

WORKBOOK

Girl Scout National Council/49th Convention

Long Beach, California

October 17-20, 2002

Girl Scouts of the USA
420 Fifth Avenue
New York, N.Y. 10018-2798



National President

Connie L. Matsui

Interim National Executive Director

Jackie Barnes

Girl Scouts of the USA makes every effort to select the best facilities and services in the convention city. However, it cannot assume responsibility for services performed or the facilities that are provided.

CONTENTS

Call to the 2002 National Council Session	5		
Preamble to the Constitution	6	Voting	14
The Promise	6	Comfort and Personal Needs Issues	14
The Law	6	Microphone Technique	14
Beliefs and Principles	6	Microphone System	14
National Board of Directors 1999–2002	7	“Interrupting” Motions	14
Girl Scout Movement Goals 2003–2008	8	Microphone System Chart	15
The National Council	9	Floor Speaker Identification Form (Motions)	16
Membership of the National Council	9	Floor Speaker Identification Form (Amendments)	17
Responsibilities of Members of the National Council	9	Parliamentary Aides Flowchart	18
Preparation for the National Council Session	10	Use of Parliamentary Aides	19
Following the National Council Session	10	Neon Pink Microphone Sign	19
National Council Session Procedures	11	Assigned Microphone Personnel	19
Quorum	11	Use of Open Forums	19
Standing Rules	11	Basic Parliamentary Procedure	20
Delegate Credentials	11	Motions	20
On-Site Change of National Council Delegate	11	Main Motion	20
Badge of Admission/Ribbon Identification	12	Order of Precedence of Motions	21
Ribbon Identification Chart	12	Subsidiary Motions	22
Seating	12	Previous Question	22
Seating for Members of the National Council	12	Limit or Extend Debate	22
Seating for Official Visitors	13	Postpone to a Certain Time	22
Arrangements for Individuals with Special Needs	13	Refer to Committee	22
Food, Beverages, Smoking	13	Amend	22
National Council Credentials Chair	13	Postpone Indefinitely	23
Timekeepers	13	Privileged Motions	23
Tellers	13	Call for the Orders of the Day	23
		Raise a Question of Privilege	23
		Incidental Motions	23
		Point of Order	23
		Appeal	24
		Division of a Question	24
		Division of the Assembly	24

Paliamentary Inquiry	24	Proposal 3	
Point of Information	24	Developing Volunteer and Leadership Opportunities for Young Women 18–25	36
Motions That Bring a Question Again Before the Assembly	24		
Reconsider	24	Proposal 4	
Rescind or Amend Something Previously Adopted	25	Constitutional Amendments: Change in Designation of Girl Scout Lone Troops	38
Use of Unanimous Consent	25		
Use of “Stand at Ease”	25	Proposal 5	
		Constitutional Amendments: Change in Officers’ Titles to Reflect Contemporary Usage	39
2002 National Council Session Action Items	26		
Required Action Items	26	Proposal 6	
Standing Rules for the 2002 National Council Session	26	Constitutional Amendments: Attendance and Accountability	40
1. Delegates	26		
2. Proposals/Amendments	26	Nominations for the National Board of Directors	42
3. Debate	26		
4. Nominations and Elections	26	Nominations for the National Nominating Committee	61
5. Comfort Issues	27		
6. Procedures	27	Profile of National Slates	65
Elections	27		
2002 National Council Proposals	28	2002 Convention: Preliminary Calendar	66
Presentation and Discussion Items	28		
		Credentials Report (Chart)	67
Proposal 1			
Collection of Racial and Ethnic Statistics	29	Basic Information on Motions (Chart)	68
		What to Say When	69
Proposal 2			
Membership Dues Increase	30	Glossary	70

GIRL SCOUTING: FOR EVERY GIRL, EVERYWHERE

Dear National Council Member:

It is my delight and privilege to send you this official Call to the 2002 National Council Session of Girl Scouts of the United States of America, to convene at the Long Beach Convention Center, Long Beach, California, October 17 through 20!

While our paths to the convention center will be uniquely varied, once in Long Beach, we will have one common goal: to celebrate and advance Girl Scouts as the place where every girl, everywhere, can grow strong.

The National Council Session will hold opening ceremonies in the evening on Thursday, October 17. Meeting I will convene at 9:00 a.m. on Friday, October 18, and Meeting V will adjourn by noon on Sunday, October 20.

The National Council will deliberate and vote on proposals with long-term implications for the Girl Scout Movement, elect a National Board of Directors and National Nominating Committee for the 2002–2005 triennium, and provide input on issues of strategic importance to Girl Scouting.

Because our decisions will influence the future of Girl Scouting, each of us must prepare thoughtfully for our vital role. This *Workbook* is your guide to fulfilling this responsibility, along with your knowledge of Girl Scout principles and practices, and your demonstrated commitment to what is best for girls.

I look forward to seeing you in Long Beach and to a productive and memorable National Council Session!

Yours in Girl Scouting,



Connie L. Matsui
National President



PREAMBLE TO THE CONSTITUTION*

The Promise

On my honor I will try:

- To serve God and my country,
- To help people at all times,
- And to live by the Girl Scout Law.

The Law

I will do my best to be

- honest and fair,
- friendly and helpful,
- considerate and caring,
- courageous and strong, and
- responsible for what I say and do,

and to

- respect myself and others,
- respect authority,
- use resources wisely,
- make the world a better place, and
- be a sister to every Girl Scout.

Beliefs and Principles

We, the members of Girl Scouts of the United States of America, united by a belief in God and by acceptance of the Girl Scout Promise and Law,

And inspired by the aims of the Founder of the Scout Movement, Lord Baden-Powell, and of the Founder of the Girl Scout Movement in the United States, Juliette Low,

Do dedicate ourselves to the purpose of inspiring girls with the highest ideals of character, conduct, patriotism, and service that they may become happy and resourceful citizens.

We believe that the motivating force in Girl Scouting is a spiritual one.

