

FOR ALL GIRLS. SOARING BEYOND GREATNESS.

WORKBOOK

ATLANTA, GEORGIA OCTOBER 7-10, 2005



Chair, National Board of Directors

Cynthia B. Thompson

Chief Executive Officer

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CONTENTS

Call to the 2005 National Council Session	4	Division of a Question	24
National Board of Directors 2002–2005	5	Division of the Assembly	24
The Girl Scout Promise and Law	6	Parliamentary Inquiry	24
The Core Business Strategy:		Point of Information	24
Five Strategic Priorities	7	Motions That Bring a Question Again Before	
The Current State of Girl Scouts: GOOD!	8	the Assembly	25
The Future of Girl Scouts: BEYOND GREAT!	9	Reconsider	25
The National Council	10	Rescind or Amend Something Previously Adopted	25
Membership of the National Council	10	Use of Unanimous Consent	25
Responsibilities of Members of the National Council	11	Use of “Stand at Ease”	26
Preparation for the National Council Session	11	Microphone System Chart	26
Following the National Council Session	11	Floor Speaker Identification Form (Motions)	27
National Council Session Procedures	12	Floor Speaker Identification Form (Amendments)	28
Quorum	12	Use of Parliamentary Aides	29
Standing Rules	12	Parliamentary Aides Flowchart	29
Delegate Credentials	12	Microphone Sign	30
On-Site Change of National Council Delegate	13	Assigned Microphone Personnel	30
Badge of Admission/Ribbon Identification	13	Use of Open Forums	30
Ribbon Identification Chart	14	2005 National Council Session Action Items	31
Seating	14	Required Action Items	31
Seating for Members of the National Council	14	Standing Rules for the 2005 National	
Seating for Official Visitors	14	Council Session	31
Arrangements for Individuals with Special Needs	15	1. Delegates	31
Food, Beverages, Smoking	15	2. Proposals/Amendments	31
National Council Credentials Chair	15	3. Debate	32
Timekeeping	15	4. Nominations and Elections	32
Tellers	15	5. Rules of Voting	32
Voting	16	6. Minutes	33
Comfort and Personal Needs Issues	16	7. Comfort Issues	33
Microphone Technique	16	8. Procedures	33
Microphone System	16	Elections	33
“Interrupting” Motions	17	2005 National Council Proposals	33
Basic Parliamentary Procedure	18	Presentation and Discussion Items	34
Motions	18	Proposal 1: Constitutional Amendment of Article XI,	
Main Motion	19	Section 2	35
Order of Precedence of Motions (<i>Chart</i>)	20	Proposal 2: Constitutional Amendment of Article X,	
Subsidiary Motions	20	Section 2	37
Previous Question	20	Proposal 3: Amendment of Preamble to the Constitution	38
Limit or Extend Debate	21	Proposal 4: Constitutional Amendment of Article III	42
Postpone to a Certain Time	21	Proposal 5: Constitutional Amendment of Article XII,	
Refer to Committee	21	Sections 1 and 2	43
Amend	22	Nominations for the National Board	
Postpone Indefinitely	22	of Directors	47
Privileged Motions	22	Nominations for the National Nominating Committee	65
Call for the Orders of the Day	22	Profile of National Slates	69
Raise a Question of Privilege	23	2005 Convention: Preliminary Calendar	70
Incidental Motions	23	Credentials Report (Chart)	71
Point of Order	23	Basic Information on Motions (Chart)	72
Appeal	23	What to Say When	73
		Glossary	74

FOR ALL GIRLS. SOARING BEYOND GREATNESS.

Dear National Council Member:

It is my privilege to notify you of the 2005 National Council Session/50th Convention, of Girl Scouts of the United States of America, which will convene in Atlanta, Georgia, in October. Our theme, "For All Girls. Soaring Beyond Greatness." is just one indication that this 2005 Session will be unlike any other.

