17 members, namely: <ul style="list-style-type: none"> ➤ 2 District Senior Planning Board (SPB) Officers who shall be elected from among the representatives of senior troops in the District ➤ Not more than 2 educators who shall be elected from among teachers and school administrators ➤ Not more than 2 troop leaders who shall be elected from among themselves ➤ 4 District Field Advisers (DFAs), one each for the public elementary schools, private elementary schools, public secondary schools, and private secondary schools ➤ Not more than 4 Chairmen of Barangay GS Committees with Girl Scout troops who shall be elected from among themselves ➤ Not more than two trainers ➤ 1 Member-at-Large to be elected during the District Committee election to complete the 17 members. 2) The 2 SPB Officers, 2 educators, 2 troop leaders, 4 DFAs, 4 Barangay Committee Chairmen, and 2 trainers, together with the outgoing or incumbent District Committee and all the delegates shall elect the Member-at-Large. 3) The 17 members of the District Committee shall elect from among themselves the DC Officers, namely: <ul style="list-style-type: none"> ➤ District Chairman ➤ Vice Chairman ➤ Secretary

- Treasurer
- District Commissioner
- Program Officer
- Troop Organizer

The District Commissioners shall be commissioned by the Council Board at its first meeting.

- 4) The 2 SPB Officers shall be the District's representatives to the election for Council Board Girl Representatives.

January-
February

III. Council Board Election and Council Convention

1) Composition of the Council Board

The Council Board shall be composed of not more than 37 members, namely:

- Not more than 4 Charter/Life members
- Not more than 4 District Committee Chairmen
- Not more than 4 Troop Leaders
- Not more than 2 Council Girl Representatives
- Not more than 2 Young Adults (20 to 35 years old)
- The immediate Past Council President
- The Boy Scout Council Chairman
- All incumbent Division/ City Superintendents of Schools and Assistant Superintendents or the Officer-in-Charge of the Office of the Schools Division Superintendent
- The remaining members shall be the Members-at-Large

In the event that the incumbent President is re-elected for a second term, the position of Immediate Past President shall no longer be filled up.

Should there be less than 4 Charter/Life Members or none, the number of Members-at-Large may be increased correspondingly.

Council Convention

The Council Convention is held for the purpose of electing the elective members of the Council Board, among other matters.

It is important that all participants and their respective units must be duly registered before the Council Convention.

Composition of the Council Convention

The Council Convention is composed of, aside from the incumbent Council Board and Charter/Life Members, the following in such number as may be delegated by the Council Board:

- District Committee Chairmen
- District Commissioners
- District Field Advisers for the public elementary schools, private elementary schools, public secondary schools and private secondary schools

- District Senior Planning Board Chairmen
- Barangay GS Committee Chairmen
- Troop Leaders
- Young Adults

There shall be one voting delegate per category.

2) Method of Election and Appointment

- a) The 4 Charter/Life members, 4 District Committee Chairmen, 4 Troop Leaders, 2 Girl Representatives and 2 Young Adults shall be elected by their respective groups from among themselves.

Each District Committee shall nominate at least 1 Young Adult to the Council Board.

- b) They shall, together with the incumbent Council Board, Charter/Life Members and all official delegates to the Council Convention elect the Members-at-Large from among the nominees submitted by the Council Nominating Committee.

- c) Immediately after the Council Convention, the new Council Board shall convene to elect from among themselves the Council Officers, namely:

- Council President
- Vice President for Field
- Vice President for Fund Development
- Vice President for International Participation
- Secretary
- Treasurer
- Assistant Secretary
- Assistant Treasurer
- Auditor
- Council Commissioners for Program and Training

The Commissioners for Administration (Superintendents/ Assistant Superintendents or OIC) are mandated members.

- d) The Council President shall appoint from among the members of the Council Board, the Chairmen and Vice Chairmen of the following Standing Committees:

1. Communications
2. Finance
3. Legal
4. Membership
5. National Equipment Service
6. Personnel
7. Program
8. Real Properties and Buildings
9. Training

- e) The Chairmen shall recommend for appointment by the Council President, subject to confirmation of the Council Board, the

members of their respective Committees who shall at least be 3 but not more than 5 unless otherwise provided and who may, or may not be members of the Council Board.

