

GSCB Proposal Management Process

Influencing GSCB Policy: The Process of Proposal Submission

A proposal is an item of business that appears in the delegate workbook for the Annual Meeting. All items to be submitted by a Corporate Member for consideration by the Corporation at the Annual Meeting must be submitted in writing to the Chair of the Board not less than one hundred (100) days prior to the Annual Meeting. The Board of Directors shall determine whether such proposals relate to matters that should properly be acted on by the Corporation.

When a GSCB Member has a concern, there is a formal communication process between the membership and the Board of Directors where their voice can be heard. Proposals related to Council policy or bylaws may be submitted by registered members of the Girl Scouts of the Chesapeake Bay, 14 years of age or older, for potential consideration by the Board of Directors.

That process is defined by the following:

Identification of the Issue / Proposal Concept

Girl Scout Member identifies an issue that they wish to change at the Council level. It is up to them to conduct the necessary research and draft a [GSCB Proposal Identification Worksheet](#), which they will present to their Service Unit Members and Delegates for consideration. In this form, they should be prepared to identify the following:

- 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.
- Assess how the change will affect others
 - Consider what affect this change might have on your Service Unit or the Council
- Justification: 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 effects that the recommended change would have on the membership.
 - Ensure that the proposal addresses a governance issue that affects the entire Council and that all information is complete.

Service Unit Proposal Presentation

With the [GSCB Proposal Identification Worksheet](#) completed, the Girl Scout member will present it to their Service Unit Members and Delegates for further consideration and refinement.

Once the Proposal has been discussed and any revisions are defined, the Service Unit Delegate will support the Girl Scout Member in submitting their proposal through the [GSCB Proposal Submission Form](#).

Association Proposal Presentation and Review

This preliminary Proposal will be submitted to the Associate Chair for review and consideration by the full Association. Association Chair will then convene a meeting of their Association for the review and consideration of the proposal.



A proposal must be approved by majority vote at a meeting of Service Unit Delegates. Delegates do not have to agree with, or believe in, the proposal being submitted. By moving the proposal forward, SU Delegates are indicating that they are aware of the proposal and believe the matter to have governance implications.

If this Preliminary Proposal gains the required support, the Associate Chair will prepare the [GSCB Proposal Submission Form](#) to be forwarded to the Board of Directors.

Board of Directors Proposal Presentation

Once received, the proposal will be reviewed to determine if it requires action by the Board of Directors or if it should be referred to elsewhere. If the proposal is deemed appropriate for consideration by the Board of Directors and is received at least 30 days prior to a scheduled Board Meeting, then the issue will be brought for discussion at that meeting. The BOD has final decisions on all policy matters.

Follow-up communications shall include the following:

- The Chief of Staff will inform the Association Chair of the decision and timetable for discussion by the BOD, if applicable.
- The Association Chair will be notified of any action taken by the BOD.
- The Association Chair will inform the delegate body as to the outcome.