We affirm that the Girl Scout Movement shall ever be open to all girls and adults who accept the Girl Scout Promise and Law.

We maintain that the strength of the Girl Scout Movement rests in the voluntary leadership of its adult members, in the cooperation and support of the community, and in the affiliation with Girl Guide and Girl Scout Movements of other countries through the World Association of Girl Guides and Girl Scouts.

We declare that the democratic way of life and the democratic process shall guide all our activities.

We hold that ultimate responsibility for the Girl Scout Movement rests with volunteers.

NATIONAL BOARD OF DIRECTORS 1999–2002 GIRL SCOUTS OF THE USA

Founder

Juliette Gordon Low

Honorary President

Laura Bush

Past Honorary Presidents

Mrs. Lyndon B. Johnson

Mrs. Gerald R. Ford

Rosalynn Carter

Nancy Reagan

Mrs. George Bush

Hillary Rodham Clinton

Past Presidents*

Mrs. Harold Hiatt

Dr. Gloria D. Scott

Mrs. Orville L. Freeman

Betty F. Pilsbury

B. LaRae Orullian

Elinor J. Ferdon

Officers

Connie L. Matsui, President, California

Ms. Mary Lynn Myers, First Vice President,
South Dakota

Ms. Cynthia B. Thompson, Second Vice President,
Ohio

Patricia Diaz Dennis, National Secretary, California

Carol Mayo Cochran, National Treasurer,
New Mexico

Deborah A. Reyes, International Commissioner,
Florida

Marsha Johnson Evans, National Executive
Director, National Headquarters*

Florence Corsello, Controller, National Headquarters*

National Board of Directors

Dr. Marianne Alexander, Maryland

Mrs. Rosalie Simmonds Ballentine, Esq., Virgin
Islands

Dr. Norma Barquet, Michigan

Maria Blake, Indiana

Gail K. Cleary, Wisconsin

Ruth Anderson Coggeshall, Maryland

Marjorie L. Conner, Louisiana

Ms. Linda P. Foreman, North Carolina

Sandra Ford Fulton, Tennessee

E. Ann Graves, Oklahoma

Robert L. Hawkins, Colorado

Mrs. Joan R. Henderson, Pennsylvania

Jan Hopkins, New York

Mrs. Lisa L. Johnson-Billy, Oklahoma

H. Ann Jones, Mississippi

Gloria Lara, Michigan

Dr. Joyce Lujan Martinez, Mexico

Toni Martinez-Burgoyne, California

Dr. Melodie Mayberry-Stewart, Tennessee

Brian K. McCarthy, Oregon

Ms. Melinda R. Melendez, California

Mr. Michael J. Moreno, Nevada

Ms. Yvonne Perkins, Indiana

Katherine Sosa, Texas

Karen Gayton Swisher, Kansas

Susan Drew Thomas, District of Columbia

Joyce E. Tucker, Illinois

Ms. Patricia Turner, Georgia

Bruce W. Van Saun, New Jersey

Howard C. White, California

*ex officio, without vote

GIRL SCOUT MOVEMENT GOALS 2003–2008

1. Provide a cutting-edge and diversified Girl Scout program that ensures girls develop values and skills that will last a lifetime.
2. Be recognized as the leading expert on, and advocate for, girls.
3. Create and deliver a Girl Scout experience that results in a 13 percent membership share of the 5- to 17-year-old girl population (more than 500,000 or 18 percent girl member increase) while achieving a member population more reflective of the demographics of the U.S.
4. Create and deliver an adult Girl Scout experience that results in an increase of adult Girl Scouts to achieve and maintain a three-to-one ratio of girls to adult members, and develop ways in which adults can have a lifelong affiliation with Girl Scouts.
5. Implement innovative systems and strategies to attract, retain, and effectively utilize high caliber and diverse volunteers and staff leaders at all levels that work synergistically to advance the Girl Scout Movement.

THE NATIONAL COUNCIL

The National Council, the membership body charged with giving broad policy direction to the future of the Girl Scout Movement in the United States, reflects a fundamental principle of Girl Scouting: "The democratic process shall guide all our activities." (See the Preamble to the Constitution of Girl Scouts of the USA, *Blue Book of Basic Documents*, page 8.) Its powers and responsibilities are outlined in the Congressional Charter and the Constitution of Girl Scouts of the United States of America:

- To elect the officers and other members of the National Board of Directors and the National Nominating Committee.
- To amend the Constitution as needed.
- To establish requirements for certificates of membership, council charters, and all other credentials.
- To determine the general lines of policy of the Girl Scout Movement and program by considering and acting upon proposals directed toward the fostering and improvement of Girl Scouting, by receiving and acting upon reports of its National Board of Directors, and by giving guidance to the National Board upon general lines of direction of the Movement and program.

Membership of the National Council

The Congressional Charter specifies that members of the National Council must be citizens of the United States. Other requirements for membership are established in Article IV of the Constitution. Members of the Girl Scout Movement in the United States who are 14 years of age or older are eligible for National Council membership.

The National Council is composed of:

- Delegates elected by chartered Girl Scout councils.
- Delegates from Girl Scout lone troops.
- Members of the National Board of Directors.
- Members of the National Nominating Committee.
- Past Presidents of Girl Scouts of the USA.
- Other persons as may be elected by the National Council, such as members of committees of the National Board of Directors who are present at the Session.

Article IV of the Constitution stipulates that four-fifths of the entire National Council membership must be delegates from councils and lone troops, and the total number of these delegates must be as close as possible to 2,000 but not exceed that number. The number of delegates a chartered Girl Scout council may elect to the National Council is determined by the size of its girl membership. For the 2002 National Council Session, each Girl Scout council may send one delegate plus one delegate for each 1,800 girls from that council registered with Girl Scouts of the USA as of September 30, 2001. (This number is adjusted every three years to keep the total number of delegates from local councils and lone troops as close as possible to 2,000.)