- f) The new Council Board Officers and members should register immediately after their election to enable the Council to vote during the National Council Convention.

REGIONAL LEVEL

February-March

IV. Regional Elections

- 1) All the newly elected Council Presidents shall convene to elect from among themselves the Regional Chairman and other officers.
- 2) The Regional Chairman shall be one who has served a term as Council President or has served as member of the Central Board who hails from the region where she intends to run as Regional Chairman and shall be elected from among the newly-elected Council Presidents and past Council Presidents.
- 3) The Regional Officers are as follows:
 - Regional Chairman
 - Vice Chairman
 - Treasurer
 - Assistant Treasurer
 - Auditor
 - Secretary - the Regional Executive Director who is appointed by the National President

If a Council President is elected Regional Chairman, she shall resign from her position as Council President but shall remain as a member of the Council Board.

- 4) The Council Girl Representatives shall also convene to elect from among themselves their candidate to the Regional election for Girl Representatives to the Central Board.
- 5) The Regional Office shall submit to National Headquarters the complete set of Regional Committee Officers, Regional Girl Representative, Council Board Officers and Members as well as the Chairmen of Standing Committees not later than the end of March.

NATIONAL LEVEL

May

V. National Council Convention and Central Board Elections

1) National Council Convention

The National Council Convention shall be composed of the incumbent Central Board Members, Charter/Life Members, Presidents of Provincial/City Councils and delegates elected from such council or their duly designated representatives in such number as may be prescribed by the Central Board.

The voting delegates are the Central Board (CB) Members and the Council Presidents. The CB are the following:

8 Charter/Life Members – newly elected/re-elected (by their Group from among themselves)
6 Regional Chairmen– newly elected/re-elected
6 Girl Representatives– newly elected
GSP Immediate Past National President
Incumbent 15 Members-at-Large
BSP National President

2) Composition of the Central Board

The incoming Central Board shall be composed of not more than 37 members, namely:

- 8 Charter/Life Members
- 6 Regional Chairmen
- 6 Girl Representatives
- 1 BSP National President
- 1 Immediate Past National President
- 15 Members-at-Large

3) Election of the 15 Central Board Members-at-Large

The 15 Members-at-Large shall be elected during the National Council Convention. They shall be elected from among qualified nominees submitted by the Nominating Committee representing the different sectors such as government sector, cultural communities, business, industrial, trade, professional, media, banking, finance, religious, education, barangays, and civic organizations.

4) Election of National Officers

Immediately after the Central Board is formed, it shall convene to elect the National Officers, namely:

- National President
- 1st National Vice President
- 2nd National Vice President
- National Secretary

- National Treasurer
- Assistant National Secretary
- Assistant National Treasurer

5) The International Commissioner shall also be elected as a member of the Executive Committee.

6) Appointment of Chairmen and Vice Chairmen of Committees

The National President shall appoint from among the members of the Central Board, the Chairmen and Vice Chairmen of the following Standing Committees:

- a) Communications
- b) Finance
- c) Fund Development
- d) Legal
- e) Membership
- f) National Equipment Service
- g) Personnel
- h) Program
- i) Real Properties and Buildings
- j) Training

7) The National President shall also appoint the Chairmen and Vice Chairmen of the following existing Special, Sub-Committees or other Ad Hoc committees as may be created by the Central Board:

- Josefa Llanes Escoda Memento Fund Committee
- Land Grant Committee (Sub-Committee of Real Properties and Buildings Committee)
- Awards Committee (Sub-Committee of Communications Committee)

8) The Chairmen of the Committees shall recommend for appointment by the National President subject to confirmation by the Central Board, the members of their respective committees who shall be at least 3 but not more than 5, unless otherwise provided who may or not be members of the Central Board.

COUNCIL ELECTION PROCEDURES

I. Appointment of Nominating and Elections Committees

A. The Nominating Committee:

The Council President appoints, subject to the approval of the Council Board, a Nominating Committee composed of 5 members:

3 of the newly-elected District Chairmen

2 from any of the following groups:

- heads of churches (parish priest, pastor, bishop, imam, etc.)
- government sector (governor, mayor, provincial treasurer, school superintendent, etc.)
- NGO (Rotary, Jaycees, Lions, CWL, Soroptomist, YWCA, Zonta, etc.)

