

Council Proposal Process

When a Member has a concern, there is a formal communication process between the membership and the Board of Directors where your voice can be heard. Proposals related to Council policy or bylaws may be submitted by registered members of the Girl Scouts of Connecticut Council, 14 years of age or older, for consideration by the Board of Directors. Proposals must be submitted on the GSOFCT Council Proposal Form which is available on the Council website, www.gsofct.org, or by contacting the vice chair at vicechair@gsofct.org

What to do:

1. Define what you want to happen

- Identify the issue you wish to address. Be sure it is only one issue, not several linked together.
- Research why the policy or procedure came about in the first place.

2. Assess how the change will affect others

- Consider what affect this change might have on your Service Unit or the Council

3. Draft the proposal

- Use the Proposal Form. The justification for your proposal should not go over 500 words.
- Include the information you have researched and collected. Write a clear rationale for the change and indicate the affects, from your perspective, the recommended change would have on the membership.

4. Present the proposal to your Service Unit Delegate

- Ask members of the Service Unit what they think of your proposal.
- Discuss your proposal with your delegate.
- *Note to Service Unit Delegate: You don't have to agree or believe in the proposal being presented. By moving it forward you are indicating that you are aware of the proposal and believe the matter to have governance implications. Even if you are unsure about the proposal, send it forward to the Board of Directors.*
- Delegates ensure that proposals address a concern or issue that affects the entire Council and that all information is complete before forwarding the proposal to the GSOFCT Board of Directors.

5. Submission of the proposal by the Delegate

- Mail/e-mail the proposal to the Council 2nd Vice Chair with your signature and any attachments that you feel are important.
- The proposal will be reviewed to determine if it requires action by the Board of Directors or whether it should be referred elsewhere.

6. Board of Directors Procedure

- If the proposal is deemed appropriate by the Board of Directors, and received at least 20 calendar days in advance of a Membership meeting, then the issue will be brought up for discussion at the meeting for discussion and input.
- The 2nd Vice Chair will provide a report of the proposal and discussion notes taken at the Membership meeting to the Board of Directors so that informed decision-making can occur.
- After the proposal has been discussed by the Board, the member(s) submitting the proposal will be notified of action taken. Information about the Board's actions will be reported on the website in the board action reports.

All information should be submitted to the 2nd Vice Chair at vicechair@gsofct.org or mailed to Vice Chair, Board of Directors, Girl Scouts of Connecticut, 340 Washington Street, Hartford, CT 06106.

Council Proposal Form

Proposals related to Council policy or bylaws may be submitted by registered members of GSOFCT, 14 years of age and older, for consideration by the Board of Directors. Once the Proposal Form is completed contact your Service Unit Delegate, s/he must review and sign the form for it to be reviewed by the Board of Directors. This form should be submitted to the 2nd Vice Chair at vicechair@gsofct.org or mailed to Vice Chair, Board of Directors, Girl Scouts of Connecticut, 340 Washington Street, Hartford, CT 06106.

All information is required in order for a proposal to be processed

(Attach additional sheets if necessary)

Name of member(s) submitting proposal:

Position(s) in Girl Scouting:

Phone number(s):

E-mail:

Statement of Proposal: (Describe a specific description of the concern/issue) – 200 word maximum.

Reasons Given: (Why your group wants to see action on this concern/issue) – 500 word maximum.

Additional Information: (Any information not noted above that is important to the consideration of the proposal)

Service Unit Delegate Signature: _____

Board Action:	Do not fill in this area
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