Responsibilities of Members of the National Council

Those who are elected by Girl Scout councils as delegates to the National Council Session assume one of the most important and significant responsibilities in the Girl Scout Movement. As members of the National Council, they:

- Adopt the credentials report.
- Adopt the standing rules and the program.
- Vote on constitutional amendments and on proposals.
- Elect the officers and members-at-large of the National Board of Directors and the members of the National Nominating Committee.
- Listen to and assess stewardship reports.
- React to reports on innovation and progress in major areas, such as program redesign and membership initiatives.
- Listen to all opinions expressed and participate in debate on action items.
- Take part in discussions on nonaction items.

Members of the National Council are responsible for preparing carefully for their participation in the Session; for opening their minds to the opinions and situations of others during meetings; and, finally,

for voting as conscience guides, keeping in mind at all times the welfare and progress of the entire Girl Scout Movement in the United States.

Preparation for the National Council Session

Every Girl Scout council should prepare its delegates to fulfill their responsibilities at the National Council Session by providing opportunities for delegates to:

- Review and discuss proposals and other items that require action by the National Council.
- Study the parliamentary procedure that will be in effect during the Session and become familiar with *Robert's Rules of Order Newly Revised*, 10th edition.
- Become familiar with the various procedures established for the National Council Session and outlined in the *Workbook*.
- Understand the purpose of the triennial meeting so that they can participate fully in the decision-influencing process.

The National Council Session *Workbook* and the 2000 edition of the *Blue Book of Basic Documents* are essential tools for the delegate and should be brought to the meetings.

Following the National Council Session

National Council delegates are elected for a three-year term. Following the National Council Session, delegates are responsible for sharing and interpreting decisions adopted by the National Council with others in their council. Each council delegation will plan in advance on how to report to its council on discussions held, decisions made and the reasons for them, and all that the delegates may have learned about Girl Scouting as a national and international Movement.

National Council delegates can contribute to the democratic process during the triennium by helping their councils understand their potential role in proposing agenda items for the next National Council. By sharing their experience, they can help the next triennium's delegates to fulfill the responsibilities of the special position they themselves have held.

NATIONAL COUNCIL SESSION PROCEDURES

The National Council meets regularly once every three years. Notice of the time, place, and purpose of the Session is sent to each Girl Scout council, to each lone troop committee, and to each member of the National Board of Directors and National Nominating Committee at least 60 days prior to the Session.

Quorum

Two hundred members of the National Council present in person constitute a quorum for the transaction of business, provided that delegates are present from one or more Girl Scout councils in a majority of the geographical areas of the country as defined in Article VIII of the Bylaws of Girl Scouts of the USA (page 20 of the 2000 edition of the *Blue Book of Basic Documents*).

Standing Rules

The National Council Session will be conducted in accordance with:

- The Constitution and Bylaws of Girl Scouts of the USA.
- Standing rules adopted by the National Council for this Session.
- *Robert's Rules of Order Newly Revised*, 10th edition.

Proposed standing rules for the 2002 National Council Session are found on pages 26–27 of this *Workbook*. Basic information on parliamentary procedure is contained on pages 20–25.

Delegate Credentials

1. The “National Council of Girl Scouts of the USA Notice of Delegate Quota/Registration Form,” signed by the council president or other authorized elected officer and listing the named person(s) duly elected as delegate(s) of that council, shall, upon receipt by Girl Scouts of the USA at national headquarters by August 30, 2002, be presumptive proof that the individual meets requirements for membership in the National Council as set forth in Article IV of the Constitution of Girl Scouts of the USA and is entitled to a delegate credential.
2. A person elected by a Girl Scout Council as a National Council delegate shall cease to be a delegate and therefore cease to be entitled to a credential if: (a) the person is unable to serve; (b) the person becomes ineligible; (c) the council for any reason takes action to end the person’s delegate term; or (d) the council is no longer chartered by Girl Scouts of the United States of America.

It is the responsibility of the council to determine the eligibility of each of its delegates no later than August 30, 2002.
3. A letter signed by the council president or other authorized elected officer certifying that a person no longer remains a delegate of that council and that another named person, eligible to become a member of the National Council, has been duly designated to fill the vacancy so created, shall, upon receipt by Girl Scouts of the USA either at national headquarters by August 30, 2002, or presented on-site at the Credentials-Registration desk, be presumptive proof that a transfer of the delegate’s credential can be made. **Note:** See Standing Rule 1 (transfer of delegate credential), page 26.
4. Questions or challenges with respect to a delegate’s credentials shall be forwarded to the National Council Credentials Chair immediately preceding or during a meeting of the National Council.
5. A credential, to be worn by the elected delegate or person designated to fill a delegate vacancy, will be issued at the Credentials-Registration desk. It allows admission to the special section designated for National Council members in the meeting room.

On-Site Change of National Council Delegate

The delegate credential shall be transferred only when a delegate is permanently leaving the National Council Session. (Refer to Standing Rule 1B, page 26.)

If a delegate must permanently leave because of illness or other emergency, the delegate or a representative of the council reports to the Credentials-Registration desk, submits the completed “On-Site Change of National Council Delegate” form signed by the council president or other authorized officer,

and surrenders the delegate credential. The person designated to fill the vacancy shall then assume the status of delegate for the remainder of the National Council Session upon approval of Credentials-Registration desk personnel, and a badge will be issued.

Badge of Admission/Ribbon Identification

The badge of admission must be in evidence at all times; it will admit you to all meetings of the National Council and to the exhibit area.

A badge of admission, a seat ticket, and a delegate credential ribbon are required for admission to the seating area designated for National Council members.

The delegate badge lists the delegate's name, council name, city, and state. The badge for a National Board and a National Nominating Committee member lists the member's name, home city, and state. The orange ribbon attached to the badge is the voting credential.

Members of the National Board of Directors for the 1999–2002 triennium will have a yellow ribbon attached to their badge of admission. Current members of the National Nominating Committee will be identified by a silver ribbon.