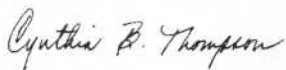
Our event will begin with an experience that is sure to make an impact on delegates and on Girl Scouting. On Friday, October 7, delegates will participate in pre-Session dialogues through Open Space Technology. National Council members will have the opportunity to express their opinions and put forward points of view in a forum featuring state-of-the-art interactive systems. The Open Space discussions will take place on Friday from 8 a.m. to 4:30 p.m. Be sure not to miss this opportunity!

In addition, delegates and visitors will be able to join small group discussion circles called "strategy cafes." Many of you have already become familiar with this format, which allows delegates to think strategically and share ideas on important governance topics. Throughout the entire convention period, strategy cafes will provide opportunities for you to discuss and provide input to the core business strategy. (For more information on these exciting techniques, please refer to your delegate training materials.) Open Space and the strategy cafes are innovative approaches that will keep us focused on moving from "Good to Great."

Opening ceremonies will take place Friday evening, October 7. Meeting I of the National Council Session will then convene Saturday morning, October 8, and Meeting V of the Session will adjourn by 12 noon on October 10. During this period, there will be many opportunities for people to come together and give voice and shape to a powerful vision of Girl Scouting that will keep Girl Scouts on the leading edge of serving girls. Delegates will also elect the 2005–2008 National Board of Directors and National Nominating Committee.

Please study this *Workbook* carefully, and be sure and bring it to the Session. I look forward to seeing you in Atlanta!

Cynthia B. Thompson



Chair, National Board of Directors



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THE GIRL SCOUT PROMISE AND LAW

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.

THE CORE BUSINESS STRATEGY: FIVE STRATEGIC PRIORITIES

For the first time in our history we have crafted a unified core business strategy to address the future of the Girl Scout Movement. This is a big-picture strategy that will give our entire Movement the focus it needs to continue to be a great organization for girls for decades to come. By marching together hand in hand we will, in one voice, transform our Movement from good to great.

National Council delegates will have the opportunity to participate in shaping the future of Girl Scouting by attending the Open Space meeting on governance on October 7, 2005. In addition, strategy cafes will be held on the five strategic priorities whenever the Exhibit Hall is open. Cafes are open to delegates, visitors, and anyone with access to the Exhibit Hall. Please join us and come prepared to share your thoughts! For more information, refer to *Convention Information*, which was mailed to councils in May.

The five priorities of Girl Scouts' core business strategy are:

1. **Program model and pathway.**

Build the world's best integrated personal/leadership development model that defines activities and outcomes, differentiated by age level, for girls 5–17, and offers flexible pathways for participation. The model:

- Resonates with diverse girls.
- Reaches underserved demographic markets.
- Produces consistent Girl Scout experiences and outcomes.
- Incorporates community and global service, action, and citizenship.
- Updates language, practices, and traditions.

2. **Volunteerism.**

Develop a nimble, state-of-the-art model of volunteerism. A diverse cadre of volunteers committed to the Girl Scout Promise and a girl-centric approach will:

- Join easily.
- Learn continuously.
- Serve in flexible ways.
- Embrace the Mission.
- Feel appreciated.
- Achieve the specified outcomes with girls.

3. **Brand.**

Transform the Girl Scout image with a compelling, contemporary brand that will:

- Create a Girl Scout image that inspires girls of every age and families of every culture to join.
- Be the voice for and expert on girls' growth and development.
- Promote and support the program model.

4. **Funding.**

Substantially increase contributed income to fund a vibrant Girl Scout Movement that will:

- Create a "case for Girls Scouts" and a culture of fundraising on behalf of girls at every level of the Movement.
- Reduce over-reliance on product sales at the council level and program materials at the national level. (Transform the organization from internal funding to external funding.)

5. **Organizational structure and governance.**

Create an efficient and effective organizational structure and democratic governance system that achieves:

- Decisiveness.
- Speed of action.
- Use of resources.

The National Council proposals support the core business strategy and transformation of the Girl Scout Movement. Please carefully review the proposals, which are on pages 35–45, with this information in mind.

THE CURRENT STATE OF GIRL SCOUTS: GOOD!