B. The Elections Committee:

The Elections Committee shall be composed of the incumbent Council President, the incumbent Council Commissioners and BSP Chairman.

STEPS:

1. The Council President writes nominees to the Nominating Committee for their availability and acceptance. (App. 1, 1-A)
2. The Council President presents to the Council Board for confirmation the list of 5 members of the Nominating Committee.
3. The Council President should be ready with alternative should any of the said 5 members are not confirmed.
4. The Council President writes letters of appointment to the confirmed Nominating Committee members and simple thank you letters to the nominees who were not chosen. (App. 2, 2-A)
5. The Council President informs the Regional Chairman and Regional Executive Director about the confirmed Nominating Committee. (App. 3)
6. The Regional Chairman writes the Nominating Committee Chairman and gives her a copy of the Duties and Responsibilities of the Nominating Committee. (App. 3-A)
7. The Regional Executive Director conducts an orientation meeting of the Nominating and Elections Committee Chairmen either by Region, sub-region, or by council.

II. Election of Sectoral Representatives

1. Before the Council Convention, the Council Elections Committee calls for a meeting of the following to elect their respective sectoral representatives to the Council Board:
 - a) Charter members (4 representatives are elected from among themselves)
 - b) District Committee Chairman (4 representatives are elected by all DC Chairman from among themselves)

- c) Troop Leaders (8 per District Committee will meet to elect 4 representatives to the Council Board)
- d) Senior Planning Board Officers (2 per District Committee will meet to elect 2 representatives to the Council Board)
- e) Young Adults (at least 1 Young Adult from each DC shall meet to elect 2 representatives to the Council Board)

III. Nomination and Election Procedures for Members-at-Large

1. The Nominating and Elections Committees hold a joint meeting to do the following:
 - a) Review guidelines for nominations and elections. (Pls. refer to page 13)
 - b) Review job responsibilities. (Pls. refer to page 13)
 - c) Review qualifications of nominees who shall come from the public and private sectors.
2. Release letter over signature of Nominating Committee Chairman, noted by the Council President, soliciting nominees from agreed entities. Those authorized or recognized to nominate are: the Council Board, the Standing Committees, the District Committees and the Barangay GS Committees. Attach to letter the Criteria for Members-at-Large, and Nominee's Information Sheet. (App. 4, 4-A)
3. After an agreed deadline, the Nominating Committee meets to collate replies to letters and screens nominees according to approved criteria.
4. Writes letter to the chosen nominees informing them of their nomination and asking if they agree to be nominated or not. (App. 5 & 5-A)
5. The Nominating Committee meets to prepare the slate of nominees who have accepted their nomination.(App. 6)
6. The lists of qualified nominees are submitted to the Council Board/Executive Committee for approval.
7. The Elections Committee conducts the elections for Members-at-Large of the Council Board at the Council Convention called for the purpose.
8. **Election Procedures:**
 - a) Establish if there is a quorum at the Council Convention.
 - b) Election shall be by secret ballot. (App. 7)
 - c) One of the two members of the Elections Committee may canvass the votes.
 - d) Announcement of the duly elected Members-at-Large.

IV. Nomination and Election of Council Officers

1. Immediately after the election of the new Council Board, the members shall convene to elect the Council Officers.
2. From the members of the new Council Board, the Nominating Committee shall prepare a slate of:

- a) Not less than 18 Nominees from which the 9 officers shall be elected, namely: the President, the 3 Vice-Presidents, Secretary, Asst. Secretary, Treasurer, Asst. Treasurer, and Auditor. (App. 8)
 - b) Not less than 2 nominees for each of the 2 Commissioners - for Program, and for Training.
3. In determining the qualification for the positions of officers especially the Council President, the Nominating Committee must consider among others the following (Pls. refer to page 14):
- She must have time to represent the Council at Regional Committee meetings, National Council Meetings/Convention, and at other events where her presence is needed.*
4. The Elections Committee shall observe the following:
- a) Decide on the manner of election of officers, either:
 - (1) election by office from a prepared slate, or
 - (2) election by consistory method
 - b) Election Procedures:
 - (1) If election shall be by office from a prepared slate, or by a modified consistory method where only a few are nominated,
 - (a) The Nominating Committee meets to prepare a list of not less than 2 nominees for each position.
 - (b) Then the nominees shall be written to by the Nominating Chairman to inquire if they are willing to serve as Officers or as Commissioners. (App.9, 9-A, 9-B)
 - (c) During the elections, there shall be no nomination from the floor; nominations must all be through the Nominating Committee.
 - (d) Election shall be by simple majority of one-half plus one of those present and voting.
 - (e) There shall be no voting by proxy.
 - (f) Neither the Executive nor any member of the staff serves as proxy for anyone.
 - (2) If election shall be by consistory method, all members of the Board are nominees. Election procedures d), e), & f) above shall apply.
 - (3) If elections shall be by modified consistory method, the body may nominate from among themselves the nominees for each position. Election procedures d), e), & f) above shall apply.
5. The Elections Committee conducts the election and prepares the election returns. (App. 10)
6. The Council Board elects from among Council Board Members the 2 Commissioners - for Program, and for Training, who shall be commissioned by the Central Board for a term of three years. (App. 11)
7. The newly-elected officers shall then be inducted to office. (App. 12)

