

THE LOCAL COUNCIL ANNUAL MEETING

These are the recommended procedures for conducting a local council annual meeting based upon the procedures set forth in article III, section 3, clause 1, of the Standard Local Council Articles of Incorporation and Bylaws, No. 3736A, which states:

"The annual meeting of the local council shall be held at such place . . . and at such time as the executive board of the corporation may determine. The annual meeting of the local council shall be for the purpose of:

- a. Receiving annual reports of the executive board, officers, and various committees,
- b. Electing members at large, associate and honorary members of the local council, National Council members, regular members of the executive board, and officers of the corporation other than the Scout executive,
- c. Receiving and approving financial statements showing the financial position of the corporation as of the close of its most recent complete fiscal year and the results of operations during such year, and
- d. Transacting such other business as may come before the meeting."

It is suggested that the following guidelines be observed:

1. The proposed agenda, notice, and election procedures should be reviewed in conference by the council president, Scout executive, and area director well in advance of the meeting (i.e., prior to the board meeting which is 3 months before the annual meeting).
2. The council president must give careful attention to the appointment of both the nominating committee and the committee on program and resolutions within the time specified in the bylaws. It would be well for the council president to appoint a volunteer Scouter knowledgeable in the BSA election procedures, as well as the applicable nonprofit corporation state law requirements, to serve as parliamentarian and also election judge(s). These appointments should be published with sufficient advance notice to give voting members the opportunity to send in written recommendations.
3. Notice of the annual meeting must be given in writing a minimum number of days in advance of the meeting, as specified in the bylaws of the council.
4. Develop a list of the names of presently registered chartered organization representatives in the council and the name of the organization which each represents. The list should indicate anticipated attendance at the annual meeting. Chartered organization representatives must constitute a majority of the active membership of the local council at all times.

5. Local council bylaws should stipulate the quorum requirements. The National Council recommends that a quorum for the local council conform to the laws of the state in which the council is incorporated. When this is not stated, 5 percent or 10 percent or 15 percent of the total voting membership is recommended.
6. Voting delegates and nonvoting delegates should be properly identified at the annual meeting with easily recognizable and distinctive name tags. All voting delegates should register as they arrive.
7. The council president may desire to call upon the parliamentarian to explain the election procedures before turning the meeting over to the nominating committee chairman to present the nominating committee report and conduct the elections. Copies of the election procedures and council bylaws should be on hand for ready reference. The election procedure should be dignified and be carried out in a businesslike manner. Nominations from the floor are not permitted in BSA election procedures.
8. It is strongly recommended that all officers and members of the executive board be contacted personally (and proposed members at large of the council written to) informing them of the intention of the nominating committee to place their name in nomination for election at the council's annual meeting unless they inform the chairman of the nominating committee otherwise. This is not only a courtesy, but strengthens the position of the nominating committee's final recommendations.
9. A strategy meeting should be held no more than 10 days (preferably within 24 hours) in advance of the annual meeting, at which the council president, Scout executive, parliamentarian, nominating committee chairman (and where possible the regional and/or area representative) are present to review the agenda and to discuss the possibility of problems arising.
10. In the event that problems or divisive matters are anticipated at the meeting, it is appropriate to determine whether or not it is proper to raise such items at the meeting under the council's bylaws. If so, it will be necessary to devise strategy to cope with each matter. It may be appropriate to contact all voting members to give them additional information and to assess the voting position of each.
11. Misunderstandings occur because of inadequate communication. Be sure all volunteer Scouters, especially those from the districts, are well informed. It may be useful to suggest to district Scouters that they have direct representation on the executive board through their district chairman and thus may have their views represented in this manner.
12. The National Council of the Boy Scouts of America may be called upon by the executive board of a local council for assistance in these matters; such as conducting special audits in such areas as personnel, membership, or fiscal stewardship.

COUNCIL ELECTION PROCEDURES

Purpose

To elect council members at large, associate and honorary members of the local council, local council representatives to the National Council, regular members of the executive board, and officers of the corporation other than the Scout executive.