For 93 years, Girl Scouts has been the largest organization for girls in this country. Fully committed to teaching girls skills that will last a lifetime, Girl Scouts delivers its varied program activities through a system of volunteers, many of whom have been involved with Girl Scouting for years. The passion and dedication of our volunteers have been invaluable assets to the Movement. Of late, though, volunteer recruitment has been a challenge, and it has been particularly hard to recruit volunteers ages 18–29, an age range so critical to retaining our older girls.

We are fortunate that the Girl Scout brand enjoys such high recognition from the public, though Girl Scouting is often equated only with cookies, camping, and crafts. We serve a large number of girls, but our image is often seen as “uncool” and outdated by girls and their parents. Our values and purpose are often unclear to the community.

Our Movement is funded at the national level by membership dues and at the local level, in great part, by product sales. We do not enjoy the level of funding that many other youth organizations receive. While Girl Scouts has become known for cookies sales, those sales have slowed and many councils, without diversified funding, have struggled financially.

The life of our customer, the girl, has changed dramatically and continues to do so with ever increasing speed. Though we have created a wonderful model of democracy in our Movement, we find that our governance system can be slow and bureaucratic. This deliberate but sometimes sluggish means of governance often hinders our ability to act with the necessary speed on the pressing issues in girls lives.

Girl Scouts is a good organization with a proud history. Our stewardship of the Movement has never been more important. We have the capacity, the will, and the momentum to build on our strong and valuable foundation. We will do it “for all the girls.”

THE FUTURE OF GIRL SCOUTS: BEYOND GREAT!

If we look into the near future a vision of a healthy, enduring Movement is clear.

Millions of adult women cherish their Girl Scout experience, proudly attribute their success to it, and are active participants in the national alumnae network.

Girl Scouts is the leading organization for personal leadership development among girls ages 5–17. As the preeminent voice for girls and an expert on their growth and development, Girl Scouts delivers a relevant program to girls in this age range and provides benefits to them that will last a lifetime.

Our volunteer system is regarded as the state-of-the-art model for volunteerism in this country. At Girl Scouts, volunteers of every age and from every walk of life engage in a volunteer program known for its excellence in flexible training, connections in the community, and contributions to leadership development in tomorrow's young women. Volunteers are able to participate with ease, and every girl who wants to join Girl Scouts can be served without any wait.

Our fundraising model is now the benchmark in the nonprofit world. A significant portion of all revenue comes from external funding and particularly from individual contributions, unrestricted grants, and endowments. The strong and continuous flow of funds allows us to expand our programs and to ensure the future of the Movement.

Through powerful funding and connections, every Girl Scout council has the capacity to fulfill our mission on a scale that will serve all girls, now and in the future. Our culture is girl-centric, proactive, and driven by timely strategy. We are governed by an efficient system that is decisive, agile, and responsive to the issues our girls face.

We embrace continuous evolution to meet the needs of girls. Girls are and always will be at the center of all we do.

Girl Scouts endures, grows, and contributes to our world with our girls taking the lead.

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*, 2003 edition, p. 7.) 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 USA Girl Scouts Overseas.
- 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 USA Girl Scouts Overseas, 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 2005 National Council Session, each Girl Scout council may send one delegate plus one additional delegate for each 1,800 girls from that council registered with Girl Scouts of the USA as of September 30, 2004. (This number is adjusted every three years to keep the total number of delegates from local councils and USA Girl Scouts Overseas 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.
- Take an active part in discussions.
- Vote on proposals and constitutional amendments.
- Elect the officers, members-at-large of the National Board of Directors, and members of the National Nominating Committee.

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 2003 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 USA Girl Scouts Overseas 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 (pp. 20–21 of the 2003 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 2005 National Council Session are found on pp. 31–33. Basic information on parliamentary procedure is contained on pp. 18–26.

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, 2005, 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, 2005.

3. A letter signed by the council board chair/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, 2005, 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), p. 31.
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. (See Standing Rule 1B, p. 31).