8. The Elections Committee should immediately submit 3 sets of the Election Returns to the National Headquarters through the Regional Office. (App. 13-14)
9. The newly elected President shall represent the Council at the National Council Convention in May, 2012.
10. The new Council Board and its Officers shall assume office in July after the Turn-over Ceremonies, to be followed immediately by the first Board meeting.

V. Appointment of Standing Committees

1. After being inducted, the new President shall appoint from among the members of the new Board, the Chairmen and Vice Chairmen of the Standing Committees.
2. The appointment of the above shall be confirmed at the first meeting of the new Board.
3. The Chairmen, in consultation with their Vice Chairmen shall recommend for appointment by the Council President not less than 3 but not more than 5 members of their respective Committees, which shall be noted at the next meeting of the new Board.
4. A Board Member can be a Chairman or Vice Chairman of only 1 Standing Committee and a member of not more than 2 Standing Committees. In no case may one be a member of more than 3 Standing Committees for the following reasons:
 - a) To avoid being absent from 1 committee meeting should there be simultaneous meetings.
 - b) To encourage more participation from as many members as possible.

CENTRAL BOARD ELECTION PROCEDURES

I. Election of Representatives to the Central Board

- 1) The Regional Chairman and Regional Girl Representatives are elected during the last Regional Committee Meetings in each region.
- 2) The Central Board Members representing the Charter/Life members are elected from among themselves a month before the National Council Convention.

II. Nominating and Election Procedures

- 1) The Senior Staff shall elect a Nominating Committee composed of the following:
 - 2 Charter/Life Members or 2 members of Standing Committees
 - 3 Members from other sectors
- 2) The Nominating Committee meets to discuss their roles and responsibilities and to elect from among themselves a Chairman and a Vice Chairman. At the meeting it also reviews the guidelines for election and the criteria in the selection of nominees.
- 3) The Nominating Committee writes the councils, the Central Board and its Committees to solicit nominees for Members-at-Large, the number of which shall not be less than 20.
- 4) After an agreed deadline, the Nominating Committee screens the nominees following the approved criteria.
- 5) The Nominating Committee meets to prepare the slate of nominees for Members-at-Large.
- 6) The list of qualified nominees is submitted to the Executive Committee/Central Board for approval.
- 7) The Elections Committee, appointed by the Central Board conducts the election for Members-at-Large during the National Council Convention.
- 8) The Immediate Past President and the President of the Boys Scouts of the Philippines will complete the 37 members of the Central Board.
- 9) Immediately after the Central Board is formed, the election of the National Officers will be conducted by the Elections Committee.

III. Procedures for the Election of National Officers

- 1) If election shall be by office from a prepared slate, or by a modified consistory method where only a few are nominated,
 - a) The Nominating Committee meets to prepare a list of not less than 2 nominees for each position.
 - b) Then the nominees shall be written to by the Nominating Chairman to inquire if they are willing to serve as Officers. (App. 8, 9 & 9-A)

- c) During the elections, there shall be no nomination from the floor; nominations must all be through the Nominating Committee.
 - d) Election shall be by simple majority of one-half plus one of those present and voting.
 - e) There shall be no voting by proxy. However, a representative of the Council President with a written authorization shall be allowed to vote.
 - f) Neither the Executive nor any member of the staff shall serve as proxy for anyone.
- 2) If election shall be by consistory method, all members of the Board are nominees. Election procedures d), e), & f) above shall apply.