A nominee for election to the National Board or National Nominating Committee will have a white ribbon attached to the badge of admission, and the badge will list name, home city, and state.

The official visitor badge lists the council name. Space is provided to enter the visitor's name above the council name.

Exhibitors are identified by their badge. National staff are identified by a red ribbon. Special guests and others (former National Board and National Nominating Committee members, national operational volunteers) are identified by a green ribbon.

Individuals with responsibilities for the conduct of the business meetings wear a red ribbon.

On the delegate floor, royal blue aprons identify the individuals serving as National Council tellers. Red aprons identify the members of the Microphone Operations Team. For this 2002 National Council Session, the Association of Girl Scout Executive Staff has once again volunteered to staff the microphone operations.

Orange aprons identify individuals serving as hospitality volunteers and yellow aprons worn by ushers identify the many volunteers and staff from the Southern California area who are part of

the Council Support Team. The services provided by these volunteers are vital to the success of the convention.

Ribbon Identification Chart

Delegates/National Council members: orange ribbon (voting credential)

Official visitors: badge of admission, no ribbon

Current National Board members: yellow ribbon

Current National Nominating Committee members: silver ribbon

Nominees for election at 2002 National Council Session: white ribbon

Special guests: green ribbon

Those with responsibilities for the meeting: red ribbon

National staff: red ribbon

Exhibitors: "Exhibitor" on badge of admission, no ribbon

National Council tellers: royal blue aprons

Microphone Operations Team: red aprons

Hospitality volunteers: orange aprons

Ushers: yellow aprons

Seating

Seating will be permitted one hour before each meeting of the National Council.

Meetings will begin promptly. If a member of the National Council arrives late for a meeting, the member will be asked to wait to enter until an appropriate interval occurs.

Seating for Members of the National Council

National Council members and others with responsibilities for the business meetings will be seated on the Arena floor of the Long Beach Convention Center.

Tickets for seating delegates will be assigned by state—the state in which the council office is located. The seating arrangement will be rotated on a daily basis. Each day, different states will have the opportunity to be seated at the front of the area reserved for delegates.

Tickets for each day will be distributed with registration materials.

Seating for Official Visitors

Visitors will sit in designated sections of the Long Beach Convention Center.

Visitors attend the National Council Session as observers. Their attentive but **silent** participation is appreciated in order to assist the National Council in conducting its business. Visitors are requested **not** to photograph or videotape proceedings of the National Council while a vote is in process.

Arrangements for Individuals with Special Needs

GSUSA will provide reasonable accommodations for individuals with special needs. A "Special Needs" form is included in the *Convention Information Booklet*, which was mailed previously. This form needs to be completed by any individual requiring special arrangements because of:

- A disability and/or health reason.
- Special meal arrangements for medical or religious dietary restrictions for the Saturday night special events.

Please complete the form in its entirety. The more information you provide, the better able GSUSA will be to accommodate your needs.

National Council members and visitors should contact the National Meetings Office at GSUSA by telephoning (212) 852-8668 with any questions about arrangements for individuals with special needs.

Food, Beverages, Smoking

Food and beverages will be available in the Long Beach Convention Center. When entering the Arena, the following will apply:

- Only beverages in closed containers will be allowed. All containers must be disposed of in the receptacles provided. Only snack food that can be carried, stored, and eaten in an unobtrusive manner will be allowed. No open food containers will be permitted.
- Smoking will **not** be permitted in the convention center, in compliance with a city of Long Beach ordinance.

National Council Credentials Chair

The National Council Credentials Chair is a national policy volunteer appointed by the National Board. Working together with Credentials staff members, the Credentials Chair will report the number of eligible voters to the National Council at the beginning of the first meeting. Subsequent

reports will be made as necessary throughout the Session.

A Credentials Report chart for your use may be found on page 67 of this *Workbook*.

Timekeepers

Members of the National Council Rules Committee will be official timekeepers for the National Council.

A screen at the front of the hall will show the timing lights. A green light on the screen will indicate that debate time has begun. A yellow light will warn the speaker that 30 seconds remain. A red light will indicate that the time limit has expired and the microphone will be shut off automatically.

Tellers

The Chair of the National Council Tellers and the Vice Chair are council volunteers appointed by the National Board. The other members of the National Council Tellers team are volunteers from councils attending the National Council Session as official visitors.

The Chair of Tellers is called on by the presiding officer to give instructions for voting by ballot and also presents the report on all counted votes to the presiding officer.

National Council members should be in their seats and ready to follow voting instructions given to the assembly by the presiding officer or the Chair of National Council Tellers. Only tellers will be permitted to move around in the delegate seating section during a vote.

Voting

Article V, Section 5, of the Constitution states that at a National Council Session, each National Council member present in person shall be entitled to one vote.

All matters shall be determined by a majority vote of the members present and voting, unless otherwise provided by the Constitution.

An electronic voting system will be an authorized method of voting, except when a ballot is required. Full instructions will be given prior to each vote. (Refer to Standing Rule 4D, page 27.)

Comfort and Personal Needs Issues

(Refer to Standing Rule 5A, page 27.) All comments related to the temperature, noise, litter, or questions pertaining to location of facilities in the convention center, must be reported to an usher stationed at a specially designated table on the floor of the convention center Arena. These issues should not be addressed to the presiding officer. If addressed to the presiding officer, these remarks will be ruled out of order.

Microphone Technique

National Council members stand in line at the microphone only when debate is active on the motion that the member wishes to speak on. An amendment is a separate question. If an amendment is brought, those in line to speak at the microphones must step back but remain in line and in order. When debate resumes on the main motion, the speaker at the microphone who was next in the regular rotation when debate on the main motion was interrupted will be recognized.

National Council members should prepare remarks before coming to the microphone to make best use of debate time. Timing will not begin until the National Council member has identified herself or himself at the microphone. (Refer to Standing Rule 3A, page 26.)