Those eligible to vote

1. Registered chartered organization representatives currently officially representing chartered organizations within the council's geographical boundaries.
2. Registered, duly elected council members at large.

Time of elections

The date, time, and place of the annual business meeting of the local council is specified by the executive board of the corporation as prescribed by the council's bylaws.

Process

1. At least 90 days prior to the date set for the annual business meeting of the local council the president shall appoint a nominating committee, subject to board approval, of not fewer than three active council members. Consideration may be given to adding a former council president and the inclusion of one or two persons of the highest community stature who are not active members of the local council.
2. The members of the nominating committee will be identified to council Scouters between 60 and 45 days prior to the annual council business meeting so that names may be given to them for consideration.
3. Suggested nominees from registered local council Scouters are to be considered if they are received in writing no less than 30 days prior to the annual business meeting. Those who offer names to the nominating committee should supply some background information but should not have secured the permission of the person to be nominated and to serve if elected.
4. The nominating committee will meet with the Scout executive, serving as the secretary and having no vote, for the purpose of selecting a slate of nominees for election.

5. Nominations received in writing within the allowable time from Scouters not on the nominating committee are given serious consideration. Each such nomination should be acknowledged with a brief letter of thanks and the assurance that the candidate will be considered.
6. To provide a fair and orderly nominating process, nominations will not be accepted from the floor at the time of election. This procedure also permits sufficient time to consider in advance all aspects of a nominee's suitability to serve.
7. The nominating committee will select a slate consisting of a single candidate for each council officer position and no more than the legally allowable number of persons for each of the following categories: executive board members, council members at large, associate and honorary members, local council representatives to the National Council; however, the committee may elect not to completely fill the associate and honorary member categories.

The nominating committee will then ensure that sufficient copies of the ballot are printed and that one is provided to each official voting member present at the local council annual business meeting. The order of listing on the ballot is as follows:

Council members at large

Associate and honorary members

Executive board members and advisory council members

Council officers (except Scout executive) and local council representatives to the National Council

8. Following the elections it is important to notify those elected, to congratulate each, and to register those not already registered as active members of the Boy Scouts of America.

Details and Contingencies

1. Newly elected officers and local council members at large take office immediately following the annual business meeting.
2. Should any portion of the nominating committee's report be rejected, this portion would be reintroduced, with or without changes, for consideration at an adjourned or special or postponed meeting to be held no more than 60 days after the annual business meeting. This would permit write-in nominations to be submitted and studied by the nominating committee.

Formal notice of the rescheduled meeting, stating the purpose, etc., should be sent to eligible voters. The nominating committee should, at the rescheduled meeting, be called upon by the president to proceed with that portion (or portions) of the election that was not completed. It is hoped that nominating committee members will discover the reasons

for the failure of acceptance of the slate and attempt to deal with them prior to one rescheduled meeting.

3. In the event that a resolution is still not obtained, the process described in "2" above will be followed once more. Failing resolution the second time, the president may (a) elect to entertain a motion to follow the process in "2" above once again, or (b) dismiss the present nominating committee and appoint a new one which will meet and draw up a slate to be presented according to the guidelines above.
4. Since officers, regular members of the executive board, and council members at large take office immediately following the local council annual business meeting (local council Bylaws, Article III, Section 2, Clause 1 and Article IV, Section 3) they will assume office as soon as the local council annual business meeting is adjourned.
5. Voting should be done by ballot. The nominating committee's slate, having been printed and distributed to eligible voters at the meeting, may be used as an official ballot should there be the need.

The chairman of the nominating committee may "move the acceptance of the category under consideration and instruct the secretary to cast a unanimous ballot for the proposed nominees." If this motion is carried, there is no need to collect the printed ballots.

If the "unanimous ballot" motion is defeated then the president immediately will appoint tellers from among the active, registered members present to collect and tally the ballots. It may be helpful to have eligible voters sign their names so that their eligibility can be checked.

Note: Use Council Nominating Worksheet, No. 6158A.