If election shall be by modified consistory method, the body may nominate from among themselves the nominees for each position. Election procedures d), e), and f) above shall apply.
- 3) The Elections Committee conducts the election and prepares the election returns.
- 4) The newly-elected officers shall then be inducted to office.
- 5) The Elections Committee should immediately submit 3 sets of the Election Returns to the National Headquarters.
- 6) The New Central Board and its Officers shall assume office in July after the Turn-over Ceremonies, to be followed immediately by the first Board meeting.

IV. Appointment of the National Standing Committees

- A.
 - 1) The National President shall appoint from among the Central Board members, the Chairmen and Vice Chairmen of the National Standing Committees.
 - 2) The appointment of the Chairmen and Vice Chairmen of the Standing Committees shall be confirmed by the Central Board at its first Board meeting.
 - 3) The Chairmen of the above Committees in consultation with the Vice Chairmen shall recommend for appointment by the National President not less than 3 but not more than members of the Committee. The members may or may not be Central Board members.
 - 4) A Central Board member can be a Chairman or Vice Chairman of only one Standing Committee and a member or not more than 2 Standing Committees.
- B. The National President also appoints, confirmed by the Central Board the Chairmen and Vice Chairmen of the Special Committees, Sub-Committees or Ad-hoc Committees as may be created by the Central Board.

DUTIES AND RESPONSIBILITIES OF NOMINATING & ELECTIONS COMMITTEES

Nominating Committee

1. The Nominating Committee Chairman sends letter to the Council Board Members, Standing Committees, District Committee Chairmen, and Barangay Committee Chairmen for nominees for Members-at-Large of the Council Board.
2. Screens nominees based on criteria.
3. Sends confirmation letter to qualified nominees for their acceptance.
4. Prepares a slate composed of qualified nominees proportionately representing segments of the private sector, e.g. industry, religious, profession, etc., and of the public sector to be submitted to the Council Board/Executive Committee for approval.
5. Prepares slate of nominees for Council Board Officers.
6. Writes nominees for officers for their acceptance of their nomination.
7. Prepares final list of nominees who accepted their nomination to be submitted to the Board for election.

Elections Committee

1. Conducts elections for Members-at-Large of the Council Board at the Council Convention called for the purpose as well as the election for sectoral representatives.
2. Declares duly elected members of the Council Board.
3. Conducts election for Council Officers at the first Council Board meeting after the Council Convention.
4. Declares duly elected officers of the Council Board.
5. Submits Election Returns to National Headquarters through the Regional Office.

GUIDELINES for the Nominating Committee in Screening Nominees to the Council Board.

1. Nominees must meet the prescribed criteria. (Please refer to page 14)
2. Experience in any capacity with the GSP for at least 2 years is preferred but not required.

CRITERIA FOR A MEMBER-AT-LARGE OF THE CENTRAL/COUNCIL BOARD

1. Willing to subscribe to and abide by the Girl Scout Promise and Law.
2. Interested in and willing to be trained in Scouting.
3. Aware that Board Membership means responsibility for quorum and the quality of decisions at meetings.
4. Available to serve the Movement.
5. Ability to interest others to join and /or contribute to the Movement.
6. Young in outlook and recognized in the community in her/his field of endeavor such as government, business, industry, trade, profession, media, banking, finance, religion, education, barangay, labor, civic, arts, and sciences, etc.
7. Of good moral standing in the community.
8. Physically fit to adequately perform assigned responsibilities.
9. Has been a Committee member at the National or Council level for at least a triennium.
10. Has no financial interest directly or indirectly in any contract with the Girl Scout organization or any of its Councils during the term of her office.
11. For an incumbent member of the Central Board, Council Board, Regional Committee or any of the Standing Committees at all levels, she must have attended at least 75% of the meetings during the triennium.
12. A resident of or employed within the area of jurisdiction of the Council, for a Council Board Member.

N. B. In a “single-sex national organization” * such as the GSP, officership in the different units is reserved for female members.