Some tips to ensure that all can hear are as follows:

- Stand with the microphone about six inches from your face; if you wish to read your remarks, hold your papers in front of you but on the other side of the microphone.
- Speak directly into the microphone; do not turn your head to the side while speaking.

- Allow time to restate your position for or against the motion to end your debate.

Microphone System

Eight microphones will be positioned in front of the stage marked PRO "for" (green) or CON "against" (red) in alternating positions.

Members of the National Council wishing to speak in favor of a question approach the PRO "for" (green) microphone; those wishing to speak against a question go to the CON "against" (red) microphone. The presiding officer recognizes one speaker at a time, alternates between PRO "for" and CON "against" microphones whenever possible, and rotates recognition at the microphones in numerical order. **Exception:** Following presentation of a proposal from the podium, the maker of the motion is recognized first to speak to the motion. The chair then recognizes the first speaker in line at microphone 2, designated as CON "against" (red).

In addition to microphones alternating PRO "for" and CON "against," there will be one microphone reserved for those designated to serve as resource personnel and one microphone allowed for "interrupting" motions.

See page 15 for a diagram of microphones.

"Interrupting" Motions

Members of the National Council with questions or requests that require immediate attention should go to the yellow microphone for "interrupting" motions (see page 15.) A "Floor Speaker Identification Form" **must** be filled out and turned in to a microphone attendant as at any other microphone.

If an "interrupting" motion is used improperly, the presiding officer will declare the motion out of order and the member will not be permitted to speak at that time. A request for information that is used to debate the question is an example of such misuse.

Note: Three "interrupting" motions are considered so urgent that they may be "called out" first from wherever a member is seated and then brought to the closest yellow, green, or red microphone. These interrupting motions are: Division of the Assembly, Point of Order, and Appeal from the Decision of the Chair. A description of these motions is included on pages 23–24.

MICROPHONE SYSTEM CHART

STAGE

Resource



YELLOW
Interrupt

RED
Against

GREEN
For

RED
Against

GREEN
For

RED
Against

GREEN
For

RED
Against

GREEN
For

2

3

4

5

6

7

8

9

Aisle

D
E
L
E
G
A
T
E
S

Aisle

D
E
L
E
G
A
T
E
S

Aisle

D
E
L
E
G
A
T
E
S

Aisle

D
E
L
E
G
A
T
E
S

Aisle

FLOOR SPEAKER IDENTIFICATION FORM

Motions

**PLEASE PRINT AND PRESS DOWN TO MAKE 4 COPIES.
GIVE TO MICROPHONE ATTENDANT.**

Proposal Number _____	Microphone Number _____
Proposal Title _____ or Other Action Item _____	Meeting Number _____ Date _____
	Name (print) _____
	Signature _____
<ul style="list-style-type: none"> • Check box in front of proposed action. • Write out motion in space provided. An asterisk (*) indicates there is no need to write out the motion. • Give form to microphone attendant at the green, red, or yellow microphone to be used for your action. 	Full Council Name or Position as Member of National Council _____
	City and State in Which Council Office Is Located _____

TO SPEAK, CHECK ONE BOX BELOW

- For the Motion (go to green microphone)
 Against the Motion (go to red microphone)

TO MAKE A MOTION (except for an amendment†)

Check appropriate box below (these motions are described in the *Workbook*)

GREEN AND RED MICROPHONES

- Previous Question*
- Limit or Extend Debate
- Postpone Definitely
- Refer to Committee
- Postpone Indefinitely*
- Reconsider
- Rescind
- Main

GREEN, RED, YELLOW MICROPHONES

Stand up, call out to stop action, go to nearest microphone. Complete form for microphone attendant as soon as possible.

- Division of the Assembly*
- Point of Order
- Appeal from the Decision of the Chair

YELLOW MICROPHONE ONLY

- Raise a Question of Privilege
- Division of a Question
- Parliamentary Inquiry
- Point of Information

*Note: Not required to write out motion

†Note: To make an amendment, use the form for Amendments

I move THAT / TO / THE _____

PARLIAMENTARY AIDES FLOWCHART

Step A National Council member approaches microphone #10 and submits filled-out "Floor Speaker Identification Form" (FSIF) to Parliamentary Aides for review.

Step B Parliamentary Aides determine answers to following questions:

Question 1 May the motion/request (on FSIF) interrupt proceedings?

If answer is Yes—GO TO QUESTION 2.

If answer is No—Ask one further question:

Is it a matter for ushers?

If YES—send FSIF to ushers.

If NO—return FSIF to originator.

Question 2 Does the motion/request (on FSIF) repeat a specific request made earlier in the same meeting?

If answer is Yes—Return FSIF to originator.

If answer is No—GO TO QUESTION 3.

Question 3 Is the motion/request used to "debate"?

If answer is Yes—Return FSIF to originator.

If answer is No—FSIF goes to Motion Clearance Table.

Use of Parliamentary Aides

Parliamentary Aides will be stationed at the interrupting microphone to ensure that the microphone is used for the proper purpose. Their responsibility will be to assist the presiding officer by reviewing all motions or requests submitted on "Floor Speaker Identification Forms" by members of the National Council seeking recognition at the "interrupting" microphone. (See page 16 for sample form.) Their review will help to ensure that motions/requests brought to that microphone:

- May legitimately interrupt proceedings.
- Do not repeat the same specific request addressed earlier in the same meeting.
- Do not qualify as debate.

See chart on page 18.

Neon Pink Microphone Sign

When a secondary motion that is debatable (for example, an amendment) is made, persons at every microphone step aside and remain in line. Those persons wishing to speak to the secondary motion approach the microphones. A neon pink sign is put at the next microphone in numerical order to indicate where debate on the main motion will continue.

When debate on the secondary motion is concluded, the original lines re-form at the microphones and the Chair then calls on the speaker at the microphone with the neon pink sign.

