

**GUIDELINES ON WRITING AND SUBMITTING A PROPOSAL  
FOR CONSIDERATION OF PLACEMENT ON THE  
NATIONAL COUNCIL AGENDA**

In Girl Scouting, a proposal is a main motion used to bring a recommendation before the National Council for a vote.

Proposals for action by the National Council may be originated by one or more Girl Scout councils, by the National Board of Directors, or jointly by a Girl Scout council (or councils) and the National Board.

Each proposal statement should be:

- |                                  |   |
|----------------------------------|---|
| <b>Brief</b>                     | State succinctly a single recommendation for change.  |
| <b>Clear</b>                     | Write simply, so that the proposal statement is easily understood.  |
| <b>Organized</b>                 | If the change proposed has several parts, describe each part in a separate clause. (Separate clauses by a semicolon.)   |
| <b>Complete</b>                  | Fully describe the recommended change. (Specify the means by which change is to be accomplished and the timeline for implementation, if appropriate.)             |
| <b>Stated in the Affirmative</b> | No motion is necessary if it proposes that the membership body refrain from doing something. (The same result can be obtained by not adopting any motion at all.) |

**WRITING THE PROPOSAL**

In writing a proposal, be sure to:

- (1) Phrase the proposal statement in the form of a motion:

(It is moved **THAT**): \_\_\_\_\_.

**or**

(It is moved **TO**): \_\_\_\_\_.

- (2) Focus on a single recommended change.

**PLEASE NOTE:** The National Council votes on the proposal statement itself and not on any background information or rationale in support of it. The proposal, alone, defines what is undertaken if adopted.

**EXAMPLES:**

**Amendment of the Constitution, 2002:**

THAT the Constitution of Girl Scouts of the USA be amended by striking the words "Girl Scout lone troops" and "lone troops" where referenced throughout this document and inserting in their place the words "USA Girl Scouts Overseas."

### **Amendment of the Constitution, 2005:**

THAT Article X, Section 2, of the Constitution of Girl Scouts of the USA (National Board of Directors) be amended by striking the number "35" and inserting the number "25."  
Proviso: This amendment would take effect with the 2008-2011 triennium.

### **INAPPROPRIATE PROPOSAL**

An example of an inappropriate proposal would be one that is operational, such as a proposal seeking to establish or change insignia or program content. If you have a question about whether a proposal is operational, please reach out to the Office of the National Board at [BoardOffice@girlscouts.org](mailto:BoardOffice@girlscouts.org).

### **COMPLETING THE FORM**

So that the National Board of Directors has full information, please fill out the section of the form requesting the financial implications of the proposal.

### **SUBMITTING NATIONAL COUNCIL AGENDA ITEMS**

Forms are attached for councils to:

- (1) Submit an **original** proposal for vote by the National Council.
- (2) Support a proposal sponsored by **another** council.
- (3) Submit a **topic for discussion** by the National Council.

Please follow these steps:

1. Each form submitted has content **approved** by the council board of directors.
2. Please **email** complete form to: [BoardOffice@girlscouts.org](mailto:BoardOffice@girlscouts.org)  
**OR mail** hard copy to:  
Office of the National Board of Directors Girl Scouts of the USA  
420 Fifth Avenue  
New York, NY 10018-2798
3. Proposals for action by the National Council or support of another council's proposal must be **emailed** or **postmarked** no later than **August 31, 2019**.
4. Suggestions for discussion must also be **emailed** or **postmarked** no later than **August 31, 2019**.

Thank you.