***There are three (3) kinds of organization in the WAGGGS:**

1. Merged - Where the Girl Guides/Girl Scouts and Boy Scouts are one organization.
2. Joint - Where the Boy Scouts and Girl Guides/Girl Scouts operated together with one President, and a Vice President for Boy Scouts and a Vice President for Girl Guides/Girl Scouts.
3. Single Sex - Where the Boy Scout Association is separate from the Girl Guides/Girl Scouts.

CRITERIA FOR A COUNCIL OFFICER

- 1) Has served as a Board Member for at least one triennium.
- 2) Has interest and time to perform her duties and responsibilities as an officer.
- 3) Has time to represent the Council at Regional Committee meetings, National Council meetings/conventions and other events where her presence is needed.
- 4) Willing and able to attend trainings to keep herself updated on Girl Scouting.

TERMS OF OFFICE

1. The term of office of all elected/appointed officers and members of the different units from Barangay, District, Council, Regional and National Levels shall be for three years or one triennium.
2. Officers and Chairmen of Committees may serve in the same position for not more than 2 consecutive terms.
3. Any Officer elected to fill any vacancy shall serve for the remainder of the unexpired term.
4. Leave of absence for a total period of six (6) months shall be considered a vacancy and shall be filled up by election by the corresponding unit/group for the remainder of the unexpired term.

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(Form letter to Nominees to Nominating Committee)

GIRL SCOUTS OF THE PHILIPPINES
_____ Council

(Address)

(date)

Dear _____:

Greetings!

On January _____, the _____ Girl Scout Council will conduct the elections for Council Board members and officers for the next Triennium _____.

We are therefore organizing a Nominating Committee of 5 members, who will take charge of preparing the list of qualified candidates to the Board.

We are pleased to inform you that you are one of those that have been nominated to the Nominating Committee, and which we hope you will graciously accept.

Kindly let us know your availability and acceptance by accomplishing and returning to us the attached REPLY Slip as soon as possible.

Thank you very much and we hope to hear from you about this very soon.

Yours very sincerely,

Council President

Encl.: Reply Slip (App. 1-A)

REPLY SLIP

TO : The Council President
_____ Girl Scout Council

DATE : _____

I am accepting my nomination to be a member of the Nominating Committee.

I regret I am not available.

Remarks: _____.

Signature over Printed Name

(Form letter of Appointment to Nominating Committee Members)

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

(Date)

Dear _____:

I am pleased that you are one of the nominees to the Nominating Committee who were confirmed by our Council Board/Executive Committee at its meeting on _____.

May I now therefore appoint you as (Chairman) (Vice Chairman) (Member) of the Nominating Committee) with the following as the other members:

1. _____ (Chairman) (Vice Chairman)
2. _____ Member
3. _____ Member

Enclosed is the copy of the Duties and Responsibilities of the Nominating Committee for your information and guidance.

Congratulations and thank you for accepting your nomination.

Yours very sincerely,

Council President

Encl.: As stated

(Form Thank-you letter to Nominees who were not chosen)

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

(Date)

Dear _____:

Thank you very much for kindly accepting your nomination to the Nominating Committee.

Out of the _____ nominees, only 5 had to be elected to compose the said Committee. They are the following:

Those who were not chosen will be asked to serve in other Committees later on and we hope you will also be available then.

Again thank you very much for your much needed support and cooperation.

With all our best wishes.

Yours very sincerely,

Council President

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

MEMORANDUM

F O R : Regional Chairman/Executive Director

F R O M : Council President

S U B J E C T : NOMINATING COMMITTEE

D A T E : _____

This is to inform you that per decision of the Executive Committee/Council Board meeting dated _____, the appointment of _____ as Chairman of the Nominating Committee has been confirmed. The members are the following:

For information.

Council President

(Form Thank-you letter to Nominating Committee Chairman)

(Date)

Dear _____:

Congratulations on your appointment as Chairman of the Nominating Committee of the _____ Girl Scout Council which will take charge of choosing qualified nominees for cooption/election to your Council Board for the Triennium _____.

We trust that under your able chairmanship, you and your members will be able to draw up a list of committed individuals who shall find time to serve and promote Girl Scouting in your Council.

Attached are the duties and responsibilities of the Nominating Committee.

Yours very sincerely,

Regional Chairman

Encl.: Duties and Responsibilities of Nominating Committee (Pls. refer to page 13)

(Form letter to Council Board Members, Standing Committees,
District Committee Chairman, & Barangay GS Committee Chairman)

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

(Date)

Dear _____:

As the Triennium _____ comes to a close, you are cordially invited to nominate any number of outstanding citizens interested in youth development for Members-at-Large of the Council Board and Council Commissioners for the Triennium _____.