Assigned Microphone Personnel

Microphone Operations Team. A team of microphone attendants, known as the Microphone Operations

Team, will be assigned to microphones 2–10 to ensure that the microphones are functioning properly, to collect "Floor Speaker Identification Forms," and to transmit motion and amendment forms to the personnel at the Motion Clearance Table.

Microphone Watcher. A microphone watcher will be assigned to assist the Chair on stage for each meeting.

Use of Open Forums

Open Forums will be held to answer questions about proposals. An Open Forum is not a time for National Council members to state their positions on a proposal. That must be done in formal debate once the proposal is on the floor during the business meeting. The Open Forum is an opportunity to ask for clarification about any aspect of the proposal that may be unclear or to ask for further information that a member of the National Council needs before making a decision to vote for or against the proposal.

When the Chair declares the microphones open, National Council members may come to microphones 2–9 to ask their questions. Microphones will be called on in order, beginning with microphone 2. Fifteen minutes will be allotted for questions on each of the proposals coming up at the Session.

These Open Forums are being continued in response to concerns about overuse of the "interrupting" microphone at prior National Council Sessions. It is hoped that by answering "point of information" questions in advance, there will be more substantive debate once a proposal has been placed before the membership body for consideration.

BASIC PARLIAMENTARY PROCEDURE

To participate effectively in the proceedings of the National Council Session, National Council members need to be familiar with basic parliamentary procedure. This procedure enables members to transact business with expediency and in a manner fair to all.

The parliamentary procedure followed by Girl Scouts of the USA is prescribed by *Robert's Rules of Order Newly Revised*, 10th edition, wherever applicable, and when it is not inconsistent with the Constitution, Bylaws, and Standing Rules adopted for this Session.

Ann Homer, a professional registered and certified parliamentarian, will serve as parliamentarian for the 2002 National Council Session.

Standing Rules for the 2002 National Council Session are found on pages 26–27 of the *Workbook*. Rules will be presented for adoption by vote of National Council members at the first business meeting.

The following rules of debate will be enforced during business meetings:

- All debate must be relevant to the question immediately before the National Council.
- Only members of the National Council* may introduce a motion, debate, and vote on a question.

Motions

[Under each motion is listed the microphone from which it can be presented.]

All motions shall be checked in the appropriate motion box on the "Floor Speaker Identification Form." An asterisk on the form indicates motions that are not required to be written out. The form is signed by the maker of the motion and handed to the microphone attendant. The original and two copies will be sent by the microphone attendant to the motion clearance table. A third copy shall be retained by the maker of the motion.

Please note that a separate "Floor Speaker Identification Form" is provided for amendments. The form is signed by the maker of the motion and handed to the microphone attendant. The original and two copies will be sent by the microphone

attendant to the motion clearance table. A third copy shall be retained by the maker of the motion.

Both "Floor Speaker Identification Forms" are included in the council delegate registration packet. Additional forms may be obtained from microphone attendants. Samples are shown on page 16 and page 17 of this *Workbook*.

Main Motion

[Green or Red Microphone]

In the business of the National Council, original main motions are considered as proposals, and are governed by Article VI of the Constitution of Girl Scouts of the USA. Only proposals that have been introduced into the program through the *Workbook* can be considered as main motions by the National Council.

A main motion introduces a new item of business. Until the main motion is disposed of, no other main motion may be considered, as there can only be one main motion pending at a time. The making of the motion comes first; discussion follows.

The steps relating to obtaining the floor and handling a main motion are:

1. A member makes a motion.

- The Chair states the microphone number to recognize the speaker.
- The speaker states name, council, and city/state in which the council office is located, or name and position as a National Council member (if not a local council delegate), and makes the motion. The form is, "(Name), (council), (city/state in which council office is located), I move that _____."

*As defined in Article IV of the Constitution of Girl Scouts of the United States of America, National Council members are delegates elected by Girl Scout councils who are registered through such councils; delegates from Girl Scout lone troops who are selected by a committee appointed by the National Board of Directors; members of the National Board of Directors and National Nominating Committee; Past Presidents of Girl Scouts of the United States of America; and such other persons as may be elected by the National Council.

2. Another member seconds the motion.

- Any member may second the motion if a second is required by calling out, "I second the motion" or "Second."
- Committee motions and proposals contained in the *Workbook* do not require a second.

3. The Chair states the motion by repeating it, which formally places the motion before the assembly.

- At the completion of this step, ownership of the motion is transferred from the individual who made the motion to the members present.
- After this step, the motion belongs to the National Council, not to the individual who made the motion.

4. The Chair asks for discussion, giving the maker of the motion the first opportunity to speak. (See Standing Rule 3B on page 26 for the proposed limit on speaking to the motion.)

- Thereafter, insofar as possible, the Chair alternates between those in favor and those against the motion.
- During this step, the motion is considered **pending** and may have secondary motions applied to it.
- During discussion of a main motion such as a proposal, and when recognized by the Chair, a member may introduce a privileged, subsidiary, or incidental motion. The discussion at all times must relate to the immediately pending question.
- After the discussion, or as it appears appropriate, the Chair asks, "Are you ready for the question?" or "Are you ready to vote?"

5. The Chair puts the question to a vote.

- The Chair repeats the question (motion) and calls for the affirmative vote, then calls for the negative vote.
- If the Chair is in doubt as to the result of the vote, it is the duty of the Chair to verify the vote beyond a reasonable doubt.

6. The Chair announces the result of the vote.

- If the vote is on any motion made subsequent to

the main motion, the discussion is directed to the next ranking motion until there has been a decision concerning the main motion.

- If a counted vote is taken, the number of votes for and against the motion will be stated.
- The concept of Precedence of Motions applies only to the 13 motions below.
- Note that a main motion has the lowest rank in the above list.
- When a given motion on the list is immediately pending, anything above it on the list is in order; anything below it on the list is out of order.