If a delegate must permanently leave the National Council Session, 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 board chair/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 2002–2005 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 royal blue ribbons. National staff are identified by a red ribbon. Special guests and others (former National Board and National Nominating Committee members as well as national operational volunteers) are identified by a purple 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 2005 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 Georgia 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 2005 National Council Session: white ribbon

Special guests: purple ribbon

Those with responsibilities for the meeting: red ribbon

National staff: red ribbon

Exhibitors: royal blue ribbon

National Council tellers: royal blue aprons

Microphone Operations Team: red aprons

Hospitality volunteers: orange aprons

Ushers: yellow aprons

VIP sponsors: gold ribbon

SEATING

Delegates will be seated at tables in an arrangement similar to that at the General Assembly of the United Nations. This arrangement will provide the delegates with a spacious and comfortable environment in which to take notes, read convention materials, and organize their papers.

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 in a designated area of the Georgia World Congress 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 Georgia World Congress Center. If a visitor arrives late for a meeting, the visitor will be asked to wait to enter until an appropriate interval occurs.

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 make reasonable accommodations for individuals with special needs. A Special Needs Form is included in the booklet *Convention Information*, which you should have received by now. This form must be completed by any individual who requires special arrangements because of a disability or for health reasons.

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

National Council members and visitors should contact the National Meetings Office at GSUSA at 1-800-247-8319, ext. 8668, or 212-852-8668 with any questions about arrangements for individuals with special needs. The e-mail address is gsusaconvention@girlscouts.org.

FOOD, BEVERAGES, SMOKING

Food and beverages will be available in the Georgia World Congress Center. When entering, 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 Atlanta ordinance.

NATIONAL COUNCIL CREDENTIALS CHAIR

The National Council Credentials Chair is a national policy volunteer appointed by the National Board. For this National Council Session, the National Council Credentials Chair is Debra Nakatomi, a member of the National Board of Directors. 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 p. 71.

TIMEKEEPING

Members of the National Council speaking in debate will be timed. 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.

Full instructions will be given prior to each vote. (Refer to "Standing Rule 5A, 5B, and 5C" on p. 32.)

COMFORT AND PERSONAL NEEDS ISSUES

(Refer to "Standing Rule 7A," p. 31.) All comments related to the temperature, noise, or litter, or any questions pertaining to the 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.

Note: Members may remain in line to vote on a secondary motion (motion other than the main motion/proposal) with their hand-held voting devices. When the Chair announces that voting is to take place on the main motion, delegates must take their seats to vote. (Refer to "Standing Rule 5C," p. 32.)

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," p. 32.)

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. They will be 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 p. 26 for a diagram of the microphones.

“INTERRUPTING” MOTIONS

Members of the National Council with requests that require immediate attention should go to the yellow microphone for “interrupting” motions (see p. 26). 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 pp. 23–24.

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/or Standing Rules adopted for this Session.

Ann Homer, a professional registered and certified parliamentarian, will serve as parliamentarian for the 2005 National Council Session. An office will be set aside in the Georgia World Congress Center for delegates to meet with her to obtain answers to questions regarding parliamentary procedure and business items to come before the National Council. Particulars will be made available onsite.

Standing Rules for the 2005 National Council Session are found on pp. 31–33. 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 p. 27 and p. 28.

*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 USA Girl Scouts Overseas, 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.

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 _____."

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 p. 32 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 (see p. 20).
- Note that a main motion has the lowest rank in the 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

Privileged	13. Fix the time to which to adjourn	Undeatable
	12. Adjourn	
	11. Recess	
	10. Raise a question of privilege	
	9. Call for the orders of the day	
Subsidiary	8. Lay on the table	Debatable
	7. Previous question	
	6. Limit or extend limits of debate	
	5. Postpone to a certain time (or postpone definitely)	
	4. Commit (or refer)	
	3b. Amend an amendment	
	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, p. 19), 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 Chair, National Board of Directors, 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 2008.

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 Convention Center. 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 7, p. 33).

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*, p. 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

[Green or Red 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, p. 51, line 29, to p. 52, line 3.*