Your nominees should come from the following:

a) Private Sector, any or all or more of the ff. sectors:

- | | | |
|-------------|--------------|-----------------|
| Media | Business | Sports |
| Banking | Industry | Sciences |
| Agriculture | Finance | Agri-Business |
| Health | Religious | Cultural |
| Arts | Civic/Social | Trade |
| Education | Professions | (other sectors) |

b) Public Sector

c) Technically qualified persons for Commissioners, for Program, and Training.

Please send your list of nominees using the attached form not later than _____.

The attached criteria will help you choose your nominees.

Yours very truly,

Chairman
Nominating Committee

Noted:

Council President

Encl.: 1) Criteria for Members-at-Large (pls. refer to page 14)
3) Nominee's Information Sheet (App. 4-A)

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

NOMINEE'S INFORMATION SHEET

I. NAME _____

II. AGE BRACKET (*Please check*)

20-30 31-45 46-55 56-65 66-75 76 & above

III. PROFESSION/OCCUPATION: _____

IV. YEARS IN SCOUTING: As a Girl _____ As a Volunteer _____

V. SECTOR REPRESENTED (*Please check*)

Categories:

a) Private Sector (*any, all, or more of the following*)

- | | |
|--------------------------------------|--|
| <input type="checkbox"/> Media | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Trade |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Health | <input type="checkbox"/> Social/Civic Org. |
| <input type="checkbox"/> Arts | <input type="checkbox"/> Profession |
| <input type="checkbox"/> Culture | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Education | <input type="checkbox"/> Sciences |
| <input type="checkbox"/> Business | <input type="checkbox"/> Agri-Business |
| <input type="checkbox"/> Industrial | <input type="checkbox"/> (Other Sectors) |

b) Public Sector _____

c) Commissioner for Program
 Training

(Form letter to Nominees to the Council Board)

GIRL SCOUTS OF THE PHILIPPINES
_____ Council

(Address)

(Date)

Dear _____:

Greetings!

You have been nominated for membership in our Council Board for the Triennium
_____.

Please accomplish the enclosed Information Sheet (Appendix 4-A) and return this together with
the Nomination Reply Slip signifying your acceptance of your nomination on or before
_____.

Thank you and best wishes.

Very truly yours,

Chairman
Nominating Committee

Encl.: Nomination Reply Slip (App. 5-A)
Nominee’s Information Sheet (App. 4-A)

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

NOMINATION REPLY SLIP

T O : THE NOMINATING COMMITTEE

DATE : _____

This is to inform you that:

I am accepting my nomination for election to the GSP Council Board for the Triennium _____. If elected, I am willing to serve in any capacity or position that may be assigned to me and assume to the best of my ability the responsibilities of the said position.

I regret I cannot accept my nomination because _____

(Signature of Nominee)

(Address)

Encl.: Nominee's Information Sheet

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

NOMINEES TO THE COUNCIL BOARD

Triennium _____

NAME	AGE BRACKET						PROFESSION/ OCCUPATION	COMMISSIONER FOR PROGRAM, TRAINING	YEARS & EXPERIENCE IN SCOUTING
	30 & below	31-45	46-55	56 65	66-75	76 & above			

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

SAMPLE BALLOT

OFFICIAL BALLOT NO. _____

NOMINEES FOR MEMBERS-AT-LARGE

(Please check 15 names of your choice. Ballots with more or less than 15 checks shall be null and void.)

<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____
<input type="checkbox"/> _____	<input type="checkbox"/> _____

Note: Should there be more than 15 positions for Members-at-Large to be filled up, the ballot should contain the corresponding number of nominees and the required number to be elected should be indicated accordingly.

Appendix 8

(Form letter to Newly-elected Council Board Members and BSP Chairman)

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

(Date)

Dear _____:

Congratulations and welcome (again) to the Council Board for the _____ Triennium. It is with great pleasure that we look forward to working with you (once again) as we face the greatest tasks for the council, the GSP and the World Association of Girl Guides and Girl Scouts (WAGGGS).