ORDER OF PRECEDENCE OF MOTIONS

	13. Fix the time to which to adjourn	
	12. Adjourn	
Privileged	11. Recess	
	10. Raise a question of privilege	
	9. Call for the orders of the day	Undeatable
	8. Lay on the table	
	7. Previous question	
	6. Limit or extend limits of debate	
Subsidiary	5. Postpone to a certain time (or postpone definitely)	
	4. Commit (or refer)	
	3b. Amend an amendment	Debatable
	3a. Amend a motion	
	2. Postpone indefinitely	
	1. Main motion	

Subsidiary Motions

Subsidiary motions are those that modify, delay, or expedite action on the main motion. Such motions are in order while the main motion, or a subsidiary motion of lower rank, is still pending (step #4, page 21), and must be voted on before the main motion is voted on. Subsidiary motions have a definite order of precedence from the lowest to the highest. The motion lower in rank yields to motions that are higher in rank. If several subsidiary motions are pending at one time, the vote is taken first on the motion with the highest rank, then on the motion next lower in rank, etc.

Below are the most frequently used subsidiary motions in order of rank from highest to lowest.

Previous Question

[Green or Red Microphone]

The purpose of this motion is to immediately close debate and the making of subsidiary motions **except** the motion to Lay on the Table.

The previous question can be applied to the immediately pending debatable or amendable question; to a series of pending debatable or amendable questions; or to any consecutive part of such a series, beginning with the immediately pending question.

The motion requires a second, is not debatable, is not amendable, requires a two-thirds vote, and may not be reconsidered after a vote has been taken under it.

The form is, "I move the previous question." (If the motion is on more than the immediately pending question, identify these additional questions.)

Limit or Extend Debate

[Green or Red Microphone]

The purpose of this motion is to change the regular time limits of debate or to change the number of speeches allowed in debate.

This motion can be applied to any immediately pending debatable question, to an entire series of pending debatable questions, or to any consecutive part of such a series beginning with the immediately pending question.

The motion requires a second, is not debatable, may be amended, and requires a two-thirds vote. The unexecuted part may be reconsidered.

The form is, "I move that the debate on the pending

motion be limited to "_____." or "be extended to _____."

Postpone to a Certain Time

[Green or Red Microphone]

The purpose of this motion is to delay action on the pending question or questions until a definite time later in the National Council Session.

The motion requires a second, is debatable as to the merits of postponing, is amendable as to the time to postpone, requires a majority vote, and may be reconsidered.

The form is, "I move that the question be postponed to _____." (State the time to which the question is to be postponed.)

Refer to Committee

[Green or Red Microphone]

The purpose of this motion is to send a pending question to a committee for further investigation and for placement in a better form for presentation to the assembly.

This motion requires a second, is debatable as to the merits of referring the question, is amendable, requires a majority vote, and may be reconsidered if the committee has not begun consideration of the referred question.

The form is, "I move to refer the motion to the _____ Committee," or "I move to refer the motion to a committee of _____ to be appointed by the President to report back" (e.g., at the next meeting of the National Council, to the Board of Directors, or at the next National Council Session).

A motion may be referred to a committee that will report back to the present National Council Session or, if so stipulated, to the next National Council Session in 2005.

Amend

[Green or Red Microphone]

The purpose of this motion is to modify the wording of the pending motion before the pending motion itself is acted upon.

The motion can be applied to a main motion, to a primary amendment, and to certain other motions containing a variable.

The motion requires a second, is debatable when the motion to be amended is debatable, is generally amendable, requires a majority vote, and can be reconsidered.

The form is, "I move to amend the motion by (inserting, adding, striking, striking and inserting)."

An amendment to the main motion is called a *primary amendment*. An amendment to the primary amendment is called a *secondary amendment*. Only two amendments are permitted to be on the floor at one time. A primary amendment must relate to the main motion. A secondary amendment must relate to the primary amendment. Only one primary amendment at a time, or one secondary amendment at a time, may be pending. An amendment to the third degree is not in order. As soon as an amendment is disposed of by vote, another amendment of the same degree is in order.

If the amendment pertains to one of the proposals, it may not alter the intent or increase the scope of the proposal as published in the *Workbook*.

Postpone Indefinitely

[Green or Red Microphone]

The purpose of this motion is to reject or kill the main motion without a vote on it.

The motion requires a second, is debatable and debate can go into the merits of the main motion, is not amendable, requires a majority vote. An affirmative vote may be reconsidered.

The form is, "I move that the motion be postponed indefinitely."

Privileged Motions

[Yellow Microphone]

Privileged motions, although not related to the pending question, are motions that need special attention and take precedence over the other motions.

Call for the Orders of the Day

The purpose of this motion is a demand to take up the proper business in order, should the presiding officer fail to follow the adopted agenda.

The motion does not require a second, is not debatable, is not amendable, must be enforced upon the demand of a single member (a two-thirds vote can set aside orders of the day), and cannot be reconsidered.

The form is, "I call for the orders of the day."

Raise a Question of Privilege

[Yellow Microphone]

Questions of privilege concern the rights and privileges of the assembly or of a member of the assembly (e.g., such as a speaker who cannot be heard).

The motion does not require a second, is not debatable, is not amendable, and is decided by the Chair.

The form is, "I rise to a question of privilege."

If a question of privilege requires immediate attention (e.g., a speaker cannot be heard), the member may interrupt the speaker. If the question does not require immediate attention, the member may not interrupt the speaker.

Note: All comments relating to the temperature, noise, litter, or questions pertaining to location of facilities in the convention center must be reported to an usher stationed at a specially designated table on the floor of the Arena. These issues should not be addressed to the presiding officer. If addressed to the presiding officer, these remarks will be ruled out of order. (See Standing Rule 5, page 27.)

Incidental Motions

Incidental motions relate in some way to the pending business or to the business that was just pending. Most incidental motions are related to the question in such a way that they must be decided immediately before business can proceed.