On _____ (date), we shall elect our new set of officers. For this reason, the Nominating Committee will meet on _____ (date) to make a list of nominees.

May I therefore enjoin you to submit soonest your nominee/s to any or all of the following positions: President, Vice President for Field, Vice President for Fund Development, Vice President for International Participation, Treasurer, Asst. Treasurer, Secretary, Asst. Secretary, and Auditor based on the attached list of new Council Board members.

Once again, congratulations and thank you for taking a keen interest in Girl Scouting.

Yours truly,

Chairman
Nominating Committee

Encl.: List of new Council Board Members

(Form letter to Nominees for Council Board Officers)

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

(Date)

Dear _____:

Greetings!

You have just been nominated for the position of (President, Vice President, etc) of our Council.

Please accomplish the attached Nomination Reply Slip and return to us not later than _____ (date) to prepare for the election on _____.

Thank you and best wishes.

Yours very sincerely,

Chairman
Nominating Committee

Encl.: Nomination Reply Slip (App. 9-B)

(Form letter to Nominees for Commissioners)

GIRL SCOUTS OF THE PHILIPPINES
_____ Council

(Address)

(Date)

Dear _____:

Greetings!

You have just been nominated for the position of Commissioner for (Program or Training) in our Girl Scout Council.

Please accomplish the enclosed Information Sheet (Appendix 4-A) and return this together with the Nomination Reply Slip signifying your acceptance of your nomination on or before

_____.

Thank you and best wishes.

Very truly yours,

Chairman
Nominating Committee

Encl.: Information Sheet (App. 4-A)
Nomination Reply Slip (App. 9-B)

NOMINATION REPLY SLIP

TO : THE NOMINATING COMMITTEE CHAIRMAN
_____ Girl Scout Council

(Address)

DATE : _____

I am accepting my nomination to the position of _____

not accepting because _____

Signature over printed name of Nominee

Address

SAMPLE BALLOT

(For District/Council Officers, Girl Representatives, Charter Members, and Troop Leaders)

GIRL SCOUTS OF THE PHILIPPINES
_____ (District Committee)
_____ (Council)

(Address)

OFFICIAL BALLOT NO. _____

DIRECTION: Please write only one name of your choice.

FOR: (Council President)

(Name)

SAMPLE BALLOT

(For Council Commissioners)

GIRL SCOUTS OF THE PHILIPPINES
_____ (Council)

(Address)

OFFICIAL BALLOT NO. _____

Please check (/) only one name of your choice for each category:

PROGRAM
1. _____
2. _____

TRAINING
1. _____
2. _____

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

OATH OF OFFICE

I, _____ of _____ having been
elected/ appointed to the position of _____ of
_____ Girl Scout Council do solemnly pledge that I will faithfully discharge to the best of my
ability the duties and responsibilities of this position and that as a true Girl Scout, I shall uphold the ideals
of the Girl Scout Movement as embodied in the Girl Scout Promise and Law.

So help me God.

Subscribed and sworn to before us this _____ day of _____, 20____ at
_____, Philippines.

GIRL SCOUTS OF THE PHILIPPINES

_____ Council

(Address)

**ELECTION RETURN FOR SECTORAL REPRESENTATIVES
TO THE COUNCIL BOARD**

(Date)

I. Charter/ Life Members

Names	No. of Votes
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
etc.	

II. District Committee Chairmen

District	No. of Votes
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
etc.	

III. Troop Leaders

District	No. of Votes
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
etc.	

IV. Girl Representatives

Names	No. of Votes
1. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
etc.	

GIRL SCOUTS OF THE PHILIPPINES
 _____ Council

 (Address)

ELECTION RETURNS

 (Place)

 (Date)

I. MEMBERS -AT-LARGE

	Names	Sector Represented	No. of Votes
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

II. OFFICERS

A. President

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

B. Vice President for Field

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

C. Vice President for Fund Development

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

D. Vice President for International Participation

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

E. Secretary

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

F. Asst. Secretary

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

G. Treasurer

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

H. Asst. Treasurer

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

I. Auditor

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

III. COMMISSIONERS

A. Program

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

B. Training

	Names	No. of Votes
1.	_____	_____
2.	_____	_____
3.	_____	_____

Submitted by the Elections Committee:

(Chairman)

(Member)

(Member)

Attested by:

Nominating Committee Chairman