Point of Order

The purpose of this motion is to call attention to a violation of the rules of the assembly.

The motion may interrupt a speaker, does not require a second, is not debatable, is not amendable, is normally ruled on by the Chair, and cannot be reconsidered.

The form is, "Point of order!" or "I rise to a point of order."

The Chair asks that the point be stated, the member replies, and the Chair rules.

In ordinary meetings it is undesirable to raise points of order on minor irregularities of a purely technical character, if it is clear that no one's rights are being infringed upon and no real harm is being done to the proper transaction of business.

—*Robert's Rules of Order Newly Revised*, 10th edition, page 243, lines 12–16.

Appeal

Two members have the right to appeal from the decision of the Chair at the time the ruling of the Chair is made. Once any business has intervened, it is too late to raise an appeal.

The motion may interrupt a speaker, requires a second, is debatable in most instances, is not amendable, and can be reconsidered. A majority or tie vote sustains the Chair's decision.

The form is, "I appeal from the decision of the Chair."

There is no appeal from the decision of the assembly.

When debatable, a member may speak only once; the Chair may speak twice.

Division of a Question

[Yellow Microphone]

The purpose of this motion is to divide a main motion or amendment, if it contains two or more parts capable of standing as separate questions.

By adoption of this motion, the assembly may vote to consider each part separately. The exact method of dividing must be specified in the motion.

The motion requires a second, is not debatable, is amendable as to where to divide the question, requires a majority vote, and cannot be reconsidered.

The form is, "I move to divide the question so as to consider separately _____."

Division of the Assembly

[Maker of motion may call out to stop action before proceeding to any microphone.]

The purpose of this motion is to have an inconclusive voice or show-of-hands vote retaken by a rising (standing) vote.

The motion does not require a second, is not debatable, is not amendable, and cannot be reconsidered. (A majority vote is required to order the vote to be counted or taken by ballot.)

After the Chair has announced the result of a vote taken by voice or show of hands, a member who does not agree with the result may call out, without obtaining the floor, "Division" or "I call for a division." The Chair then takes the vote again, asking those voting in the affirmative and then the negative to stand.

Parliamentary Inquiry

[Yellow Microphone]

The purpose of this motion is to obtain information related to the pending business from the presiding officer about parliamentary procedure or the use or effect of a motion.

The member says, "I rise to a parliamentary inquiry." The Chair answers the inquiry.

Point of Information

[Yellow Microphone]

The purpose of this motion is to obtain information, directed to or through the presiding officer about the business at hand. The information that is sought must **not** be related to parliamentary procedure.

The form is, "I rise to a point of information" or "Point of Information."

A point of information must always be stated in the form of a question. It may not be used as a means of debate.

The Chair responds to the question. If information is desired of a speaker instead of the Chair, say, "I would like to ask the speaker a question." All remarks, questions asked, and answers given must be addressed through the Chair, as members may not directly address each other in assembly. If the speaker consents to answer, the time consumed is taken out of the speaker's debate time.

Motions That Bring a Question Again Before the Assembly

Reconsider

[Green or Red Microphone]

The purpose of this motion is to enable a majority in an assembly, within a limited time and without notice, to bring back for further consideration a motion that has already been voted on. The purpose is to permit correction of hasty, ill-advised, or erroneous action, or to take into account added information or a changed situation that has developed since the taking of the vote.

The motion requires a second, is debatable when the motion proposed to be reconsidered is debatable (and debate can go into the merits of the question to be reconsidered), is not amendable, requires a majority vote, and cannot be reconsidered. This motion must be made by a member who voted with the prevailing side on the motion to be reconsidered. It must be made on the same day the original

vote was taken or on the next succeeding day within the Session in which a business meeting is held.

The form is, "I move to reconsider the vote on _____."

Rescind or Amend Something Previously Adopted

[Green or Red Microphone]

When an assembly wishes to annul action previously taken and it is too late to reconsider the vote, use the motion to rescind. Any member may make this motion. There is no time limit (provided no subsequent action or implementation has occurred.) The form is, "I move to rescind the action on the motion _____." It requires a second, is debatable, is amendable, requires either a two-thirds vote, a majority vote if notice of rescinding was given at the previous meeting, or a vote of the majority of the entire National Council membership. A negative vote can be reconsidered.

If the member wishes to change only a portion of the motion previously adopted, the form is, "I move to amend the motion as previously adopted by _____." It requires a second, is debatable, is amendable, requires either a two-thirds vote, a majority vote if notice of amendment was given at the previous meeting; or a majority vote of the entire National Council membership. A negative vote can be reconsidered.

Use of Unanimous Consent

To expedite business, the presiding officer may sometimes use the procedure of "unanimous consent" (sometimes referred to as "general consent"). The procedure lends itself to cases in which discussion has indicated little or no opposition in routine business matters or in matters considered to be of lesser importance.

Under these conditions, the method of unanimous consent can be used either to adopt a motion without the steps of stating the question and putting the motion to a formal vote, or it can be used to take action without even the formality of a motion.

—*Robert's Rules of Order Newly Revised*, 10th edition, page 51, line 29, to page 52, line 3.

The Chair asks, "Is there any objection to _____?" If there is no objection, the Chair announces the result by saying, "There being no objection, _____ will be done" or "_____ is approved by unanimous consent."

If one member objects to action being taken in this manner by promptly calling out "objection" from where she or he is seated, the vote must be put formally.

No member should hesitate to object if he feels it is desirable to do so, but he should not object merely for dilatory purposes.

—*Robert's Rules of Order Newly Revised*, 10th edition, page 52, lines 30–32

Use of "Stand at Ease"

During the National Council Session, the presiding officer may ask the assembly to "stand at ease." This simply permits a brief pause without the declaration of a recess.

In such a case, there is technically no interruption of the meeting, and members remain in their places. Quiet conversation among neighboring members may take place, but it must cease immediately when the Chair declares the meeting again in order or any member objects to continuing to stand at ease.